

Posted Monday, September 21, 2020 at 3:30 p.m.

Amie S. McNaylor

Amie S. McNaylor, Assistant Secretary, CATS Board of Commissioners

NOTICE OF PUBLIC HEARING AND NOTICE OF MEETING

CATS

CAPITAL AREA TRANSIT SYSTEM

Connecting you to what matters.

**PUBLIC HEARING
OF THE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
SEPTEMBER 22, 2020
4:25 p.m.
350 North Donmoor Avenue
Baton Rouge, Louisiana 70806**

Agenda

- I. **CALL TO ORDER: Mr. Mark Bellue**
- II. **A public hearing and public comments regarding the consideration of levying additional or increased millage rates without further voter approval or adopting the adjusted millage rates after reassessment and rolling forward to rates not to exceed the prior year's maximum. (Roll Forward)**
- III. **ADJOURN**

**REGULAR MEETING
OF THE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
SEPTEMBER 22, 2020
4:30 p.m. or immediately following the conclusion of the
public hearing if later than 4:30 p.m.
350 North Donmoor Avenue
Baton Rouge, Louisiana 70806**

AGENDA

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

II. ROLL CALL: Ms. Amie McNaylor

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

IV. PRESIDENT'S ANNOUNCEMENTS: Mr. Mark Bellue

V. ADMINISTRATIVE MATTERS

- 1. Executive and Financial Report: Mr. Bill Deville and Executive Staff**
- 2. Appointment of committee to evaluate the operations of CATS: Mr. Mark Bellue**

VI. COMMITTEE REPORTS AND ANY ACTION THEREON

- 1. Finance & Executive: Mr. Mark Bellue**
- 2. Technical, Policies & Practices: Dr. Peter Breaux**
- 3. Audit: Mr. Kahli Cohran (no meeting held)**
- 4. Planning: Mr. Kevin O'Gorman (no meeting held)**
- 5. Community Relations: Ms. Linda Perkins**

VII. ACTION ITEMS

- 1. Consideration of authorization to purchase five support vehicle from State Contract**
- 2. Consideration of authorization to renew graphic design services contract with Rockit Science Agency, Inc.**
- 3. Consideration of authorization to enter into a contract with Hitachi for technical services**
- 4. Consideration of authorization to bind Automobile Physical Damage Coverage with renewal premium not to exceed \$74,900**
- 5. Consideration to amend the bylaws to designate the principal office of CATS**
- 6. Adopt and levy the adjusted tax millage rate of 10.060 mills as determined at reassessment for the City of Baton Rouge for 2020 and to adopt and levy the adjusted tax millage rate of 9.600 mills as determined at reassessment for the City of Baker for 2020.**
- 7. Adopt the increased ad valorem tax millage rate of 10.600 mills to be levied for the City of Baton Rouge for 2020 and to adopt the increased ad valorem tax millage rate of 10.600 mills to be levied for the City of Baker for 2020 (Roll Forward)**
- 8. Consideration of authorization to settle the claims of Michael Rhines under the terms of the settlement and judgement 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 677,953, Section 26; and that Michael Rhines is the plaintiff and Calpurnia Dotson and Capital Area Transit System are the defendants.)**

9. Consideration of authorization to settle the claims of Donnie Carey under the terms of the settlement and judgement 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 657,491, Section 21; and that Donnie Carey is the plaintiff and Capital Area Transit System and Gloria Smith are the defendants.)

VIII. PUBLIC COMMENT

IX. ADJOURNMENT

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

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



CAPITAL AREA TRANSIT SYSTEM

Connecting you to what matters.

**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
AUGUST 18, 2020
4:30 p.m.
Virtually and at the CATS Administrative
Office Building
350 North Donmoor Avenue
Baton Rouge, LA 70806**

MINUTES

I. CALL TO ORDER: Mr. Mark Bellue

Mr. Bellue called the meeting to order.

II. ROLL CALL

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

III. APPROVAL OF MINUTES OF JULY 21, 2020 MEETING

Ms. Perkins moved to approve the minutes of the July 21, 2020, meeting and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

IV. PRESIDENT’S ANNOUNCEMENTS

Mr. Bellue read the agenda into the record and noted that public comments would be accepted via email at catsboard@brcats.com until the beginning of the action items section of the agenda. He noted that all public comments would be read into the record.

Mr. Bellue noted that the meeting had been advertised as a virtual meeting and was available via zoom.

Mr. Bellue shared that the September board meeting would be held on the fourth Tuesday, September 22, 2020, to allow for more time to consider the millage roll forward. The board members will be asked to consider the millage roll forward at the meeting in September. If anyone has questions, they should contact either Mr. Bellue or Mr. Deville.

V. ADMINISTRATIVE MATTERS

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

Mr. Deville shared that the agency continues to waive fares and enforce limited seating and rear entry for those without mobility impairments. The agency continues to monitor COVID-19 status, daily ridership trends, and local news conferences and announcements from elected officials.

Mr. Deville noted that the operator barriers should be installed in September.

Ms. Williams noted that there are currently 148 total operators. There are 104 active operators. The remaining operators are out as a result of COVID-19, FMLA, and Workers' Comp.

Ms. Williams let the committee know that ridership for July was 97,366, which is lower than June and remains lower than ridership in 2019. She noted the ridership is expected to increase in August and September with some schools reopening and as the Executive Order changes. The on-time performance was 63.31%. Operations is increasing the focus on street supervision in an effort to increase the OTP. Supervisors will be monitoring arrival and departure times, as well as passenger loads at the transfer centers. Supervisors will be providing their feedback on areas for improvement. The percentage of trips operated in July was 98.32%. The agency operated 202,135 miles. There were 3.0 preventable accidents per 100,000 miles in July and 4,930 mean miles between road calls. There were three mirror taps and three additional accidents that contributed to the preventable accidents for the month.

Ms. McNaylor shared an update on communications efforts since the onset of the COVID-19 pandemic.

It was noted that CATS conducted resident and stakeholder surveys last year, and among the topics covered was the best way to receive

information. The agency learned that many in the community primarily receive their news via social media, The Advocate, and television stations. The Communications Department has worked throughout the year to target both social media and The Advocate, both print and digital, to reach not only customers but also the community at large.

When COVID-19 hit Baton Rouge, CATS wanted to make sure we were reaching our customers and the community in as many ways as possible to inform them of the agency's efforts to provide safe service in the form of additional cleaning, social distancing, and waiving fares.

The Communications Department maintained contact with riders via email updates, as well as website updates; these updates were daily in weeks and months following the pandemic and the subsequent Stay at Home Order.

There have been opportunities with The Advocate – in both print and digital formats – as well as WAFB.com to have paid messaging campaigns that have wide reaching results.

There have been several consecutive campaigns with The Advocate, and the agency has been running print and digital ads for nearly five months at discounted rates to share COVID-19 information.

CATS ads have performed exceptionally well on theadvocate.com, with an engagement rate more than twice the national average.

The Communications Department has continued to use shelter, buses, and the terminal to have print messages posted for customers.

Mr. Deville let the members know that Ms. Thomas is still out but that she is improving.

Mr. Deville informed the board members that Jim Fight resigned his position as Human Resources Director on August 7th, effective immediately. He is now working in Ohio.

Mr. Richards shared that the COVID-19 Task Force continues to meet and is working with vendors to keep adequate supplies of PPE stocked for the agency. CATS is preparing for a mask giveaway for customers. He noted that the committee is working on a COVID-19 policy that he hopes to have completed and ready for board review in September.

Mr. Gaudet shared that the current level of service will continue through the end of the year.

It was noted that the run-cut pick for September will tweak certain routes and run time adjustments in response to ridership, route checking, scheduling reassessment, on-time-performance, stakeholders' requests, etc. It will also provide operators an opportunity to sign up for new routes/work days that will operate until the first run pick of 2021.

Mr. Gaudet informed the board that there will be added recovery time now that can be utilized to increase schedule adherence when ridership increases. He noted that more buses will be waiting longer for now so that the time can be used later.

Mr. Gaudet shared that RouteMatch has always had challenges and those issues persist. Mr. Deville noted that Mr. Anthony has done a tremendous job getting RouteMatch to be as effective as possible.

Mr. Deville let the members know that the task orders have been executed with Atlas Technical, HNTB, and The Goodman Corporation. He shared that the project manager with Atlas, Jonathan Charbonnet, has office space at the Donmoor location.

Mr. Deville noted that the competitive selection and approval of Tyler Technologies as the CATS ERP system is complete. Additionally, the competitive selection and approval of Intueor Consulting, Inc. to manage the implementation of Tyler ERP is complete.

The agency is seeking scheduling/AVL system software and is participating in multiple demos from potential vendors.

Mr. Abadie shared that the LSU Board of Supervisors would pass a new resolution for the sale of the property in North Baton Rouge and it should be done by September.

Mr. Deville let the board know that the agency was able to submit its data for the National Transit Database (NTD) annual report.

It was noted that emergency generators were being installed at 2250 ahead of the heart of hurricane season and that a switch would be installed at the Donmoor location.

Mr. Cutrone presented the July financials and noted that the total current assets as of July 31, 2020, are \$34,830,484. The total assets

are \$56,226,165. The total current liabilities are \$9,234,652 and the total liabilities are \$12,730,610. The total net assets are \$43,495,555.

The total operating expenses for the month of July are \$2,297,236.

The total CATS-generated operating revenues for the month as of July 31, 2020, are \$43,946. The total non-federal subsidies for the month are \$1,577,407 and the total federal subsidies are \$2,153,629. The net operations balance as of July 31, 2020, is \$1,248,594.

There was discussion of the board-restricted reserves being replenished and Mr. Cutrone noted that it would be reflected in the financials for the following month.

VI. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Mark Bellue

Mr. Bellue referred the members to the highlights of the minutes of the August 13th meeting and shared the highlights. He noted that all the action items to be presented were recommended for approval by the committee.

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

Dr. Breaux noted the committee did not meet.

3. Audit: Mr. Cohran

It was noted the committee did not meet.

4. Planning: Mr. Kevin O’Gorman

Mr. O’Gorman noted the committee did not meet but had a meeting scheduled for Friday, August 21st.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins referred the members to the highlights of the minutes of the August 12th meeting and shared the highlights.

Ms. Perkins took a moment and let the board members know that Ke’Lin Dillard, daughter of Karen Denman, had passed away the evening prior. Mr. Cooksey noted that Ms. Dillard worked for MV and was respected by all who knew her.

Mr. Cooksey shared that CATS On Demand is performing well despite the challenges faced by the COVID-19 pandemic.

