



**REGULAR MEETING
OF THE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
JUNE 23, 2020**

**4:30 pm
BREC Administration Building 6201 Florida Boulevard
Commission Room
Baton Rouge, LA 70806**

AGENDA

- I. CALL TO ORDER: Mr. Mark Bellue**
- II. ROLL CALL: Ms. Amie McNaylor**
- III. APPROVAL OF MINUTES OF FEBRUARY 18, 2020 MEETING: Mr. Mark Bellue**
- IV. PRESIDENT’S ANNOUNCEMENTS: Mr. Mark Bellue**
- V. ADMINISTRATIVE MATTERS**
 - 1. Executive and Financial Report: Mr. Bill Deville and Executive Staff**
- VI. COMMITTEE REPORTS AND ANY ACTION THEREON**
 - 1. Finance & Executive: Mr. Mark Bellue**
 - 2. Technical, Policies & Practices: Dr. Peter Breaux (no meeting held)**
 - 3. Audit: Mr. Kahli Cohran (no meeting held)**
 - 4. Planning: Mr. Kevin O’Gorman (no meeting held)**
 - 5. Community Relations: Ms. Linda Perkins (no meeting held)**
- VII. ACTION ITEMS**
 - 1. Consideration of authorization to extend adjuster claims services contract with Brown Claims Management Group, LLC**
 - 2. Consideration of authorization to extend drug and alcohol testing services contract with IHSN**
 - 3. Consideration of authorization to extend service planning and scheduling assistance contract with Arthur N. Gaudet & Associates**
 - 4. Consideration of authorization to purchase power backup generators**

5. Consideration of adoption of Public Transportation Agency Safety Plan
6. Consideration of authorization to award ERP implementation contract to Intueor Consulting, Inc.
7. Consideration of authorization to purchase Gillig bus operator protection barriers
8. Consideration of authorization to purchase ADA/paratransit van operator protection barriers
9. Consideration of authorization to purchase two BYD electric charging stations
10. Consideration of authorization to increase external audit services contract with Postlethwaite & Netterville
11. Consideration of authorization to renew RouteMatch annual technical support, maintenance, and warranty services
12. Consideration of authorization to designate The Advocate as the official journal of CATS as set forth in the CATS Board of Commissioners Bylaws
13. Consideration of Authorization for the CEO to settle the claims of Dawn Altazan under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. (This matter might possibly be discussed in executive session.) As required by the Open Meeting Law, notice is hereby given that this claim is pending in the 19th Judicial District Court and is Suit Number 681,503, Sec. 25; and that Dawn Altazan is the plaintiff and Leatrice Gray, Capital Area Transit System, Jonise Williams, and Progressive Security Insurance Company are the defendants.)
14. Consideration of Authorization for the CEO to settle the claims of Linda Clayton under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. (This matter might possibly be discussed in executive session.) As required by the Open Meeting Law, notice is hereby given that this claim is pending in the 19th Judicial District Court and is Suit Number 665,144, Sec. 27; and that Linda Clayton is the plaintiff and Capital Area Transit System, State Farm Mutual Automobile Insurance Company, and Robert Tate are the defendants.)

VIII. PUBLIC COMMENT

IX. ADJOURNMENT

Individuals having questions regarding the meeting should contact Amie McNaylor, 225.389.8920, 2250 Florida Boulevard, Baton Rouge, LA 70802.

Individuals needing special accommodations during this meeting should contact Karen Denman (225) 389-8920, Ext. 1504, 2250 Florida Boulevard, Baton Rouge, LA 70802, 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**

FEBRUARY 18, 2020

4:30 p.m.

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

MINUTES

I. CALL TO ORDER: Ms. Erika Green

Ms. Green called the meeting to order.

II. ROLL CALL

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

III. NOMINATION AND ELECTION OF OFFICERS: Ms. Erika Green

Ms. Perkins, Chair of the Nominating Committee, shared that the proposed slate of officers for 2020 was unchanged.

The proposed slate of officers was as follows:

President – Mark Bellue

Vice-President – Erika Green

Treasurer – Kahli Cohran

Secretary – Antoinette Pierre

There were no nominations from the floor.

Ms. Green invited public comment and there was none. The slate of officers was elected without objection. Messrs. Cohran and Lambert were not present for the vote.

IV. APPROVAL OF MINUTES OF JANUARY 21, 2020 2019 MEETING

Ms. Perkins moved to approve the minutes of the January 21, 2020, meeting and Ms. Pierre seconded the motion. Ms. Green invited public comment and there was none. The motion passed unanimously with no abstentions. Messrs. Cohran and Lambert were not present for the vote.

V. PRESIDENT'S ANNOUNCEMENTS

Ms. Green reviewed the public comment process.

Ms. Green shared celebrations of Mardi Gras and Black History Month.

VI. ADMINISTRATIVE MATTERS

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

Before beginning the Executive Report, Mr. Deville invited Ms. Tiffani Dorsa of Postlethwaite & Netterville to speak to the board members.

Ms. Dorsa shared that she was communicating with the members as required. She noted that P&N would be starting the annual audit at the end of the month.

Ms. Dorsa let the members know that those performing the CATS audit must remain independent. She shared that she is looking forward to improvements made by the agency. It was noted that the firm uses the concept of materiality. The goal is to have the audit complete by April 1st.

Mr. Deville shared that the agency welcomed a new Accounting Manager, Joe Ramirez, and a new Risk Management Manager, Peter Truxillo, to the agency. Mr. Ramirez started on January 27th and Mr. Truxillo started on February 3rd.

Mr. Charles Odimgbe has left the agency and we thank him for his service during the short time he was here.

The Pierlott group was onsite last week to facilitate CATS Triennial responses to the findings reports. They plan on getting preliminary work underway regarding the CATS DBE three-year policy that expires this year.

Postlethwaite & Netterville met with the CEO, CAO, and the Comptroller in a pre-audit meeting.

Ms. Dwana Williams shared that, in Operations, there are currently 137 active operators. There are 146 total operators and the remaining operators are on FMLA and light duty.

Ms. Williams noted that CATS had 208,810 passenger trips in January. She noted the decrease is a result of running holiday schedules for New Year's Day and Dr. Martin Luther King, Jr. Day. There were 1.1 preventable accidents per 100,000 miles, and 731 trips cancelled for the month. The percentage of on-time trips was 60.81%, and there were 5,722 mean miles between road calls for the month.

There were questions as to when the agency would be rectifying its fleet and manpower issues.

There was discussion surrounding the agency fleet and how many vehicles are beyond their useful life. A board member inquired as to the number of vehicles outlined for purchase in the Capital Improvements and Investments Plan.

Mr. Deville shared that Mayor-President Sharon Weston Broome was recently honored in the Celebrating Women Who Move the Nation awards by the Conference of Minority Transportation Officials. She was one of 12 honorees and the only mayor to be selected.

Mr. Deville noted that the Microtransit RFP is on the streets and should be ready in April. He let the board members know that the paratransit Microtransit work is nearly ready with MV and Uzerv.

Mr. Deville shared the he and Board Vice-President Erika Green would be on the James Gilmore radio program on Thursday, February 20th to discuss the good things happening with CATS.

CATS successfully opened its Phase One Cortana-Walmart Transit Center on February 11th. It was attended by CATS staff and board, members of the public, stakeholders, and multiple media outlets.

The CAO has composed and sent notices to on-call proposers after a management meeting two weeks ago that was also attended by three board members.

The CEO is investigating options to do a short and/or long-term bus lease to resolve issues developing with the 14 cut-a-way vans used in fixed route service. The vans have reached their useful life and are becoming problematic, leading to vehicle shortage and trip cancellations. The FTA verbally approved the strategy when proposed four years ago before the agency procured a number of new buses and doing a lease purchase for eight.

Mr. Deville noted that staff continues to work towards service improvements that will be implemented in the spring. These are designed to improve on-time performance and enrich the customer experience. The CEO contracted with an expert service planning & scheduling consultant after the DCEO requested CEO approval to proceed with implementation.

A challenge was issued from the Mayor's office after getting complaints that the transit stop accessing the Veteran's Clinic had been removed in February 2019 with the service changes. CATS was informed that one of the veterans took it upon himself to represent a group of veterans with a written complaint. The DCEO informed the CEO that it would be June before it could be resolved. However, the CEO has intervened with staff to find an immediate solution. The facility will be included in the service changes for March and will be served beginning March 30th.

Mr. Deville and Mr. Abadie noted that CATS is waiting on LSU for the sale of the North Baton will be complete.

HNTB has presented staff with a potential preliminary draft of what the Downtown/I110 Transit Center could look like.

CATS planning staff conducted a feasibility study of four potential sites for the South Baton Rouge Transit Center and an update will be provided upon its completion.

Mr. Fight noted that the HR Department will begin a training initiative for administrative employees on February 20th entitled Leadership CATS. The program will run monthly until August and will provide leadership tools and skills to the executives, directors, managers, and those supervisors and employees who apply and are selected.

Mr. Cutrone presented the January financials and noted that the total current assets as of January 31, 2020, are \$28,860,875. The total assets are \$58,525,954. The total current liabilities are \$6,406,287 and the total liabilities are \$11,849,323. The total net liabilities and assets are \$58,525,954.

The total operating expenses for the month as of January 31, 2020, are \$2,301,354.

The total CATS-generated operating revenues for the month as of January 31, 2020, are \$238,600. The total non-federal subsidies for the month are \$1,481,667 and the total federal subsidies are \$361,366. The total operating subsidies for the month are \$2,081,633. The net operations balance as of January 31, 2020 is -\$219,721.

Mr. Cutrone noted that the agency received the first property tax check on January 15th and the maintenance inventory was completed on January 3rd.

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Ms. Erika Green

Ms. Green referred the members to the highlights of the minutes of the February 13th meeting and shared the highlights. She noted the action items were presented to the F&E Committee and were unanimously recommended for approval by the board.

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

Dr. Breaux noted the committee did not meet.

3. Audit: Mr. Cohran

Mr. Cohran noted the committee did not meet.

4. Planning: Mr. Kevin O’Gorman

Mr. O’Gorman noted that the committee did not meet.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins referred the members to the highlights of the minutes of the February 12th meeting in their packets. She noted that Mr. Cooksey recognized Mr. Ira Fontenette for his work to spearhead security and lighting issues at the facility.

Ms. Perkins thanked the union leadership for attending the meeting and encouraged them to continue coming to the meetings in the future.

Ms. Perkins congratulated Mr. Deville and the staff for a well-executed and well attended opening of the Cortana Transit Center. She noted that the event was not only well attended but got positive coverage in the media.

Mr. Cooksey noted that CATS On Demand had 9,913 scheduled trips in January. Of those, 894 were cancellations and 417 were no shows, for a total of 8,602 completed trips.

Mr. Cooksey shared that there were three valid complaints for the month.

The on-time performance for the month was 87.7%.

There were two road calls for the month.

Ms. Green gave kudos to the staff for the opening at Cortana and congratulated the Communications Department for their efforts that resulted in good media coverage.

Ms. Pierre gave praise to the staff and to the Communications Department for the Cortana event. She shared that people in her office were talking about the Transit Center because they saw the coverage.

VIII. ACTION ITEMS

- 1. Consideration of authorization to add Pearlina Thomas as signatory on behalf of CATS for all Whitney/Hancock Bank accounts and to remove Charles Odimbe as signatory and recommend authorization for the CEO to execute all documents required by Whitney/Hancock Bank to effectuate these changes**

It was noted that this is a required item by the bank to add and remove signatories. With this action, there will be four approved signatories for checks: Bill Deville, Dwana Williams, Pearlina Thomas, and John Cutrone.

Ms. Perkins moved that the CEO is authorized to add Pearlina Thomas as signatory on behalf of CATS for all Whitney/Hancock Bank accounts and to remove Charles Odimbe as signatory and that the CEO is authorized to execute all documents required by Whitney/Hancock Bank to effectuate these changes. Mr. Lambert seconded the motion. Ms. Green invited public comment and there was none. The motion passed unanimously.

