

MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY BOARD MEETING
February 18, 2016

H. Banquer called the meeting to order at approximately 10:20 A.M. on Thursday, January 14, 2016 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were: H. Banquer, R. Drexel, C. Faucheux, B. Warren, and R. Lemons thus a quorum was achieved. R. LeBlanc arrived mid-meeting. Also present were R. Collins (Transdev), A. DeJong (GCR Inc.), and S. Van Sickle (Solutient).

H. Banquer asked all board members to review the meeting minutes from the January 14, 2016 meeting. It was moved to accept the minutes by R. Drexel and seconded by R. Lemons. Motion carried unanimously.

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

Payment Made to	Description of Expense	Amount	Check No.
The Solutient Corporation	Invoice No. 10224 (January 2016 Services)	\$5,536.05	959
Transdev Services, Inc.	Invoice No. 0205-2016 (January 2016 Services)	\$86,952.60	960

H. Banquer requested a motion for approval of the accounts payable. It was moved by C. Faucheux and seconded by B. Warren. Motion carried unanimously.

H. Banquer requested approval of the St. John Business Association invoice to bring RPTA membership up to date. R. Collins presented at the St. John Business Association the previous evening and it was well-received. The invoice would cover two years, July 2015 to July 2017. ***C. Faucheux requested a one year approval instead. C. Faucheux moved to approve the invoice for one year and R. Drexel seconded. After some discussion, the motion was withdrawn and replaced by C. Faucheux with a new motion to approve the two year invoice (7/15 to 7/17). R. Drexel seconded. Motion carried unanimously.***

H. Banquer moved to agenda item 6a. A. DeJong introduced herself as the new grant manager for GCR. The 5311 application was submitted in February to DOTD using assumptions about drawing down older grants. However, FTA targeted two of the older grants for closure. A. DeJong presented a revised budget for 2016 that included a revised 5311 application amount to cover RPTA bases in the event of closure of older grants. A. DeJong and S. Van Sickle are working with FTA to try to keep those grants open. The revised budget presented to the board is a conservative projection. R. Lemons requested a grants status report for the next meeting.

H. Banquer requested a motion to approve Resolution 01-2016 amending the 2016 budget. It was moved by C. Faucheux and seconded by B. Warren. Motion carried unanimously.

S. Van Sickle presented item 6b, selecting auditor services. One response to the RFP was received, from Stagni & Company. They were responsive to the RFP. S. Van Sickle will prepare and present a bid tabulation, showing it was fair and reasonable, for the next meeting as requested by B. Warren and R. Lemons. S. Van Sickle opened the sealed price for the board's review. For 2015, the price is \$13,000; for 2016, the price is \$13,400; for 2017, the price is \$13,600.

H. Banquer requested a motion to approve Resolution 02-2016 selecting Stagni's proposal for auditing services. It was moved by C. Faucheux and seconded by R. LeBlanc. Motion carried unanimously.

R. Collins presented Transdev's Operations Report for January 2016. No passes were used in January. The number of passengers transported was 1,287. The daily average was 53.62 riders. Average scheduled trips per hour was 1.37. The on time rate was 95.2%. Revenue collected was \$2,539 and 0 vouchers. 19.119 miles traveled at a cost of \$4.55 per mile. Average miles per trip was 14.86. Total trip requests 1,633. ADA denial rate was 0%. There were 220 requested trips that were not scheduled. Vehicle 1301 is still out of service; the part that came in was for the wrong vehicle. R. Lemons asked why the numbers were so unusual this month; the reasons were unclear.

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B. Warren requested that R. Collins be available to present at the WIOA meeting; he offered to present at their request. R. Collins noted that they might be able to put out a peak vehicle to support WIOA transportation efforts. Further collaboration with the WIOA is requested.

R. LeBlanc asked about FTA grant cycles. R. Collins noted that RPTA's lack of a dedicated millage to provide a local match prevents drawing down existing grants that require matching funds for more operating services. St. James Parish has such a millage.

S. Van Sickle presented the February Secretary/Treasurer's Report (through 2/5/16). Profit and Loss for 2016 is negative \$94,188.70. 2015 has not yet closed, so adjusting entries will still appear. Profit and Loss for calendar year 2015 is negative \$247,678.35. Profit and Loss from inception to February 5, 2016 shows a net income of \$520,600.25. Total Equity & Liabilities as of February 5, 2016 was at \$719,792.39. The Statement of Cash Flows shows total cash at the end of February 5, 2016 to be \$499,014.98.

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

Regarding the IGA renewals, the St. Charles Parish IGA is complete. The St. John IGA requires B. Petit's signature.

S. Van Sickle explained that L. Andrews from Solutient has been communicating with First American about the collateralization agreement. The paperwork should be completed soon.

The next meeting date was tentatively scheduled for March 10, 2016 at 10:00 a.m. A. DeJong will email the board to see if the total slate of meetings needs to be adjusted.

Having no more business to discuss, the meeting was adjourned at approximately 11:20 am.



Brent Petit, Chairperson



Date