

**MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY
BOARD MEETING December 11, 2013**

The Vice-Chairman, Helen Banquer, called the meeting to order at approximately 10:15 A.M. on Wednesday, December 11, 2013 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were, H. Banquer, C. Fauchaux, R. LeBlanc, M. Octave, R. Drexel, and, R. Vincent, thus achieving a quorum. B. Petit was absent. Also present were Robert Collins (Veolia), Allison DeJong (GCR, Inc), Tyler Antrup (GCR, Inc), and, Stacy VanSickle (Solutient).

H. Banquer requested that the board members review the meeting minutes from the November 14, 2013 meeting.

It was moved by R. LeBlanc, seconded by C. Fauchaux to accept minutes. Motion carried unanimously.

H. Banquer requested the Operations Report and R. Collins presented Veolia's Transit Operations Report for November 2013. There were 1,378 passengers transported for the month of September, 15,379 year to date. The daily average was 68.9 passengers per day, 1.64 passengers scheduled per hour. Veolia's on-time performance averaged 94.6 percent. Total revenue collected for November was \$2,679.00 as well as 20 vouchers for a total of \$2719.00. The total miles travelled were 18,944 miles. The average cost per mile \$4.66 and average miles per trip was 11.34. Collins informed the Board that there was one accident for November, it was a fixed-object strike of a pole and no damage was sustained. The November denial rate was 0%. There were a total of 1,419 requests for service.

The Saturday service started December 7, 2013 with 29 passengers but is expected to increase over time as awareness of the program grows. M. Octave asked if the service was limited to St. John and St. Charles parish and R. Collins confirmed. H. Banquer asked how many buses were used, R. Collins stated 2 were used. An open discussion followed regarding advertising to increase ridership on Saturday service. R. Vincent asked R. Collins for the anticipated passenger counts for the Saturday service. R. Collins replied that daily weekday service is roughly 60-70 for 3 vehicles and with 2 on Saturday service should expect 40 or more per day. T. Antrup noted that advertisements were placed in 3 newspapers as requested by the board at the November Board Meeting and an article regarding the service appeared on NOLA.com. R. Vincent noted that it was mentioned at the monthly meeting for St. John parish and was seen on public access TV. C. Fauchaux requested more information on passengers using the Saturday service. R. Collins reported the majority were located between St. John and St Charles parishes east of the river and they were existing users. The nature of the trips were similar to weekday ridership varying from work to shopping, except medical related trips as offices are closed on the weekend.

R. Collins noted the year to year comparison data located in the Operator's Report

H. Banquer then requested the Secretary/ Treasurer's Report. S. Vansickle reported that cash flow from January 1, 2013 through December 6, 2013 ended with a net loss of -\$128,481.86. This is due to funds which should be coming from the state reimbursement request of approximately \$31,000. The federal reimbursement request has not been made. Solutient is waiting on revised backup and anticipates making the request soon. The Profit & Loss statement from the beginning of service in 2008 reported that the total income has been \$699,406.57. The balance of all liabilities and equity as of December 6, 2013 was \$898,598.71. The profit and loss statement for 2013 year to date shows \$860,439.70.

H. Banquer asked if there were any questions regarding the Treasurer's Report.

It was moved by M. Octave, seconded by R. Leblanc to approve Treasurer's Report. Motion carried unanimously.

H. Banquer then requested the following checks for approval and payment.

Check Number	Check Amount	Payment Made To	Services/Reason
811	\$5,416.67	Solutient Corp.	November 2013 Services
812	\$275.00	L'Observateur	Mtg Notice (Nov & Dec 2013) & Mtg Minutes (Oct 2013)
813	\$72,886.80	Veolia Transportation	November 2013 Services

**MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY
BOARD MEETING December 11, 2013**

Total approved	78,578.47		
-----------------------	------------------	--	--

It was moved by R. Vincent, seconded by C. Faucheux to approve accounts payable. Motion carried unanimously.

H. Banquer asked if further discussion was needed on the Saturday service. T. Antrup stated that a letter was received from Phil Jones, Deputy Assistant Secretary at the Intermodal Division of DOTD congratulating RPTA on expanding service and offering support in expanding advertisement through DOTD's network.

H. Banquer introduced the Title VI Plan program update and resolution. A. DeJong presented the plan that was approved by Solutient. The report outlines service standards and complaint procedures for aggrieved passengers. The plan is complete and only requires a Board resolution before submission to the FTA. T. Antrup noted that GCR is currently drafting the Limited English Proficiency Plan which is expected to be ready for Board approval in January. C. Faucheux asked what the revision consisted of, T. Antrup replied that it was updated to reflect the new circular from FTA. A. DeJong stated that the changes made in the FTA circular were more applicable to larger transit agencies. H. Banquer asked if this plan was compliant with the Triennial Review to which A. DeJong responded that it was. H. Banquer asked whether the Board will be required to hold public meeting regarding the discontinuation of Saturday service program according to the new Title VI plan. A. DeJong replied that it was required only when the service was reduced by 26% or more.

It was motioned by C. Faucheux, seconded by R. Vincent to approve Resolution No. 6-2013 for the Title VI Plan. Motion carried unanimously.

H. Banquer introduced the RPTA board meeting calendar for 2014 and asked for approval.

It was moved by M. Octave, seconded by R. LeBlanc to approve the 2014 RPTA Board Meeting calendar. Motion carried unanimously.

T. Antrup requested approval of the board for GCR to apply for the FY 2014-15 state 5311 grant funds in the amount of \$770,000 and place public notices on Wednesday, December 18, 2013. T. Antrup noted that the application required a signature from an attorney representing the Board, given that RPTA does not have one, the attorney for St. John's Parish will be used instead.

It was moved by R. Vincent, seconded by R. LeBlanc to authorize applying for State 5311 grant funds. Motion carried unanimously.

H. Banquer introduced officer nominations and nominated B. Petit for chair position. H. Banquer asked if there were nominations for vice-chair. None were received.


It was moved by C. Faucheux, seconded by M. Octave to keep officer slate as-is. Motion carried unanimously.

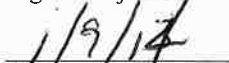
H. Banquer introduced the Pass-Program for Arc of St. Charles. S. VanSickle reported that R. Collins, E. Griffith and S. VanSickle plan to meet with the Director of Arc in January. There was a general discussion of expanding voucher programs with other facilities.

H. Banquer asked if there were any further comments. She stated that the next Board meeting is scheduled for January 9, 2014 at 10:00am.

It was moved by M. Octave, seconded by C. Faucheux to adjourn. Motion carried unanimously.

Having no more business to discuss, the meeting was adjourned at approximately 10:41 AM.


Brent Petit, Chairperson


Date