

MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY BOARD MEETING
January 14, 2016

B. Petit called the meeting to order at approximately 10:00 A.M. on Thursday, January 14, 2016 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were: B. Petit, H. Banquer, R. Drexel, C. Faucheux, and R. Lemons thus a quorum was achieved. Also present were R. Collins (Transdev), K. Harrison (GCR Inc.), L. Andrews (Solutient), and S. Van Sickle (Solutient).

B. Petit asked all board members to review the meeting minutes from the December 10, 2015 meeting and the December 10, 2015 budget meeting. It was moved to accept the minutes by C. Faucheux and seconded by R. Drexel, with the changes that L. Andrews (Solutient) was not present at the meeting and R. Drexel was at the budget meeting. Motion carried unanimously; R. Lemons abstained.

C. Faucheux presents a motion to deviate from the meeting agenda and to prioritize items requiring a vote. The motion is seconded by H. Banquer and passes unanimously.

S. Van Sickle presented the December Secretary/Treasurer's Report. Profit and Loss for 2015 is negative \$461,846. 2015 has not yet closed, so adjusting entries will still appear. There are about \$70,000 in state reimbursements pending, \$165,000 in federal reimbursements pending, and the St. Charles payment is pending. Profit and Loss from inception to December 2015 shows a net income of \$400,621. Total Equity & Liabilities as of January 11, 2016 was at \$599,813. The Statement of Cash Flows shows total cash at the end of December 2015 to be \$432,933.

H. Banquer asked a question about fuel cost adjustment; R. Collins clarifies that the lower fuel costs led to Transdev maintaining their rate in lieu of an increase, given added hours and service.

B. Petit requested a motion for approval of the financials. It was moved by R. Drexel and seconded by C. Faucheux. R. Lemons asked questions about which parishes are the sources of fare revenue. Motion carried unanimously.

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

Payment Made to	Description of Expense	Amount	Check No.
L'Observateur	Invoice No. 12257 (Meeting Notice 12/10, Meeting Minutes 9/24 and 10/22)	\$210	951
The Solutient Corporation	Invoice No. 10204 (December 2015 Services)	\$5,536.05	952
Transdev Services, Inc.	VOID (incorrect date printed on check)	\$-	953
Helen Banquer	2015 4 th Quarter Per Diems	\$180	954
Brent Petit	2015 4 th Quarter Per Diems	\$180	955
Richard Drexel	2015 4 th Quarter Per Diems	\$120	956
Robbie LeBlanc	2015 4 th Quarter Per Diems	\$180	957
Transdev Services, Inc.	Invoice 0105-2016 (December 2015 Services)	\$96,037.20	958

B. Petit requested approval and payment of the accounts payable. It was moved by H. Banquer and seconded by C. Faucheux. Motion carried unanimously.

S. Van Sickle presented the Collateralization Report. One of the recommendations coming out of the Triennial Review was that the Board be presented with the most recent Collateralization Report at each monthly meeting.

S. Van Sickle presented on the auditor RFP. The current auditor raised questions about the scope of work that was released in the version put out by South Central, and that some services needed to be omitted. An addendum was added the last time the auditor services were procured. The board's approval of an addendum to the current Auditor Services RFP is requested.

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B. Petit requested a motion to approve the advertisement and addendum to the RFP for Auditing Service. It was moved by H. Banquer and seconded by C. Faucheux. Motion carried unanimously.

Discussion of the necessity of voting on the IGA agreements ensued. The board determined a vote was not necessary. With all votes concluded, C. Faucheux left the meeting.

R. Collins presented on the pass program. Cathy Kimble was selected. The board requested ideas for ways to encourage more riders to participate. R. Collins said he would discuss with the operators.

K. Harrison presented on the LaDOTD grant application for the 5311 program. It was approved at the December board meeting and is on track for completion.

R. Collins presented Transdev's Operations Report for December 2015. The number of passengers transported was 1,363. The daily average was 52.42 riders. Average scheduled trips per hour was 1.32. The on time rate was 93%. Revenue collected was \$2,741 and 11 vouchers. 20,478 miles traveled at a cost of \$4.69 per mile. Average miles per trip was 15.02. Total trip requests 1,486. ADA denial rate was 0%. There were 85 requested trips that were not scheduled. Vehicle 1301 will be going back into service this month. The new van is going into service this month and a new bus is being picked up tomorrow after an initial failed test.


R. Lemons asks questions about the possibility of service to the airport and of fixed route service. R. Collins discussed the fixed routes that are under study; he is developing schedules and pricing for two routes with two vehicles each. R. Lemons explained that a St. John councilmember had specific questions about this service. B. Petit explained that new grant funding would be needed for appropriate vehicles and operating funds. R. Collins offered to present at an upcoming St. John Business Association meeting.

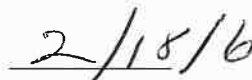
K. Harrison explains that the Limited English Proficiency Plan Update was on the agenda, but there is no required update this year.

L. Andrews explained she had discussed financial providers with the RTA. Capital One no longer has coin counters. All attendees would like to switch to a new bank. First American Bank & Trust is a proposed option that works well for RPTA and Solutient. R. LeBlanc is an employee of First American but has abstained from all discussions of switching banks.

The next meeting date was tentatively scheduled for February 11, 2016 at 10:00 a.m.

Having no more business to discuss, the meeting was adjourned at approximately 11:00 am. Without a quorum, there was no motion to adjourn.


Brent Petit, Chairperson


Date