

**MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY
BOARD MEETING May 14, 2015**

Brent Petit called the meeting to order at approximately 10:00 A.M. on Thursday, May 14, 2015 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were, H. Banquer, C. Fauchaux, R. LeBlanc, A. Keller, and R. Drexel, thus a quorum was achieved. Also present were R. Collins (Transdev), F. Henry (GCR Inc.), and S. Van Sickle (Solutient).

B. Petit requested that the board members review and approve the meeting minutes from the April 9, 2015 meeting. It was moved by to accept the minutes by H. Banquer and seconded by C. Fauchaux. Motion carried unanimously.

No comments were received from the public.

R. Collins presented Transdev’s Transit Operations Report for April 2015. The number of passengers transported was 1,413. The daily average was 56.52 riders. Average scheduled trips per hour was 1.42. The on time rate was 92.1%. Revenue collected was \$2,812. 22,024 miles were traveled at a cost of \$4.18 per mile. Average miles per trip were 15.58 Total trip requests 1,629. ADA denial rate was 0.35%. There were 135 requested trips that were not scheduled.

Following the Operations Report, B. Petit raised a question about the possibility of a trial period of Fixed Route Service for the RPTA. Ferry service is also being explored. R. Drexel made mention of the start of Greyhound service in the RPTA service area. R. Collins to follow up on these items with a review of the numbers and associated costs.

S. Van Sickle presented the April Secretary/Treasurer’s Report. Receivables still include 2014 receivables. The only item outstanding from 2014 is the final federal reimbursement. Profit and Loss from inception to date is \$646,205.16. The Profit and Loss Statement for January 2008 through March 2015 shows a net income of negative \$198,847.14. Profit and Loss 2015 year to date is negative \$198,847.14. Total Equity & Liabilities as of May 13, 2015 was at \$855,688.81. The Statement of Cash Flows shows total cash at the end of period to be \$646,703.79.

B. Petit asked for clarification regarding the Statement of Cash Flows net cash increase for the period and what the net income line item actually represents. S. Van Sickle to work with Solutient staffer, Kristin Patnoad to provide a full recap of the Statement of Cash Flows.

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

Check Number	Check Amount	Payment Made To	Services/Reason
904	\$120.14	L’Observateur	March 12 th Meeting Minutes
905	\$5,525.00	The Solutient Corporation	April 2015 Services
906	\$62.00	USPS	12 Month Renewal of P.O. Box # 2444
907	\$92,143.80	Transdev Services, Inc.	April 2015 Services
Total approved	\$97,832.94		

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

S. Van Sickle presented the April 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. This will now be part of the standard meeting packet.

F. Henry provided an update on the status of the Intergovernmental Agreement from St. John the Baptist Parish. A. Keller provided a signed copy of the document. No further action/follow-up is needed.

S. Van Sickle provided status report of audit preparation to the board. Efforts are underway to prepare for the audits and document review and collation is currently underway.

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S. Van Sickle provided a review of the Triennial Review Results, beginning with actual findings from the reviewers. Of the 17 areas, RPTA had findings in two areas: Financial Management and Capacity and Planning/POP. The Financial management finding was that the appropriate person was not submitting approval in the ECHO drawdown system. Solutient drafted new language identifying S. Van Sickle as the individual to execute these drawdowns on behalf of B. Petit. The Planning/POP finding was that the MPO's public participation plan does not explicitly state that the MPO's public participation process is used to satisfy RPTA's public participation process for the POP. S. Van Sickle to work with RPC contact, Jason Sappington to resolve this finding.

B. Petit requested board review and approval of the new ECHO drawdown procedures. It was moved by H. Banquer and seconded by R. Drexel. Motion carried unanimously.

R. Collins presented the revised drug free language workplace policy for RPTA. B. Petit requested that a copy of the Drug Free Workplace Act be presented for the Board's review at the next monthly board meeting before the document would be considered for a vote or signed resolution.

F. Henry provided an update on the status of 5311 Grant Application. After receiving the Board Chairman's signature, the contract will be delivered to LaDOTD for additional processing.

Having no more business to discuss, the meeting was adjourned at approximately 11:30 am.

Due to a number of scheduling conflicts, the quorum of members present voted to change the June meeting date. The next meeting date will be June 15, 2015 at 1:00 pm.


Brent Petit, Chairperson

6/30/15
Date