

**MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY
BOARD MEETING September 25, 2014**

The Vice Chairman, Helen Banquer, called the meeting to order at approximately 10:30 A.M. on Thursday, September 25, 2014 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were, H. Banquer, C. Faucheux, R. LeBlanc, R. Vincent, and R. Drexel, thus achieving a quorum. Also present were Robert Collins (Veolia/Transdev), Elizabeth Griffith (GCR, Inc), S. Van Sickle (Solutient), and L. Andrews (Solutient).

H. Banquer requested that the board members review and approve the meeting minutes from the August 7, 2014 meeting. It was moved by R. LeBlanc to accept the minutes and seconded by C. Faucheux. Motion carried unanimously.

R. Collins presented Veolia (Transdev)'s Transit Operations Report for August 2014. There were 1,560 passengers transported for the month. Transdev's on-time performance was 93.8 percent. Total revenue collected was \$3,046 with 20 vouchers. The total miles travelled were 22,261 miles with 1.53 passengers scheduled per hour. The average cost per mile were \$4.13 and the average miles per trip were 14.26. Total trips requested was 1,782.

R. Collins noted that Transdev has started the process of recording ridership denials separately. In the past the ADA Denial method was used. R. Collins went on to provide an explanation of ADA Denial Method: Trip is offered within one hour before/one hour after their requested time. If they deny it, it is not considered a denial. If Transdev does not have a trip to offer them within that timeframe, it is considered a denial. The ADA Denial rate is zero, as RPTA has always been able to offer a trip within the described range. However, Transdev has had 242 requested trips that weren't scheduled (13.58%). Transdev is now recording this number to track the need that exists for extra service as opposed to the ADA requirements.

H. Banquer asked if the 242 not scheduled trips were within the ADA Denial Method Timeframe? R. Collins clarified that the 242 includes trips that were offered along with additional trips that Transdev could not schedule. Due to lack of service in requested areas based on the ridership. 57 trips were cancelled or considered "No shows." Transdev to begin reporting these figures as well. H. Banquer asked if Transdev gets a lot of "No shows?" R. Collins responds, "Some will call in and say that they called yesterday and cancelled, but we have no record of that." R. Collins returns to initial point of recording these numbers to provide support for additional funding.

Question from R. Vincent: Looking at it from an operational standpoint, still netting right at 200 trips that you can't schedule just for that month. So that's almost an additional bus (but I know that is spread out) so it's hard to say that you could add another bus because it may not be able to accommodate additional demand, correct? R. Collins confirmed trips are spread out, and the solution may be to add buses during some peak hours. For instance, another bus in the morning or evening and not having it run all day. Additional question from R. Vincent: Does Veolia call prior to trips at all? R. Collins responds, "No. Trips are booked 24 hours in advance the rider is supposed to call and cancel trips within 2 hours of scheduled window, Veolia does not call prior to trips." R. Vincent noted that if we calculate the cost of cancelled trips/no shows, it seems that this would be pretty expensive. May need to explore methods for reducing these costs from an efficiency standpoint. R. Collins responds and notes that RPTA is reimbursed for these trips given that mileage is still being reported. No shows are also tracked and any rider with too many no-shows will have privileges suspended. Question from R. Drexel: Of those 242 unscheduled trips, are they concentrated in one area? R. Collins, stated that they cannot tell from their current reports, but will look into what it would take to track that.

H. Banquer requested a motion to accept Veolia's name change to Transdev before addressing other agenda items. It was moved by R. Drexel and seconded by R. LeBlanc. Motion carried unanimously.

Van Sickle reported that the profit and loss statement for 2014 year to date shows a net income of -\$107,839. Still awaiting the St. Charles Parish mass transit funds totaling nearly \$5,000, the Intergovernmental Agreement Funds (\$10,400), and the August state reimbursement of approximately \$33,000. The Statement of Cash Flows shows total cash at end of period to be \$846,583.91 and the Balance Sheet indicates a total Liabilities & Equity at \$828,740.41. The Profit & Loss statement from the beginning of service in 2008 to date reported that the total income has been \$629,548.27. The auditor will be present for the October meeting.

