

**MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY BOARD MEETING**  
**September 24, 2015**

---

B. Petit called the meeting to order at approximately 10:00 A.M. on Thursday, September 24, 2015 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were: B. Petit, H. Banquer, C. Faucheux, R. LeBlanc, and A. Keller, thus a quorum was achieved. Also present were R. Collins (Transdev), F. Henry (GCR Inc.), L. Andrews (Solutient), and S. Van Sickle (Solutient).

***B. Petit asked all board members to review the meeting minutes from the August 13, 2015 meeting. It was moved by to accept the minutes by R. LeBlanc and seconded by A. Keller. Motion carried unanimously.***

***No comments were received from the public.***

R. Collins presented Transdev's Operations Report for August 2015. The number of passengers transported was 1,429. The daily average was 54.9 riders. Average scheduled trips per hour was 1.39. The on time rate was 93%. Revenue collected was \$2,822 and 25 vouchers. 21,620 miles traveled at a cost of \$4.38 per mile. Average miles per trip was 15.12. Total trip requests 1,732. ADA denial rate was 0%. There were 267 requested trips that were not scheduled for a 15.42% denial rate.

S. Van Sickle presented the July Secretary/Treasurer's Report. Statements are inclusive of January through June state reimbursements. The July reimbursement is still being processed and this report is only inclusive of Federal reimbursements of January through April. Profit and Loss through September 8, 2015 is \$559,014. Profit and Loss 2015 year to date is negative \$303,453. Total Equity & Liabilities as of September 8, 2015 was at \$758,206. The Statement of Cash Flows shows total cash at the end of period to be \$556,237.

K. Patnod listed the following checks for accounts payable:

Check Number	Check Amount	Payment Made To	Services/Reason
928	\$135.00	L'Observateur	July Meeting Minutes; August Meeting Minutes
929	\$5,547.10	The Solutient Corporation	August 2015 Services
930	\$94,739.40	Transdev Services, Inc.	August 2015 Services
<b>Total approved</b>	<b>\$100,421.50</b>		

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

B. Petit indicated that there is an issue with Bank deposits in that the date on the deposit slips do not match bank records. The quantities are correct and there is not a major issue. B. Petit has followed up on the issue with the bank and is awaiting a response.

S. Van Sickle presented the June 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.

R. Collins presented on the pass program. Loretta Jensen

F. Henry addressed the 5-year projections update and explains that urban funding, which does not require a match, can potentially be used for rural preventative maintenance costs. This strategy would enable RPTA to spend down funds that have been on the books for a long time and this would slow the onset of a negative fund balance.

B. Petit states that the contract extensions of Solutient and Transdev will be discussed in committee. B. Petit states that RPTA will go out to bid for an auditor.

F. Henry explained that RPTA will need to execute the apportionment of 5307 Urbanized Area Formula funding.

***B. Petit requested approval of a resolution to execute resolution authorizing the River Parishes Transit Authority to accept the FY 2015 5307 Urbanized Area Formula Funding grant program funds through the Regional Planning Commission as authorized by the Federal Transit Administration. It was moved by H. Banquer and seconded by B. Petit. Motion carried unanimously.***

MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY BOARD MEETING

September 24, 2015

F. Henry indicated that two activity line items adjustments are going to be performed in order to pay for previously approved purchases. Drawdowns had previously been performed every 3-4 months and now the goal is to perform the drawdowns every 1-2 months. The board had already approved the purchase of computers and that will require a line item adjustment to grant LA-04-0013-01: 11.42.06 (Shop Equipment) to 11.42.20 (Misc. Support Equipment). The other activity line item adjustment required is to cover the cost of ongoing project administration requirement. Grant LA-90-X343 will need funds moved from 11.7A.00 (Preventive Maintenance) to 11.79.00 (Project Administration). FTA has approved all of these adjustments.

***B. Petit requested a motion to approve the activity line item adjustment to grant LA-90-x343. It was moved forward by H. Banquer and seconded by R. LeBlanc. Motion carried unanimously.***

American Public Transportation Associate Conference of Louisiana is November 17-19 and Robert is planning to attend and S. Van Sickle will also attend pending availability. S. Van Sickle will evaluate whether accommodations would be required All proper receipted expenses under the state guidelines will be approved.

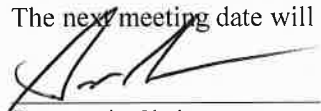
***B. Petit requested a motion to approve all proper receipted expenses under the state guidelines, not to exceed \$2,000. It was moved forward by H. Banquer and seconded by R. LeBlanc. Motion carried unanimously.***

A Keller asked to revisit the subject of the WIB potentially assisting in the funding of improved service. It's indicated that all service must be offered to the public and R. Collins offered to put together a proposal on how the WIB funding could be used in a way to benefit the public and serve WIB's requirements. WIB still has not provided details on how the service would need to be structured to suit their needs and precisely how much funding they can offer. Once they deliver that information, R. Collins will be able to offer a proposal.

Question is raised about bringing on a fixed route. The Board expressed interest in learning more about the cost and it's suggested that there might be a greater willingness on the part of municipalities to contribute funding toward a fixed route system. The specifics of the route do not need to be decided to determine the funding requirements—only the revenue hours.

***Having no more business to discuss, the meeting was adjourned at approximately 11:00 am.***

The next meeting date will be October 12, 2015 at 10:00am.

  
Brent Petit, Chairperson

  
Date