

MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY BOARD MEETING
March 23, 2017

B. Petit called the meeting to order at approximately 11:30 am on Thursday, March 23, 2017 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were: B. Petit, H. Banquer, R. Drexel, R. LeBlanc, R. Lemons, C. Fauchaux and Bedar Warren, thus a quorum was achieved. Also present were E. Jackson-Martin (Transdev), S. Van Sickle (Transdev), L. Andrews (Solutient) and Jennifer Perry (Solutient).

B. Petit asked all board members to review the meeting minutes from the February 16, 2017 meeting. It was moved to accept by R. Drexel and seconded by B. Warren. Motion carried unanimously.

E. Jackson-Martin presented Transdev's Operations Report for February 2017. The number of passengers transported was 1,174. The daily average was 61.79 riders. Average scheduled trips per hour was 1.29. The on-time rate was 98.3%. Revenue collected was \$2,472 and 27 vouchers. There were 15,949 miles traveled at a cost of \$5.29 per mile. Average miles per trip was 28.67. Total trip requests totaled 1,198. The ADA denial rate was 0%. Vehicle 1304 is still out of service. Supreme Ford replaced the throttle body, but there is still a PCM issue.

L. Andrews presented the February Secretary/Treasurer's Report (through 2/28/17). Profit and Loss for 2017 is negative \$81,545.91. Profit and Loss from inception to February 14, 2017 shows a net income of \$237,397.01. Total Equity & Liabilities as of February 28, 2017 was at \$436,589.15. The Statement of Cash Flows shows total cash as of February 28, 2017 to be \$194,978.94.

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

L. Andrews listed the following checks for accounts payable:

Payment Made to	Description of Expense	Amount	Check No.
L'Observateur	Invoice No. 188130 (Meeting Notice 1/4/17)	\$33.75	1021
The Solutient Corporation	Invoice No. 10505 (February 2017 Services)	\$5,580.34	1022
Transdev	Invoice No. 0301-2017 (February 2017 Services)	\$84,357.00	1023
Port Arthur Newsmedia, LLC	Invoice No. 91759/0217 (Dec. 2016 Meeting; January 2017 Meeting; Budget Hearing)	\$314.80	1024
Brent Petit Expenses for trip to Fort Worth	Expenses (Trip to Ft. Worth 2/28/17-3/2/17, Meeting with FTA)	\$1,073.71	1025

B. Petit requested a motion for approval of the accounts payable. Approval of the accounts payable was moved by R. LeBlanc and seconded by H. Banquer. Motion carried unanimously.

L. Andrews presented the Collateralization Report, showing that any funding over the amount of \$250,000 has been insured.

There was no pass program selection. The Board agreed to perform two selections at the next meeting.

B. Petit discussed the results of the recent meeting with FTA. He stated that the meeting was very productive. We could put faces with names and get their personal input and expertise. Because of the meeting, we will now be able to move funds among line items within the oldest grant and draw down much more from the pass program grants by using reports generated in STARS. S. Van Sickle said that she will prepare updated five-year projections to include the new draw down amounts expected.

S. Van Sickle directed the Board to an article in L'Observateur and on the St. Charles Parish website announcing RPTA's additional hour of service.

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B. Petit briefly recapped the meetings with the Parish presidents. Per B. Petit, both meetings were very productive. Although President Cochran couldn't attend, we met with Billy Raymond who was very supportive and receptive. President Robottom was also very receptive and knowledgeable. President Robottom mentioned several different avenues by which the RPTA could collaborate with the Parish in effort to bring all the transportation pieces together.

S. Van Sickle informed the Board that the FY17 Certifications and Assurances had been completed.

B. Petit asked if we had ever got with the State to see what results were received from the survey. S. Van Sickle responded that she had contacted the DOTD to see if the RPTA could use questions from the survey either in full or in part and is awaiting a call back. S. Van Sickle stated that the LADOTD stopped collecting surveys as of March 1st and were most likely analyzing the data now. B. Petit asked is we could get the results once complete and S. Van Sickle said she would make the request. B. Petit asked R. Lemons where they were with their community needs assessment. She responded that they had sent surveys to the Boards of several agencies, but still had approximately four more to contact. R. Lemons then stated that because B. Warren had offered information that would help fill in the gaps if needed and that the Board had started earlier service and discussed wait periods for passengers making medical trips, she felt that the Board was making progress. B. Petit suggested leaving the subcommittee on old business so that the Board could make sure that the issue stays in the forefront.

C. Fauchaux brought up the fact that when all six lines are busy and the voice mailbox is full, no information is taken or given to the clients. Discussion ensued regarding the need of a message letting people know to call back. E. Jackson-Martin said she would check on this.

L. Andrews explained to the Board that the vehicles are currently depreciated over eight years. For future vehicles, we can set the depreciation schedule to fewer years, but we cannot change the existing vehicles. S. Van Sickle suggested that B. Ferris, Solutient's Accountant, discuss this issue with RPTA's auditor.

R. Lemons informed the Board that there will be an IRT military event during two weeks of July. She stated that this will be a medical clinic offering free medical, dental and vision services to the Tri-Parish area. R. Lemons said that one of the concerns is that many people who will want to attend will not have transportation and asked if the RPTA could provide transportation. B. Petit stated that the RPTA cannot perform charter service, but could consider the possibility of putting an additional vehicle out for the two-week period to capture the overflow.

L. Andrews informed the Board that the auditors had made contact requesting the first set of documents needed for the audit.

S. Van Sickle presented the Board with Louisiana Compliance Questionnaire and the approving resolution to be submitted to the auditor.

B. Petit requested a motion authorizing approval of the Louisiana Compliance Questionnaire and approving resolution. It was moved by C. Fauchaux and seconded by R. LeBlanc. Motion carried unanimously.

B. Petit briefly discussed the AFL-CIO Resolution in which the Louisiana AFL-CIO will urge the members of the Louisiana Legislature to support legislation that will increase funding for public transit statewide to at least \$20 million annually.

The next meeting date was tentatively scheduled for April 13, 2017 at 10:00 am.

Having no more business to discuss, the meeting was adjourned at approximately 12:30 pm.


~~Brent Petit, Chairperson~~ 4/13/17
Date
Helen Bangner, Vice Chairperson