

**MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY BOARD MEETING**  
**June 13, 2019**

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C. Faucheux called the meeting to order at approximately 10:30am on Thursday, June 13, 2019 at the RPTA Facility, LaPlace LA.

Members present were, C. Faucheux, R. Drexel, H. Banquer, J. Dias, R. LeBlanc, and I. Bergeron, thus achieving a quorum. Also present were E. Martin-Jackson (Transdev), S. Van Sickle (Transdev), and C. Ash (Solutient).

***C. Faucheux asked all board members to review the minutes from the April 11, 2019 board meeting. It was moved to accept by R. LeBlanc and seconded by R. Drexel. Motion carried unanimously.***

C. Faucheux asked if there were any public questions or comments. I. Mathieu asked if the RPTA intended to prepare a 10-year trend report. She also asked if the RPTA had ever distributed surveys. EJM explained that there are surveys on the vehicles and on the website.

E. Jackson-Martin presented Transdev's Operations Report for April 2019. The number of passengers transported was 1,440. The daily average was 55.38 riders. Average scheduled trips per hour was 1.36. The on-time rate was 98.85%. Revenue collected was \$2,908 and 21 vouchers. There were 18,552 miles traveled at an average cost of \$5.20 per mile. Average miles per trip was 12.88. The ADA denial rate was 0%. The highest percentage of denials were in the 2:00-2:29pm, 3:00-3:29pm, and 7:00-7:29am time frames.

E. Jackson-Martin then presented Transdev's Operations Report for May 2019. The number of passengers transported was 1,505. The daily average was 57.88 riders. Average scheduled trips per hour was 1.42. The on-time rate was 98.85%. Revenue collected was \$2,999 and 14 vouchers. There were 19,865 miles traveled at an average cost of \$4.85 per mile. Average miles per trip was 13.19. The ADA denial rate was 0%. The highest percentage of denials were in the 7:00-7:29am, 9:00-9:29am, and 11:00-11:29am time frames.

C. Ash presented the April Secretary/Treasurer's Report. Profit and Loss through April is \$68,586.55. Profit and Loss from inception through April 2019 shows a net income of \$177,666.36. Total Equity & Liabilities as of April 2019 was \$586,211.58. The Statement of Cash Flows shows total cash as of April 30, 2019, and inception through April 30, 2019 to be \$161,572.16. C. Ash then covered then directed the board to the budget to actual report and the notes/interpretations.

***C. Faucheux requested a motion approving the April 2019 Secretary/Treasurer's Report. It was moved by J. Dias and seconded by H. Banquer. Motion carried unanimously.***

C. Ash presented the May Secretary/Treasurer's Report. Profit and Loss through May is (\$18,599.49). Profit and Loss from inception through May 2019 shows a net income of \$90,480.32. Total Equity & Liabilities as of May 2019 was \$499,025.54. The Statement of Cash Flows shows total cash as of May 31, 2019, and inception through May 31, 2019 to be \$97,838.86. C. Ash then covered then directed the board to the budget to actual report and the notes/interpretations.

***C. Faucheux requested a motion approving the May 2019 Secretary/Treasurer's Report. It was moved by R. LeBlanc and seconded by R. Drexel. Motion carried unanimously.***

S. Van Sickle directed the board to the information regarding the board insurance renewal letting them know that the total is under the budgeted amount of \$3,600.

***C. Faucheux requested a motion approving the 2019-2020 board insurance. It was moved by J. Dias and seconded by I. Bergeron. Motion carried unanimously.***

C. Ash listed the following checks for accounts payable: The Solutient Corporation, Invoice No. 11140 (April 2019 Services), \$5,772.50, Check No. 1173; Transdev, Invoice No. 0501-2019 (April 2019 Services), \$96,457.86, Check No. 1174; Port Arthur Newsmedia, Invoice No. 91750/0419 (Meeting Minutes and Notice), \$92.81, Check No. 1175, H. Banquer, (1<sup>st</sup> Quarter Per Diem), \$180, Check No. 1176; R. Drexel, (1<sup>st</sup> Quarter Per Diem), \$240, Check No. 1177; R. LeBlanc, (1<sup>st</sup> Quarter Per Diem), \$120, Check No. 1178; J. Dias, (1<sup>st</sup> Quarter Per Diem), \$180, Check No. 1179; U.S. Postal Service, (PO Box Renewal), \$114, Check No. 1182; Dave Millet Insurance, Invoice No. CIP289946 (Board Insurance), \$3,552.78, Check No. 1181; The Solutient Corporation, Invoice No.

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11218 (May 2019 Services), \$5772.50, Check No. 1183; Transdev, Invoice No. 0601-2019 (May 2019 Services), \$96,457.86, Check No. 1184; Port Arthur Newsmedia, Invoice No. 91750/0519 (Meeting Notice), \$29.25, Check No. 1185; and L'Observateur, Invoice No. 99169/0519, \$64, Check No. 1186.

***C. Faucheux requested a motion for approval of the accounts payable. Approval of the accounts payable was moved by H. Banquer and seconded by J. Dias. 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 and April.

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

S. Van Sickle presented the extra hour of service performance review. The 6:30-6:59am, 3:00 – 3:29pm, and 6:00 – 6:29am and 5:00-5:29pm (tied) were the peak service periods in March. In April, 6:30-6:59am.

S. Van Sickle discussed the Saturday service performance review. Although the April total of 131 rides is the third highest as compared to the totals 2015-2018, the ridership average is higher than any other year for this month. The May total of 134 rides and the average of 33.50 are the highest as compared to 2015-2018.

S. Van Sickle directed the board to the grant activity status report updated as of May 1, 2019.

S. Van Sickle informed the board that she, A. Thompson and D. Breun were in the process of updating the projections and would present the short-term financial plan including several different scenarios at the next meeting.

C. Faucheux reviewed Resolution No. 07-2019 authorizing the RPTA General Manager to complete the Affidavit for the FY19 Certifications and Assurances. K. Green, Jr. explained the process thus far and details regarding the affidavit. C. Faucheux asked about the protocol for public agencies when using Parish space. K. Green, Jr. explained the rules/laws and said that the District Attorney's Office was waiting for St. John the Baptist Parish to send a CEA.


***C. Faucheux requested a motion to approve Resolution No. 07-2019. Approval was moved by R. Drexel and seconded by J. Dias. Motion carried unanimously.***

S. Van Sickle directed the board to the revised RPTA Complaint Handling Policy and stated that a few typos had been corrected and the contacts had been changed.

***C. Faucheux requested a motion to approve the revised Complaint Handling Policy. Approval was moved by R. Drexel and seconded by I. Bergeron. Motion carried unanimously.***

***C. Faucheux requested a motion to adjourn. Approval was moved by J. Dias and seconded by H. Banquer. Motion carried unanimously.***

Having no more business to discuss, the meeting was adjourned at approximately 11:30am.

  
Corey Faucheux, Chairperson

7-18-19  
Date