

**MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY
BOARD MEETING September 12, 2013**

The Chairman, Brent Petit, called the meeting to order at approximately 1:05 P.M. on Thursday, September 12, 2013 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were, B. Petit, M. Octave, C. Faucheux, R. LeBlanc, R. Drexel, and R. Vincent, thus achieving a quorum. Also present were Robert Collins (Veolia), Elizabeth Griffith (GCR Incorporated), Tyler Antrup (GCR, Incorporated), Stacy VanSickle (Solutient), Alan Abadie (Solutient), Rachel DiResto (Center for Planning Excellence), Jessica Kemp (Center for Planning Excellence), Rachel Heiligman (RIDE New Orleans), and David Stagni (Stagni and Company).

B. Petit requested that the board members review the meeting minutes from the July 1, 2013 special meeting.

It was moved by C. Faucheux, seconded by R. Drexel to accept minutes. Motion carried unanimously.

B. Petit then ask for any comments from the public. None were received.

R. Collins presented Veolia’s Transit Operations Report for August 2013. There were 1,605 passengers transported for the month of August, up by almost a hundred over prior months. He noted that he cannot be sure, but the increase in ridership could be due to the discontinuation of service on the Reserve-Edgard ferry. The daily average was 72.95 passengers per day, 1.73 passengers scheduled per hour, all up from prior months. Veolia’s on-time performance averaged 92.2 percent. Total revenue collected for August was \$3,092.00. The total miles travelled were 20,865 miles. R. Collins informed the Board that there were no accidents and 1 complaint in August. Ridership is up from previous months and the August denial rate was up to 3.31%. There were a total of 1,660 requests for service. He also noted that as of September 12, the operators were over 200 days accident free, and provided lunch for them to celebrate. Looking ahead, he noted, they are continuing preparations for hurricane season, and all cooperative agreements necessary are in place.

R. Vincent discussed the possibility of the increased ridership being attributed to the ferry closure. R. Drexel asked about at which point during a hurricane event the buses would be shut down. R. Collins responded that when government offices shut down, they would end service. However, he said, if they were participating in the evacuation they would need advance notice before shutting down but would need to end service again before tropical force winds began. B. Petit inquired about how the parishes would work with RPTA for evacuation during a hurricane. R. Collins assured them that they have the proper CEAs in place and there is enough manpower.

B. Petit then requested the Secretary/ Treasurer’s Report. S. Vansickle reported that cash flow from January 1, 2013 through September 10, 2013 ended with \$783,179.71. The balance of all liabilities and equity as of September 10, 2013 was \$824,042.36. The profit and loss statement for 2013 year to date shows a net loss of \$203,038.21 and noted that this figure is pending some Federal grant drawdowns that should be occurring within the next week, as well as receivables from St John and St Charles Parishes. The Profit & Loss statement from the beginning of service in 2008 reported that the total income has been \$624,850.22. She then reviewed the check detail which included checks to The Solutient Corporation, L’Observateur, and Veolia Transportation for August’s service.

B. Petit then requested that the following checks for approval and payment.

Check Number	Check Amount	Payment Made To	Services/Reason
795	\$80,175.48	Veolia Transportation	August Service
796	\$5,416.67	The Solutient Corporation	August Accounting and Oversight Services
797	\$133.09	L’Observateur	Aug. meeting notice and June minutes
798	\$180.00	L’Observateur	Sept. meeting notice and July minutes
Total approved	\$ 85,905.24		

It was moved by R. Drexel, seconded by R. Leblanc to approve accounts payable. Motion carried unanimously.

B. Petit then asked to board to consider the Procurement System Review. E. Griffith explained that there were 13 elements that were deficient in the original procurement review. At the last meeting the board approved changes to

MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY
BOARD MEETING September 12, 2013

these and the FTA accepted 9 of these, leaving 4 remaining and these should be ready for the board to review at the October meeting. B. Petit asked if the board had a procurement policy in place in mean time, E. Griffith confirmed that the procurement policy is in place but simply needed a few changes to meet standards.

