

**MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY
BOARD OF DIRECTORS REGULAR MEETING January 10, 2013**

The Chairman, Brent Petit, called the public hearing on the RPTA's 2013 budget to order at approximately 3:00 P.M. on Thursday, January 10, 2013 at the St. John the Baptist Parish Council Meeting Room, LaPlace LA.

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

Seeing that there were no comments from the public the budget hearing was then closed.

The Chairman, Brent Petit, called the regular meeting to order at approximately 3:05 P.M. on Thursday, December 13, 2012 at the St. John the Baptist Parish Council Meeting Room, LaPlace LA.

B. Petit requested that the board members review the meeting minutes from the December 13, 2012 budget hearing and the December 13, 2012 regular meeting.

It was moved by A. Harper, seconded by H. Banquer to approve the meeting minutes from the December 13, 2012 review of the 2013 budget by the RPTA Board. Motion carried unanimously.

It was moved by R. Vincent, seconded by H. Banquer to approve the meeting minutes from the December 13, 2012 regular meeting. Motion carried unanimously.

R. Collins presented Veolia's Transit Operations Report for December 2012. There were 1,191 passengers transported, which averages to 59.55 passengers per day, 1.41 passengers per hour. Veolia's on-time performance averaged 98.6 percent. He stated that the revenue collected totaled \$2,186.00 in cash and 8 vouchers. The total miles travelled were 14,888 miles. R. Collins informed the Board that there was a vehicle out of service for maintenance, vehicle 704, but is in service at this time. He stated that a leased vehicle was added to the fleet at the end of November, vehicle T101. There were no accidents, incidents, or rider complaints experienced in November. R. Collins informed the Board that, due to the age of the fleet being used at this time, Veolia's vehicle maintenance is increasing. He stated that one new operator has been hired and trained; he is scheduled to begin working on January 14, 2013.

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, 2013 through January 10, 2013 shows cash at the end of the period of \$823,734.10. The balance sheet illustrates that, if everything is liquidated, the RPTA is worth approximately \$1,000,000; however, this does not include the depreciation from the hurricane damage.

B. Petit requested that the presented the following checks for approval and payment.

Check Number	Check Amount	Payment Made To	Services/Reason
745	\$ 240.00	Helen Banquer	4 th Quarter Per Diems (Oct.- Dec. 2012)
746	\$ 240.00	Arthur Harper	4 th Quarter Per Diems (Oct.- Dec. 2012)
747	\$ 240.00	Brent Petit	4 th Quarter Per Diems (Oct.- Dec. 2012)
748	\$ 180.00	Richard Drexel	4 th Quarter Per Diems (Oct.- Dec. 2012)
749	\$ 140.00	Tom Watkins- Law Office	Professional Services re: Damaged Buses
750	\$ 90.00	L' Observateur	Invoice #12149 November 2012 Meeting Minutes and 2013 Budget Hearing Notice
751	\$ 82,486.25	Veolia Transportation	December 2012
Total approved	\$ 83,616.25		

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

L. Marretta updated the Board regarding the status of the Triennial Review. He stated that there are two findings still open. He explained that signing the contract between the RPTA and Veolia will close one of the findings. In order to close the other finding, annual performance reports must be submitted to the JARC and New Freedom Report Support Center. During the triennial review it was discovered that the website to which the reports are to be submitted is no longer active. Therefore RPTA has been directed to prepare the annual performance reports and keep them in our records until further instructions are provided.

L. Marretta reviewed the contract between the RPTA and Veolia with the board members. B. Petit requested that the language on page three and five to be amended as follows:

- Page three, “*Staffing levels, excluding drivers, will not change unless service grows substantially*” be amended to “*These minimum staffing levels, excluding drivers, will not change unless service grows substantially*”
- Page five, “*Provide 2 desktop computers with Windows XP Professional operating systems for use in the operation of the transit service*” be amended to “*Provide 2 desktop computers with professional operating systems for use in the operation of the transit service*”
- Page five, “*Provide Microsoft Office Professional software for use on each computer*” be amended to “*Provide Professional software for use on each computer*”

It was moved by C. Fauchaux, seconded by R. Vincent to approve the contract agreement between the River Parish Transit Authority and Veolia, once the above mentioned amendments have been made. Motion carried unanimously.

L. Marretta reviewed the 2013 budget, which reflects the purchased transportation price for the year. Veolia’s hourly rate, \$86.77 times 12,000 hours annually totals \$ 1,041,240.00. L. Marretta presented the Board with the proposed and agreed upon terms with regards to the settlement, which totals \$44,000, for the five damaged buses. He also presented the proposed and agreed upon terms with regards to the inventory settlement, which totals \$ 2,093.52. L. Marretta informed the board members that the newly purchased buses should be delivered by February 10, 2013.

C. Parker explained that the previous motion to purchase the bicycle racks was null and void because it was a motion to purchase the bicycle racks from National Bus Sales. She informed the Board that another motion is needed in order to purchase the bicycle racks from Midwest Bus Corporation.

It was moved by H. Banquer, seconded by A. Harper to approve the purchase of six (6) bicycle racks, five (5) to be installed and one spare, from Midwest Bus Corporation. Motion carried unanimously.

L. Marretta presented the Cooperative Endeavor Agreement between RPTA and South Central Planning and Development Commission (SCPDC). He explained that it is not a contract, but an Intergovernmental Agreement. K. Belanger informed the Board that the agreement illustrates SCPDC’s hourly rates. B. Petit stated that he believes there should be a clause that states that the amount should not exceed a specified number of dollars. K. Belanger stated that SCPDC will include the clause. After further discussion and clarification, B. Petit requested a motion to approve the Cooperative Endeavor Agreement.

It was moved by H. Banquer, seconded by R. Vincent to approve the Cooperative Endeavor Agreement (CEA) between the River Parish Transit Authority (RPTA) and South Central Planning and

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Development Commission (SCPDC) to temporarily continue Administrative Support at SCPDC hourly billable rates for a period of six (6) months with the following amendments:

- 1. There will be a \$20,000 maximum on this agreement. Once the \$20,000 maximum has been reached, further negotiations will take place between the RPTA and SCPDC.*
- 2. The effective beginning date of this CEA is January 1, 2013; the effective end date of this CEA is June 30, 2013.*
- 3. This agreement can be terminated by either party with 30 days written notice.*

Motion carried unanimously.


L. Marretta informed the Board that the Request for Proposal for auditor is included in the meeting packet and will be mailed to potential auditors.

It was moved by H. Banquer, seconded by A. Harper to place the RFP for auditor. Motion carried unanimously.

Discussion ensued with regards to Saturday Service for the RPTA. R. Collins stated that he would like to obtain the new buses prior to beginning the service, because of the maintenance that is occurring with the aging fleet buses that are being loaned to Veolia at this time.

K. Belanger thanked Mr. Arthur Harper for being a part of the River Parish Transit Authority Board. He stated that it has truly been a pleasure working with Mr. Harper.

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



Brent Petit, Chairperson



Date