

**MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY
BOARD OF DIRECTORS SPECIAL MEETING February 25, 2013**

The Vice Chairman, Helen Banquer, called the special meeting to order at approximately 3:00 P.M. on Monday, February 25, 2013 at the St. John the Baptist Parish Council Meeting Room, LaPlace LA.

Members present were H. Banquer, R. Vincent, M. Octave, C. Faucheux and R. Drexel, thus achieving a quorum. B. Petit and A. Harper were not present. Also present were Leo Marretta (SCPDC), Cassie Parker (SCPDC), Charlene Wallis (SCPDC), Robert Collins (Veolia), Stacy Van Sickle (GCR, Incorporated), and Elizabeth Griffith (GCR, Incorporated).

H. Banquer requested that the board members review the meeting minutes from the January 10, 2013 regular meeting.

It was moved by C. Faucheux, seconded by R. Vincent to approve the meeting minutes from the January 10, 2013 regular meeting. Motion carried unanimously.

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

Check Number	Check Amount	Payment Made To	Services/Reason
752	\$87,750.18	Veolia Transportation	January 2013 Invoice
753	\$10,314.20	SCPDC	Services through 01/01/13-01/25/13
754	\$71.01	SCPDC	2013 Website Renewal Fee
755	\$50.00	L'Observateur	December 2012 Meeting Minutes Publication
756	\$231,855.00	National Bus Sales	Purchase of five (5) buses
757	\$7145.00	Midwest Bus Corporation	Purchase of six (6) bike racks
758	\$220.00	River Region Chamber of Commerce	2013 Membership Renewal
Total approved	\$ 337,405.39		

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

L. Marretta informed the board members of the balance remaining with regards to the contract between the RPTA and South Central Planning and Development Commission (SCPDC). He stated that more than half of the funds, \$20,000.00 have been exhausted. He presented a breakdown showing the SCPDC staff hours worked on the RPTA. H. Banquer requested that a copy of this document be sent to each of the board members.

L. Marretta presented the two proposals from the respondents, Stangi and Company and Postlethwaite and Netterville, regarding the Request for Proposal for Auditor. The Board reviewed the proposals and H. Banquer read the cost proposals aloud. M. Octave recused herself from voting because Postlethwaite and Netterville currently performs accounting services for St. James Parish. The board members decided to table this item until the next board meeting.

It was moved by R. Drexel, seconded by C. Faucheux to table voting for an auditor until the next regular scheduled meeting on Thursday, March 14, 2013. Motion carried unanimously.

L. Marretta informed the Board that the buses were delivered on February 21, 2013. Veolia removed the fair boxes from the flooded buses; those fair boxes will be placed on the new buses. He also stated that SCPDC staff delivered the new cameras to Veolia this morning. He explained that the last item is the placement of RPTA logos and Louisiana Transit decals onto the new buses. C. Parker reviewed the cost analysis spreadsheet with the board members, which displayed the cost of each vendor printing and installing RPTA logos, lettering, and numbering on the five (5) RPTA buses. She explained that the Louisiana Transit logos are done on state contract by Crescent Decal Specialist. Discussion ensued with regards to choosing a vendor.

It was moved by M. Octave, seconded by R. Vincent to retain Crescent Decal Specialist to print and install vinyl RPTA logos, lettering and numbering, as well as, the Louisiana Transit logos and 3 parishes' names to the five (5) buses. Motion carried unanimously.

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R. Collins presented Veolia's Transit Operations Report for January 2013. There were 1,376 passengers transported, which averages to 65.52 passengers per day, 1.56 passengers scheduled per hour. Veolia's on-time performance averaged 93.2 percent. He stated that the revenue collected totaled \$2,279.00 in cash and 6 vouchers. The total miles travelled were 17,203 miles. R. Collins informed the Board that there was one accident in January. He also informed the Board that there were two passenger complaints in January, both of which had been addressed.

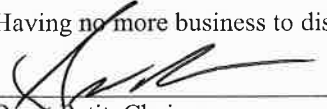
R. Collins informed the Board that the turn signal warning devices, Smart Drive camera systems, and fare boxes are being installed on the new buses. He stated that the bike rack installs and Angel Trax Camera System installs have been scheduled. R. Vincent requested that Veolia include the prior year's totals for each line item be included on the Operator's Report in order to track variations. H. Banquer suggested that, until the new buses are operating, the Saturday service possibly should be postponed. L. Marretta reminded the board members that the Saturday service is included in Veolia's computation of their bid price. H. Banquer requested that Saturday service be placed as major agenda item for the next regularly scheduled meeting. L. Marretta agreed.

L. Marretta informed the board members that SCPDC staff met with GCR Incorporated staff this morning in order to proceed with the transfer of duties. He stated that, at this time, GCR has read only capabilities to the FTA's reporting website, TEAM. He further states that GCR must have writing privileges in order to fulfill their contractual obligations. L. Marretta presented the form which allows them those privileges for signature. L. Marretta then reviewed the nomination process that must take place in order to replace Mr. Arthur Harper on the RPTA Board.

L. Marretta informed the board members that there is ongoing post Hurricane Isaac Long Term Community Recovery work which takes place through FEMA and GOSEP. He stated he is in contact with Alan Nazzarro FEMA's representative responsible for St. John the Baptist Parish. He stated that he will continue to research any avenues available in which the RPTA would be able receive Hurricane Isaac relief funding from FEMA

C. Wallis 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 February 22, 2013 shows cash at the end of the period totaled \$516,611.99. The balance sheet illustrates that, if everything is liquidated, the RPTA is worth \$667,273.25. The Profit and Loss statement for January 1, 2013 through February 22, 2013 shows a net income of \$-313,679.06; she explained that this number will increase once reimbursements and other income from the parishes have been made to the RPTA. C. Wallis also reviewed the Profit and Loss statement for January 1, 2008 through February 22, 2013, which displayed a net income of \$468,081.11.

Having no more business to discuss, the meeting was adjourned at approximately 4:30 PM.



Brent Petit, Chairperson

3/14/13
Date