**RESOLUTION OF A STATE OR LOCAL GOVERNMENT OPERATING
UNDER AUTHORITY OF A BOARD, COUNCIL, OR OTHER TYPE
GOVERNING BODY**

**Whitney Bank, also dba Hancock Bank
Capital Area Transit System
2250 Florida Boulevard
Baton Rouge, LA 70802**

- A. We, the undersigned, certify that we are the President and Secretary/Clerk of the above-named State or Local Government (hereinafter referred to as the "Governing Authority") duly created, organized, and operating under the Constitution and Laws of the State of Louisiana Federal Employer ID Number 72-0755868, and that the following is a true, correct, and certified copy of a resolution adopted at a meeting of the Governing Authority, properly called and duly held on February 17, 2020, and that this resolution has been properly entered into the minutes of the Governing Authority, having not been modified or rescinded.**
- B. To be resolved that:**
- (1) The Financial Institution named above is designated as a depository for the funds of this Governing Authority;**
 - (2) This resolution shall continue to have effect until express written notice of its recession, modification, or cancellation has been received and recorded by this Financial Institution;**
 - (3) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowing by or on behalf of the Governing Authority with this Financial Institution prior to the adoption of the resolution are hereby ratified, approved, and confirmed;**
 - (4) Any of the persons named below, so long as they are acting in a representative capacity as agents of the Governing Authority, are authorized to make any and all contracts, agreements, stipulations and orders which they may deem advisable and necessary to open an Account(s) with the Financial Institution and for the effective exercise of powers over said account(s) for the transaction of all business concerning funds deposited in, money borrowed from, or other business transacted by and between this Governing Authority and said Financial Institution and to endorse checks and orders for the payment of moneys and withdrawal funds on deposit with this Financial Institution, subject to any restriction(s) stated below. The Governing Authority agrees to, shall be bound by, and otherwise be**

liable for, the terms and conditions of all such contracts, stipulations, and orders. It shall be the responsibility of the Governing Authority to provide written notice to this Financial Institution should the authority of any of the agents it has so authorized to transact business on its behalf has been terminated. This Financial Institution shall incur no liability for acting in good faith upon the representations of said agents until such notice is properly given;

(5) Any and all prior resolutions adopted by this Governing Authority and certified to this Financial Institution as governing the operation of this Governing Authority's account(s), are in full force and effect, unless supplemented or modified by this authorization;

(6) The Governing Authority agrees to the terms and conditions of any account agreement, properly opened by any authorized representative of the Governing Authority and authorizes this Financial Institution named above, at any time, to charge the Governing Authority for all checks, drafts, or other orders, for the payment of moneys, drawn on the Financial Institution;

- C. Each person named below (name and title) is authorized to exercise the powers granted herein on all accounts opened under this Agreement and accompanying Master Signature Card on behalf of the Governing Authority:

William J. "Bill" Deville, Chief Executive Officer
John Cutrone, Comptroller
Dwana Williams, Chief Operating Officer
Pearlina Thomas, Chief Administrative Officer

- D. I further certify that the Governing Authority has, and at the time of adoption of this resolution did have, full power and lawful authority to adopt the foregoing resolution(s) and to confer the powers granted to the person(s) named herein;

IN WITNESS WHEREOF, we have hereunto affixed our signatures as of February 17, 2020.

Mark Bellue, CATS Board President
Amie McNaylor, CATS Board Assistant Secretary

2. Consideration of approval of automated fuel dispensing services contract with Mansfield Oil (formerly FuelTrac)

It noted that this is a renewal of the existing fuel dispensing services contract and it is a contract with the City-Parish. This is the fifth year of the contract and there are up to two, one-year renewals remaining.

The term of the contract is for a period of one year, from April 1, 2020 to March 31, 2021.

Ms. Green moved that the CEO is authorized to renew the automated fuel dispensing services contract with Mansfield Oil (formerly FuelTrac) for one year and Mr. Cohran seconded the motion. Ms. Green invited public comment and there was none. The motion passed unanimously.

IX. PUBLIC COMMENT

Rose Mazerac inquired as how many customers are adversely affected by the vehicle shortage and when it would be resolved. She also shared a concern from a fellow rider about Route 47 at Highland and Aster. The bus arrives late and/or is cancelled almost daily. When this happens, people miss their connection and end up being late for their jobs.

Ms. Green let those assembled know that there would be an event honoring the late Ms. Sadie Roberts-Joseph at the Independence Park Theater with Ms. Green and BREC.

X. ADJOURNMENT

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

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



EXECUTIVE STAFF

Bill Deville
Chief Executive Officer

JUNE 2020 Executive Report Bill Deville and CATS Staff

COVID-19 UPDATES: Bill Deville (Please note there are several “hyperlinks” in the body of this report that provide more detailed supporting information):

- Governor Edwards declared a pandemic state of emergency on March 11th & Stay at Home Order March 22nd. On May 14th, Governor Edwards signed an order moving Louisiana to Phase One of his Roadmap to a Resilient Louisiana; Governor Edwards implemented the Phase 2 Reopening order on June 5th through June 26th.
- CATS is continuing to meet safety and security guidelines, even as they continue to change and evolve on a sometimes weekly basis, by the State of Louisiana and Governor Edwards, East Baton Rouge Parish and Mayor-President Sharon Weston Broome, the Federal Transit Administration (FTA), and the Centers for Disease Control (CDC).
- CATS amended its internal Policy Committee into a Covid-19 Response Task Force, led by the CAO Pearlina Thomas and Theo Richards, with participants from all departments; the group meets daily.
- CATS, accordingly, has begun requiring all employees that deal with the public to wear face masks. Additionally, CATS is urging everyone else, including riders, to wear them as well; CATS was advised that it “cannot legally require riders to wear face masks”.
- CATS began [waiving fares](#) for all customers on both fixed route and CATS On Demand on March 18th.
- CATS began enforcing [social distancing](#) on vehicles on March 18th.
- CATS began running its current [essential service](#) (most transit agencies call it “Covid-19 Lifeline” service”) April 5th; this service will continue through the Phase One reopening. (See further explanation of service planning status attached to executive report.)
- The agency has been providing PPEs to essential employees and has begun distributing them to nonessential employees for professional/work use.
- The FTA Coronavirus Aid, Recovery, and Economic Security (CARES) Act was enacted into law on April 27th and superseded the March 18th Families First Coronavirus Response Act (FFCRA), which makes Mass Transit a US Department of Homeland Security Cybersecurity and Infrastructure Security Agency (CISA) “essential” service class, including CATS service; DHS CISA compliance was merged into Governor’s orders.
- The CARES Act “supplemental” grant (FTA grant class 5307) funding allocation was awarded to CATS in the amount of \$17million.
- CATS is allowed to use the funds for loss of revenues, all Covid-19 related operating expenses, and all “operating” expenses, effective January 20, 2020, until funds are fully exhausted.

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

EXECUTIVE STAFF



- CATS comptroller and CEO are working closely with COO, CAO, staff, and key consultants reviewing and revising the projected CY20 revenues and expenses, as well as what to expect in the “new normal” recovery process going forward.
- The agency continues to provide the same essential “lifeline” service that has been in effect since April 5th through Phases 1 and 2 of the State reopening.
- Detailed [information](#) can be found on the CATS website and [updates](#) are provided to the public via email, social media, website, and digital advertising on WAFB and The Advocate’s websites.

TRIENNIAL REVIEW

- On August 7 and 8, 2019, the Federal Transit Administration (FTA) conducted a Triennial Review of CATS. This review focuses on 21 compliance areas. The review found deficiencies in 12 areas: Financial Management and Capacity, Technical Capacity – Award Management, Transit Asset Management, Maintenance, Procurement, Disadvantaged Business Enterprise, Title VI, Americans with Disabilities (ADA) – General, ADA – Complementary Paratransit, Equal Employment Opportunity, Charter Bus, Section 5307 Program Requirements. A final report was issued by the FTA on October 9, 2019, describing the corrective actions that CATS needed to implement to address the deficiencies. In response to the report, CATS staff worked with our consultant Pierlott & Associates to implement the corrective actions in each of the 12 review areas. CATS submitted its response to the FTA on February 28, 2020, and as a result of these efforts FTA closed all but one of the review findings. The review finding that remains open is related to the outstanding findings from CATS’ FY2018 Single Audit. CATS continues to work towards completing this corrective action.

2019 Audit: *John Cutrone*

- P&N began the CATS 2019 year-end audit on time in January but did run into delays caused by the Pandemic crisis, and they would up working alternately at the CATS facilities and remotely as needed with staff. The audit cannot be completed with the FTA NTD report not being completed, and the FTA extended nearly all due dates by at least 30 to 90 days – we have an interim ordered delay until May 30th. The audit will be completed subsequent to receipt of that report and the Pension audit
- The NTD final draft is being reviewed by the CEO and the report is due June 30th. The report will be complete in advance of that date and shared with P&N.

OPERATIONS: *Dwana Williams*

- There are currently 116 active operators working. There are 145 total operators; the remaining operators are as follows:
 - 9 – inactive
 - 20 – out due to COVID-19

- See attached Performance Measures April performance measures reflect measures during COVID-19.

Administration: *Pearlina Thomas*

- HUMAN RESOURCES
- PROCUREMENT – Monthly contract status report attached
- Covid-19 Response Task Force
- Covid-19 Draft Policies
 - The following draft policies have been approved by the Internal Policy & Procedures Committee and are making their way to the Technical Policies and Practices (TPP) Committee:
 - Policies and Procedures Process
 - Internal Policy & Procedures Committee (IPPC)
 - Emergency Procurement Policy
 - Internal State of Emergency Policy

PLANNING AND PROGRAM DEVELOPMENT: *Bill Deville*

Service:

- CATS has been monitoring the ridership daily since the onset of the Stay at Home Order from Governor Edwards. Ridership trends are down as a result of the virus, as they are in the rest of the country. CATS is contributing information to the [BRAC Covid-19 Dashboard Report](#) “Transportation” section.
- Nationally known planning and scheduling expert consultant Arthur Gaudet was brought back to urgently help CATS contend with the Covid-19 emergency declaration/Stay at Home order from Governor Edwards. CATS essential “lifeline” service began on April 5th and is running at a reduced level. Mr. Gaudet is assisting the CEO and CATS leadership to monitor the Covid-19 service and ridership. The Stay at Home Order is being incrementally rescinded effective May 15th and CATS will continue to observe ridership trends as we plan to respond to government directives and prepare service models that could be implemented later for CATS return to what may be the “new normal”. See attached report.
- GRANT APPLICATIONS:
 - FTA Bus & Bus Facilities Grant Opportunity
 - In April, CATS submitted a FTA Bus & Bus Facilities grant application for funds to provide 14 new fixed route, electric 30’ buses (smaller than the normal 35’ buses), 14 new cutaway 24’ paratransit buses, shop equipment, and a new air conditioning system for the 2250 Florida Operations, Administration, and Maintenance (OAM) facility. The FTA grant application also included passenger amenities for the proposed new Downtown Transit Transfer Center. All 28 of the current cutaway bus fleet are beyond their useful

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

EXECUTIVE STAFF



life. The application also includes the replacement of the four Capitol Park trolleys with new electric simulated trolley buses. CATS has garnered letters of support from key stakeholders, including congressional and local elected officials; hopefully, FTA will approve this grant application for funding.

- FTA Helping Obtain Prosperity for Everyone (HOPE) – Project Manager, Theo Richards
 - The HOPE Grant is a new planning grant opportunity released by the FTA for FY 2020. This grant focuses on providing transportation planning services to the depressed regions in the country, some of which are included in the Capital and New Orleans regions. CATS is applying for the HOPE grant to fund a planning study focused on increasing mobility between Baton Rouge and New Orleans. This study will look into park-and-ride locations, commuter services (including vanpool and/or commuter bus), industry commuting data, and associated costs. The application is due in early June and no applicant will receive more than \$850,000. CEOs for New Orleans and Baton Rouge have agreed to work together to try and make it happen (RTA in New Orleans is also applying, but for “suburban/region service” – New Orleans East & Jefferson Parish).
- FTA Accelerating Innovative Mobility (AIM) – Project initiated by CAO Pearlina Thomas; Project Manager, Theo Richards
 - The AIM Grant will highlight FTA’s commitment to support and advance innovation in the transit industry. AIM will drive innovation by promoting forward-thinking approaches to improve financing, system design, and service. CATS is applying for this competitive innovation grant. If awarded, CATS would receive up to \$250,000 and will focus on enhancing the customer experience through new electronic digital technology messaging. Providing more live time information, 2-way SMS chat for direct time communication between passengers and CATS, and more. CATS will serve in a national network of transit agencies, spotlighted by the FTA, that will test and share project results with all transit agencies.

Capital:

- BRT –Plank/Nicholson BRT Corridor project – A major milestone was accomplished with approvals received last week from both the State Historic Preservation Office and environmental clearance by FTA. Next steps include

refining BUILD grant budget and development of the next CEA between CATS and the City-Parish.