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S. Van Sickle listed the following checks for accounts payable:

Check Number	Check Amount	Payment Made To	Services/Reason
859	\$553.75	Fed Ex Office	Brochure Printing
860	\$92,031.10	Transdev Services, Inc.	August 2014 Services
861	\$221.65	L'Observateur Newspaper	Printing of meeting minutes & service change for employees
862	\$5,633.33	The Solutient Corporation	August 2014 Services
Total approved	\$98,439.83		

C. Fauchaux made a request that future printing be done locally. Van Sickle agreed to request quotes from within the Parish.

H. Banquer requested a motion to accept the Secretary/Treasurer's Report. It was moved by R. Vincent and seconded by C. Fauchaux. Motion carried unanimously.

H. Banquer requested approval and payment of the accounts payable. It was moved by C. Fauchaux and seconded by R. Vincent. Motion carried unanimously.

Board discussed continuing the Pass Program Marketing effort. The monthly rider was chosen from the passes turned into the operators. H. Banquer shared observation of decline in pass numbers. R. Collins responded. Noted that vouchers fluctuate greatly across the board.

E Griffith provided a status update that the business cards should be available at the next Board meeting.

H. Banquer requested a motion to approve LADOTD funding resolution. It was moved by R. Vincent and seconded by R. LeBlanc. Motion passes unanimously.

Question from R. Vincent regarding Veolia name change to Transdev: Do parishes have to sign any documentation with Veolia? R. Collins responded that none of the Parishes have to sign it, it was all through the board and the Resolution that was passed today should take care of the current contract. E. Griffith added that the only exception may be the MOU's for emergency operations that name each Parish, we will work with the Parishes to update any necessary documentation and make all Parishes aware of the name change. Board noted that future contracts should also note general titles/management roles and not specific individuals.

R. Drexel provided overview: Allied Express is trying to get Greyhound buses to make LaPlace a pickup station. Understating is that riders traveling from their homes to the pickup station would be eligible to have fares covered by 5311 funds. Allied Express would like to confirm with the Board that this is, in fact, true in order to use this as a selling point to recruit Greyhound service back to the LaPlace area. R. Collins responded that tracking will be an issue because they won't specifically tell RPTA the distance of the trip. R. Drexel responded that there would have to be specific conditions to ensure this additional service would be provided only to those needing transportation to Greyhound service excluding all other services/shops in the area. R. Collins responded that they could ask receptionist to request address from callers. If address for the Allied Express is provided, receptionist/dispatch person could record this to assist with tracking. R. Drexel to provide update following Greyhound evaluator visit to Allied Express in late October.

Van Sickle provided update regarding Securities Paperwork. Since completing previous packet of Securities Paperwork, Capital One Bank has changed its custodian for collateral from Federal Reserve Bank of Boston to Bank of New York Mellon. This change required completion of another packet of paperwork with signatures from R. Vincent, B. Petit and H. Banquer. This letter was sent out after the August meeting and has been approved to be resubmitted in October. A notary must be present for all signatures. Plans were made for completion of all new securities paperwork at the October 13th meeting.

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DOTD Site Visit to take place on September 26, 2014. E. Griffith provided brief overview. Question raised by H. Banquer regarding Triennial review. E. Griffith responded: Triennial review to take place next year.

Question raised by R. Vincent regarding Medicaid certification review. R. Collins responded that the agency does not do not do anything with Medicaid.

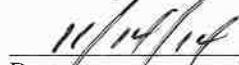
Additional question raised by C. Faucheux regarding GPS locators for buses. R. Collins responded that we do have the ability to view where busses are through the camera system that is currently installed. Every 5 minutes, camera send out a signal of bus locations. Video records minute-by-minute location of buses. C. Faucheux followed with question about future capital improvements to allow for minute-by-minute location. R. Collins responded that such a service is usually very costly and would also require service subscription similar to cellular service.

Having no more business to discuss, H. Banquer requested a motion to adjourn. It was moved by C. Faucheux and seconded by R. Vincent. Motion passed unanimously. The meeting was adjourned at approximately 11:00 AM.

The next meeting date will be October 13, 2014 at 1:30pm.



Brent Petit, Chairperson



Date