

**MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING**

October 11, 2012

The Chairman, Brent Petit, called the regular meeting to order at approximately 3:00PM on Thursday, October 11, 2012 at the St. John the Baptist Parish Council Meeting Room, LaPlace LA.

Members present were B. Petit, H. Banquer, M. Octave, A. Harper, and R. Drexel, thus achieving a quorum. Also present were Leo Marretta (SCPDC), Martha Cazaubon (SCPDC), Kevin Belanger (SCPDC) and Garrick Rose (Veolia). R. Vincent and C. Fauchoux were not present.

It was moved by A. Harper, seconded by H. Banquer to approve the minutes of the September 21, 2012 Motion carried unanimously.

L. Marretta presented the Administrative and Financial Report. The board members were updated as to the RPTA's account balances. The statement of cash flow for January 1, 2012 through October 10, 2012 shows cash at the end of the period of \$568,748.74. The balance sheet illustrates that, if everything is liquidated, the RPTA is worth approximately \$718,390.14. Profit and Loss statements from the beginning of January 2008 through October 10, 2012 show that, the net income for the entire period of operations 2008 through today totals \$519,198.00. The Profit and Loss statement for 2012 shows a negative net income of \$314,870.46 this year to date. B. Petit presented the following checks for approval and payment.

Check Number	Amount of Check	Payment Made To	Services/Reason
731	\$40,492.43	Veolia Transportation	September 2012 Services
732	\$300.00	Helen Banquer	Per Diems- 3 rd Quarter
733	\$180.00	Arthur Harper	Per Diems- 3 rd Quarter
734	\$180.00	Brent Petit	Per Diems- 3 rd Quarter
735	\$60.00	Richard Drexel	Per Diems- 3 rd Quarter
736	\$3,333.33	SCPDC	October- 2012 Cooperative Agreement
Total approved	\$44,545.76		

It was moved by H. Banquer, seconded by M. Octave to approve the Accounts Payable items. Motion carried unanimously.

It was moved by M. Octave, seconded by A. Harper to approve the Financial Report. Motion carried unanimously.

K. Belanger requested that the Board review the Fixed Assets section of the Balance Sheet as of October 10, 2012, particularly the "Capital Assets-Vehicles" portion. The "Vehicle fixed assets" equated to \$221,894.00. He remarked that at the September 21, 2012 board meeting a total value of the buses had been calculated by Veolia to be \$14,031.65 for which B. Petit stated that Veolia had written a check to the RPTA. K. Belanger commented that there is a huge disparity between the two amounts and that issues that will certainly arise with regards to this difference, which appears to be a result of what is being reported to FTA as "usable life" verses the "actual cash value" of the vehicle. He informed the board members that \$14,031.65 is the total equity that the Federal Transit Administration (FTA) has in the buses. However, that is not the cash value of the buses to the RPTA. K. Belanger stated that, as administrator of this grant, he advises the RPTA not to accept the check until the proper documentation, including the claim that Veolia made to the insurance, is reviewed. B. Petit stated that the RPTA has five, no longer serviceable buses, and agreed that the insurance that the buses were covered under should pay cash value of the bus at the time of the loss. B. Petit questioned G. Rose with regards to the difference between the insurance value and the FTA value. G. Rose replied that he believes that the FTA value is

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what the RPTA owes the FTA; however, he would have to review the contract to be sure. He also clarified that there should possibly be two claims, a property and a vehicle claim. B. Petit stated that he would like the value of the buses further researched. K. Belanger also requested that Veolia provide pictures of the damaged buses, documentation from the entity that evaluated the flooding of the buses, the adjuster, and any other documentation with information regarding the damage and the claim. G. Rose stated that he will put K. Belanger in touch with those entities and individuals. L. Marretta informed the Board that there was also a question with regards to contents in the vehicles, such as computer equipment. He stated that the creation of an inventory list would be of assistance during this process.

L. Marretta then presented an update on the Annual FTA Triennial Review. G. Rose also stated the efforts made on Veolia's part to correct the findings from the Triennial Review.

L. Marretta requested that the Board review the Disadvantaged Business Enterprise (DBE) plan included in each meeting packet. He stated that the goal used when the RPTA began was ten (10) percent; however, it has been adjusted to three (3) percent based upon FTA requirements and further review of the local documentation. The first page of the DBE is a policy statement which states that the RPTA has established a goal and agrees to follow the regulations. By signing this policy statement, the Chairman is stating that this policy has been disseminated to the board of directors and its contractors. L. Marretta stated that the RPTA's DBE, Equal Opportunity Employment (EEO) and Civil Rights policies have all reached the point in time when they are due for their regularly scheduled updates.

It was moved by H. Banquer, seconded by A. Harper to approve that the Chairman sign the Disadvantaged Business Enterprise (DBE) Policy Statement with the understanding that amendments will be made once the new provider is chosen at the beginning of 2013. Motion carried unanimously.