- Meetings with the City-Parish, Build Baton Rouge, HNTB, and CATS for the design of BRT & transit center station shelters by the contractor Reich Architects are being scheduled this week.
- Transit Hubs/Centers –
East, Cortana – completed.
Downtown – federal funding is being sought to fund the amenities needed for the relocation of the 2250 and 22nd street CATS Terminal to the Florida at I-110 site via a FTA Bus and Bus Facilities grant application that was submitted last week.
- *North, LSU permanent/EKL temporary site* – CATS counsel reported title is finally cleared; awaiting formal title documents before CATS can move forward with FTA next steps.
- *South, Mall of Louisiana temporary site* – staff and board member Laurence Lambert seeking permanent site.
- *Baker Park & Ride* – CATS continues meetings with principals in this project: CRPC and Mayor Waites. CRPCA and the City of Baker purchased the Park & Ride property and are moving ahead with the Planning study. Please see following link for WHLA rendering of the retail development resulting as TOD (transit oriented development). Here are the latest Baker TOD development graphics:
<https://www.dropbox.com/sh/wzwd5ws2hr18swn/AABIP72OSR8SLhJpa0Y1dCk6a?dl=0>
- Planning study by the City of Baker and CRPC is next step.
- **Technology – highlighted solicitation scoping or contract negotiations:**
Key Technology Needs Status
 - Enterprise Resource Planning System – The Foundation(negotiating)
 - HR, Payroll
 - Finance AP, AR, Budget, etc.
 - Project Management/Project Controls
 - Procurement, etc.
 - Enterprise Asset Management System
 - Evaluate if current system meets the needs of CATS, or replace
 - Scheduling/AVL System SaaS (software as a service licensing by subscription for both meets needs much quicker)
 - Current situation is tolerable, but facing challenges
 - Replace AVL as soon as possible – 2 year extension action item needed in the interim – they won't do one year term.
 - Move Scheduling in house as soon as possible
 - Customer Service System
 - Procure work rules based customer service application

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

EXECUTIVE STAFF



- Business Analytics Solicitation about to start
 - Procure an agency wide tool to gather reporting data automatically from the core systems

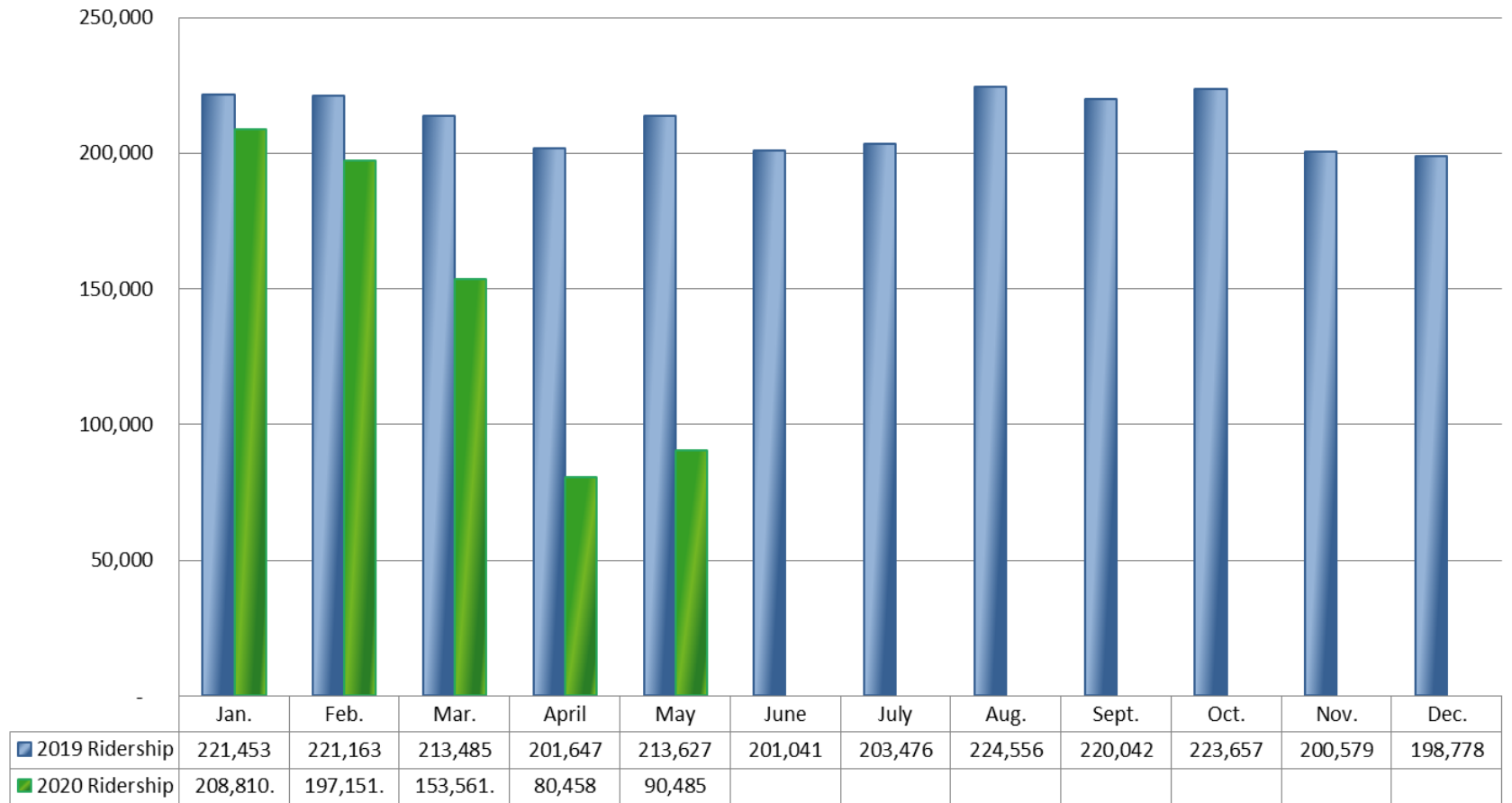
CEO NOTES: *Bill Deville*

- CATS CEO appointed to Southwest Transit Association (SWTA) Board, a regional association of transit systems representing eight states – Louisiana, Texas, Arkansas, Oklahoma, Arizona, New Mexico, Colorado, and Kansas.
- CEO sought legal assistance from FTA Legal, who in turn forwarded the CEO to FTA DC/HQ on questions regarding CARES amending FFCRA and “Admin Leave” criteria under US DHS CISA guidelines.
- Engaged outside legal counsel to assist in quickly growing pandemic crisis related issues/challenges, i.e. COVID-19 policies and legislative compliance, labor, personnel, etc.
 - CATS is further developing a Pandemic Virus Policy and Service Restoration Checklist according to congressional legislation in coordination with State law.
 - “The Pandemic Virus Service Restoration Strategy must be nimble and flexible. Therefore an analysis of policy, financial and legal ramifications of restoring service is being conducted. This is the purpose of the Pandemic Virus Service Restoration Checklist.
 - The state must find the right middle ground between restarting large-scale shutdowns – that the public might not tolerate- and doing little or nothing. The middle ground involves state and local government officials being able to rapidly respond to outbreaks and respond to specific activities that are the sources of spread of the virus. This involves people continuing to social distance and wear masks. CATS must be nimble enough to respond to this fluid situation. The basic protocols of social distancing, masks and sanitization of work places, facilities and transit vehicles may be with us for a while.”
- Source: <https://www.wsj.com/articles/new-rules-for-covid-summer-be-flexible-and-vigilant-11592167772>
- See attached Pre, Current, and Post Covid-19 Service Review and Planning Executive Summary Report; Mr. Gaudet can join in by phone if desired.

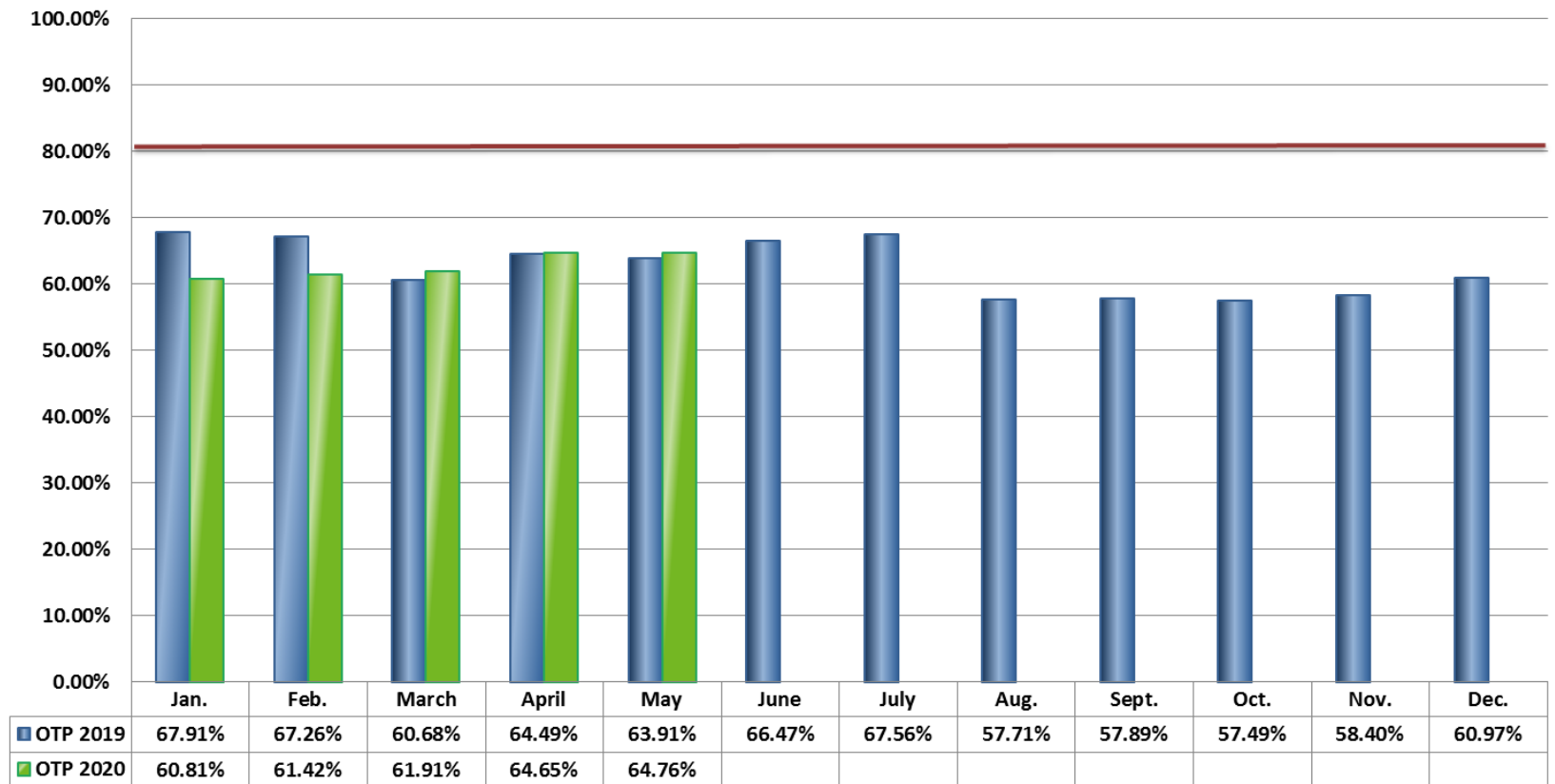
Finance: *Mr. John Cutrone*

- See attached financial report.