There were 4,486 scheduled trips in July. Of those, 4,468 were completed; 18 were cancellations and 126 were no-shows.

Mr. Cooksey noted that 38% of the trips were subscription and 62% were demand trips.

It was noted there were zero valid complaints for the month.

The on-time percentage for the month of July was 92.8%.

Mr. Cooksey let the board know that four new paratransit vans had been delivered to MV and were a great asset to the fleet.

Mr. Bellue noted that the period for public comments had concluded and that no public comments had been submitted.

VII. ACTION ITEMS

- 1. Consideration of authorization to amend the settlement and judgement payment policy to increase the balance threshold for payments in full and to increase the contribution to the fund for 2020**

Mr. Abadie informed the members that all settlements are paid quarterly, and when a settlement balance reaches \$2,000 or less, it is paid in full. By increasing this threshold to \$5,000, over 30 settlements will be paid in full.

Mr. Cutrone noted that there are administrative costs for both CATS and Mr. Abadie involved with each quarterly payment and increasing the threshold would reduce costs.

If the threshold is increased, the funds required pay the balances due would exceed the current quarterly contribution balance. Messrs. Cutrone and Abadie are recommending that the budget for this quarter only be increased from \$75,000 to \$150,000 to enable CATS to pay in full all settlements with balances of \$5,000 and below while leaving funds available to make payments on the remaining settlements.

Ms. Perkins moved that the following resolution be adopted and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. A roll call vote was taken. The motion passed unanimously.

**RESOLUTION OF CATS BOARD OF COMMISSIONERS
AMENDING EARLIER ADOPTED PROCEDURE FOR
PAYING SETTLEMENTS AND JUDGMENTS**

BE IT RESOLVED by the Board of Commissioners of Capital Area Transit System that it hereby amends the resolution originally adopted on July 20, 2004, as amended in 2005, 2011, and 2016, and 2018 that provides for a procedure for paying settlements and judgments, by amending the language as follows:

Under the heading of “Settlement Payment Procedure”, amend Section 5(B) to the following:

- B.** If after the quarterly budget allocation the Settlement Account balance is greater than the total amount of approved settlements, then the settlements shall be paid in full. If the total amount of settlements is greater than the Settlement Account balance, then any settlements (or the remaining amounts to be paid on individual settlements) which are \$5,000.00 or less per claimant shall be paid from the balance in the Settlement Account to the extent funds are available to do so. If there are not adequate funds available, such claimants shall be paid on a prorata basis. If funds remain in the Settlement Account after the payment of these \$5,000.00 or less claims, then the amount of the balance shall be divided by the total monetary amount of the settlements then payable and the resulting percentage will be applied to each settlement to calculate the amount to be paid to each claimant. This procedure will be repeated at the end of each quarter.

BE IT FURTHER RESOLVED that this amendment shall be effective for payments made at the end of the third quarter of 2020 and shall continue thereafter.

BE IT FURTHER RESOLVED that the 2020 CATS budget is amended to increase the funds placed into the settlement fund for the third quarter of 2020 only by an additional \$75,000.00.

- 2.** Consideration of authorization to renew tire lease contract with Bridgestone America Tires

Mr. Godwin shared that CATS has a three year tire lease contract with Bridgestone America Tires; this is the first of two, one-year renewals available on the contract. The renewal is not to exceed \$200,000.

Ms. Perkins moved that the CEO is authorized to renew the tire lease contract with Bridgestone America Tires for a period of one year, to be effective from September 1, 2020 to August 31, 2021, and for an amount not to exceed \$200,000. Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. A roll call vote was taken. The motion passed unanimously.

3. Consideration of authorization to extend period for compliance contract with Pierlott & Associates, LLC until March 31, 2021

Mr. Deville reported that the work being done by Pierlott & Associates was halted as a result of COVID-19 when travel became untenable.

The contract with the firm has expired and it is necessary to add more time. There will be no additional costs associated with the contract.

Mr. Deville recommended that the contract be extended to March 31, 2021 to allow for ample time to complete the work within the current virus-mandated restraints.

Ms. Perkins moved that the CEO is authorized to extend the time period only on the compliance support contract for Pierlott & Associates until March 31, 2021 and Mr. Hill seconded the motion. Mr. Bellue invited public comment and there was none. A roll call vote was taken. The motion passed unanimously.

VIII. PUBLIC COMMENT

There were no public comments.

X. ADJOURNMENT

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

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



EXECUTIVE STAFF

Bill Deville
Chief Executive Officer

SEPTEMBER 2020 Executive Report Bill Deville and CATS Staff

COVID-19 UPDATES: *Bill Deville*

- The agency continues to waive fares and enforce limited seating and rear entry for those without mobility impairments until all fixed route and paratransit vehicles have operator barriers received and installed for their safety. Paratransit vehicles are being completed now, and fixed route barriers should be completed by early October.
- CATS current Covid reduced Lifeline service was designed to carry incrementally increased ridership that should hold up until January. The agency, however, continues to monitor COVID-19 status, daily ridership trends, and local news conferences and announcements from elected officials, and key stakeholders, like BRAC.
- The agency's new COVID cases continue to be limited, thanks to smart and persistent efforts by all cleaning/disinfecting crews and safe practices by all employees.
- CATS continues to enforce face coverings for riders in accordance with local and state orders, Mayor Broome, and Governor Edwards.
- The agency has installed "sanitizer stations" at all facilities, and after searching for a comprehensive temperature checking process, will be procuring and installing "temp check" stations throughout all CATS facilities for employees, customers, vendors, contractors, and visitors.

OPERATIONS: *Dwana Williams*

- There are 156 total operators, and there are currently 107 active operators working; the remaining operators are out as a result of COVID-19, FMLA, and Workers' Comp.
- Operations is meeting to discuss what Phase 3 requirements look like for the agency.
- See attached August Performance Measures that reflect measures during COVID-19.

ADMINISTRATION: *Pearlina Thomas*

- **HUMAN RESOURCES:**
 - CATS is bringing on a Human Resources Consultant on an interim basis to work with Pearlina Thomas to oversee the daily duties of the Human Resources Department.
 - Gallagher will perform an Executive Search for a Human Resources Director/Manager on behalf of CATS.
- **PROCUREMENT:**
 - Monthly contract status report attached
- **COVID-19 Response Task Force:**

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

EXECUTIVE STAFF



- The Task Force presented its first installment of its major pandemic policy, as an addendum to the agency's Disaster Policy. The new policy was approved by the CEO and presented to the Board's TPP Committee.

PLANNING AND PROGRAM DEVELOPMENT: *Cheri Soileau*

Service:

- CATS has hired Cheri Soileau as our new Director of Planning and Program Development. Ms. Soileau comes to the agency with a great blend of expertise in service planning and is a certified planner with a number of years of experience in planning and MPO work.
- CATS is not running Touchdown Express for LSU home football games this year, given the current COVID-19 restrictions in place.
- The current reduced level of "lifeline" service that was implemented April 5, 2020, is expected to last until February, 2021.
- CATS staff will continue to monitor federal, state, and local COVID related safety and security mandates, and will be prepared to make needed changes should they become necessary before the end of the year.
- The September 27, 2020 service pick implementation per the CBA, will be twofold:
 - Tweak certain routes and run time adjustments in response to ridership, route checking, scheduling re-assessment, OTP, stakeholders requests, etc.
 - Provide all operators the opportunity to sign up (operators can pick their routes in order of seniority 3 times a year) for new route/work days, that will operate until the first 2021 CBA service pick is implemented in February, 2021.
- COO, Dwana Williams, Paul Toliver (Ops support once weekly) Arthur Gaudet (Runcutter/Scheduling) and staff, have campaigned together in an effort to review, assess, change, tweak schedules, run cuts, or any changes as needed for improvements to operations and OTP.
- Cheri Soileau, new Director of Planning, has been introduced to "on call" bench consultant, HNTB, and together, they will be collaborating on creating CATS new Transit Development Plan.

Capital:

BRT –

- On-Call Program Manager Atlas Technical began kick-off meetings with staff and on-call bench consultants getting accelerated orientation to the following:
 - Plank/Nicholson BRT Corridor project – A major milestone was accomplished with approvals received earlier 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.

- Florida BRT project – with the City MoveBR and Roads Transfer program awarding design/construction contracts to include Florida Boulevard.

Transit Hubs/Centers –

- East, Cortana – completed.
- On-Call Program Manager, Atlas Technical, began kick-off meetings with staff and on-call bench consultants getting accelerated orientation to the following:
 - Downtown – federal funding is being sought to fund the amenities needed for the relocation of the 2250 and 22nd street CATS Transfer Terminal to the Florida at I-110 site via FTA Bus and Bus Facilities grant application that was submitted last week; other funding is also being sought.
 - North, LSU permanent/EKL temporary site – CATS counsel reported that the LSU Board of Supervisors took the necessary steps at its meeting held on September 11th. Counsel is awaiting a response related to the transfer of funds.
 - South, Mall of Louisiana temporary site – staff is 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).
 - Planning study by the City of Baker and CRPC is next step.

• Technology –

Key Technology Needs Status

- Competitive selection and approval of Tyler Technologies as CATS ERP system – completed.
- Competitive selection and approval of Intueor Consulting, Inc., to manage implementation of Tyler Technology Enterprises ERP software suite for CATS completed.
- Seeking Scheduling/AVL System software – Cheri Soileau will join Dwana Williams, Micah Anthony, and Brandon Songy to lead this effort;. SaaS (software as a service licensing by subscription for either or both; after long delays, this meets needs more quickly with less upfront funding requirements).
 - IT & staff continue to host software demos for AVL and Scheduling software.
- Business Analytics Solicitation is about to begin:
 - Procure an agency wide tool to gather reporting data automatically from the core systems; excel requires too much manual labor, is very time consuming, and is more

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

EXECUTIVE STAFF



subject to human error. Additionally, there is not enough data or performance indicators that are produced using excel, which often causes delays and/or errors when responding to federal, state, and local government compliance related reports, like Triennial Reviews, National Transit Data reports, audits, etc.

- Enterprise Asset Management System
 - Under review/funding being sought.
- Customer Service System
 - Procure work rules based customer service application.

