

MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY BOARD MEETING
June 20, 2017

B. Petit called the meeting to order at approximately 10:00am on Tuesday, June 20, 2017 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were: B. Petit, H. Banquer, R. Drexel, B. Warren and R. LeBlanc thus a quorum was achieved. R. Lemons arrived at 10:40am. Also present were E. Jackson-Martin (Transdev), S. Van Sickle (Transdev) and L. Andrews (Solutient).

B. Petit asked all board members to review the meeting minutes from the May 18, 2017 meeting. It was moved to accept (with 2 typo corrections changing "P. Petit" to "B. Petit" by R. Drexel and seconded by R. LeBlanc. Motion carried unanimously.

E. Jackson-Martin presented Transdev's Operations Report for May 2017. The number of passengers transported was 1,361. The daily average was 56.40 riders. Average scheduled trips per hour was 1.28. The on-time rate was 98.4%. Revenue collected was \$2,717.15 and 17 vouchers. There were 18,198 miles traveled at an average cost of \$5.38 per mile. Average miles per trip was 13.37. The ADA denial rate was 0%. Vehicle 1304 is at Supreme Ford where they have replaced the throttle body, but has a PCM issue. Vehicles 1302/1306 have rear AC problems and vehicle 1302 also has engine vibration.

L. Andrews presented the April Secretary/Treasurer's Report. Profit and Loss for 2017 is negative \$195,505.02. Profit and Loss from inception through May 31, 2017 shows a net income of \$123,437.90. Total Equity & Liabilities as of May 31, 2017 was at \$322,630.04. The Statement of Cash Flows shows total cash as of May 31, 2017 and inception through May 31, 2017 to be \$220,046.09.

B. Petit requested a motion approving the Secretary/Treasurer's Report. It was moved by R. LeBlanc and seconded by R. Drexel. Motion carried unanimously.

L. Andrews listed the following checks for accounts payable:

Payment Made to	Description of Expense	Amount	Check No.
Port Arthur Newsmedia, LLC	Invoice No. 91750/0517	\$157.16	1039
The Solutient Corporation	Invoice No. 10590 (May 2017 Services)	\$5,580.34	1040
Transdev	Invoice No. 0601-2017 (May 2017 Services)	\$98,076.60	1041
St. John the Baptist Parish Business Association	Annual Dues 7/1/2017 – 6/30/2018	\$150.00	1042
Motorola Solution, Inc.	Invoice No. 13165264	\$13,515	1043

B. Petit requested a motion for approval of the accounts payable. Approval of the accounts payable was moved by B. Warren and seconded by R. LeBlanc. Motion carried unanimously.

L. Andrews presented the Collateralization Report, showing that any funding over the amount of \$250,000 has been insured.

E. Jackson-Martin presented the pass program selection. A. Anderson was selected.

S. Van Sickle reminded the Board that the APTA Expo would be held in Atlanta, GA October 9-11 and that B. Petit and E. Jackson-Martin needed to coordinate travel arrangements.

S. Van Sickle updated the Board that the first two vehicles ordered should be delivered in October. R. Drexel inquired as to how this was effecting service. E. Jackson-Martin responded that she was attempting limit miles on the vehicles by assigning the vehicles to zones.

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S. Van Sickle informed the Board that the LADOTD would be holding a mandatory Executive Director's Meeting and that she and E. Jackson-Martin planned to attend July 27th. B. Warren reported that she would also be attending on behalf of St. James Parish.

B. Petit requested a motion for approval for S. Van Sickle and E. Jackson-Martin to attend the LADOTD Executive Director's Meeting with all reasonable expenses to be covered by grant funds. Approval was moved by H. Banquer and seconded by B. Warren. Motion carried unanimously.

S. Van Sickle presented the Board with the Saturday service ridership, average ridership and cost per mile as requested at the previous meeting. B. Petit stated that it appears that the Saturday service has been consistent and the ridership is not much lower than the weekday service. H. Banquer asked the peak times for Saturday service and E. Jackson-Martin responded peak was 7:00am-9:00am and 4:40pm-6:00pm for those going for dialysis as we are getting more dialysis patients on Saturdays than work-related trips. R. LeBlanc stated that the cost per mile for Saturday service is almost double the cost per mile for the entire service (Monday-Saturday). Discussion ensued as to what causes the variation in costs.

S. Van Sickle directed the Board to the three-month performance review of the extra hour of service. Following Board review, R. Drexel suggested voting on extending the trial period another three months.

B. Petit requested a motion for approval to extend the extra hour of service trial period an additional three months. Approval was moved by R. Drexel and seconded by H. Banquer. Motion carried unanimously.

S. Van Sickle informed the Board that the Directors/Officers insurance policy had expired as of May 6, 2017. She has contacted Dave Millet Insurance agency and has been preparing the paperwork for a new policy. The estimate quoted for a new policy is \$3,402.78, but is subject to change once the agency processes the financial data she sent this morning. S. Van Sickle further stated that she would need to get the check to the insurance agency ASAP. R. LeBlanc inquired as to whether it was necessary to get quotes and S. Van Sickle responded that it was not required for insurance as per the procurement policy but stated that we could get quotes for next year's policy.


B. Petit requested a motion for approval to prepare a check for Dave Millet Insurance Agency not to exceed \$3,500. Approval was moved by R. LeBlanc and seconded by R. Drexel. Motion carried unanimously.

S. Van Sickle informed the Board that the NTD Annual Report had been submitted and approved covering 2016.


The next meeting date was tentatively scheduled for July 13, 2017 at 10:00 am.

B. Petit requested a motion to adjourn. It was moved by R. LeBlanc and seconded by H. Banquer. Motion carried unanimously.

Having no more business to discuss, the meeting was adjourned at approximately 10:45 am.



Brent Petit, Chairperson



Date