Ridership 2019-2020



On-Time Performance 2019-2020

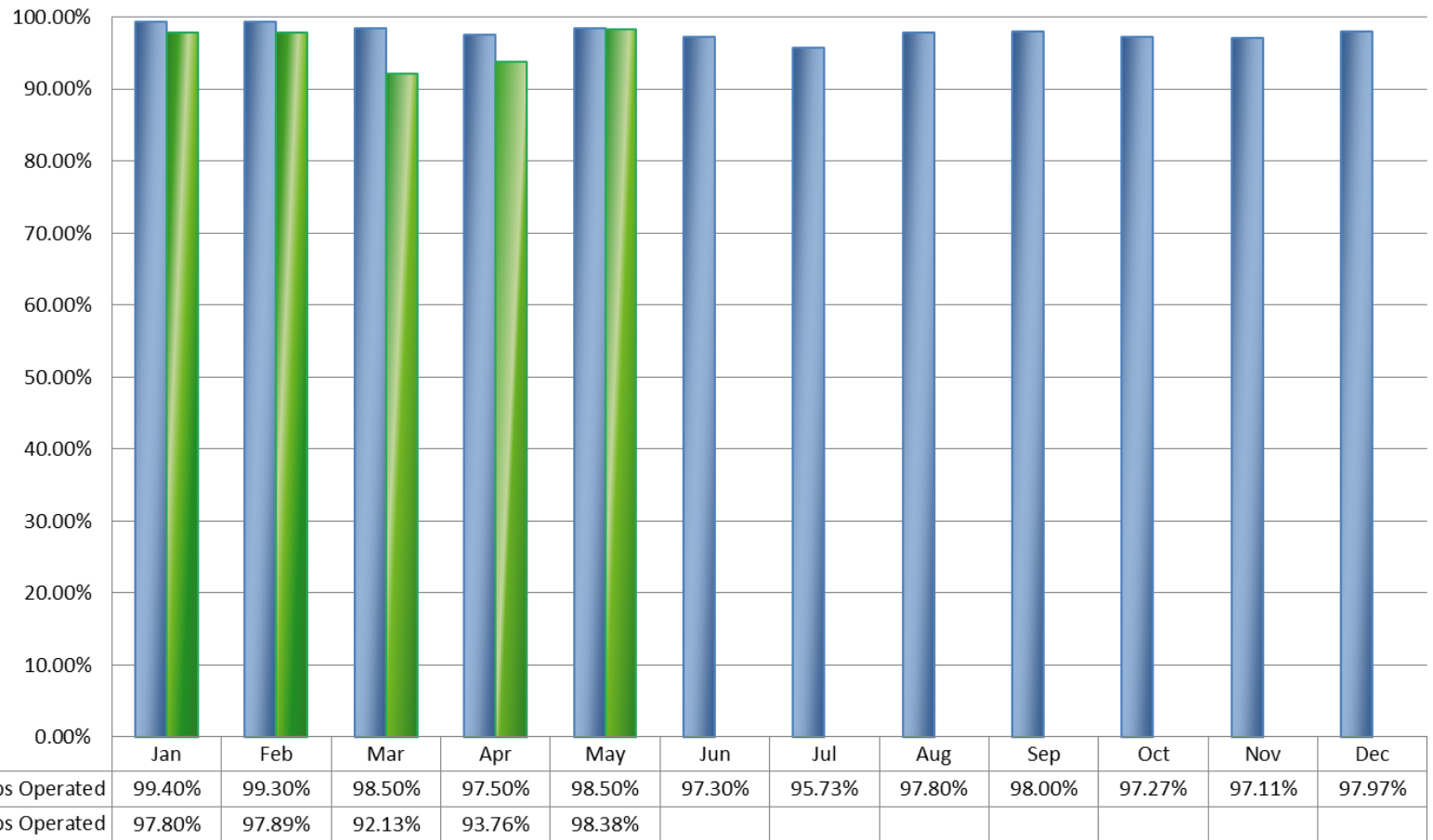


***Target 80% On-Time Performance**

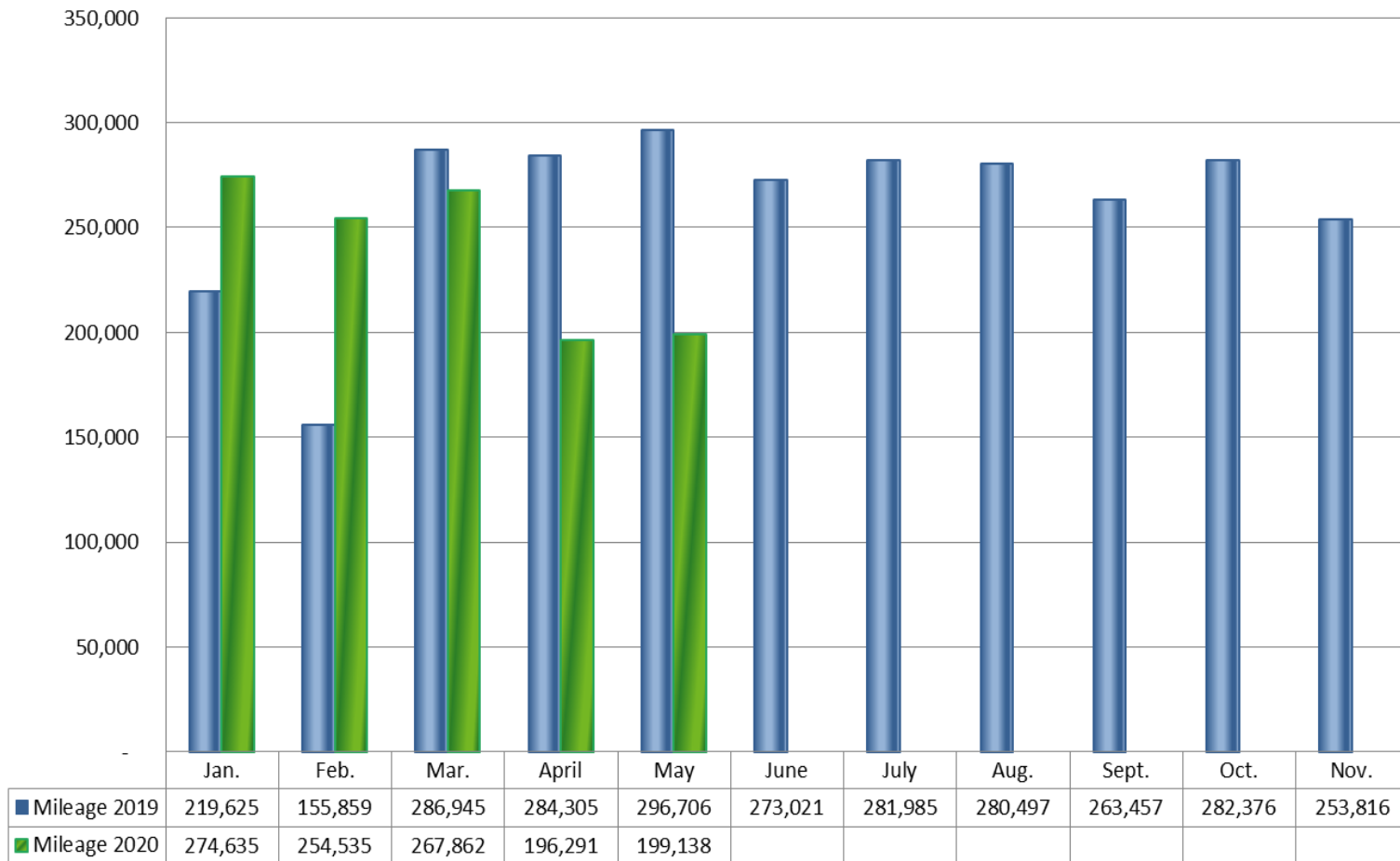
Note: On-Time performance is measured at scheduled timepoints which represent 6.78% of the total system bus stops