B. Petit then asked the board to discuss the Edgard-Reserve Ferry operations. R. Vincent updated the board that the parish has been working with DOTD to engage in a cooperative endeavor agreement that would allow the existing vessel to remain in the parish so they may use the 1-year CDBG grant from the state to operate the ferry under a pilot program. The parish has completed a draft request for proposals to find an operator for the ferry pilot program. He noted that the parish would still rely on the RPTA board on any issues necessary as things move forward. B. Petit noted that the board stands ready to assist in any way necessary, particularly in the face of increasing ridership that could be a result of the ferry's discontinuation. R. Collins noted that a short park and ride during peak trips would be a good stopgap solution because of its lack of a paratransit requirement which would come from a fixed-route.

B. Petit then asked the board to discuss a pending invoice to the South Central Planning and Development Commission. He noted that there is an outstanding invoice in the amount of approximately \$30,767, which seems to fall outside the original scope of the contract amendment SCPDC was working under. There was a \$20,000 cap on the contract. An open discussion took place surrounding the merits of the invoice and the need for more information on how time was spent to justify the cost. S. Vansickle noted that SCPDC did submit timesheets for all the time but that tasks were vague. B. Petit requested that GCR invite SCPDC to attend the RPTA's October board meeting for the purpose of explaining the time spent during the contract period to justify the increased cost.

B. Petit then asked D. Stagni to come forward to present his firm's findings for the RPTA's fiscal year 2012 financial audit. He then explained that there were no negative findings in the FY 2012 audit. He also clarified the responsibilities of the auditor versus the responsibilities of the Board and their contractors. He also noted that on the current reports, provided by Solutient earlier in the meeting, that the profit & loss report from inception has a line item for depreciation under capital expenditures. He explained that both the capital expense and depreciation cannot be included in the same place.

B. Petit requested that the board discuss the procurement of radios while a quorum still existed. B. Petit then read the estimates for radio components required. R. Collins explained that the agency purchased a base station to go with the radios several years ago, but required installation of an antenna in order to function and that was the installation charge in the estimates. C. Fauchaux asked if two quotes were sufficient, R. Collins explained that since it is a micro procurement through the State contract, only two were required.

It was moved by C. Fauchaux and seconded by R. Leblanc to approve the purchase of radio equipment and installation from Motorola Solutions. Motion carried unanimously.

R. Leblanc and R. Vincent left the meeting leaving the board without a quorum.

B. Petit invited R. DiResto and R. Heiligman to present about LA Swift to the board. Both explained the history of LA Swift and discussed features, ridership, and other stats for the route. R. Heiligman presented the results of a ridership survey conducted by RIDE, CPEX, and volunteers from the AARP to determine demographics for riders and tolerance for higher fares. R. DiResto explained the history of their attempts to use in-kind commitments for local match in order to prevent the route from ending. She stated that with a new operator contract, many of the issues FTA had with the in-kind commitments would be solved. She asked that the Board consider talking with the state to find a way to reopen service with a timeline that would require an RFP for an operator being released within the month. B. Petit inquired about the Mega Bus service now operating between New Orleans and Baton Rouge. R. DiResto pointed out that Mega Bus doesn't stop between New Orleans and Baton Rouge and costs significantly more if trips are not scheduled far in advance. R. Heiligman gave some history about the Mega Bus service and how it fits into the regional transportation system. R. Collins pointed out that Veolia and GCR would not be able to participate in drafting an RFP as Veolia would likely be a bidder and this would cause a conflict. B. Petit stated that without a quorum, the Board could not pass a resolution, but that a service like LA Swift, particularly with a park and ride component is something the board has been interested in for a while.

MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY
BOARD MEETING September 12, 2013

B. Petit requested the GCR present the grant status report. E. Griffith explained that the report was included in each board members packet and gave the current status of all grants for the quarter.

Having no more business to discuss, the meeting was adjourned at approximately 2:16 PM.



Brent Petit, Chairperson

Date 10/15/13