

MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY BOARD MEETING

December 8, 2016

B. Petit called the meeting to order at approximately 10:45 A.M. on Thursday, December 8, 2016 at the St. John the Baptist Parish Council Chambers, LaPlace LA. Members present were B. Petit, H. Banquer, R. LeBlanc, R. Drexel, C. Fauchaux, R. Lemons and B. Warren, thus a quorum was achieved. Also present were E. Martin (Transdev), S. Van Sickle (Transdev), B. Ferris (Solutient) and G. Rose (Solutient).

B. Petit asked all board members to review the meeting minutes from the November 10, 2016 meetings. It was moved to accept the minutes by R. Drexel and seconded by B. Warren. Motion carried unanimously.

No comments were received from the public.

E. Martin presented Transdev's Operations Report for November 2016. The number of passengers transported was 1,316. The daily average was 56.09 riders. Average scheduled trips per hour was 1.28. The on-time rate was 98.54%. Revenue collected was \$2,638 and 16 vouchers. 14,167 miles traveled at a cost of \$6.68 per mile. Average miles per trip was 10.76. Total trip requests 1,364. ADA denial rate was 0%. There were 81 requested trips that were not scheduled.

E. Martin informed the Board that the FTA had presented the RPTA an award for excellence in Section 5307 grants management at the LPTA conference. C. Fauchaux requested that the contractors draft a press release regarding the award.

B. Ferris presented the December Secretary/Treasurer's Report:

December: Profit and Loss year to date through November 30 is negative \$274,699.31. Profit and Loss inception through November 30 is \$355,792.57. Total Liabilities & Equity as of October 31 is \$554,984.71. Cash Flows year to date through October 31 and from inception total \$203,741.33.

B. Ferris listed the following checks for accounts payable:

Payment Made to	Description of Expense	Amount	Check No.
L'Observateur	Invoice #1116 Meeting Notice (November 10 and December 8); Meeting Minutes (November 10)	\$137.50	1007
The Solutient Corporation	Invoice #10440 November 2016 Services	\$5,580.34	1008
Transdev Services, Inc.	Invoice #1201-2016 November 2016 Services	\$92,143.80	1009
Total		\$97,861.64	-

B. Petit requested a motion for approval of the accounts payable. It was moved by H. Banquer and seconded by R. LeBlanc. Motion carried unanimously.

E. Martin presented the pass program selection.

B. Petit requested a motion to elect H. Banquer as Board Vice-Chair. It was moved by B. Warren and seconded by R. LeBlanc. Motion carried unanimously.

H. Banquer requested a motion to elect B. Petit as Board Chairman. It was moved by B. Warren and seconded by C. Fauchaux. Motion carried unanimously.

R. Lemons discussed the need to research the availability of additional grants and other innovative opportunities as well as to create an assessment tool/perform a community needs assessment. The Board then discussed public meetings, focus groups and surveys. C. Fauchaux stated that he would like to check with the social agencies in St. Charles to see if they have performed a community needs assessment within the last year. B. Warren stated that she could provide the results of St. James' needs assessment. B. Petit stated that the Board could also discuss the issue of community needs with the Parish presidents. The Board considered the possibility of forming subcommittees and requested that this item be placed on the January 2017 meeting agenda as new business. C. Fauchaux requested that Transdev present a workshop for the Board early in the new year discussing innovative practices used at other agencies.

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G. Rose went over the updates to the Title VI Plan and explained that most of the changes were in the formatting and in making the roles within the plan more general by using titles and no names. G. Rose also made the document editable and noted that there will need to be revisions made to the document next year as a result of upcoming FTA guidance.

B. Petit requested a motion for approval of Resolution 08-2016, Title VI Plan updates. It was moved by B. Warren and seconded by R. LeBlanc. Motion carried unanimously.

S. Van Sickle informed the Board that the FY17-18 LaDOTD 5311 grant application is now available online and requires a resolution authorizing submission of the 5311 funding application and states that the Board Chairman is authorized to sign all documents and execute the grant on behalf of the RPTA.

B. Petit requested a motion for approval of Resolution 09-2016, submission of the 5311 grant application. It was moved by H. Banquer and seconded by B. Warren. Motion carried unanimously.

The Board reviewed the St. Charles Parish IGA renewal letter for FY17. C. Faucheux state that we needed a letter from St. John the Baptist Parish as well. R. Lemons suggested contacting President Robottom's assistant.

The next meeting date was scheduled for January 12, 2017 at 10:00 A.M. at the same location, the St. John the Baptist Parish Council Chambers.

Having no more business to discuss, the meeting was adjourned at approximately 11:45 am.



Brent Petit, Chairperson



Date