% Trips Operated 2019-2020

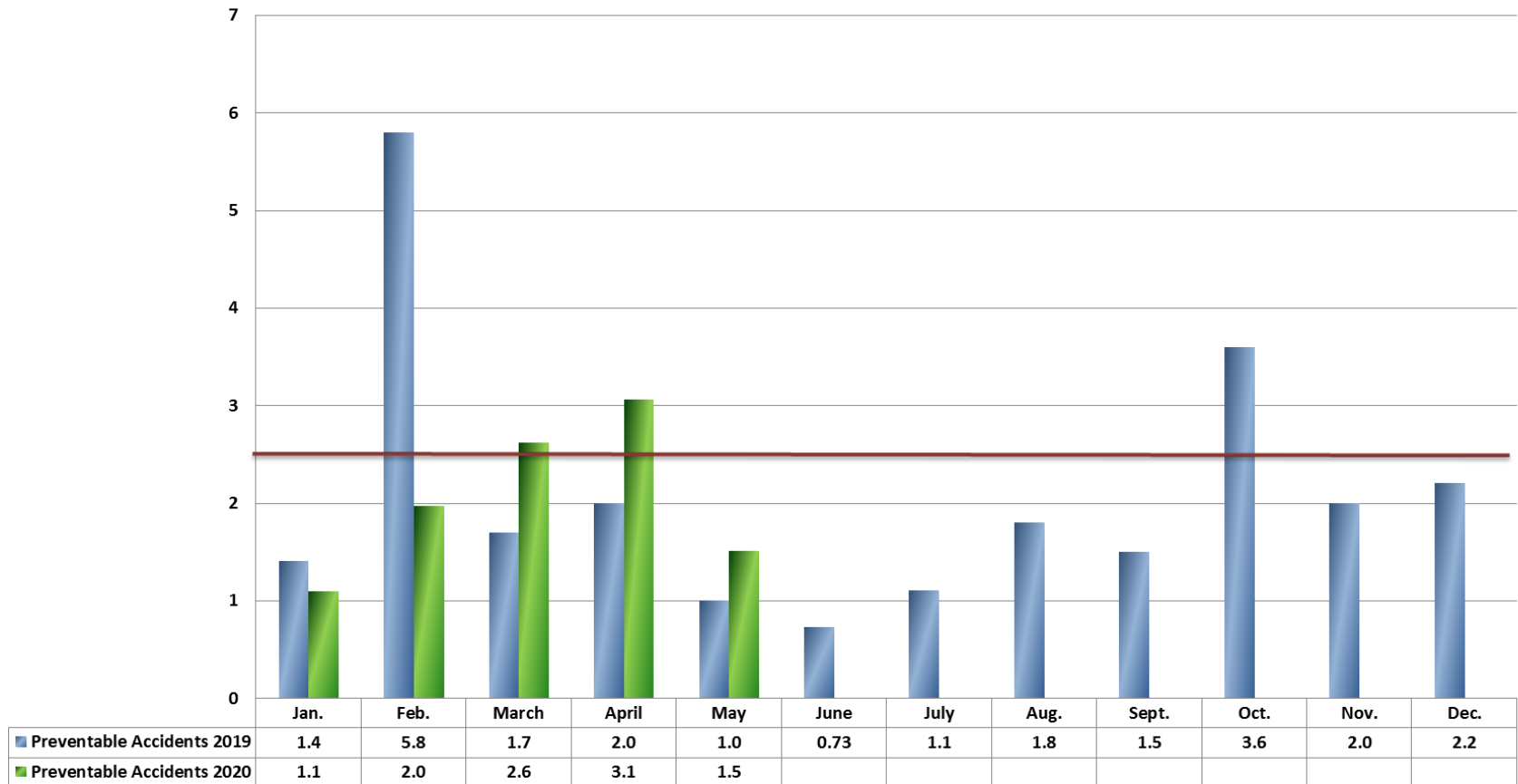
% Trips Operated



Mileage 2019-2020

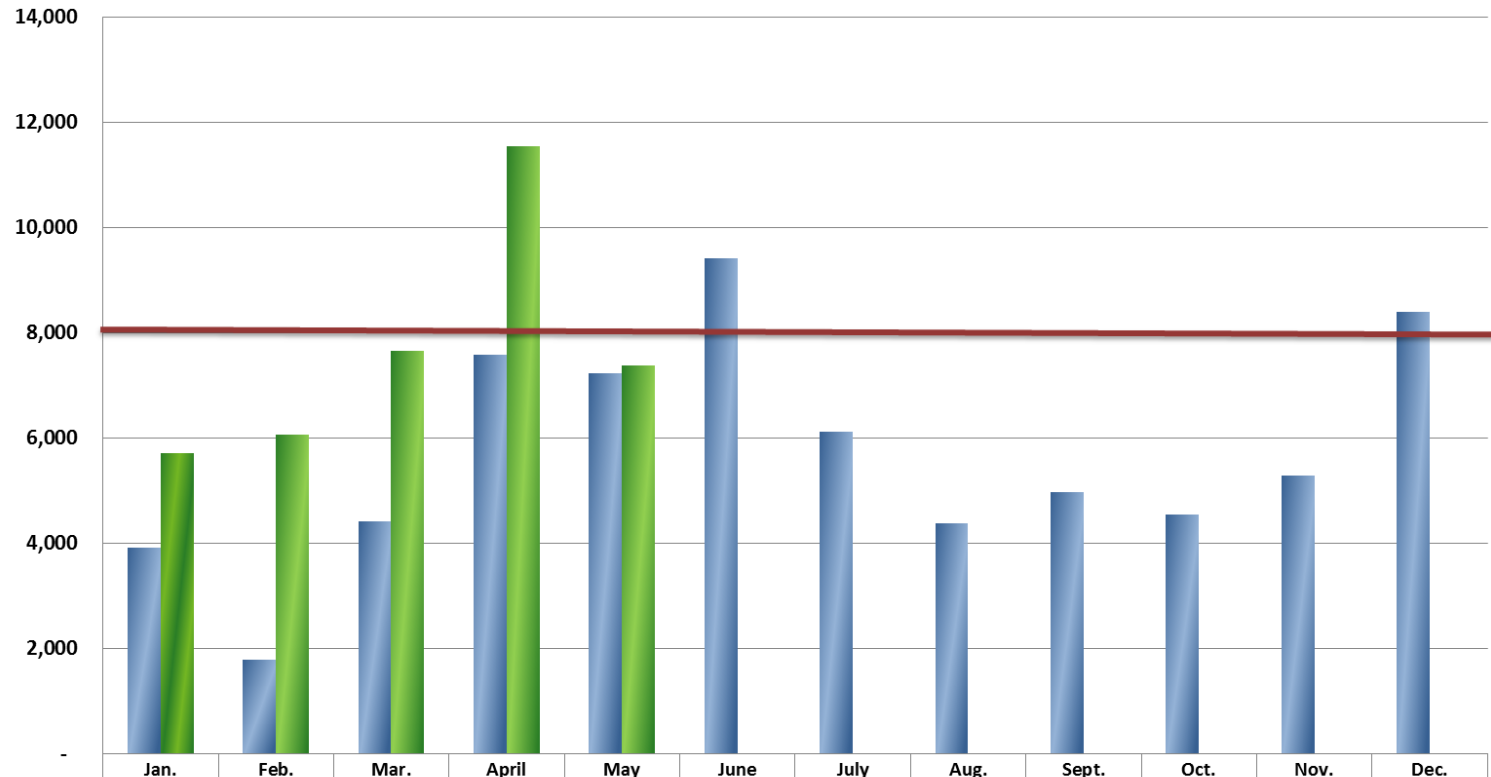


Preventable Accidents per 100,000 Miles 2019-2020



*Target 2.5 Preventable Accidents Per 100,000 Miles

Mean Miles Between Road Calls 2019-2020



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

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

5/31/2020

5/31/2019

ASSETS

Current Assets:		
Cash and Cash Equivalents	5,168,493	9,444,919
Accounts Receivable	189,632	694,378
Property Tax Receivable	17,350,395	17,300,802
Due from Governments	612,515	2,944,175
Notes Receivable	0	0
Interest and Dividends Receivable	0	0
Inventory	356,689	233,839
Prepaid Expenses and Other Assets	77,094	36,570
Total Current Assets:	23,754,817	30,654,683
Restricted Assets:		
Cash and Cash Equivalents	301,017	695,900
Total Restricted Assets:	301,017	695,900
Investments	0	0
Net Pension Asset, Long-Term	496,897	1,466,268
Equipment, Net	21,001,612	24,928,078
Total Assets	45,554,343	57,744,929
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts Payable and Accrued Expenses	530,307	4,194,462
Accrued Payroll and Tax Liabilities	97,877	280,642
Accrued Interest (Bus Lease)	0	0
Note Payable	0	0
Accrued Compensated Absences	751,112	424,440
Claims Payable and Related Liabilities	1,065,376	855,488
Capital Lease Payable	266,864	565,026
Deferred Revenue (Grants/Prop Tax)	12,772,334	0
Other Current Liabilities	0	0
Total Current Liabilities	15,483,870	6,320,058
Long-Term Liabilities		
Note Payable, Less Current Portion	0	0
Accrued Compensated Absences, Less Current Portion	0	0
Capital Lease Payable, Less Current Portion	2,193,983	2,788,983
Estimated Liabilities	1,301,975	3,254,871
Total Long-Term Liabilities	3,495,958	6,043,854
Total Liabilities	18,979,828	12,363,912
Net Assets:		
Investments in Capital Assets, Net of Related Debt	18,540,765	21,574,069
Restricted Cash and Cash Equivalents		
Unrestricted	8,033,751	23,806,947
Total Net Assets:	26,574,516	45,381,017
Total Liabilities And Net Assets	45,554,343	57,744,929

Capital Area Transit System
Statement of Operating Budget vs. Actual
For the Period Ended May 31, 2020

	Current Month			Year to Date			Approved Budget
	Budget	Actual	Variance	Budget	Actual	Variance	
Operating Revenues							
Passenger Paid Fares	154,262	(22)	(154,284)	771,310	361,580	(409,730)	1,851,144
Special Transit Fares (Contract)	19,669	2,601	(17,068)	98,345	73,264	(25,081)	236,028
ADA/Paratransit Revenue	0	0	0	0	44,375	44,375	0
Advertising Revenue	45,000	27,807	(17,193)	225,000	197,959	(27,041)	540,000
Interest Income	13,621	1,070	(12,551)	68,105	38,428	(29,677)	163,452
Other Agency Revenue	11,668	919	(10,749)	58,340	33,638	(24,702)	140,016
Total CATS Generated	244,220	32,375	(211,845)	1,221,100	749,244	(471,856)	2,930,640
Non Federal Revenue							
Hotel/Motel Tax	102,022	0	(102,022)	510,110	327,947	(182,163)	1,224,264
Parish Transportation Fund	45,833	0	(45,833)	229,165	0	(229,165)	549,996
Property Tax Revenue	1,481,667	1,481,667	0	7,408,335	7,328,468	(79,867)	17,780,004
Total Non Federal	1,629,522	1,481,667	(147,855)	8,147,610	7,656,415	(491,195)	19,554,264
Federal Operating Subsidies							
FTA - Cares Grant	0	2,800,000	2,800,000	0	10,260,000	10,260,000	0
FTA - Preventive Maintenance	256,959	0	(256,959)	1,284,795	540,451	(744,344)	3,083,508
FTA - Planning	8,333	41,415	33,082	41,665	41,415	(250)	99,996
FTA - Formula	10,924	0	(10,924)	54,620	0	(54,620)	131,088
FTA Capital Projects	258,866	0	(258,866)	1,294,330	63,870	(1,230,460)	3,106,392
Total Federal Operating	535,082	2,841,415	2,306,333	2,675,410	10,905,736	8,230,326	6,420,984
Total Operating Revenues	2,408,824	4,355,457	1,946,633	12,044,120	19,311,395	7,267,275	28,905,888
Operating Expenses							
Labor	919,067	1,203,992	(284,925)	4,595,335	4,210,805	384,530	11,028,804
Fringe Benefits	491,263	940,936	(449,673)	2,456,315	3,238,256	(781,941)	5,991,936
Casualty and Liability	101,166	180,581	(79,415)	505,830	732,408	(226,578)	1,213,992
Services	209,810	116,554	93,256	1,049,050	872,301	176,749	2,517,720
Purchased Transportation	203,319	93,481	109,838	1,016,595	900,028	116,567	2,439,828
Materials & Supplies	318,424	189,723	128,701	1,592,120	1,571,788	20,332	3,821,088
Utilities	23,666	20,264	3,402	118,330	86,922	31,408	283,992
Miscellaneous Expenses	125,738	64,028	61,710	628,690	340,888	287,802	1,508,856
Leases and Rentals	8,306	7,703	603	41,530	38,901	2,629	99,672
Total Operating Expenses	2,400,759	2,817,262	(416,503)	12,003,795	11,992,297	11,498	28,905,888
Depreciation	0	229,151	(229,151)	0	1,145,755	(1,145,755)	
NET SURPLUS/(DEFICIT)	8,065	1,309,044	1,300,979	40,325	6,173,343	6,133,018	

May 2020 – Monthly Financial Report Narrative

Due to the COVID 19 pandemic and the rapidly changing congressional /federal assistance programs that followed, CATS was forced to adjust both financially and operationally. Luckily with the timing of the pandemic, CATS had already received a majority of the property tax revenue for 2020 and was cash strong.

We used this cash position to give us the time needed to fully study our options and respond in the most beneficial way. We elected to delay our normal monthly draw downs on our formula grants and applied for federal assistance under the CARES Act.

The CARES Act reimburses transit organizations 100% of operational cost along with 100% of lost revenues compared to our current formula grants that reimburse maintenance related expenses at 80% with less flexibility. The CARES Act was awarded in addition to our formula grants and will be used prior to using any of our formula grant money. Any remaining funds in our formula grants (eligible for maintenance & capital projects) at the end of 2020, will be used to help create needed cash reserves for legal claims, capital match, emergency, and other required reserves going forward. The CARES Act will cover these COVID operating expenses from January 20, 2020 until the funding is fully depleted.

As we studied the options and things became clear, it was in our best interest not to use any formula grants until the CARES Act application process was approved and completed. We funded our operations using our current cash reserves and replenished them with a \$7,460,001 draw down from the CARES Act in June 2020.

As we go through the May 2020 Balance Sheet, you will notice a \$4.2M reduction in cash and cash equivalents from the prior year. This is due to the use of our cash that was replenished in June 2020. The offset to the cash reduction is included in the \$12,772,334 increase in deferred revenue.

On the Income Statement side, you will notice that with the suspension of collecting rider fares and a sharp decrease in advertisement revenue, our operational revenue was down \$471,856 compared to the budget. Our hotel/motel tax and parish transportation fund receipts were down as a result of office closures or other delays with the pandemic.

As expected, FTA formula funds had very little activity and the CARES Grant accrual provided a majority of our income. In May, we estimated \$2,800,000 of CARES Act revenue to be drawn down in addition to the \$7,460,001 that has been received in June 2020. This will bring our CARES Act total revenue used to \$10,260,000 (of the total \$17 million) year to date. Our YTD Operational Expenses are \$11,498 below budget although we have had unexpected labor and material cost as a result of the pandemic.

For the month of May, our current month expense vs revenue balance was \$1,309,044. The May 2020 year to date balance is \$6,173,343.

In closing, if successful at retaining a positive cash balance by year end, we plan on using the projected surplus for 2020 to replenish our required cash reserves absorbed in prior years, and again, by seeking to reload cash reserves still needed for capital improvements and federally required grant matching funds. Not knowing yet what the “new normal” may be in terms of transit service, and with the 2021 property tax renewal close in our sights, we intend to establish a much stronger cash reserve position to better prepare for uncertainties.



Connecting you to what matters.

**MEETING OF THE
FINANCE AND EXECUTIVE COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
JUNE 18, 2020
350 North Donmoor Avenue**

MINUTES

The Finance and Executive Committee met on Thursday, June 18, 2020, at 10:30 a.m. Present at the meeting were members Mark Bellue, Kahli Cohran, and Laurence Lambert. Also present were Bill Deville, Creighton Abadie, and members of CATS staff.

I. Call to order and establishment of quorum

Mr. Bellue welcomed back those assembled after the hiatus due to COVID-19.

II. President's Announcements

Mr. Bellue noted that he had no announcements.

III. Executive Report and Financials

Mr. Deville provided an overview of what CATS has been doing throughout COVID-19. He noted that CATS has been providing essential "lifeline" service that was effective April 5th and will continue through the foreseeable future.

The local ATU requested to participate in a committee to maintain ongoing discussions regarding COVID-19.

The agency is looking into when to resume fare collections that were suspended to reduce contact between operators and customers. Mr. Deville noted that revenues were down from both the hotel/motel tax and the fuel tax as result of the Stay at Home order issued by Governor Edwards.

The agency amended its Internal Policy Committee into a COVID-19 Response Task Force.

The FTA Coronavirus Aid, Recovery, and Economic Safety (CARES) Act was enacted into law on April 27th and superseded the March 18th Families First Coronavirus Response Act (FFCRA), which made mass transit a U.S. Department of Homeland Security Cybersecurity and Infrastructure Security Agency (CISA) “essential” service class, including CATS service.

The CARES Act supplemental grant funding allocation was awarded to CATS in the amount of \$17 million. CATS is allowed to use the funds for loss of revenues, all COVID-19 related operating expenses, and all “operating” expenses, effective January 20, 2020, until all funds are exhausted.

Mr. Deville shared that the Triennial Review response was completed by CATS on February 28, 2020, and as a result of these efforts, the FTA closed all but one of the review findings. The remaining item is related to the outstanding findings from CATS FY2018 Single Audit, and the agency continues to work towards completing this corrective action.

Ms. Williams noted that there are currently 116 active operators. There are 145 total operators. The remaining operators are as follows: inactive – 9, and out due to COVID-19 – 20.

Ms. Williams let the committee know that ridership for May was 90,485, which is 42% down from May 2019 but is higher than April 2020. The on-time performance was 64.76%. The percentage of trips operated in May was 98%. The agency operated 199,138 miles. There were 1.5 preventable accidents per 100,000 miles in May and 7,375 mean miles between road calls.

Ms. Williams noted there were renewed fleet issues that began mid-January and contributed to the on-time performance and cancelled trips.

Ms. Thomas shared that there is a position being advertised for the Planning Department.

13 cadets have passed the training class. There are five or six cadets that will be retested.

