

**MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY BOARD MEETING**  
**November 8, 2018**

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R. Lemons called the meeting to order at approximately 10:30am on Thursday, November 8, 2018 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were: R. Lemons, R. Drexel, R. LeBlanc, I. Bergeron and J. Dias thus a quorum was achieved. Members not present were H. Banquer and C. Faucheux. Also present were S. Van Sickle (Transdev), E. Jackson-Martin (Transdev), L. Andrews (Solutient), C. Ash (Solutient) and A. Thompson (Solutient).

***R. Lemons asked all board members to review the minutes from the October 18, 2018 board meeting. It was moved to accept by R. Drexel and seconded by R. LeBlanc. Motion carried unanimously.***

Comments from the public: I. Mathieu asked if the RPTA was any closer to a fixed route system or if the Board is considering any service expansions. E. Jackson-Martin explained that much information must be collected and it takes time to prepare for fixed route service. I. Mathieu then asked how the RPTA advertises service. E. Jackson-Martin stated that we have publications (rider guides), surveys, and the website, but that much of our publicity comes from word of mouth. I. Mathieu suggested branding the RPTA on Parish websites.

E. Jackson-Martin presented Transdev's Operations Report for October 2018. The number of passengers transported was 1,618. The daily average was 66.50 riders. Average scheduled trips per hour was 1.62. The on-time rate was 95.80%. Revenue collected was \$3,568 and 11 vouchers. There were 23,639 miles traveled at an average cost of \$4.10 per mile. Average miles per trip was 13.23. The ADA denial rate was 0%. The highest percentage of denials were in the 9:00 – 9:29am, 3:00 – 3:29pm and the 4:00 – 4:29pm time frames.

C. Ash presented the October Secretary/Treasurer's Report. Profit and Loss through October 2018 is (\$28,569.59). Profit and Loss from inception through October 2018 shows a net income of \$185,653.08. Total Equity & Liabilities as of October 2018, was \$594,198.30. The Statement of Cash Flows shows total cash as of October 31, 2018, and inception through October 31, 2018 to be \$239,418.51. C. Cash then covered then directed the Board to the budget to actual report and the notes/interpretations.

***R. Lemons requested a motion approving the October 2018 Secretary/Treasurer's Report. 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. 10996 (October 2018 Services), \$5,772.50, Check No. 1143; Transdev, Invoice No. 1101-2018 (October 2018 Services), \$97,130.22, Check No. 1144; Port Arthur Newsmedia, Invoice No. 91750/1018 (Meeting Minutes, Meeting Notice and Federal Grant Public Notice), \$133.36, Check No. 1145; and L'Observateur, Invoice No. 99169/1018 (Meeting Time Revision Notice), \$41.00. Check No. 1146.

***R. Lemons requested a motion for approval of the accounts payable. Approval of the accounts payable was moved by R. LeBlanc and seconded by I. Bergeron. 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 October.

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

S. Van Sickle presented the extra hour of service performance review. The 5:00-5:30am time slot continues to perform well although it did not rank as one of the top three most popular time slots during weekday service.

S. Van Sickle discussed the Saturday service performance review. There were a total of 157 rides. At 39.25, the average ridership was greater than any other month in 2018 and more than the averages October 2014-2017.

S. Van Sickle directed the Board to the grant activity status report updated as of October 1, 2018.

The Board reviewed the 2019 draft budget. S. Van Sickle said that she had updated the revenues based on the January-October 2018 averages and calculated the Transdev operations based on actual weekdays and Saturdays in 2019. Conversation ensued, and the Board requested changes to the bullet point summary to accompany the budget.

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L. Andrews directed the Board to the RFP for auditor services. R. Lemons said she would like to see changes/additions highlighted. L. Andrews said she would change the dates in the current version, highlight all applicable sections, and email to the Board prior to the next meeting.

***R. Lemons requested a motion to adjourn. Approval was moved by R. Drexel and seconded by J. Dias. Motion carried unanimously.***

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



Corey Faucheux, Chairperson

10/13/18

Date