

MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY BOARD MEETING
April 12, 2018

C. Faucheux called the meeting to order at approximately 10:00am on Thursday, April 12, 2018 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were: C. Faucheux, H. Banquer, B. Warren, R. Lemons and R. Drexel thus a quorum was achieved. Also present were E. Jackson-Martin (Transdev, S. Van Sickle (Transdev), and C. Ash (Solutient). Members not present included R. LeBlanc.

C. Faucheux asked all board members to review the minutes from the March 12, 2018 board meeting. It was moved to accept by R. Drexel and seconded by B. Warren. Motion carried unanimously.

Comments from the Public: Ivy Mathieu informed the Board that she had used the service to get to the airport and enjoyed it. She said that she had a great experience with the dispatcher, the vehicle was very clean and it was a great value. Ms. Mathieu then suggested automating the dispatching function rather than using manual manifests. C. Faucheux stated that the Board is considering Trapeze and other hardware/software programs.

E. Jackson-Martin presented Transdev's Operations Report for March 2018. The number of passengers transported was 1,495. The daily average was 57.50 riders. Average scheduled trips per hour was 1.43. The on-time rate was 96.0%. Revenue collected was \$2,984 and 19 vouchers. There were 23,098 miles traveled at an average cost of \$3.98 per mile. Average miles per trip was 15.45. The ADA denial rate was 0%. 69.67% of trip denials were from St. John Parish and 30.33% from St. Charles Parish. The highest percentage of denials were in the 1:00 – 1:29pm time frame.

C. Ash presented the March Secretary/Treasurer's Report. Profit and Loss for March 2018 is \$56,335.15. Profit and Loss from inception through March 2018 shows a net income of \$313,570.53. Total Equity & Liabilities as of March 2018, was \$512,762.67. The Statement of Cash Flows shows total cash as of March 31, 2018, and inception through March 31, 2018 to be \$207,059.55. C. Ash then covered the budget to actual report and the notes/interpretations.

C. Faucheux requested a motion approving the Secretary/Treasurer's Report. It was moved by R. Lemons and seconded by R. Drexel. Motion carried unanimously.

C. Ash listed the following checks for accounts payable: The Solutient Corporation, Invoice No. 10832 (March 2018 Services), \$5,770.06, Check No. 1097; Transdev, Invoice No. 0401E-2018 (March 2018 Services), \$91,490.14, Check No. 1101; Port Arthur Newsmedia, Invoice No. 91750/0318(RPTA Meeting Notices), \$186.37, Check No. 1099; and Custom Imprint Solutions, Invoice No. 1800422 (Ballpoint Pens), \$170.00, Check No. 1100. Check No. 1098 was voided because it didn't include the fuel escalator information.

C. Faucheux requested a motion for approval of the accounts payable. Approval of the accounts payable was moved by H. Banquer and seconded by R. Lemons. Motion carried unanimously.

C. Ash discussed the Collateralization Report, showing that any funding over the amount of \$250,000 has been insured. No collateralization report was included in the packet as the funding did not meet the threshold in March.

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

S. Van Sickle presented the extra hour of service performance review. The 5:00-5:30am time slot continues to rank as one of the top three most popular time slots during weekday service. C. Faucheux requested that origin-destination information be added to the 3 most utilized time slots each month.

S. Van Sickle discussed the Saturday service performance review. Saturday service remained steady in February with a total of 152 total rides. C. Faucheux requested a new report showing trip purpose.

S. Van Sickle directed the Board to the public notice for the RFP for the oversight of operating, administrative and financial aspects of the RPTA service and summarized key dates and changes made since the last RFP. R. Lemons requested that S. Van Sickle email the Board members a summary of the changes made since the last RFP.

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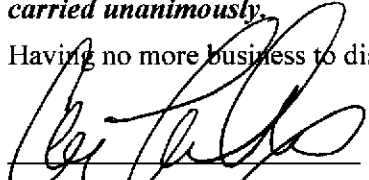
C. Faucheux asked for a motion to approve advertising the RFP for the oversight of operating, administrative and financial aspects of the RPTA service upon Board receipt of the summary of changes. It was moved by R. Drexel and seconded by H. Banquer. Motion carried unanimously.

S. Van Sickle informed the Board that the FY18 Section 5307 had been partially appropriated (estimated 6/12^{ths}) and that she had to turn in the draft Transportation Improvement Plan (TIP) prior to this meeting. Once the final appropriation is approved, she will bring an upgraded TIP for approval.

C. Ash directed the Board to the letter received from the River Region Chamber of Commerce. The Board discussed membership and ultimately decided to forgo membership now.

C. Faucheux asked for a motion to adjourn. It was moved by H. Banquer and seconded by R. Lemons. Motion carried unanimously.

Having no more business to discuss, the meeting was adjourned at approximately 11:00am.


Corey Faucheux, Chairperson

5/10/18
Date