There is a reorganization underway in the Training Department and the department is expanding. The agency is working with the Louisiana Workforce Commission for a certified apprenticeship program.

It was noted that training is needed in various areas of the agency.

Ms. Thomas shared that two “appreciation events” took place during the COVID-19 pandemic and a Juneteenth celebration is planned for June 19th at the main CATS building.

Mr. Deville shared that the agency applied for the FTA Helping Obtain Prosperity for Everyone (HOPE) grant and that this is a new opportunity focused on providing transportation planning services to the depressed regions in the country, some of which are included in the Capital and New Orleans regions. If successful, the grant would fund a planning study focused on increasing mobility between Baton Rouge and New Orleans.

CATS has applied for the FTA Accelerating Innovation Mobility (AIM) grant that highlights the FTA’s commitment to support and advance innovation in the transit industry. If awarded, CATS would receive up to \$250,000 and will focus on enhancing the customer experience through new electronic digital technology messaging.

With respect to the Plank/Nicholson BRT project, Mr. Deville noted that a major milestone was reached with approvals received from both the State Historic Preservation Office and environmental clearance by the FTA. Next steps include refining the BUILD grant budget and development of the next CEA between CATS and the City-Parish. There are meetings being scheduled with the City-Parish, Build Baton Rouge, HNTB, and CATS for BRT and transit center shelter station designs.

Mr. Deville let the committee know that he sought legal assistance from FTA legal, who in turn forwarded the CEO to FTA DC headquarters for questions regarding CARES, FFCRA and “admin leave” criteria under US DHS CISA guidelines.

Outside legal counsel was engaged to assist in the quickly growing pandemic crisis related issues, including COVID-19 policies and legislative compliance, labor, personnel, etc.

Mr. Cutrone shared that CATS used its cash position to give us the time needed to fully study our options and respond in the most beneficial way to the COVID-19 crisis. The agency elected to delay the normal monthly drawdowns on formula grants and applied for federal assistance under the CARES Act.

It was determined that it was in the best interest of the agency to not use any formula grants until the CARES Act application process was approved and completed. We funded our operations using our current cash reserves

and replenished them with a \$7,460,001 drawdown from the CARES Act in June.

Mr. Cutrone presented the May financials and noted that the total current assets as of May 31, 2020, are \$23,754,817. The total assets are \$45,554,343. The total current liabilities are \$15,483,870 and the total liabilities are \$18,979,828.

The total operating expenses for the month of May are \$2,817,262.

The total CATS-generated operating revenues for the month as of May 31, 2020, are \$32,375. The total non-federal subsidies for the month are \$1,481,667 and the total federal subsidies are \$2,841,415. The net operations balance as of May 31, 2020, is \$1,309,044.

Mr. Abadie informed the committee that this a reassessment year for the property taxes and the reassessment will be completed by the end of June. Consideration of rolling forward will take place at the August board meeting.

Mr. Cutrone and Ms. Thomas notified the members that there was a security breach at Whitney Bank and there have been fraudulent checks attempted to be cashed from CATS accounts. CATS and Whitney are aware and there are practices in place to protect the agency.

IV. Recommend approval to extend adjuster claims services contract with Brown Claims Management Group, LLC

Ms. Thomas noted that this item was originally intended to come to the board in March and the extension has been executed. This item needs to be ratified by the board.

The current contract has been extended until December 31, 2020. The agency will advertise an RFP to secure a new contract for the services.

Mr. Lambert recommended the full board ratify the extension of the adjuster claims services contract with Brown Claims Management Group, LLC and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

V. Recommend approval to extend drug and alcohol testing services contract with IHSN

Ms. Thomas noted that this item was originally intended to come to the board in March and the extension has been executed. This item needs to be ratified by the board.

The current contract has been extended until December 31, 2020. The agency will advertise for bids to secure a new contract for the services.

Mr. Lambert moved that the full board ratify the extension of the drug and alcohol testing services contract with IHSN and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there were none. The motion carried unanimously with no abstentions.

VI. Recommend approval to extend service planning and scheduling assistance contract with Arthur N. Gaudet & Associates

Mr. Deville noted that this item was originally intended to come to the board in April and the extension has been executed. This item needs to be ratified by the board.

Mr. Deville let the members know that Mr. Gaudet called into the meeting to provide an overview or answer any questions.

The contract has been increased by an additional \$75,000, bringing the total value of the contract to \$125,000 through February 2021.

Mr. Gaudet worked with the agency to create the lifeline service being currently operated and will work with the agency to do an analysis of ridership trends and changes with the reopening of the state.

The contract will be paid with 100% CARES Act funds.

Mr. Cohran moved that the full board ratify the contract extension for service planning and scheduling assistance with Arthur N. Gaudet & Associates and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion carried unanimously with no abstentions.

VII. Recommend approval to purchase power backup generators

Mr. Godwin informed the committee that the agency is seeking to purchase backup generators for the main facility and the fueling station at 2250.

The generators will be purchased from the state contract and will be funded with existing grants.

Mr. Cohran moved that the full board approve the purchase of two power backup generators at a cost not to exceed \$170,000 and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion carried unanimously with no abstentions.

VIII. Recommend approval of adoption of Public Transportation Agency Safety Plan

Ms. Thomas and Mr. Deville noted that this plan has been created in conjunction with Alliance Transportation Group and the plan will last for five years. It must be submitted to the FTA by July 20th.

Mr. Cohran moved that the full board approve the adoption of the Public Transportation Agency Safety Plan and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion carried unanimously with no abstentions.

IX. Recommend approval to award ERP implementation contract to Intueor Consulting, Inc.

Ms. Thomas shared that this contract is for the implementation of the ERP contract that was approved in 2019. The payroll system will be the first system to be implemented.

Intueor was the highest rated proposal of the four submitted.

Mr. Lambert moved that the full board award the ERP implementation contract to Intueor Consulting, Inc. and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion carried unanimously with no abstentions.

X. Recommend approval to purchase Gillig bus operator protection barriers and ADA/paratransit van operator protection barriers

Mr. Deville noted that the agency is seeking to purchase operator protection barriers that will be placed between operators and the fareboxes on the vehicles. This will ensure the safety and physical distance for operators and also allow fare collections to resume.

It was noted that the purchase of these barriers will mean all buses and vans with the exception of 14 cutaway vans have the protection barriers. The cutaway vans are not configured in a way that allows for these barriers so alternative measures are being sought for them.

Mr. Lambert moved that the full board approve the purchase of Gillig bus protection barriers for \$137,400 and ADA/paratransit van protection

barriers for \$25,560, for a total of \$162,960. Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion carried unanimously with no abstentions.

Mr. Lambert moved to amend the agenda to take item XI at the end of the meeting and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion carried unanimously with no abstentions.

XI. Recommend approval to purchase two BYD electric charging stations

It was noted that the motion to amend the agenda should have been for item XII.

Mr. Lambert moved to amend the agenda to take item XII at the end of the meeting instead of item XI and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion carried unanimously with no abstentions.

Mr. Godwin informed the committee that the agency is seeking to purchase two additional BYD electric charging stations for the expansion of the electric bus fleet.

It was noted that CATS currently has three electric buses and there are three additional buses on order.

Mr. Cohran moved that the full board approve the purchase of two BYD electric charging stations at a cost of \$28,333.33 each for a total cost of \$56,666.66. Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion carried unanimously with no abstentions.

XII. Recommend approval to increase external audit services contract with Postlethwaite & Netterville

Mr. Cutrone noted that this is the second proposed amendment for this contract. The original contract value was \$97,000. Amendment One to the contract increased the total contract amount to \$119,500. The 2019 Financial Audit Amendment Two is for an additional \$63,000.

Mr. Cohran moved that the full board approve the increase to the external audit services contract with Postlethwaite & Netterville by \$63,000 to a total cost of \$279,500 and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion carried unanimously with no abstentions.

XIII. Recommend approval of RouteMatch annual technical support, maintenance, and warranty

Ms. Williams and Mr. Deville shared that this contract is an annual contract for technical support, maintenance, and warranty work with RouteMatch for the AVL system.

It was noted that the final amount was negotiated down from an original billed amount of \$212,000 to \$117,500.

Mr. Cohran moved that the full board approve the RouteMatch annual technical support, maintenance, and warranty support contract and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion carried unanimously with no abstentions.

XIV. Recommend approval to award on-call bench task order for capital project program implementation for projects

Ms. Thomas shared that Mr. Deville is seeking to enter into contracts with three vendors who were previously selected to comprise the bench for on-call contracts.

Atlas Technical Consultants is being engaged to work on staff extension in the areas of project management, bus terminal hub locations, and project development and delivery, strategic plan update, funding and Microtransit implementation for CATS' existing BRT line.

HNTB is being engaged to produce work related to project management, public/stakeholder engagement coordination, review of the previous proposed capital program, transit vision and plan, funding strategies and an implementation plan.

The Goodman Corporation is being engaged to work on project management, planning and scheduling, transit plan development, organizational review and augmented staff support, funding strategies and the capital program implementation plan.

Each of the contracts sought would have a cap of \$350,000.

After discussion between staff and committee members, it was noted that this item would not be included for board consideration at the June board meeting.

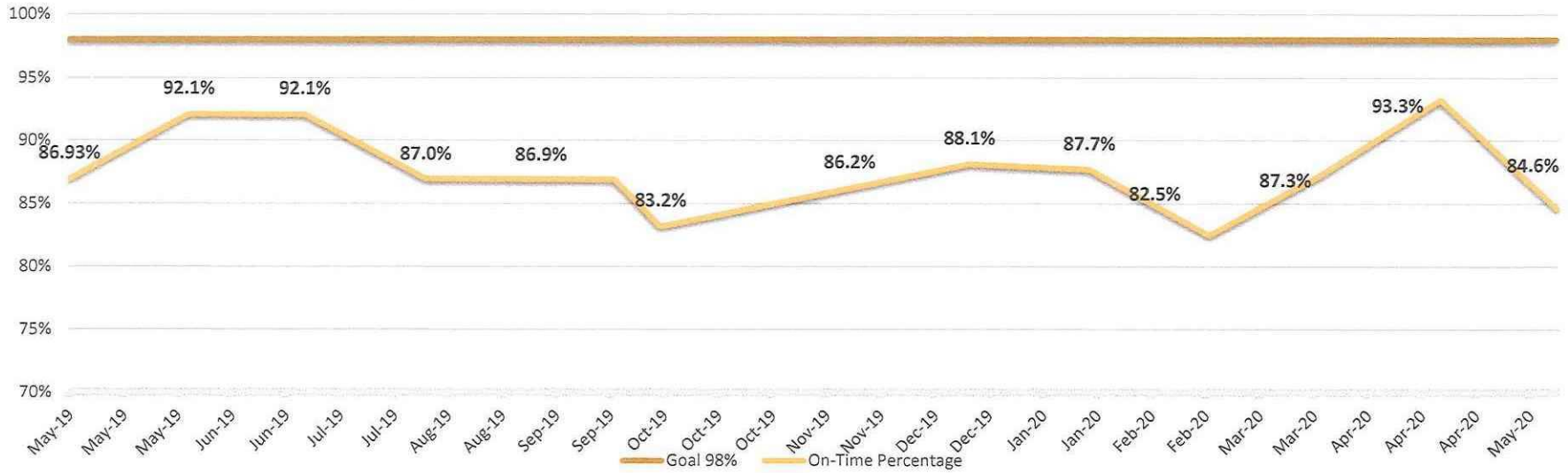
The CEO will work with each entity to finalize task orders and to bring contract recommendations to the July board meeting.

Mr. Lambert notified the committee that he would abstain from any votes related to the on-call contracts.

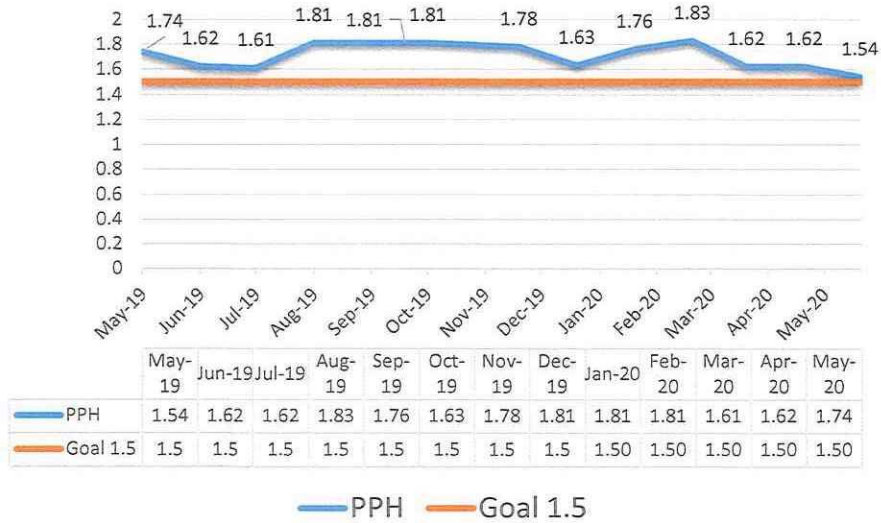
It was requested that a Planning Committee meeting be scheduled as soon as practical to provide pertinent updates to the Planning Committee.