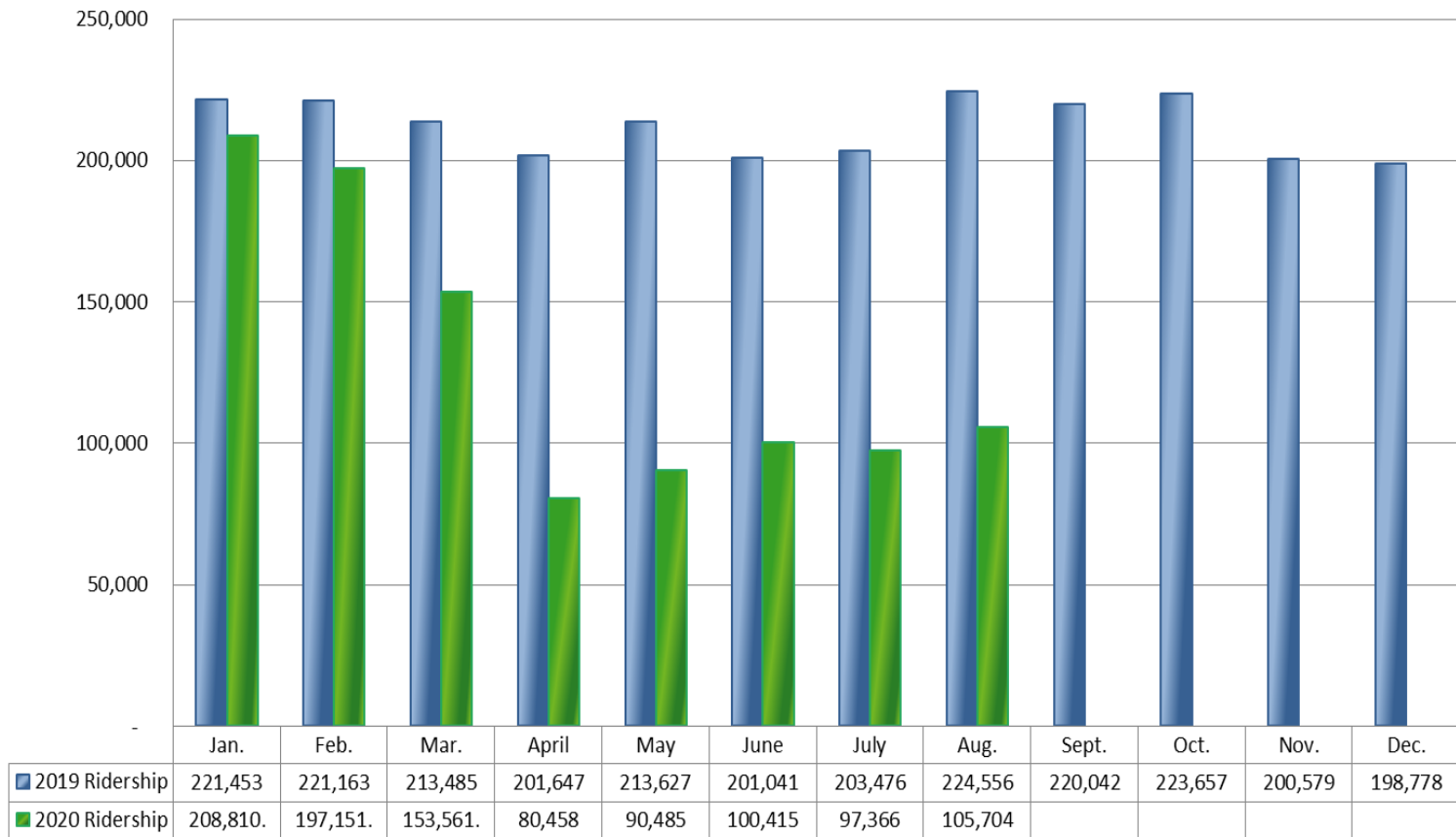
CEO NOTES: *Bill Deville*

- With outside counsel leading and working with CATS COVID Task Force Group, CATS has included (at Board Vice President's request) a status on CATS first update to its Disaster Policy, adding "Section N".
- CATS Procurement Staff has completed all On-Call Master Service Agreements (MSAs) and has now executed all On-Call Task Orders approved by the Board at its July meeting.
- Atlas Technical has met with CATS CEO and has established an office onsite at Donmoor to begin organizing, creating program and project work flow charts to reflect chain-of-command flow, and distribute in upcoming project meetings with staff and other on-call bench consultants in its role as Program Manager.
- The Goodman Corporation (Microtransit, etc.) has reached out with its team and is scheduled to meet with staff and Atlas next week. Goodman is working with HNTB, Atlas, and Communications staff to begin a series of outreach community and stakeholder public meetings.
- HNTB (Transit Development Plan) reached out to begin meeting with staff and Atlas.
- CATS will be working closely with Atlas to prioritize and promptly update and move all programs and projects identified in CATS Strategic Plan (which includes a major Capital Investment Improvement Plan).
- CATS completed its NTD report and submitted to the FTA NTD on time.

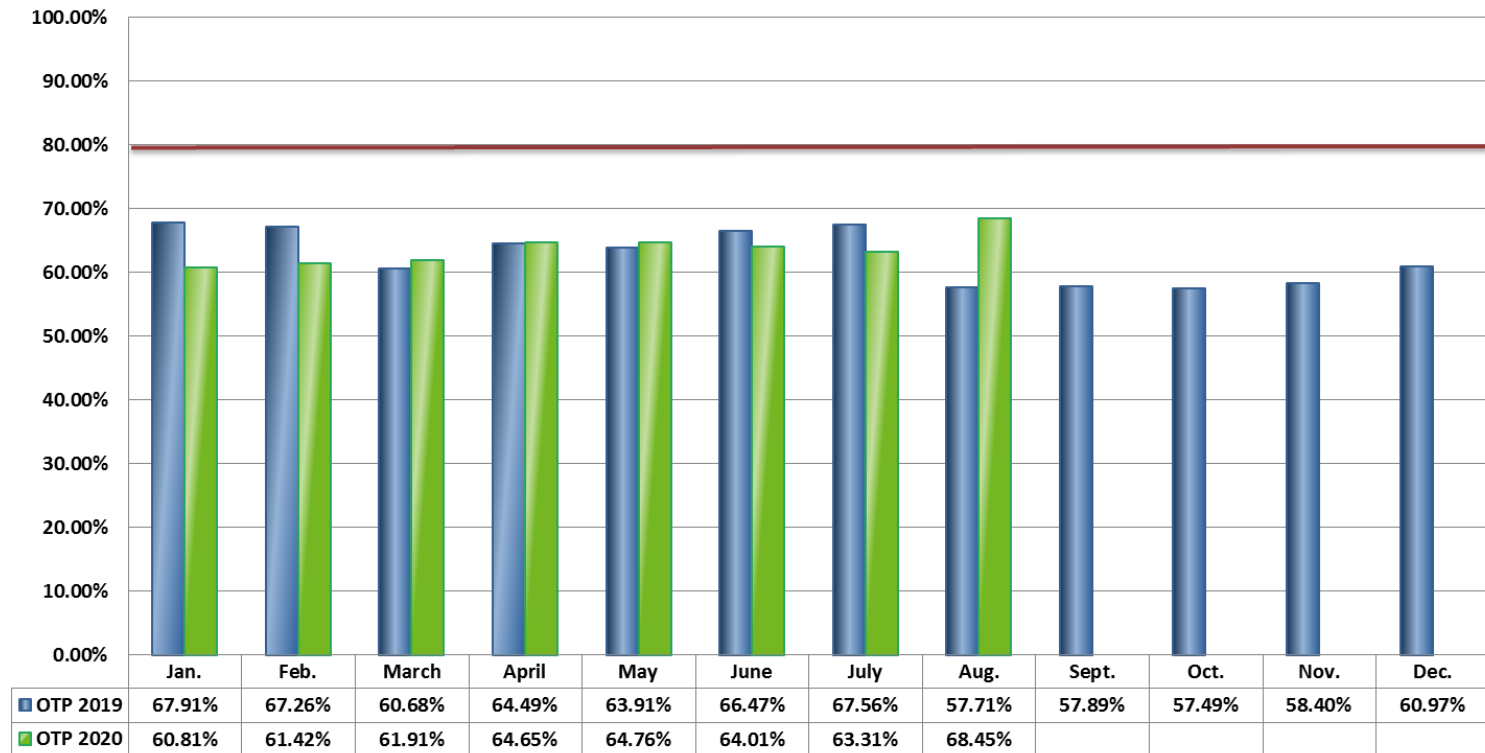
FINANCE: *Mr. John Cutrone*

- See attached financial report.

