

MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY BOARD MEETING
February 22, 2018

C. Faucheux called the meeting to order at approximately 2:00pm on Thursday, February 22, 2018 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

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

C. Faucheux asked all board members to review the minutes from the January 11, 2018 board meeting. It was moved to accept by R. Drexel and seconded by H. Banquer. Motion carried unanimously.

E. Jackson-Martin presented Transdev's Operations Report for January 2018. The number of passengers transported was 1,481. The daily average was 61.70 riders. Average scheduled trips per hour was 1.52. The on-time rate was 98.5%. Revenue collected was \$2,822 and 24 vouchers. There were 20,061 miles traveled at an average cost of \$4.49 per mile. Average miles per trip was 13.54. The ADA denial rate was 0%.

L. Andrews presented the January Secretary/Treasurer's Report. Profit and Loss for January 2018 is negative \$20,515.89. Profit and Loss from inception through January 2018 shows a net income of \$236,728.27. Total Equity & Liabilities as of January 31, 2018, was \$435,920.41. The Statement of Cash Flows shows total cash as of January 31, 2018, and inception through January 31, 2018 to be \$130,217.29. L. Andrews then covered the budget to actual report and the notes/interpretations.

C. Faucheux requested a motion approving the Secretary/Treasurer's Report with the comment that the accountant prepare notes on future budget to actual reports stating which funds are outstanding. It was moved by H. Banquer and seconded by C. Lemons. Motion carried unanimously.

L. Andrews listed the following checks for accounts payable: The Solutient Corporation, Invoice No. 10779 (January 2018 Services), \$5,770.06, Check No. 1086; Transdev, Invoice No. 1201-2018 (January 2018 Services), \$90,104.40, Check No. 1087; Port Arthur Newsmedia, Invoice No. 91750/0118 (RPTA Meeting Notice; Budget Hearing Minutes; and Board Meeting Minutes), \$154.76, Check No. 1088; R. Drexel (2017 4th Quarter Per Diem), \$120.00, Check No. 1089; R. LeBlanc (2017 4th Quarter Per Diem), \$60.00, Check No. 1090; H. Banquer (2017 4th Quarter Per Diem), \$180.00, Check No. 1091; and B. Petit (2017 4th Quarter Per Diem), \$180.00, Check No. 1092.

C. Faucheux requested a motion for approval of the accounts payable. Approval of the accounts payable was moved by R. Drexel and seconded by H. Banquer. 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 January.

E. Jackson-Martin presented the pass program selection. R. Anderson 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.

S. Van Sickle discussed the Saturday service performance review. Saturday service remained steady in January with a total of 126 total rides.

L. Andrews directed the Board to the auditor's engagement letter noting that the audit cost could increase up to \$400 due to the addition of the Statewide Agreed-Upon Procedures. C. Faucheux and R. Lemons expressed concern about the approved budget and requested that S. Van Sickle review the budget to see what changes could be made to absorb the additional cost.

C. Faucheux asked for a motion for approval of the auditor's engagement letter with up to \$400 additional cost for the work pertaining to the SAUPs. It was moved by B. Warren and seconded by H. Banquer. Motion carried unanimously.

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L. Andrews discussed the Louisiana Compliance Questionnaire which is to be completed and adopted as part of the annual audit and provided to the auditor at the beginning of the audit.

C. Faucheux asked for a motion to approve Resolution No. 03-2018 authorizing the RPTA to approve the completed Louisiana Compliance Questionnaire. It was moved by H. Banquer and seconded by R. Drexel. Motion carried unanimously.

S. Van Sickle directed the Board to the LA-DOTD letter regarding the site visit that occurred January 30th. E. Jackson-Martin informed the Board that she will be attending the LA-DOTD's PASS training in March.

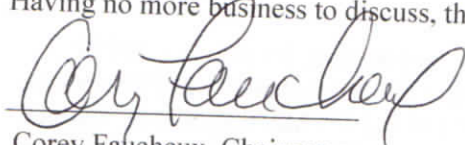
S. Van Sickle discussed the FY18 Certification and Assurances which must be completed each year to remain eligible for grant funds.

C. Faucheux asked for a motion to approve Resolution #04-2018 authorizing the RPTA Board Chair to complete the FTA Certifications and Assurances for Fiscal Year 2018. C. Faucheux also requested that the Board Chairman's name on the resolution be changed from B. Petit to C. Faucheux. It was moved by B. Warren and seconded by R. Drexel. Motion carried unanimously.

In the interest of time, the Board decided to move the Transdev presentation and updated grants list to the next meeting.

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 3:00pm.


Corey Faucheux, Chairperson

3/12/18
Date