MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY
BOARD MEETING February 13, 2014

The Chairman, Brent Petit, called the meeting to order at approximately 10:10 A.M. on Thursday, February 13, 2014 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were, B. Petit, H. Banquer, C. Faucheux, R. LeBlanc, R. Drexel, and, R. Vincent, thus achieving a quorum. M. Octave was absent. Also present were Robert Collins (Veolia), Elizabeth Griffith (GCR, Inc), Tyler Antrup (GCR, Inc), Stacy VanSickle (Solutient), and, Alan Abadie (Solutient).

B. Petit requested that the board members review and approve the meeting minutes from the January 9, 2014 meeting.

It was moved by H. Banquer, seconded by R. Leblanc to accept minutes. Motion carried unanimously.

R. Collins presented Veolia's Transit Operations Report for January 2014. There were 1,330 passengers transported for the month. The weekday daily average was 63.84 passengers per day and the Saturday daily average was 29.25 with 1.46 passengers scheduled per hour. Veolia's on-time performance was 90.7 percent. The percentage was lower due to cancellations for two cold-weather days, one day reduced ridership following cancellations and two holidays during the month. R. Collins stated that the decision to cancel was due to reduced safety and increased passenger cancellations which was approved by B. Petit. Total revenue collected for January was $2,559.00 as well as 1 voucher for a total of $2,561.00. The total miles travelled were 19,829 miles. The average cost per mile $4.66 and average miles per trip was 11.34. R. Collins stated that fare collection was off by $99.00 for the month which exceeds the 3% margin generally considered acceptable. R. Collins recommends a new fare evasion policy to help solve the issue.

B. Petit then requested the Secretary/ Treasurer's Report. A. Abadie reported that the profit and loss statement for 2014 year to date shows -$6,036.00. RPTA is still waiting for receipt of the February Intergovernmental Agreement money from St. John & St. Charles, $28,000 in state mass transit funds from St. Charles, and, $73,000 in state reimbursements for December 2013 & January 2014. The Balance Sheet indicates a total Liabilities & Equity at $958,333.72 and the Statement of Cash Flows shows total cash at end of period to be $922,878.38. The Profit & Loss statement from the beginning of service in 2008 to date reported that the total income has been $759,141.58. A. Abadie reported that the depreciation issue discussed in previous months is on hold until the auditors and actuaries set the new deprecation amount. The proper reporting will be used going forward from that date.

A. Abadie listed the following checks for accounts payable:

Check Number	Check Amount	Payment Made To	Services/Reason
283	$390.00	L'Observateur	Dec Mtg Minutes & Jan Mtg notice
284	$5,416.67	Solutient Corp.	January 2014 Services
285	$78,960.70	Veolia Transportation	January 2014 Services
Total approved	**$84,767.37**		

B. Petit asked for further comments regarding the reports. B. Petit requested approval and payment of the accounts payable.

It was moved by R. Vincent, seconded by H. Banquer to approve accounts payable. Motion carried unanimously.

E. Griffith reported that the FY2014-2015 5311 DOTD Grant Application was delivered and expect to get a reply with the next two months. It was also noted that E. Griffith, S. VanSickle and R. Collins met with St. Charles Arc to discuss collaboration with the RPTA Pass-Program. St. Charles Arc responded positively to this meeting and the group plans to reach out to St. John's ARC in the near future.

B. Petit requested an update on the St. John Intergovernmental Agreement. E. Griffith responded that it needs to be renewed in March and R. Vincent requested it be on this month's agenda.

It was moved by R. Drexel, seconded by R. LeBlanc to approve the renewal of St. John Parish Intergovernmental Agreement.

B. Petit introduced the topic of website changes. E. Griffith responded that GCR began hosting the RPTA website on network servers after replacing South Central Planning as the contract manager. The website is currently in html format requiring GCR's IT technicians to make any changes. The recommendation is to move the website to Wordpress, giving greater accessibility to RPTA board members and transit managers. GCR would make the data transfer and RPTA would incur no expenses for this change.

B. Petit requested approval to allow GCR to move the RPTA web hosting format to Wordpress.

It was motioned by H. Banquer, seconded by R. Drexel to allow GCR to move the RPTA web hosting format to Wordpress. Motion carried unanimously.

B. Petit introduced the Regional Planning Commission Agreement for 5339. E. Griffith noted that the board previously passed a resolution accepting the 5339 Grant Funds for Capital Amenities, however, this grant requires a supplemental agreement with the RPC under the new MAP-21 provisions. FTA designed this specific grant so that the RPC will handle the grant funds under their TEAM system and RPTA will invoice them for the funds used. The supplemental agreement will allow RPC to be the prime recipient of the 5339 funds and RPTA will become the sub-recipient of said funds. B. Petit asked requested approval of the agreement.

It was moved by H. Banquer, seconded by R. LeBlanc to approve the execution of 5339 sub-recipient agreement with the Regional Planning Commission. Motion carried unanimously.

E. Griffith presented the Cooperative Agreement with RPC for renewal and noted that the agreement has not changed from the last one in 2008. B. Petit requested approval for Resolution 02-2014 to allow Chairman to sign the renewal document.

It was moved by R. Vincent, seconded by H. Banquer to adopt Resolution No. 02-2014 authorizing renewal of the Cooperative Agreement with the Regional Planning Commission. Motion carried unanimously.

B. Petit introduced the Fare Evasion Policy. R. Collins reported that the issue arose last month when the difference in fare revenue collected exceeded the shortage threshold of 3%. At this moment, R. Vincent excused himself from the meeting though a quorum was still maintained. R. Collins continued, stating that the fareboxes have not reached their useful life cycle, however, discussion to install ones with fare recognition would not recoup the costs of installation given the relatively small discrepancies. R. Collins noted that it becomes extremely difficult for drivers to verify fares when passengers use small valued coins. A determined solution was to enact new rules regarding payment options, limiting acceptable coins to quarters only and then concurrently enacting a Fare Evasion Policy to punish offenders. A general discussion followed regarding a new fare policy. H. Banquer asked for recommendations for language included in the policy. The board discussed these options and notifications to passengers regarding these changes.

B. Petit requested approval for a new fare policy effective Monday, March 3, 2014 that includes passenger notification and penalties for non-compliance to be consistent with the cancellation policy except changing the limit from a monthly total to a total of 3 incidents per passenger.

It was moved by H. Banquer, seconded by C. Faucheux to adopt a fare policy and consequences for violations. Motion carried unanimously.

B. Petit introduced the 2014 Certifications & Assurances. E. Griffith noted that attorney Tom Watkins had been previously used by South Central Planning to sign for the RPTA Certifications & Assurances. Mr. Watkins was given access to RPTA's TEAM system to perform electronic signatures on these documents. It is recommended that a change be made in the TEAM system to give B. Petit permission to electronically sign for both himself and the attorney, thereby limiting the amount of persons who have access to the TEAM system. RPTA will in the future use Parish attorneys from St John or St Charles to sign certifications and assurances.

B. Petit introduced the Grant Amendment for LA-90-X343. E. Griffith recommended that RPTA amend the budget for this grant to transfer $20,000 in funds from preventive maintenance to project administration to cover the services provided by Solutient. B. Petit requested approval to amend the budget.

It was moved by R. LeBlanc, seconded by R. Drexel to approve the budget amendment for Grant LA-90-X343. Motion carried unanimously.

B. Petit asked if there were any further comments.

It was moved by H. Banquer, seconded by R. LeBlanc to adjourn. Motion carried unanimously.

Having no more business to discuss, the meeting was adjourned at approximately 10:41 AM.

Brent Petit, Chairperson

3/13/14
Date