Ridership 2019-2020



On-Time Performance 2019-2020

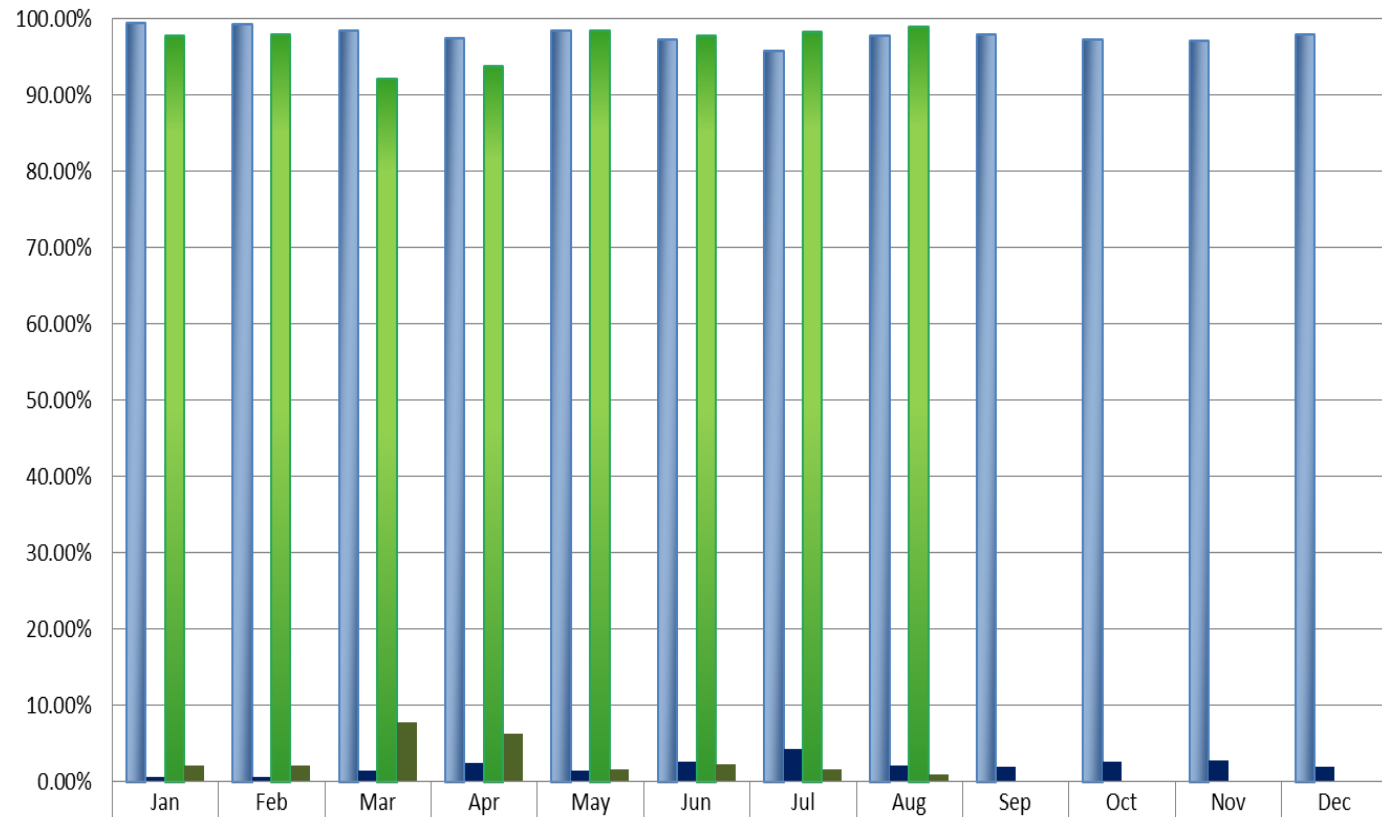


***Target 80% On-Time Performance**

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

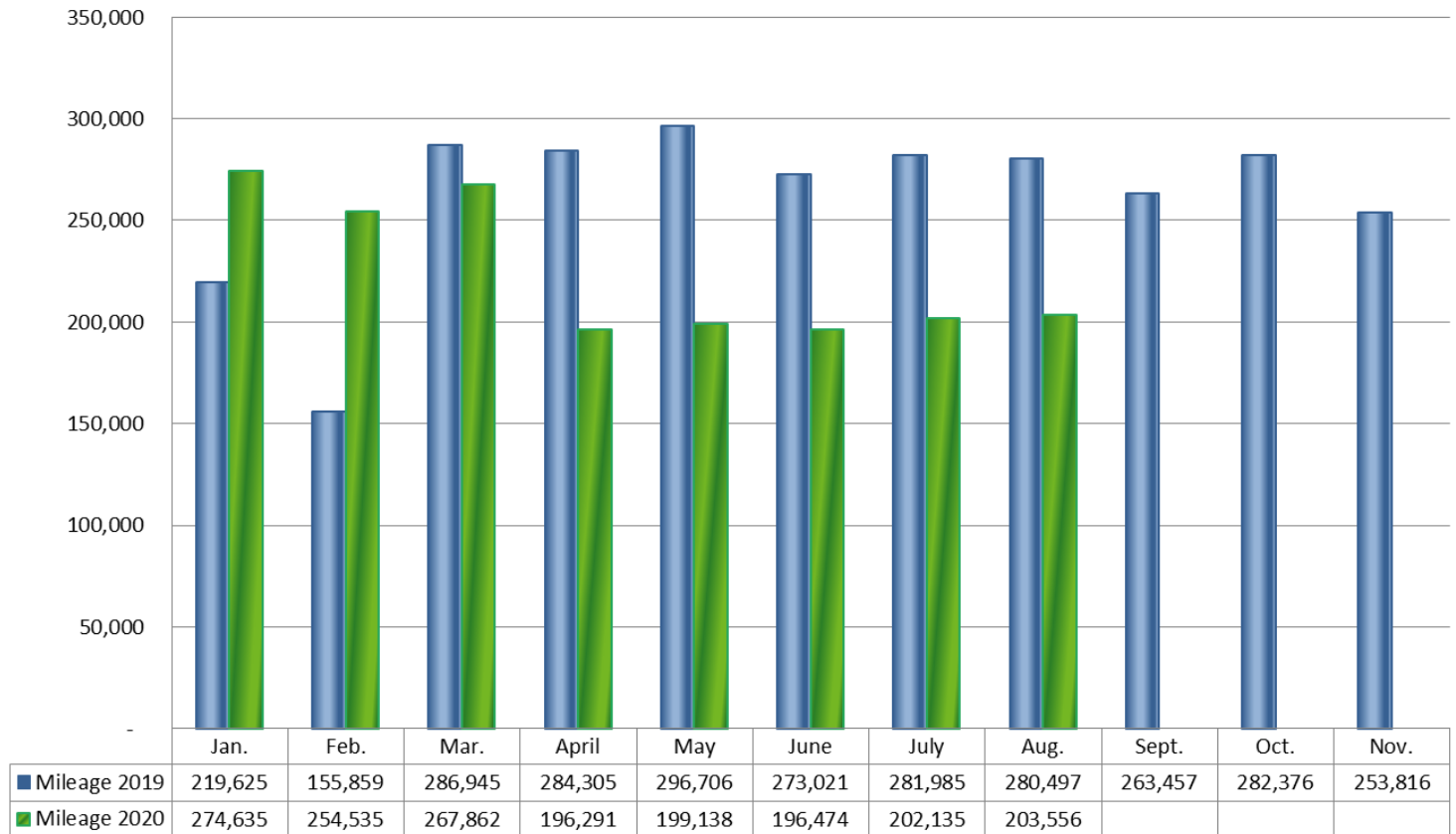
% Trips Operated 2019-2020

% Trips Operated

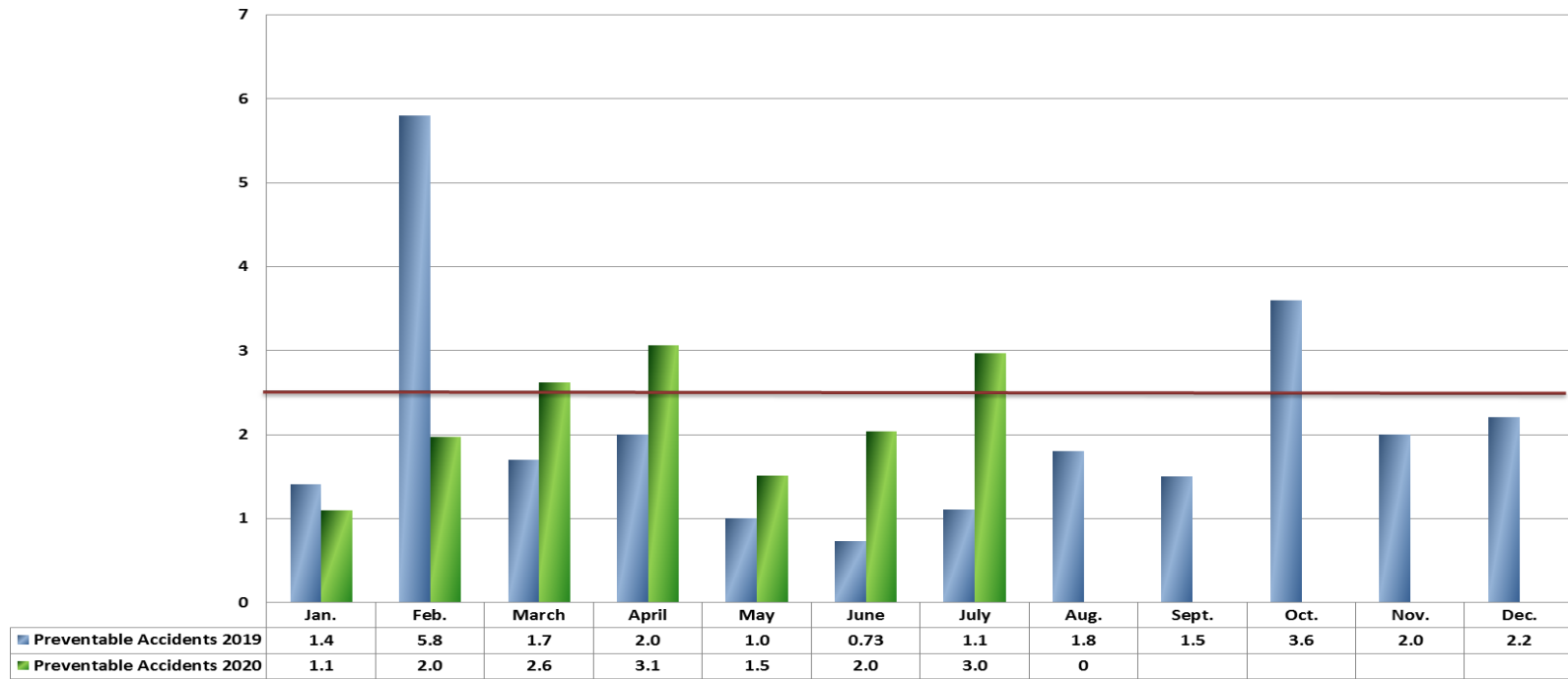


2019 % of Scheduled Bus Trips Operated	99.40%	99.30%	98.50%	97.50%	98.50%	97.30%	95.73%	97.80%	98.00%	97.27%	97.11%	97.97%
2019 % Missed Trips	0.60%	0.70%	1.50%	2.50%	1.50%	2.70%	4.27%	2.20%	2.00%	2.73%	2.89%	2.03%
2020 % of Scheduled Bus Trips Operated	97.80%	97.89%	92.13%	93.76%	98.38%	97.71%	98.32%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