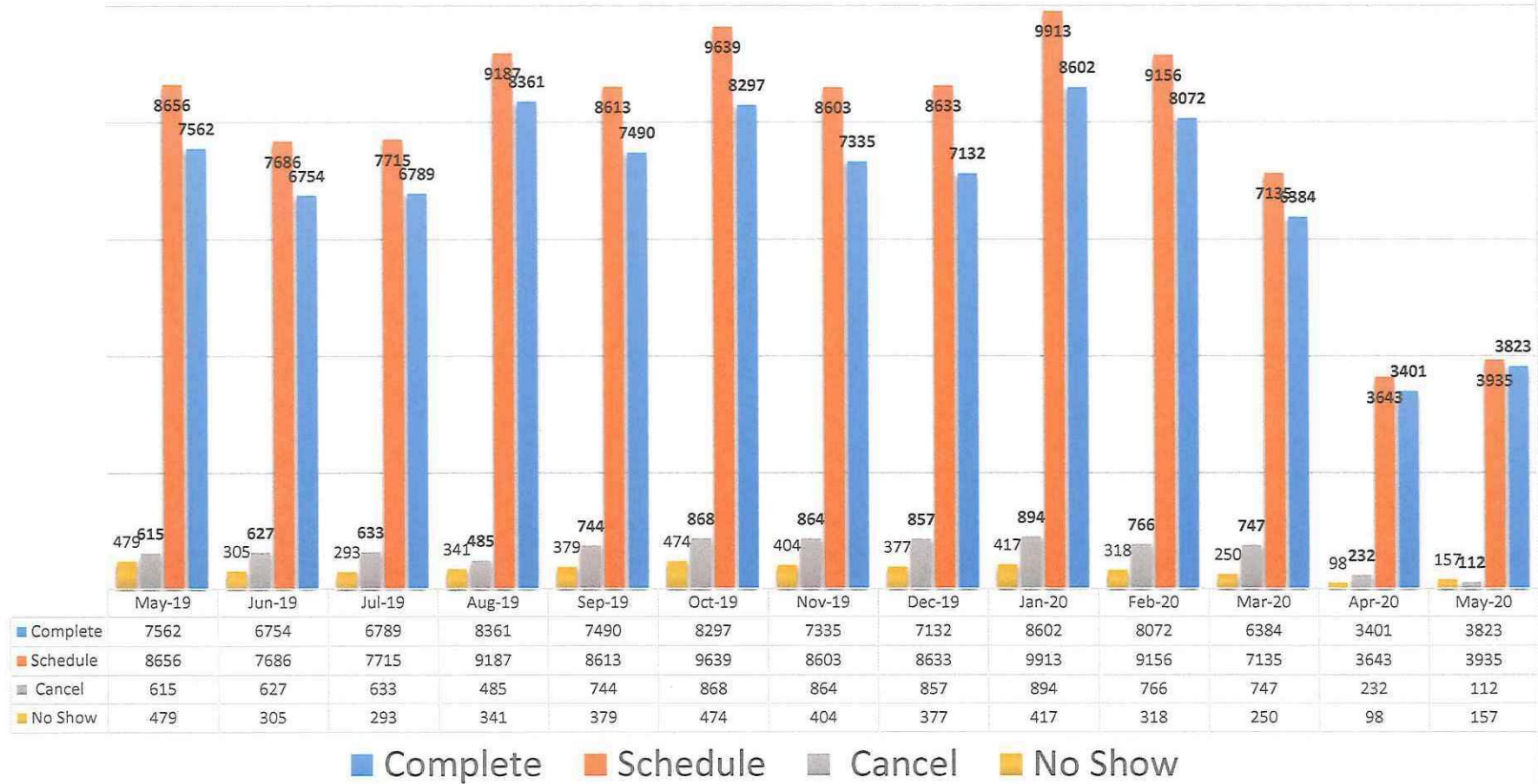
There being no further business, the meeting adjourned.

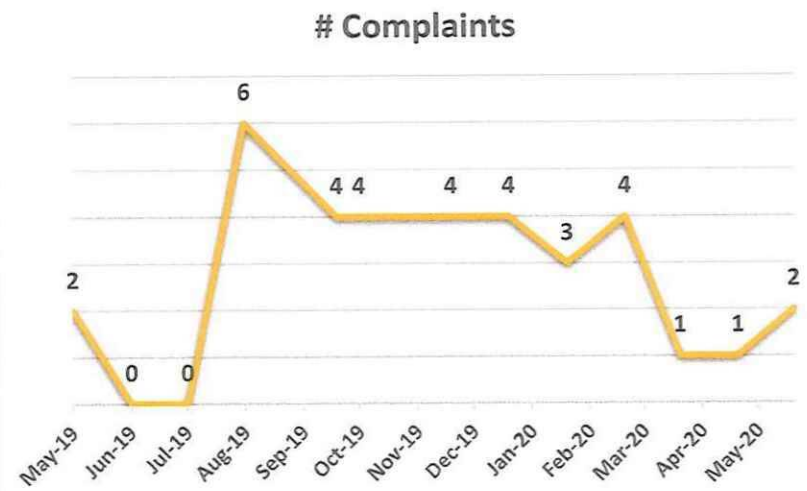
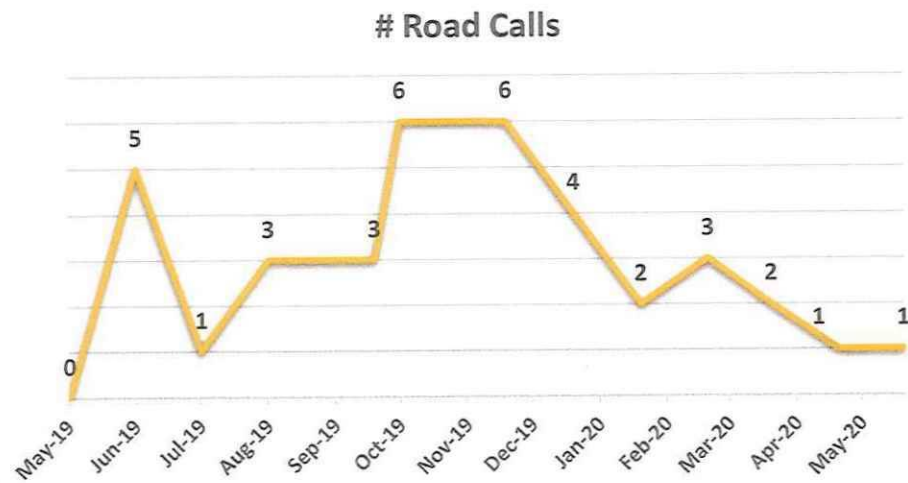
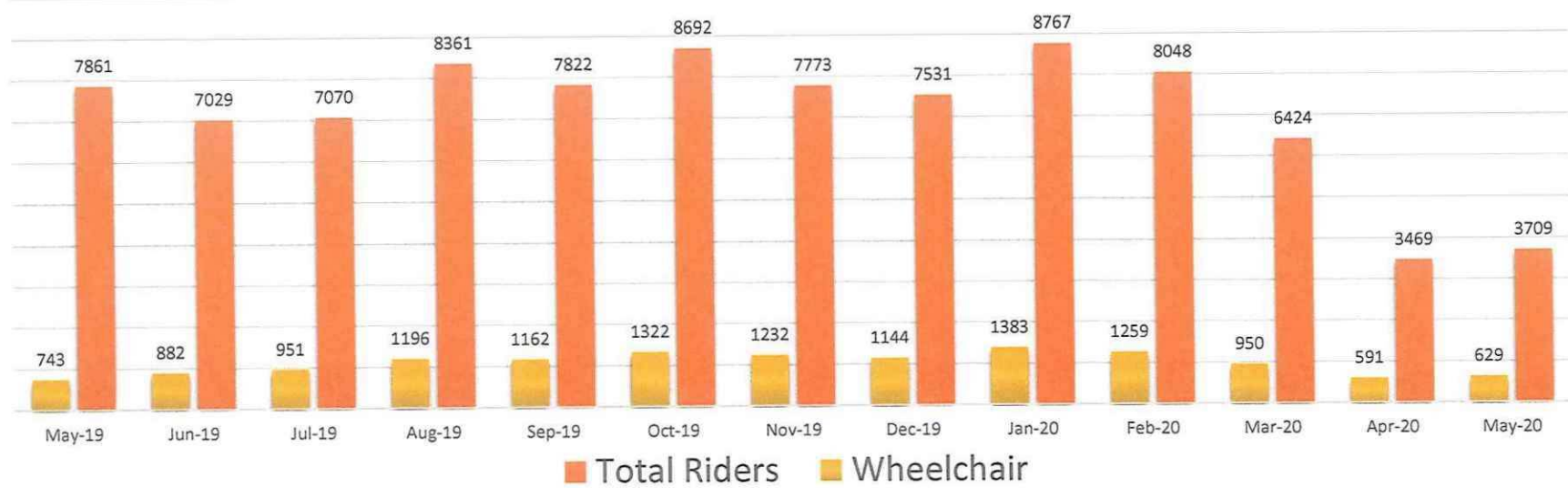
ON TIME PERFORMANCE



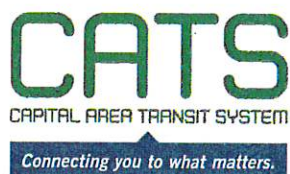
PPH (Productivity)







2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



CATS BOARD APPROVAL REQUEST:

Contract/P.O. Brown Claims Management

Date: June 10, 2020

Department requesting approval: Risk Management

Project Manager: Pearlina Thomas

Project/Contract: Claims Adjustment Services

Project/Contract Date(s): March 1, 2020 thru December 31, 2020

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

If yes, what year/option:

Budgeted project (Yes/No): Yes

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

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

Purpose:

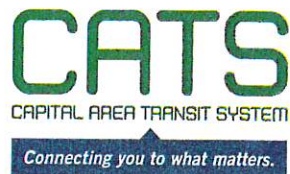
The purpose of this summary is to document the satisfactory Contract Performance by Brown Claims over the past years and to ensure the appropriate procurement procedures are taken in an effort to recommend a renewal and extension of this contract.

Background and Procurement Contract Awards:

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

Thomas Cating
Procurement Manager
tcating@brcats.com

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



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

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

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

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

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

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



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

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

A handwritten signature in blue ink that reads "Pamela Thomas".

Project Manager approval

A handwritten signature in blue ink that reads "Pamela Thomas".

Supervisor approval

A handwritten signature in blue ink that reads "Thomas Caty".

Procurement approval

CEO approval

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



CATS BOARD APPROVAL REQUEST:

Contract/P.O. IHSN

Date: June 09, 2020

Department requesting approval: Human Resources

Project Manager: Jim Fight / Renee Tiner

Project/Contract: IHSN for Drug & Alcohol Testing Services

Project/Contract Date(s): May 1, 2020 thru December 31, 2020

Renewal options (Yes/No): Extension to prepare New RFP

If yes, what year/option: 6th Extension

Budgeted project (Yes/No): Yes

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

Project/Contract Summary:

Background:

The purpose of this summary report is to document CATS procurement procedures and to recommend a new RFP for the Drug & Alcohol Testing Services / Third Party Administrator. CATS current contract with Industrial Health Services Network (IHSN) for Drug & Alcohol Testing Services / third party administrator will expire April 30, 2020.

Procurement Processes:

CATS publicly advertised an RFP for Drug & Alcohol Testing Services / Third Party Administrator on September 6 & 7, 2012 in the Baton Rouge Advocate (the official journal) and in the Weekly Press September 6, 2012. CATS allowed potential proposers to submit questions for purposes of clarifying the RFP requirements. CATS received and responded to all written questions on September 20, 2012. CATS received three (3) proposals which were publicly opened on September 27, 2012.

