

**MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY
BOARD MEETING April 24, 2014**

The Chairman, Brent Petit, called the meeting to order at approximately 10:10 A.M. on Thursday, April 24, 2014 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were, B. Petit, H. Banquer, C. Fauchaux, R. LeBlanc, R. Drexel, and, R. Vincent, thus achieving a quorum. M. Octave was absent. Also present were Robert Collins (Veolia), Elizabeth Griffith (GCR, Inc), Stacy VanSickle (Solutient), and, Tim Coulon (Solutient).

B. Petit requested that the board members review and approve the meeting minutes from the March 13, 2014 meeting.

It was moved by C. Fauchaux, seconded by R. Vincent to accept minutes. Motion carried unanimously.

R. Collins presented Veolia's Transit Operations Report for March 2014. There were 1,476 passengers transported for the month. The weekday daily average was 59.04 passengers per day and the Saturday daily average was 37.4 with 1.46 passengers scheduled per hour. Veolia's on-time performance was 94.7 percent. Total revenue collected for March was \$2,949.00 with no vouchers for the month. The total miles travelled were 19,806 miles and total requests were 1,512 with a denial rate of 0%. The Fare Policy has been effective, the revenue difference for March was less than 1%.

B. Petit then requested the Secretary/ Treasurer's Report. S. VanSickle reported that the profit and loss statement for 2014 year to date shows \$40,246.08. RPTA received all federal and local funds but is still waiting for receipt of two outstanding state reimbursements that are expected within the next few days. The Balance Sheet indicates a total Liabilities & Equity at \$1,004,615.80 and the Statement of Cash Flows shows total cash at end of period to be \$969,160.46. The Profit & Loss statement from the beginning of service in 2008 to date reported that the total income has been \$805,423.66. The Statement of Cash Flows from inception to date is \$969,160.46.

At this time M. Octave arrived at the meeting.

B. Petit listed the following checks for accounts payable:

Check Number	Check Amount	Payment Made To	Services/Reason
830	\$120.00	Helen Banquer	1 st Qtr Per Diem
831	\$180.00	Robbie LeBlanc	1 st Qtr Per Diem
832	\$120.00	Brent Petit	1 st Qtr Per Diem
833	\$180.00	Richard Drexel	1 st Qtr Per Diem
834	\$18.17	GCR Inc.	Reimbursement for Domain Name
835	\$3,407.50	Dave Millet Insurance	Board Liability Insurance 2014-15
836	\$240.00	St. John Parish Business Association	2013 & 2014 Dues
837	\$310.00	L'Observateur	Mtg Minutes & Mtg notice
838	\$5,416.67	Solutient Corp.	March 2014 Services
839	\$88,249.00	Veolia Transportation	March 2014 Services
Total approved	\$98,241.34		

B. Petit asked for further comments regarding the reports. B. Petit requested approval and payment of the accounts payable.

It was moved by R. LeBlanc, seconded by C. Fauchaux to approve accounts payable. Motion carried unanimously.

B. Petit requested information on the Board Insurance. E. Griffith replied that the Board Insurance coverage would end on May 06, 2014. The policy questionnaire is complete and needs approval by the board. The coverage has increased slightly from last year from \$3,282.55 to \$3,407.50. It was asked if there was a bid process for the insurance. E. Griffith responded that the insurance agent was responsible for searching out companies.

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B. Petit asked for further comments. B. Petit requested approval of the Board Insurance Proposal of Coverage.

It was moved by H. Banquer, seconded by R. Vincent to approve Board Insurance. Motion carried unanimously.

B. Petit introduced the Audit update. S. VanSickle responded that Stagni & Co, LLC has requested documents from Solutient by the second week of May. S. VanSickle met with South Central Planning to obtain their documents and incorporate them to their files. S. VanSickle reports that Solutient is collaborating with GCR Inc. and is on track to submit by the date requested. H. Banquer asked if Solutient had recovered older RPTA materials from South Central Planning other than financial documents. S. VanSickle responded that they have not received any to date, but continue to search.

B. Petit requested Title VI updates. E. Griffith reported that the civil rights agent requested additional changes to the Title VI plan. The agent outlined specific areas that needed further clarification or inclusion of FTA text, on items such as service availability, complaint procedures, and on-time performance. The plan has been updated to reflect the additional changes and submitted to FTA. E. Griffith noted that the plan update would need board approval.

B. Petit requested approval of the final Title VI plan, with the recommended changes.

It was moved by R. Vincent, seconded by C. Faucheux to approve the Title VI plan update. Motion carried unanimously.

B. Petit introduced Grants Management. E. Griffith replied that GCR Inc. continues to work with the Regional Planning Commission on the FY2013 grant that was placed on hold. FTA has been requested to re-review the grant and there have been discussion on how to use some preventive maintenance funds for operating expenditures.

E. Griffith reported that the RPTA Status Update presentation has been created and attached in the meeting packet. E. Griffith contacted the organizations requested by the board and scheduled some presentations for the following month but will continue to update the board as other presentations are confirmed. E. Griffith and R. Collins will be present at all the meetings, which are allotted between 10 to 40 minutes for each organization. H. Banquer requested that brochures and promotional materials are made available.

B. Petit introduced the pass program. E. Griffith reported that the approved pass program was funded through a grant, but have not been widely used. R. Collins noted that clients have been reluctant to complete the application packet and stated that an incentive could help to increase use of this program. A general discussion followed regarding promotional and marketing options. Pass Program Marketing campaign was determined to be the best option for the pass program. E. Griffith noted that the program can continue until the grant funds are used.

B. Petit requested approval of a marketing campaign to choose a rider at monthly meetings to receive a free pass book. Riders will be chosen randomly from all persons who utilize the Pass Program and the program will last for a three month trial period starting May 1, 2014.

It was moved by H. Banquer, seconded by C. Faucheux to approve a Pass Program marketing campaign to start May 1, 2014. Motion carried unanimously.

B. Petit introduced the DBE program update. E. Griffith responded that FTA is reviewing the DBE Plan submitted by South Central in 2012. FTA has been in contact with GCR Inc. regarding the plan, but the changes are not due until June 1, 2014. B. Petit determined that the topic should be postponed until the next meeting to adequately discuss.

B. Petit introduced the proposed invoice change by Solutient. T. Coulon introduced himself to discuss the current invoicing and proposed changes from Solutient. Currently Solutient invoices RPTA monthly as 1/12 of the annual contract. Solutient is changing its internal structure and proposes a flat-fee bill that includes hours worked. Solutient is proposing these changes for a three month period, with the disclaimer that there is no intent to use the hours spent to add any additional costs for services. B. Petit noted that T. Coulon had approached him regarding this proposal and agreed that RPTA would benefit from the additional information, but would not require a board approval.

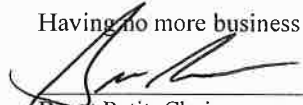
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B. Petit introduced the Louisiana State Senate Bill 573. E. Griffith responded the bill will move public transportation from under the DOTD office to the Department of Economic Development. The bill is not expected to have any impacts on operations and passed the Finance Committee unanimously, though no mention of opposition from transit agencies is known. R. Collins noted that intent of the bill was to increase visibility of the port and Veolia is looking into the possible effects. A general discussion followed regarding the transition and economic development in the region.

B. Petit asked if there were any further comments. The next meeting is proposed for May 8, 2014.

It was moved by M. Octave, seconded by R. LeBlanc to adjourn. Motion carried unanimously.

Having no more business to discuss, the meeting was adjourned at approximately 10:49 AM.



Brent Petit, Chairperson

5/8/14
Date