Mileage 2019-2020



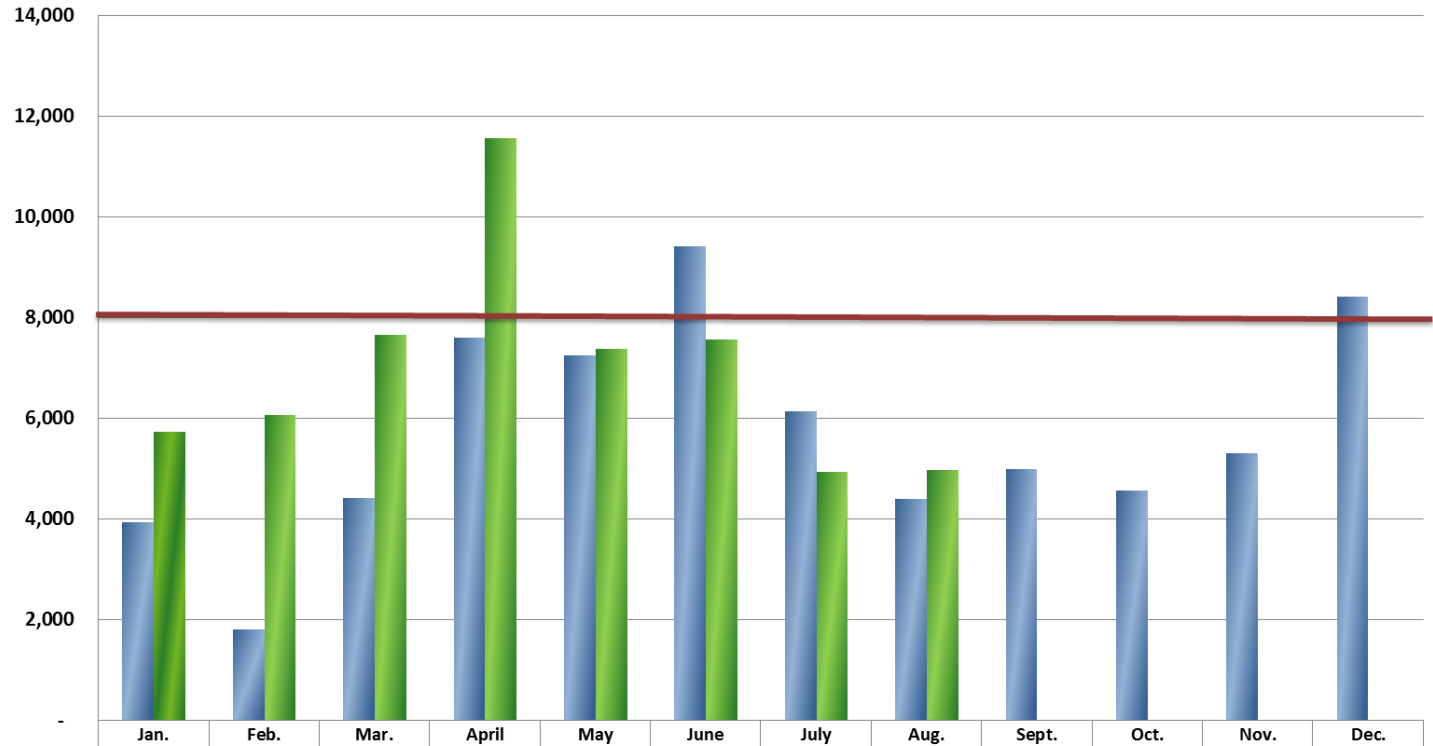
Preventable Accidents per 100,000 Miles 2019-2020



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



Mean Miles Between Road Calls 2019-2020



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

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

8/31/2020 8/31/2019

ASSETS

Current Assets:		
Cash and Cash Equivalents	9,828,045	3,731,508
Accounts Receivable	283,377	559,681
Property Tax Receivable	17,020,868	17,300,802
Due from Governments	1,962,991	3,081,675
Notes Receivable	0	0
Interest and Dividends Receivable	0	0
Inventory	263,729	135,245
Prepaid Expenses and Other Assets	142,216	7,423
Total Current Assets:	29,501,226	24,816,334
Restricted Assets:		
Cash and Cash Equivalents	2,514,688	389,310
Cash Reserve	3,000,000	0
Total Restricted Assets:	5,514,688	389,310
Investments	0	0
Net Pension Asset, Long-Term	496,897	1,466,268
Equipment, Net	20,620,058	27,229,068
Total Assets	56,132,869	53,900,981

LIABILITIES AND NET ASSETS

Current Liabilities		
Accounts Payable and Accrued Expenses	164,198	4,204,054
Accrued Payroll and Tax Liabilities	89,755	223,964
Accrued Interest (Bus Lease)	0	0
Note Payable	0	0
Accrued Compensated Absences	751,112	424,440
Claims Payable and Related Liabilities	1,065,376	855,488
Capital Lease Payable	266,864	220,482
Deferred Revenue (Grants/Prop Tax)	5,527,333	0
Other Current Liabilities	0	0
Total Current Liabilities	7,864,637	5,928,428
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	11,360,595	11,972,283
Net Assets:		
Investments in Capital Assets, Net of Related Debt	18,159,211	24,219,603
Restricted Cash and Cash Equivalents		
Unrestricted	26,613,062	17,709,095
Total Net Assets:	44,772,274	41,928,698
Total Liabilities And Net Assets	56,132,869	53,900,981

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

	Current Month			Year to Date			Approved Budget
	Budget	Actual	Variance	Budget	Actual	Variance	
Operating Revenues							
Passenger Paid Fares	154,262	8	(154,254)	1,234,096	364,521	(869,576)	1,851,144
Special Transit Fares (Contra	19,669	2,601	(17,068)	157,352	81,067	(76,285)	236,028
ADA/Paratransit Revenue	0	0	0	0	44,375	44,375	0
Advertising Revenue	45,000	45,153	153	360,000	310,913	(49,087)	540,000
Interest Income	13,621	2,176	(11,445)	108,968	45,302	(63,666)	163,452
Other Agency Revenue	11,668	40,773	29,105	93,344	180,500	87,156	140,016
Total CATS Generated	244,220	90,712	(153,508)	1,953,760	1,026,678	(927,082)	2,930,640
Non Federal Revenue							
Hotel/Motel Tax	102,022	0	(102,022)	816,176	674,629	(141,547)	1,224,264
Parish Transportation Fund	45,833	0	(45,833)	366,664	275,000	(91,664)	549,996
Property Tax Revenue	1,481,667	1,481,667	0	11,853,336	11,773,469	(79,867)	17,780,004
Total Non Federal	1,629,522	1,481,667	(147,855)	13,036,176	12,723,098	(313,078)	19,554,264
Federal Operating Subsidies							
FTA - Cares Grant	0	1,896,482	1,896,482	0	16,658,973	16,658,973	0
FTA - Preventive Maintenance	256,959	0	(256,959)	2,055,672	179,085	(1,876,587)	3,083,508
FTA - Planning	8,333	0	(8,333)	66,664	41,415	(25,249)	99,996
FTA - Formula	10,924	0	(10,924)	87,392	0	(87,392)	131,088
FTA Capital Projects	258,866	0	(258,866)	2,070,928	0	(2,070,928)	3,106,392
FTA - Electric Buses	0	0	0	0	363,604	363,604	0
Total Federal Operating	535,082	1,896,482	1,361,400	4,280,656	17,243,077	12,962,421	6,420,984
Total Operating Revenues	2,408,824	3,468,861	1,060,037	19,270,592	30,992,852	11,722,260	28,905,888
Operating Expenses							
Labor	919,067	646,318	272,749	7,352,536	6,514,061	838,475	11,028,804
Fringe Benefits	499,328	580,395	(89,132)	3,994,624	4,983,454	(1,053,350)	5,991,936
Casualty and Liability	101,166	115,275	(14,109)	809,328	1,220,450	(411,122)	1,213,992
Services	209,810	111,497	98,313	1,678,480	1,023,801	654,679	2,517,720
Purchased Transportation	203,319	112,864	90,455	1,626,552	1,037,354	589,198	2,439,828
Materials & Supplies	318,424	289,537	28,887	2,547,392	2,251,003	296,389	3,821,088
Utilities	23,666	14,616	9,050	189,328	134,277	55,051	283,992
Miscellaneous Expenses	125,738	84,786	40,952	1,005,904	622,133	383,771	1,508,856
Leases and Rentals	8,306	7,703	603	66,448	62,010	4,438	99,672
Total Operating Expenses	2,408,824	1,962,991	437,768	19,270,592	17,848,544	1,357,528	28,905,888
Depreciation	0	229,151	(229,151)	0	1,833,207	(1,833,207)	
NET SURPLUS/(DEFICIT)	0	1,276,719		0	11,311,101		0

*** Net surplus funds will be allocated as follows::

\$1.5M Insurance claims and litigation reserves
\$2.0M Operational contingency reserves
\$3.0M Replenish restricted cash reserves used in prior years
\$5.0M Grant capital improvement match



Connecting you to what matters.

**MEETING OF THE
FINANCE AND EXECUTIVE COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
SEPTEMBER 17, 2020
CATS Administrative Office
350 North Donmoor Avenue**

MINUTES

The Finance and Executive Committee met on Thursday, September 17, 2020, at 10:30 a.m. Present at the meeting were members Mark Bellue, Kahli Cohran, and Laurence Lambert. Also present were board member Johnathan Hill, Bill Deville, Creighton Abadie, and members of CATS staff.

I. Call to order and establishment of quorum

Mr. Bellue welcomed those assembled and thanked everyone for joining the meeting. He noted there was not presently a quorum but one was expected.

II. President's Announcements

Mr. Bellue let the members know that the September 22nd board meeting would be held in-person at the CATS administrative building at Donmoor. When the public notice was published in The Advocate, the agency did not know if meetings would be held at BREC, so the decision was made to hold meeting at CATS.

III. Executive Report and Financials

Mr. Deville shared that he would recap the highlights of the report in order to have ample time to discuss action items.

He noted that Mr. Gaudet conveyed that Operations has worked to improve the on-time-performance over the last three months, and it has increased ten percent.

Ms. Williams noted that there are currently 156 total operators. There are 107 active operators. The remaining operators are out as a result of COVID-19, FMLA, and Workers Comp.

Ms. Williams let the committee know that ridership for August was 105,704. The on-time performance was 68.45%; this is the highest OTP has been in 1.5 years. Ms. Williams noted the agency will also be making slight revisions to the service when the new run pick begins on September 27th. The percentage of trips operated in August was 98.97%. The agency operated 203,556 miles. There were zero preventable accidents per 100,000 miles in August for the first time in three years, and there were 4,965 mean miles between road calls.

Mr. Richards noted that the COVID-19 policy was presented to the Technical, Policies, and Practices Committee and there was discussion on how to return to work when an employee is sick. It was noted that the agency has added hand sanitizing stations around its facilities and will be installing digital temperature checks in the coming weeks for employees and visitors.

Ms. Thomas shared that CATS has hired a human resources consultant who starts on Monday and that Gallagher will be handling the search for a Human Resources Director for the agency.

Mr. Deville introduced Ms. Cheri Soileau as the new Director of Planning and Program Development and noted she comes to the agency with much experience in transportation planning. He noted that she plans to be involved in community and stakeholder engagement.

Mr. Charbonnet informed the members that he is working closely with Ms. Soileau and has been working with staff to gain an understanding of projects. He is working on a report that will detail the work to be done with HNTB, Emergent Method, and the Goodman Corporation. He noted he will be meeting with the Communications Department.