Procurement Recommendation:

The Drug & Alcohol Testing Services - Third Party Administrator RFP Evaluation Selection Committee recommends award of contract to **Industrial Health Services Network (IHSN)**. This recommendation is based on the set evaluation criteria reflected in the RFP. IHSN demonstrated the most knowledge, experience and ability

Thomas Cating
Procurement Manager
tcating@brcats.com

brcats.com

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

CATS

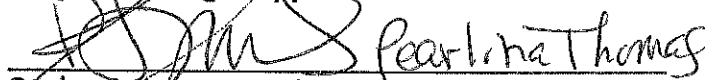
CAPITAL AREA TRANSIT SYSTEM

Connecting you to what matters.

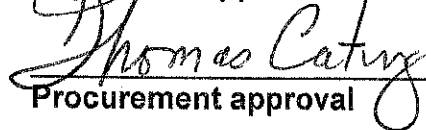
to provide Drug & Alcohol Testing Services and a Third Party Administrator for CATS. IHSN was also the most economical with the lowest overall price and fees submitted. The estimated costs for these services are anticipated to be less than **\$6000.00 per year**. The IHSN proposal met the intent and requirements of the RFP and procurement processes; therefore the CATS Procurement Director concurs with the proposal evaluation committee recommendation to award a five (5) year contract to due to begin on November 1, 2012.

The past performances and experience with IHSN has been to CATS satisfactory. CATS had five extensions with IHSN two which was included with the original bid contract. It is recommended by FTA to perform a new RFP which this extension will give Procurement time to process.

Project Manager approval

 Pearlina Thomas

Supervisor approval

 Thomas Caty

Procurement approval

CEO approval

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

Pearlina Thomas
Chief Administrative Officer
pthomas@brcats.com



CATS BOARD APPROVAL REQUEST:

Contract/P.O. #2020050

Date: May 5, 2020

Department requesting approval: Planning

Project Manager: Bill Deville

Project/Contract: Service Planning and Scheduling Assistance.

Project/Contract Date(s): February 1, 2020 to February 1, 2021

Renewal options (Yes/No): No, an extension of an existing contract

If yes, what year/option: N/A

Budgeted project (Yes/No): Yes

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

Project/Contract Summary: On and off site assistance with bus route design, scheduling, operator work scheduling and other similar tasks; to include staff training as appropriate.

Background: Being faced with meeting rapidly changing service requirements in response to the COVID-19 (Coronavirus) pandemic, the service planning and scheduling assistance of Arthur Gaudet & Associates became a vital component to meeting these operational needs of CATS. Mr. Gaudet is

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

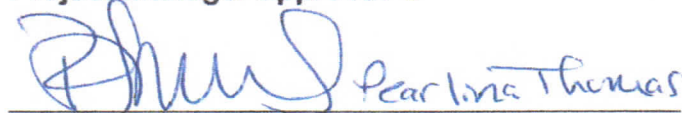


training internal staff at CATS in the area of transit scheduling while we continue efforts to fill leadership roles in our Planning Department.

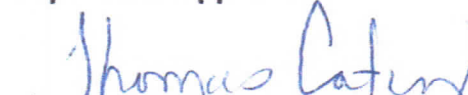
Project/Contract Amount: Not to exceed \$125,000.00



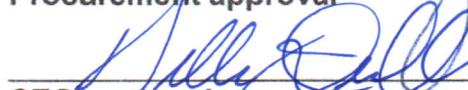
Project Manager approval



Supervisor approval



Procurement approval



CEO approval

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

Thomas Cating
Procurement Manager
tcating@brcats.com



CATS BOARD APPROVAL REQUEST:

Contract/P.O. TBD

Date: May 15, 2020

Department requesting approval: Operations

Project Manager: Bill Deville

Project/Contract: Power Back up Generators for 2250 Florida Blvd

Project/Contract Date(s): Anticipated for May 2020 to July 2020

Renewal options (Yes/No): No

If yes, what year/option: N/A

Budgeted project (Yes/No): Yes

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

Project/Contract Summary: Generator procurement and Installation for 2250 Florida Blvd

Background: Generator Procurement and Installation allowing back up electrical power for the Administrative and Maintenance Building as well as the the fueling station at the BRCATS location at 2250 Florida Blvd. The generators will be procured via an existing state contract. The installation will be awarded via competitive bid.

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

CATS

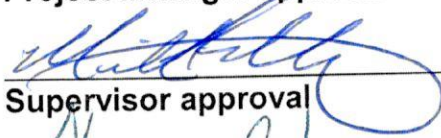
CAPITAL AREA TRANSIT SYSTEM

Connecting you to what matters.

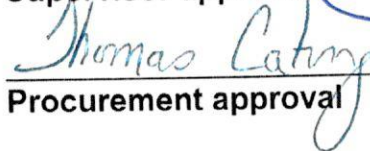
Project/Contract Amount: Not to exceed \$170,000.00



Project Manager approval



Supervisor approval



Procurement approval

CEO approval

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



CATS BOARD APPROVAL REQUEST:

Contract/P.O. #2020106

Date: June 8, 2020

Department requesting approval: IT Dept.

Project Manager: Paul Simon

Project/Contract: Intueor Consulting, Inc., ERP Software Implementation

Project/Contract Date(s): Approximate start date of July 1, 2020.

Renewal options (Yes/No): Yes, allowed, this is primary award

If yes, what year/option: 1st year of contract

Budgeted project (Yes/No): Yes

Grant(s) Funded (Yes/No): Yes (LA-90-437/LA-90-451)

Project/Contract Summary: This is the award recommendation for this contract. The original terms are an eighteen (18) months contract with up to two (2), 12 months annual renewals. Capital Area Transit System desires to obtain ERP Implementation oversight services for CATS ERP Software Project.

Procurement Processes:

The RFP solicitation was advertised in The Advocate (official journal) and in the Weekly Press (DBE Publication) on April 17 and April 23, 2020. The RFP was also emailed directly to 18 ERP Software Implementation firms. We received 7 questions during the open inquiry period which were answered via an Addendum to the RFP on May 1, 2020. On **May 6, 2020** CATS Procurement received three (3) proposals in response to the RFP from the following firms: **(1) BerryDunn (2) Intueor and (3) Transtrack.**

Procurement Proposal Content & Compliance Review:

CATS Procurement Department staff conducted a compliance review of the three (3) proposals received and found them to meet the requirements of the RFP. The three (3) firms were deemed to be responsive and responsible proposers.

Rhonda Kimbel
Procurement Analyst
rkimbel@brcats.com

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



Proposal Evaluation Committee Member Selection:

The Proposal Evaluation Committee (PEC) was comprised of three (3) CATS staff members, who were selected by the Project Manager and approved by the CEO, based on their background and/or expertise in various aspects of the solicitation requirements.

Proposal Evaluation Committee Review:

The CATS PEC members were advised to base their comments and scores on the criteria set forth in the RFP. With that as a foundation, please see a summary of PEC meetings and the selection process is reflected below.

Dates	Summary of PEC Meetings and Selection Process												
5/08/20 Delivery of RFP and Proposals to PEC Members	On 5/08/20 the PEC members received copies of the proposals from the Project Manager. The members were instructed to thoroughly review the best practices RFP Evaluators Guide, the RFP and the submitted proposals prior to meeting as a group. In addition, they were instructed to reflect their written comments along with their “preliminary draft” scores using the criteria categories reflected in the RFP.												
5/14/20 – 5/21/2020 Discussion of initial scores from PEC	Procurement obtained the references on the 3 proposers, and advised the PEC that the scores could change, depending on the reference information provided, although most are favorable references. The PEC meeting held to review all evaluations and prepare their final scoring.												
5/21/20 PEC Meeting and Final Scoring	<p>The PEC members discussed their review comments and scores for each of the proposals.</p> <p>PEC Final Scoring: The PEC members were again advised to consider the proposals and the criteria outlined in the RFP. The aggregate PEC Scores are reflected in the Table below.</p> <table><tr><th>Ranking Order</th><th>Proposing Firms</th><th>PEC Scores</th></tr><tr><td>1st</td><td>Intueor</td><td>96.53</td></tr><tr><td>2nd</td><td>BerryDunn</td><td>84.33</td></tr><tr><td>3rd</td><td>Transtrack</td><td>66.34</td></tr></table> <p>The PEC agreed to recommend <u>Intueor</u> as the selected firm. CATS Procurement Department concurred with the PEC recommendation.</p>	Ranking Order	Proposing Firms	PEC Scores	1 st	Intueor	96.53	2 nd	BerryDunn	84.33	3 rd	Transtrack	66.34
Ranking Order	Proposing Firms	PEC Scores											
1 st	Intueor	96.53											
2 nd	BerryDunn	84.33											
3 rd	Transtrack	66.34											
5/22/20 Final Cost Reviewed	On 5/21/20, the prices from each firm were presented to the PEC members after Procurement applied the formula for evaluation purposes. The budgeted amount for this project is \$160,000 for the 18 months term. While CATS deems the proposed price to be fair and reasonable, management will be mindful of and minimize all controllable costs.												


2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



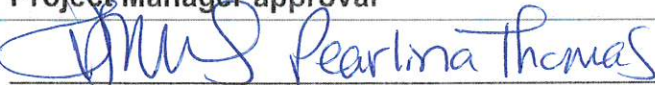
Proposal Evaluation Committee (PEC) Recommendation:

Given the above, awarding the contract to Intueor is in CATS best interest, considering the RFP, their Proposal and other factors. The negotiated contract amount is not to exceed \$147,500 for the 18 months contract term.

Project/Contract Amount: Not to exceed \$147,500.00



Project Manager approval



Supervisor approval



Procurement approval

CEO approval

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

EXECUTIVE STAFF

Thomas Cating
Procurement Manager
tcatingr@brcats.com



**CATS BOARD APPROVAL REQUEST:
Driver Protection Systems for Buses**

Date: June 11, 2020

Department requesting approval: Maintenance

Project Manager: James Godwin

Project/Contract: Gillig LLC

Project/Contract Date(s): June 11, 2020 through July 31, 2020

Renewal options (Yes/No): No

If yes, what year/option:

Budgeted project (Yes/No): No

Grant(s) Funded (Yes/No): Yes- Cares Act 100%

Project/Contract Summary: Twenty eight (28) Driver Protection System with Extended Glass Kits. CATS has 28 driver protection barriers on it buses already. This order is to complete the driver barriers where the operator will be protected in case something rises. $\$4,907.11 \times 28 = \$137,399.99$. This project will be cover under the care act grant which is 100% federal money.

Background: Gillig LLC is the original equipment manufacturer provider of parts for the 28 buses being modified. This equipment will assist in our efforts to protect drivers at this critical time.

Project/Contract Amount: \$137,400


2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920


EXECUTIVE STAFF

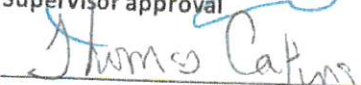
CATS

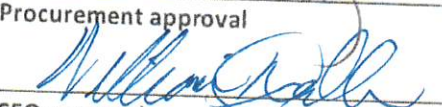
CAPITAL AREA TRANSIT SYSTEM

Connecting you to what matters.


Project Manager approval


Supervisor approval


Procurement approval


CEO approval

brcats.com

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



EXECUTIVE STAFF

Thomas Cating
Procurement Manager
tcatingr@brcats.com

**CATS BOARD APPROVAL REQUEST:
Driver Protection Systems for Vans**

Date: June 11, 2020

Department requesting approval: Maintenance

Project Manager: James Godwin

Project/Contract: Creative Bus Sales

Project/Contract Date(s): June 11, 2020 through July 31, 2020

Renewal options (Yes/No): No

If yes, what year/option:

Budgeted project (Yes/No): No

Grant(s) Funded (Yes/No): Yes- Cares Act 100%

Project/Contract Summary: Twenty-one (21) Driver Protection Systems for the ADA Vans. $\$1,217.14 \times 21 = \$25,560.00$. This project will be covered under the Care Act Grant which is 100% federally funded.

Background: Creative Bus Sales is the original equipment manufacturer provider of parts for the 21 vans being modified. This equipment will assist in our efforts to protect drivers at this critical time.

Project/Contract Amount: \$25,560

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

EXECUTIVE STAFF

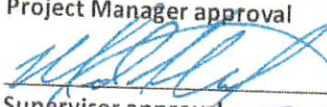
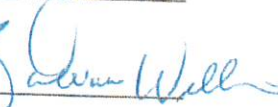
brcats.com

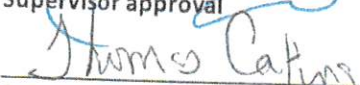
CATS


CAPITAL AREA TRANSIT SYSTEM

Connecting you to what matters.


Project Manager approval

 
Supervisor approval


Procurement approval


CEO approval