

MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY BOARD MEETING
October 18, 2018

C. Faucheux called the meeting to order at approximately 10:00am on Thursday, October 18, 2018 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were: C. Faucheux, R. Drexel, R. LeBlanc, I. Bergeron and J. Dias thus a quorum was achieved. Members not present were H. Banquer and R. Lemons. Also present were S. Van Sickle (Transdev), L. Andrews (Solutient) and C. Ash (Solutient).

C. Faucheux asked all board members to review the minutes from the September 13, 2018 board meeting. It was moved to accept by R. Drexel and seconded by R. LeBlanc. Motion carried unanimously.

There were no comments from the public.

S. Van Sickle presented Transdev's Operations Report for September 2018. The number of passengers transported was 1,434. The daily average was 65.78 riders. Average scheduled trips per hour was 1.49. The on-time rate was 97.80%. Revenue collected was \$2,815 and 48 vouchers. There were 19,805 miles traveled at an average cost of \$4.29 per mile. Average miles per trip was 13.81. The ADA denial rate was 0%. The highest percentage of denials were in the 7:00 – 7:29am, 12:00 – 12:29pm and the 4:00 – 4:29pm time frames.

C. Ash presented the September Secretary/Treasurer's Report. Profit and Loss through September 2018 is (\$20,635.30). Profit and Loss from inception through September 2018 shows a net income of \$193,587.37. Total Equity & Liabilities as of September 2018, was \$613,858.96. The Statement of Cash Flows shows total cash as of September 30, 2018, and inception through September 30, 2018 to be \$235,626.43. L. Andrews then covered the budget to actual report and the notes/interpretations.

C. Faucheux requested a motion approving the September 2018 Secretary/Treasurer's Report. It was moved by J. Dias and seconded by R. Drexel. Motion carried unanimously.

C. Ash listed the following checks for accounts payable: The Solutient Corporation, Invoice No. 10969 (September 2018 Services), \$5,772.50, Check No. 1136; Transdev, Invoice No. 1001-2018 & 1001E-2018 (September 2018 Services), \$85,032.92, Check No. 1137; Port Arthur Newsmedia, Invoice No. 91750/0918 (Meeting Minutes and Meeting Notice), \$120.12, Check No. 1138; Helen Banquer, Third Quarter Per Diem, \$120, Check No. 1139; Robbie LeBlanc, Third Quarter Per Diem, \$180, Check No. 1140; Richard Drexel, Third Quarter Per Diem, \$120, Check No. 1141; and John Dias, Third Quarter Per Diem, \$120, Check No. 1142.

C. Faucheux requested a motion for approval of the accounts payable. Approval of the accounts payable was moved by R. Drexel and seconded by R. LeBlanc. Motion carried unanimously.

C. Ash discussed the Collateralization Report, showing that any funding over the amount of \$250,000 has been insured. No collateralization report was included in the packet as the funding did not meet the threshold in September.

S. Van Sickle presented the pass program selection. A. Nelson was selected.

S. Van Sickle presented the extra hour of service performance review. The 5:00-5:30am time slot continues to perform well although it did not rank as one of the top three most popular time slots during weekday service.

S. Van Sickle discussed the Saturday service performance review. September's Saturday service was the highest thus far in 2018 with a total of 184 rides. It was also higher than September ridership 2014-2017.

S. Van Sickle directed the Board to the grant activity status report. R. Lemons asked that the grant activity status report be included in the Board packets each month.

S. Van Sickle discussed the LPTA conference reception information and requested that board members RSVP if interested in attending.

S. Van Sickle directed the Board to Resolution No. 8-2018 authorizing the filing of the 2019-2020 Section 5311 grant application.

C. Faucheux requested a motion to approve Resolution No. 8-2018. Approval was moved by I. Bergeron and seconded by R. Drexel. Motion carried unanimously.

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S. Van Sickle went over the revised ethic policy and stated that the auditor had reviewed and approved the revised version. The Board requested that C. Ash check to see who had not yet completed the ethics training.

C. Faucheux requested a motion to approve the revised ethic policy. Approval was moved by R. Drexel and seconded by R. LeBlanc. Motion carried unanimously.

S. Van Sickle discussed the new budgeting procedure requested by the auditor. She stated that the auditor had reviewed and approved the policy.

C. Faucheux requested a motion to approve the budgeting procedure. Approval was moved by J. Dias and seconded by I. Bergeron. Motion carried unanimously.

S. Van Sickle directed the Board to the revised No Show – Late Cancellation Policy. She stated that it had been revised to ensure that more casual users of the system were not more harshly penalized for no shows and late cancellations.

C. Faucheux requested a motion to approve the revised No Show – Late Cancellation Policy. Approval was moved by R. LeBlanc and seconded by R. Drexel. Motion carried unanimously.

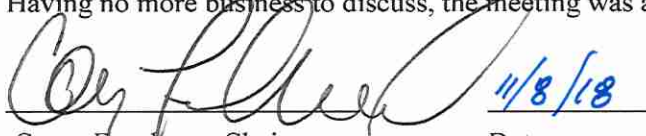
S. Van Sickle stated that there had been discussion during the August meeting about moving future meeting to 10:30am. Discussion ensued.

C. Faucheux requested a motion to approve moving the November and December meetings from 10:00am to 10:30am. Approval was moved by I. Bergeron and seconded by R. Drexel. Motion carried unanimously.

The Board reviewed the 2019 draft budget. S. Van Sickle said that prior to the next meeting she would update the revenues based on the January-October 2018 averages and calculate the Transdev operations based on actual weekdays and Saturdays in 2019. The Board requested a bullet point summary to accompany the budget.

C. Faucheux requested a motion to adjourn. Approval was moved by R. Drexel and seconded by J. Dias. Motion carried unanimously.

Having no more business to discuss, the meeting was adjourned at approximately 11:15am


Corey Faucheux, Chairperson

11/8/18
Date