Mr. Charbonnet has been reviewing the BRT project with Ms. Soileau and HNTB, and there will be a meeting with the City-Parish Director of Transportation and Drainage to discuss the project. He noted there was a kickoff meeting with HNTB and Reich Landscape for the transit centers and there has been a great deal of coordination with CRPC, as well as grant conversations with FTA.

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

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

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

Mr. Deville noted that these numbers are in draft form until December because there are major considerations. He shared that the passenger numbers are leading to a number of questions related to COVID-19, there is also a compensation study whose results need to be implemented, and there are considerations for the union contract negotiations.

A quorum was achieved and the action items were considered.

IV. Recommend approval to purchase five support vehicles from State Contract

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

Mr. Cohran moved that the full board approve the purchase of five Chevrolet Traverse vehicles from the State Contract in an amount not to exceed \$124,832 and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

V. Recommend approval to renew graphic design services contract with Rockit Science Agency, Inc. for an amount not to exceed \$160,000

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

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

Mr. Deville noted that he spoke with some of his counterparts and the price is considered very reasonable.

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

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

Mr. Lambert moved that the full board approve the renewal with Rockit Science Agency, Inc. for an amount not to exceed \$160,000 and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

VI. Recommend approval to enter into a contract with Hitachi for technical services

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

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

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

Mr. Lambert moved that the full board approve the contract with Hitachi for technical services related to the AIM grant and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

VII. Recommend approval to bind Automobile Physical Damage Coverage with renewal premium not to exceed \$74,900

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

Mr. Cohran moved that the full board approve the automobile physical damage coverage premium for an amount not to exceed \$74,900 and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

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

the adjusted tax millage rate of 9.600 mills as determined at reassessment for the City of Baker for 2020

Mr. Abadie noted that CATS must adopt its millage rates annually.

2020 was a reassessment year. The taxable value of the property in Baton Rouge and in Baker increased. For CATS to receive the same revenue from Baton Rouge and from Baker as last year, the millage rate is 10.060 mills for Baton Rouge and 9.600 mills for Baker.

Mr. Lambert moved to recommend that the full board adopt and levy the adjusted tax millage rate of 10.060 mills as determined at reassessment for the City of Baton Rouge for 2020 and to adopt and levy the adjusted tax millage rate of 9.600 mills as determined at reassessment for the City of Baker for 2020. Mr. Bellue seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

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

Mr. Abadie informed the members that the agency has the ability to “roll forward” the tax millage rate for Baton Rouge and for Baker to the rate of 10.600 mills, which is CATS’ maximum millage rate. He noted that if CATS rolls forward to the maximum millage rate, the total increase in revenue for the City of Baton Rouge and the City of Baker due to the reassessment would be approximately \$1,075,000.

There was considerable discussion regarding the roll forward and whether it was a prudent move in a time when so many people have been negatively impacted by COVID-19.

Staff indicated that the agency is in a sound financial position and will not be adversely affected if the board chooses not to roll forward.

It was suggested that Mr. Deville write an executive summary to send to the board members explaining staff’s position.

The committee members were in agreement that this item should go to the full board with no recommendation from the F&E Committee.

There being no further business, the meeting adjourned.



**MEETING OF THE
TECHNICAL, POLICIES, AND
PRACTICES COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
SEPTEMBER 15, 2020
Virtual and
350 North Donmoor
Baton Rouge, LA 70806**

MINUTES

The Technical, Policies, and Practices Committee met virtually and in-person on Tuesday, September 15, 2020, at 10:30 a.m. Physically present at the meeting was member Johnathan Hill and virtually present were members Peter Breaux and Antoinette Pierre. Also present were Bill Deville and members of CATS staff.

I. Discussion of Policy/Procedure Guidelines

Dr. Breaux welcomed those assembled and expressed his wishes that everyone was safe and healthy.

Mr. Deville let the members know that Mr. Pipersburg would be updating the master spreadsheet of policies that have been adopted and approved.

Mr. Deville shared that he had not seen the information that was to be presented regarding the policy and procedure guidelines.

It was noted that CATS Board Vice President Erika Green expressed a desire to have an overview of how policies are passed and implemented.

Mr. Pipersburg shared that the identification of a policy need is recognized and a policy is created. The policy is then brought to the internal policy committee where a determination is made as to whether it is policy to be approved internally or a policy to be recommended to the Board. Internal policies are approved by the CATS CEO and board recommended policies flow through the Technical, Policies, and Practices Committee to the F&E Committee before being considered at the board meetings. All policies are shared with the TPP Committee for their review.

There was considerable discussion of the process to create and implement procedures and it was noted that the agency needs to improve its procedures and its efforts to share policies with all CATS employees.

The committee members questioned how long it takes from approval to get a policy and its accompanying procedures implemented as well as how long it takes to get the information into the hands of employees.

Mr. Pipersburg was given a directive to determine if there is an existing policy to ensure policies are shared, enforced, acknowledged, etc.

There was discussion regarding the method of distributing policies to employees and it was noted that there should be a form to have employees acknowledge when they receive a policy and have it explained to them.

Dr. Breaux requested that an update be provided at the next meeting outlining what has been done in the effort to improve these deficiencies.

II. Discussion of Pandemic Policy

Mr. Pipersburg noted this policy was created in response to the global coronavirus pandemic. The policy was created by outside legal counsel and approved by the CEO.

It was noted that the agency already has a disaster policy in place and that the agency is connected to the Mayor, Governor, President, and the Centers for Disease Control to see how best to handle the situation.

It was noted that a local vendor is working to install digital temperature stations at all CATS facilities – Donmoor, 2250, and the CATS terminal. These stations will take the temperature of CATS employees and anyone entering the facilities.

There was lengthy discussion surrounding the agreed upon temperature of 100 degrees and what to do if an employee has a temperature exceeding 100, as well as how to determine if it is due to illness or the temperature and humidity.

A directive was given to determine how to handle passengers when their temperatures rise above the approved 100 degrees.

It was suggested that the policy be expanded to include cleaning and sanitization efforts.

There was a question about HVAC systems and it was noted that the industry is trying to identify best practices.

There was discussion of making COVID-19 tests available for employees who exceed the 100 degree temperature threshold.

III. Discussion of expanding Emergency Preparedness and Recovery Plan

It was noted that the CATS Board previously approved this plan but it needs to be updated to include pandemic information, including preparation and recovery.

It was requested that a list of definitions be included in all policies to make it easier for employees to understand.

There were questions from the committee members related to the training available to employees to handle disaster, emergency, and other situations. It was noted that currently employees are not given training in these areas.

It was determined that training modules need to be created to better prepare employees.

There being no further business, the meeting adjourned.



**MEETING OF THE
504/COMMUNITY RELATIONS COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
SEPTEMBER 16, 2020
350 North Donmoor, Baton Rouge, LA**

MINUTES

The 504/Community Relations Committee met on Wednesday, September 16, 2020, at 10:30 a.m. Present at the meeting were Linda Perkins Johnathan Hill, Bill Deville, members of CATS staff, and Walter “Lenny” Cooksey of MV Transportation.

I. Introduction

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

She noted that Ms. Pierre and Ms. Williams were participating via phone.

Mr. Deville introduced the new Planning and Program Development Director Cheri Soileau.

II. MV Transportation Report – Walter Cooksey

Mr. Cooksey shared that CATS On Demand is performing well despite the challenges faced by the pandemic.

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

Mr. Cooksey noted that 34% of the trips were subscription and 66% were demand trips.

Mr. Cooksey shared that there was one valid complaint for the month.

Mr. Cooksey noted that the on-time performance for the month was 89%.

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

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

He noted that most of the barriers have been installed in the ADA vans.

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

Mr. Cooksey noted that the OTP was down in August as a result of the weather that was anticipated from Marco and Laura that led to quick shutdowns of facilities.

There was discussion of the reports and it was suggested that a footnote be made in the reports when an anomaly arises.

III. Certifications – Lavonshell Gordon

Ms. Gordon shared the certification numbers for August for CATS On Demand. There were 18 applications mailed from CATS and 29 people were temporarily certified. There were zero recertifications for the month.

Ms. Gordon noted that certifications would begin once Ms. Denman returns to the office now that the state is in Phase 3.

Mr. Cooksey introduced Ms. Serena Thomas, the interim Operations Manager at MV. She has come to CATS On Demand from the Atlanta office and is assisting in the hiring efforts.

IV. Customer service – Dwana Williams

Ms. Williams noted that she would have Ms. Wynn and Mr. Thomas give the reports for their respective areas in customer service. Ms. Williams noted that there are three representatives who have remained higher than 90% in their call service.

Ms. Wynn shared there were 40 total concerns for the month and nine were valid. She noted that seven were performance related and two were for late buses.

There was discussion of compliance with the mask mandate, and it was noted that most customers are supportive but some are upset they have to wear a covering. It was noted that CATS is not currently providing masks or coverings for customers.

Mr. Deville noted that some agencies are increasing their capacity to 15 passengers on their vehicles and CATS is looking into the best way to proceed.

Mr. Thomas let the members know that the call center fielded 21,304 calls in August and there was an 89% productivity rate; the goal is 90% productivity.

There was discussion concerning some of the numbers presented and it was noted that there were technical issues with the phones on several days in the month. It was reiterated that notations should be made when there is an anomaly.

V. Awards and appointments – Bill Deville

Ms. Thomas shared that she has been appointed to the American Association of Blacks in Energy National Board of Directors.

VI. Council on Aging Update –

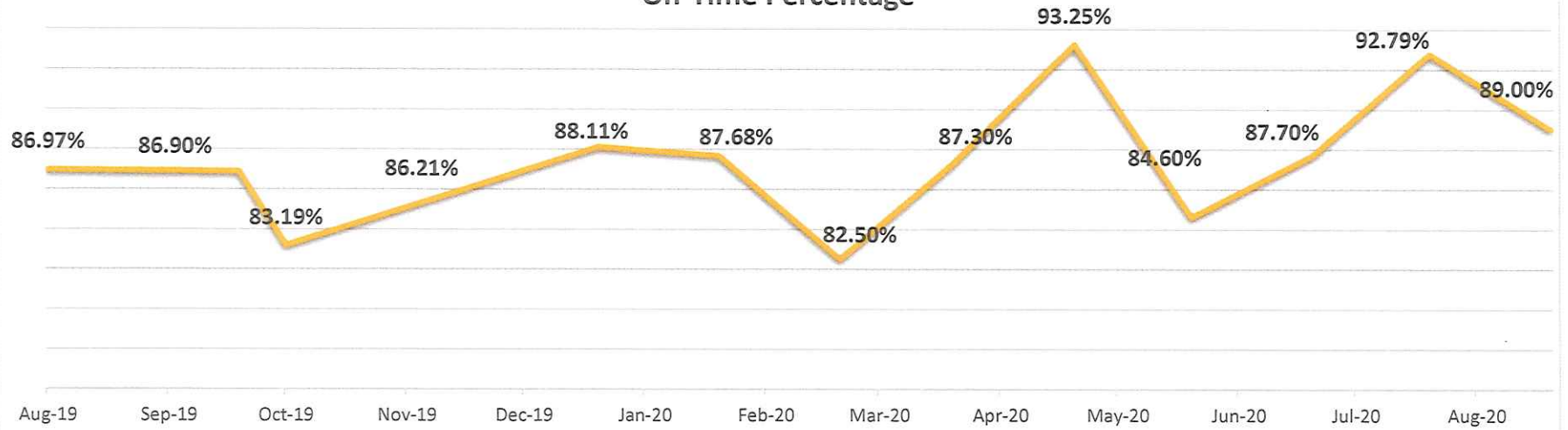
It was noted that this has been put on hold as a result of COVID-19.