L. Marretta opened discussions regarding the bus procurement. H. Banquer stated that there was some confusion during the last meeting with regards to purchasing new buses. Some board members were under the impression that the buses lost to the flood waters of Hurricane Isaac were exactly like the new ones proposed for purchase at the September 21, 2012 Board meeting. Since it turns out that this is not the case and since it was discovered that the purchase as proposed included modifications that disqualify it from being considered a state contract purchase, it was decided to rescind the adopted resolution until further research is done. The board members scheduled a special meeting for October 17, 2012 at 8:30AM to discuss the available options with regards to purchasing new RPTA buses. K. Belanger explained that the only way the modified buses could be procured was to go out for bids through the normal procurement process.

G. Rose then presented the Veolia's Transit Operations Report for September 2012. There were 845 passengers transported, which averages to 47 passengers per day, 3.36 passengers per hour. Veolia has hired two individuals and is utilizing staff from Jefferson Parish. The total miles travelled are 11,847 miles. G. Rose explained that the board members will notice that the vehicles are listed differently; he refers to the vehicles as "aAM", "bAM", and "cAM" corresponding with the three AM shifts. He informed the Board that ridership is down, but is recovering to pre-storm levels. G. Rose states that ridership averages 65 per day, compared to August's ridership which averaged 75 per day. G. Rose informed the Board that there were no accidents in September; however, there was one incident. He explained that an irate person bumped one of the mirrors while attempting to go around the bus. There were no passengers on the bus and no damage was done to the bus. There has been 171 days since a preventable accident has taken place. He stated that the Veolia Dispatch Station has been deployed and will go live on December 14, 2012. The Dispatch Station is a tool to further breakdown the numbers and it is in conjunction with the services that Veolia provides.

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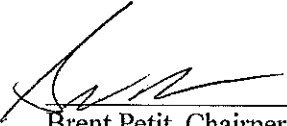
M. Cazaubon requested clarification with regards to the Veolia report that the Board received today. She asked G. Rose if the date on the report is the date that the deposit was made. G. Rose stated that all four deposits were made on the same day in October. M. Cazaubon remarked that SCPDC has encountered a few discrepancies comparing fares to the deposit reports that are being received. She added that most of the discrepancies in the report are minor. However, there was one that needed more clarification because it appeared to be approximately \$174.00 off. She asked G. Rose Veolia's procedure for collecting and calculating the monies. He replied that he and the bus driver calculate the totals daily. He added that there is a formula which is also used to determine the expected total when necessary.

Another issue that M. Cazaubon advised the board members of is that trip logs, which illustrate where individuals are being picked up and dropped off, are not being given to SCPDC. Trip logs assist SCPDC with dividing Rural and Urban boundaries; DOTD requests documentation illustrating that the trip began in a rural area. G. Rose responded by explaining that he is under the impression that DOTD prefers that the information is entered into the STARRS system instead of a monthly report. M. Cazaubon explained that DOTD wants both, a hard copy report and the information entered into STARRS. G. Rose stated that Veolia will provide those documents for SCPDC.

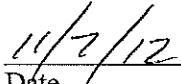
L. Marretta stated that he brought the RFP from St. Tammany that had been customized. The Board requested that M. Cazaubon's version be used. M. Cazaubon has amended the document in order to update the RFP. M. Cazaubon stated that she will email an updated version for the board members to review.

Having no more business to discuss a motion to adjourn was entertained.

It was moved by H. Banquer, seconded by A. Harper to adjourn the meeting. Motion carried unanimously.



Brent Petit, Chairperson



Date

**RIVER PARISHES TRANSIT AUTHORITY
DBE PROGRAM**

**APPROVED BY RPTA BOARD ON MAY 20, 2009
DRAFT REVISIONS ON JULY 20, 2012**

POLICY STATEMENT

Objectives/Policy Statement

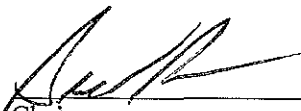
The River Parishes Transit Authority (RPTA) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The RPTA has received Federal financial assistance from the Department of Transportation, Federal Transit Administration, and as a condition of receiving this assistance, the RPTA has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of the RPTA to ensure that DBEs, as defined by 49 CFR Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

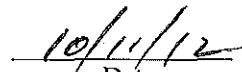
- To ensure nondiscrimination in the award and administration of DOT – assisted contracts;
- To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
- To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
- To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
- To help remove barriers to the participation of DBEs in DOT assisted contracts;
- To assist the development of firms that can compete successfully in the market place outside the DBE Program.

The RPTA General Manager, the South Central Planning and Development Commission (SCPDC), has been delegated as the DBE Liaison Officer. In that capacity, SCPDC is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the RPTA in its financial assistance agreements with the Department of Transportation.

This policy statement has been disseminated to the RPTA Board of Directors and its primary contract transit operator, Veolia Transportation, Inc., and to the SCPDC, its General Manager. RPTA will distribute this statement to DBE and non-DBE business communities that perform work for it on DOT-assisted contracts. The policy statement will be distributed in all requests for proposals, bids, and other solicitations for work to be performed through DOT assisted contracts. Furthermore, the policy will be posted on the RPTA website.



Chairman



Date