

MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY
BOARD MEETING December 11, 2014

The Chairman, Brent Petit, called the meeting to order at approximately 10:20 A.M. on Thursday, December 11, 2014 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were, B. Petit, C. Fauchaux, R. LeBlanc, A. Keller, and B. Warren, thus achieving a quorum. Also present were R. Collins (Transdev), F. Henry (GCR Inc.), and S. Van Sickle (Solutient).

B. Petit requested that the board members review and approve the meeting minutes from the November 14, 2014 meeting. It was moved by to accept the minutes by A. Keller and seconded by C. Fauchaux. Motion carried unanimously.

R. Collins presented Transdev's Transit Operations Report for November 2014. R. Collins began the Operations Report with an acknowledgement of discrepancies in the ridership numbers reported by the STTARS system. According to the STTARS reporting system there were 1,275 passengers transported for the month. However, the state's system is displaying a number that does not match any of the numbers entered by Transdev. The system has had problems with subscriptions and other reporting elements, but as the system required by the state, RPTA must use it for the Operations Report. Transdev's number is approximately 20 passengers less. While this is a relatively small number, it has a significant effect on the revenue percentage.

B. Petit asked about impact ridership discrepancy and its impact on revenues. R. Collins responded that this higher number may look better as far as ridership, but it makes the system to appear in deficit because there is no revenue accounted for the 20 passengers. R. Collins is waiting to hear back from the state to clear up this inconsistency. On-time performance was 92 percent. Total revenue collected was \$2,470 with 3 vouchers for a total of \$2,476. The total miles travelled were 20,607 miles with 1.35 passengers scheduled per hour. The average cost per mile were \$4.10 and the average miles per trip were 16.60. Total trips requested was 1,848. The ADA denial rate is 0%. However, there were 27 trips that were not scheduled based on lack of availability or riders not wanting a trip 1 hour before the scheduled trip. Revenue and ridership numbers are off by 2.9% this comes to \$74. This is not a major issue, but will need to be resolved before the audit takes place. Transdev is waiting to hear back from the state on this matter.

R. Collins followed the operations report with a discussion of a vehicle incident. The accident was no fault of RPTA's driver. While refueling at a local service station, a person driving a U-Haul van exited Highway 51 and hitting vehicle 1303 after hitting another vehicle in the service station parking lot. No injuries were incurred. C. Fauchaux asked about an estimated timeframe for necessary vehicle repairs. C. Fauchaux also asked if the driver was ticketed. R. Collins responded that he did not know if the driver was ticketed and added that this was not an issue for RPTA as the claim would be filed against U-Haul and not the individual driving. R. Collins added B. Petit asked if repairs would be done locally. R. Collins responded indicating that repairs will be done by regular maintenance.

B. Petit shared preliminary discussion of adopting the Ferry as part of RPTA Services. B. Petit also asked R. Collins to consider possibility of putting fixed route service between St. James down Airline and from Avondale down Paul Mallard and tie RPTA's busses in to larger Fixed-Service Routes.

C. Fauchaux. Responded suggesting that this is probably not a bad idea. Given increased understanding of services in the parish, riders may be interested in this type of service. B. Petit responded in agreement and shared his vision of a hub system that would include urban service areas.

E. Griffith responded clarifying past funds received for service. In previous years, RPTA has not received any 5307 monies and does not currently qualify for any urban operations funding. However, E. Griffith has already contacted the RPC to initiate processes for securing 5307 funding for FY 2015. Even when funding is approved, it may take another two year period before the funding is actually received from RPC.

S. Van Sickle reported the November profit and loss statement for 2014 year to date shows a net income of negative \$312,511.54. Profit and loss from inception to date is \$769,889.17. Total Equity & Liabilities as of December 10 was at \$969,081.31. The Statement of Cash Flows shows total cash at end of period to be 757,723.05. S. Van Sickle also shared a message on behalf of Solution's accountant. Going forward, the backup is to be submitted to

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Solutient 5 business days following the end of the previous operating month. Anything not received in that time period will be moved forward to the next month's board meeting.

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

Check Number	Check Amount	Payment Made To	Services/Reason
878	\$230.00	River Region Chamber of Commerce	2015 Dues Renewal
879	\$5,525.00	The Solutient Corporation	November 2014 Services
880	\$1,101.66	The Solutient Corporation	Reimbursement of Travel Expenses—Stacy Van Sickle
881	\$84,446.90	Transdev Services, Inc.	November 2014 Services
Total approved	91,323.56		

B. Petit requested approval and payment of the accounts payable. It was moved by R. LeBlanc and seconded by B. Warren. Motion carried unanimously.

S. V. Sickle provided an update of the current progress in preparing for RPTA's Triennial Review. The site view will take place in April of 2015. At this time, the assessor will review all of the agency's paperwork and come for an in-person evaluation of the provided materials.

E Griffith provided an overview of the Capital Budget Revision. The most recent budget revision will be presented at the January meeting. While on the topic of capital materials, B. Petit asked a question regarding branding of RPTA vehicles with the RPTA wave logo. R. Collins responded that RPTA vehicles have a logo on the front cap above the front windshield. C. Fauchaux asked if the agency was prohibited from placing any branding material on the sides of the vehicles. R. Collins provided clarification indicating that RPTA is not prohibited from doing so, however, the current LA DOTD logo and other instructional signage required for all vehicles takes up a significant amount of space and limits any additional branding on the part of RPTA.

B. Petit requested motion to conduct officer elections. It was recommended by C. Fauchaux that officer positions remain as currently elected. B. Petit opened the floor for discussion. It was then moved by C. Fauchaux and properly seconded by R. LeBlanc that officer positions remain as currently elected. Motion carried unanimously.

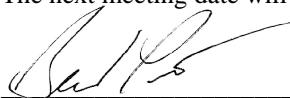
E. Griffith provided a brief overview of the upcoming grant application and explained the need for a resolution approving the agency's LA DOTD 2015-2016 5311 Grant Application. This application is seeking operating money for rural ridership support.

After reading the full resolution, B. Petit opened the floor for a motion to accept the resolution. It was then moved by A. Keller and properly seconded by C. Fauchaux that officer positions remain as currently elected. B. Petit opened the floor for discussion. Motion carried unanimously.

E. Griffith went on to provide a summary of the 2015 certifications and assurances. B. Petit will be signing them for the state at the end of this meeting and we are in the process of pinning them for the Federal grants, which must be done every year. If the FY 2015 5307 money is approved for RPTA, we are set up to get those federal dollars.

Having no more business to discuss, B. Petit requested a motion to adjourn. It was moved by C. Fauchaux and seconded by H. Banquer. Motion passed unanimously. The meeting was adjourned at approximately 12:00 PM.

The next meeting date will be January 8, 2015 at 10:00am.



Brent Petit, Chairperson

1/9/15

Date