Ms. Perkins asked about the grant award that was mentioned in the newspaper and Mr. Deville shared that it was an innovation grant that will allow the agency to enhance the customer experience. The grant was a \$250,000 award and the agency will have a local match of \$50,000.

Mr. Hill shared his thoughts that the agency needs to move beyond reading data from reports and work towards customer and community outreach so the agency can share what it knows with others.

There being no further business, the meeting adjourned.

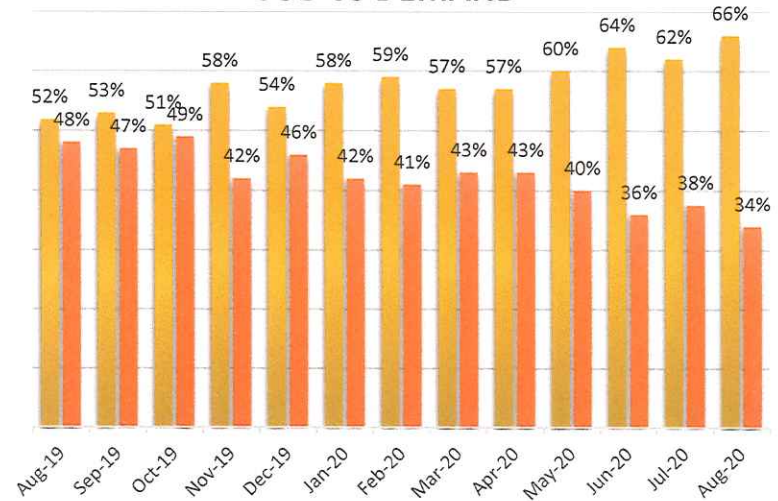
On-Time Percentage

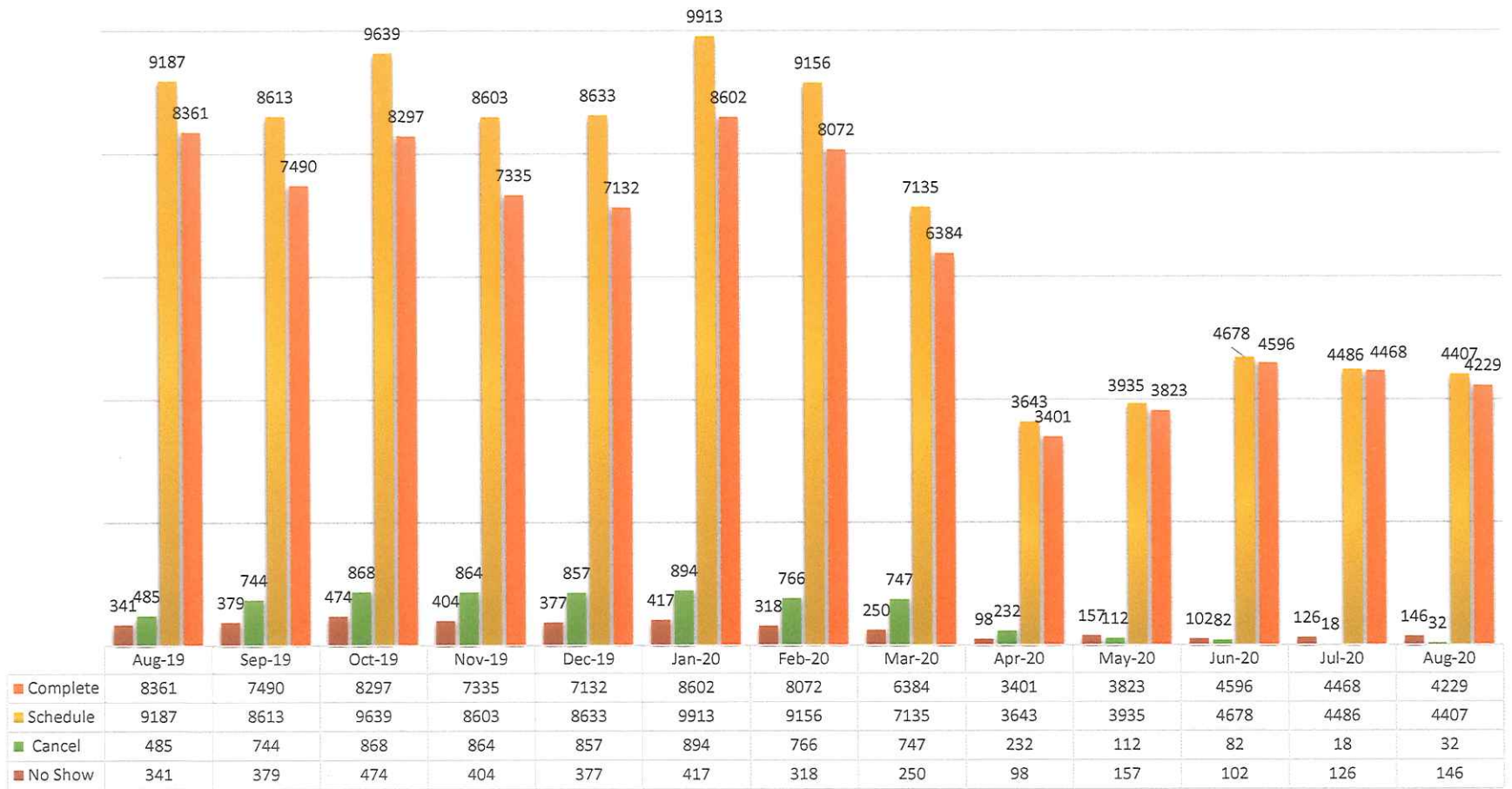


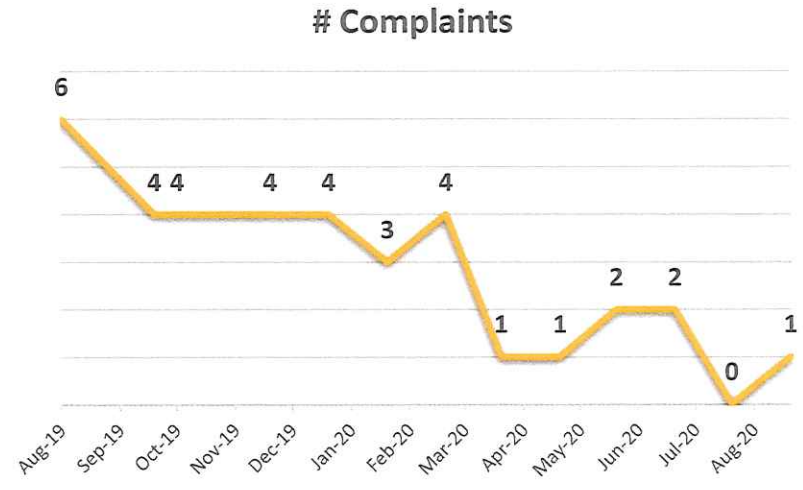
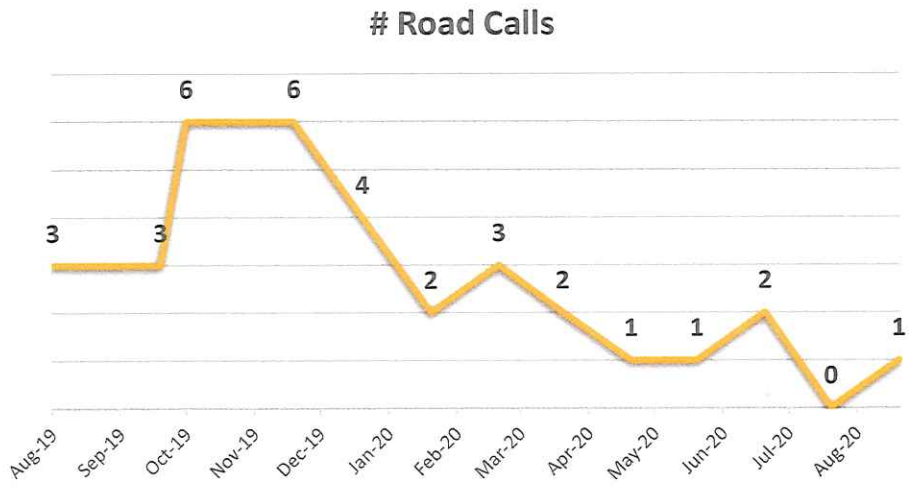
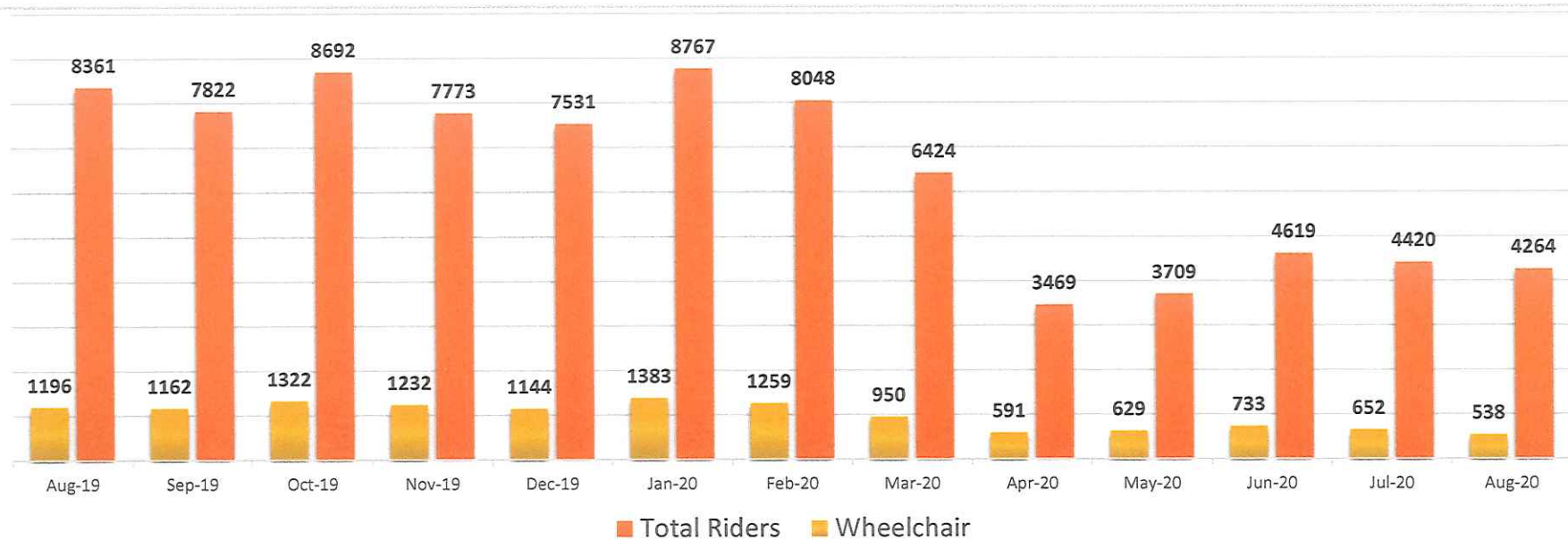
PPH/GOAL 1.5



SUB VS DEMAND







2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



CATS BOARD APPROVAL REQUEST:

Contract/P.O. # 2020259

Date: September 1, 2020

Department requesting approval: Maintenance

Project Manager: James Godwin

Project/Contract: To Purchase (5) Vehicles off State Contract

Budgeted project (Yes/No): Yes

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

Project/Contract Summary:

This contract is to purchase (5) Chevrolet Traverse off of the La. State Contract. Contract Line: 400018787. These vehicles will be replacing (5) 2009 Dodge Nitro support vehicles that have meet there useful life of (5) years and or 150,000 miles.

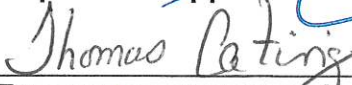
Project/Contract Amount: Not to exceed \$124,832.00



Project Manager Approval



Supervisor approval



Procurement approval



CEO approval

Rhonda Kimbel
Procurement Analyst
rkimbel@brcats.com

This spreadsheet is not a purchase order**Order Sheet Instructions**

- 1) Only one vehicle configuration may be entered on each Order Sheet. Use a separate Order Sheet for each different vehicle configuration being ordered. The listed configurations are the only configurations available. However, additional configurations may be added to the contract upon request. To request additional configurations, contact the dealer or OSP.
- 2) Enter the number of vehicles being ordered in the tan boxes under either Base Vehicle or Optional Configurations.
- 3) Under Available Exterior Colors, enter the number of vehicles in the tan boxes to the right of the desired color(s). Multiple Colors may be ordered on one Order Sheet.
- 4) Under Optional Equipment, select "Yes" in the tan box if the option is desired. Leave blank or select "No" if the option is not desired. The listed options are the only options available. However, additional options may be added to the contract upon request. To request an option be added to the contract, contact the dealer or OSP.
- 5) The cost per vehicle and total order cost will automatically calculate at the bottom of the Order Sheet.

Chevrolet Traverse	Contract Line	57	Delivery ARO	90 Days
State Contract Number	4400018787	Vendor	Gerry Lane Chevrolet	
Base Vehicle				
Vehicle Description	Order Code	Unit Price	Quantity	Extended Price
2WD w/ 3.6L V6 Engine	1NB56-LS	\$ 24,850.00	5	\$ 124,250.00
Optional Configuration				
Description	Order Code	Unit Price	Quantity	Extended Price
AWD w/ 3.6L V6 Engine	1NV56	\$ 26,758.00		\$ -
Available Exterior Colors				
(G9K) Satin Steel Metallic	5	(GAN) Silver Ice Metallic		
(GAZ) Summit White		(GB8) Mosaic Black Metallic		
Cost for Each Vehicle Plus Options			1 EA	\$ 24,850.00
Additional Costs				
0.35% Contract Administrative Fee				\$ 86.98
LA DEQ Waste Tire Fee (5 tires X \$2.25 each)				\$ 11.25
LA Safety Inspection Sticker - 1 Year				\$ 18.00
Total Cost for Each Vehicle			1 EA	\$ 24,966.23
Total Cost for All Vehicles			5 Vehicles	\$ 124,831.15
Agency Information				
Delivery Point of Contact Name:		LPAA Approval No		
Phone:		Requisition No		
Email:		Shopping Cart		
Vendor Information				
Gerry Lane Chevrolet	Eric Meyers	Vendor No.	310012432	
Phone: 225-268-7160				
Email: eric.meyers@gerrylane.com				

Reg 5301

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



EXECUTIVE STAFF

Amie McNaylor
Communications Director
amcnaylor@brcats.com

CATS BOARD APPROVAL REQUEST:
P.O. #2018062

Date: September 17, 2020

Department requesting approval: Communications

Project Manager: Alex Sevier

Project/Contract: Rockit Science Agency, Inc. Strategic Creative Consulting Contract

Project/Contract Date(s): October 1, 2020 through September 30, 2021

Renewal options (Yes/No): Yes

If yes, what year/option: second renewal

Budgeted project (Yes/No): Yes

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

Project/Contract Summary: This is the second renewal option for this contract. The original terms were a one year contract with up to four, one year renewals.

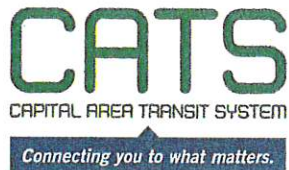
Rockit Science works with the Communications Department for graphic design services, market strategy, photography, videography, and media planning.

CATS has worked internally, and in conjunction with Rockit Science for the last two years to advance the brand awareness of the agency and to maintain a high level of visual production.

CATS will continue to work with Rockit Science over the next twelve months to ensure relevant, timely, and appealing visuals are created to assist in advancing the agency's goals. There have been, and will continue to be, targeted internal campaigns throughout the year to ensure the all CATS employees are kept aware of all the initiatives the agency is working.

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

EXECUTIVE STAFF



The first year of the contract had a not to exceed amount of \$125,000, and the amount was increased to an amount not to exceed \$160,000 in the second year.

The budget to date for the current contract is approximately \$132,767.02; this provides an estimate for the month of September as it has not ended.

The proposed budget for the next twelve months will remain at an amount not to exceed amount of \$160,000. The increased amount will primarily be allocated to the internal campaigns and the Education Outreach.

The first two years of this partnership have been very productive and beneficial, and the Communications Department recommends the continuation of the partnership with Rockit Science.

Project/Contract Amount: Not to exceed \$160,000

A large, stylized handwritten signature in blue ink, likely belonging to the Project Manager.

Project Manager approval

A handwritten signature in blue ink, likely belonging to the Supervisor.

Supervisor approval

A handwritten signature in blue ink, likely belonging to the Procurement representative.

Procurement approval

A handwritten signature in blue ink, likely belonging to the CEO.

CEO approval

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



EXECUTIVE STAFF

Pearlina Thomas
Chief Administrative Officer
pthomas@brcats.com

CATS BOARD APPROVAL REQUEST:

Contract Number: _____

Date: September 22, 2020

Department requesting approval: Business Development

Project Manager: Theo Richards

Project/Contract: Accelerating Innovative Mobility (AIM) Grant Implementation

Project/Contract Date(s): September 2020 – September 2023

Renewal options (Yes/No): Yes

If yes, what year/option: Two (2) One (1) Year Renewal Options

Budgeted project (Yes/No): No

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

Project/Contract Summary: Hitachi will provide to CATS a monthly service which supports multi-channel messaging with the intended purpose of enhancing engagement with our transportation passengers and improving the overall transit experience.

Project History: FTA Accelerating Innovative Mobility (AIM) – Project initiated by CAO, Pearlina Thomas; Project Manager, Theo Richards and partnered with Hitachi from the onset of the AIM Grant application process. 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 was awarded \$250,000 from this competitive innovation grant and with Hitachi, 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.

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

CATS

CAPITAL AREA TRANSIT SYSTEM

Connecting you to what matters.

EXECUTIVE STAFF

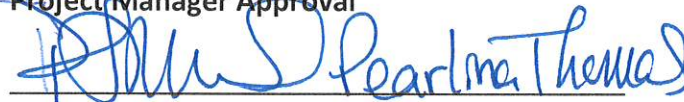
CATS will serve in a national network of transit agencies, spotlighted by the FTA, that will test and share project results with all transit agencies.

Project Award Recommendation: Hitachi

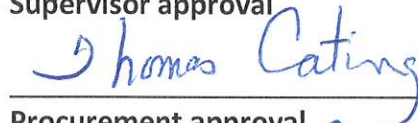
Project/Contract Amount: Not to exceed \$300,000 (\$250, 000 AIM Grant plus \$50,000 provided by CATS)



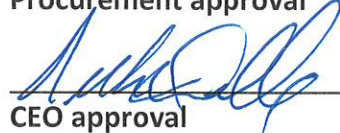
Project Manager Approval



Supervisor approval



Procurement approval



CEO approval

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



EXECUTIVE STAFF

Pearlina Thomas
Chief Administrative Officer
pthomas@brcats.com

CATS BOARD APPROVAL REQUEST:

Date: September 22, 2020

Department requesting approval: Risk Management

Project Manager: Pearlina Thomas

Project/Contract: Automobile Physical Damage Coverage

Project/Contract Date(s): September 2020 – September 2021

Renewal options (Yes/No): No

Budgeted project (Yes/No): \$74,900.00

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

Project/Contract Summary: CATS is required to have terrorism coverage. Renewal of current Automobile Physical Damage Policy covers all vehicles owned by CATS and the property at 2250 Florida through September 2021. Stone Insurance is the Agent of Record for CATS on this policy.

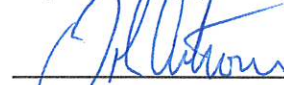
Project/Contract Amount: Not to exceed \$74,900.00

 Pearline Thomas

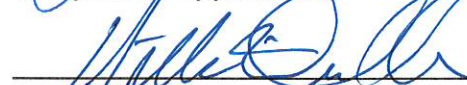
Project Manager Approval



Supervisor approval



Comptroller approval



CEO approval