

**MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY
BOARD OF DIRECTORS SPECIAL MEETING April 16, 2013**

The Chairman, Brent Petit, called the special meeting to order at approximately 3:00 P.M. on Tuesday, April 16, 2013 at the St. John the Baptist Parish Council Meeting Room, LaPlace LA.

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

B. Petit requested that the board members review the meeting minutes from the March 14, 2013 regular meeting. It was noted that there was a mistake in the minutes and decided that B. Petit would approve the minutes once they were updated at a later date.

It was moved by B. Petit, seconded by R. Vincent to accept minutes with the stipulation that E. Griffith would send the corrected minutes to B. Petit for final approval. Motion carried unanimously.

L. Marretta brought it to the Board's attention a date typo in the approved January 10, 2013 minutes.

It was moved H. Banquer, seconded by C. Faucheux to accept the corrected January 2013 minutes.

R. Collins presented Veolia's Transit Operations Report for March 2013. There were 1,410 passengers transported for the month of March and 4,043 year to date. The daily average is 70.5 passengers per day, 1.67 passengers scheduled per hour. Veolia's on-time performance averaged 92.3 percent. He stated that the revenue collected totaled \$2,818 in cash and 1 voucher. The total miles travelled were 16,699 miles, and this was spread out between the old fleet and the new fleet put into service on the March 18th. R. Collins informed the Board that there were no accidents in March, but there was one passenger complaint based on the old vehicles which has been addressed with the new vehicle now in service. Current denial rate is zero. I attended the Louisiana Spirit Community Health Event which went well and we met with many potential clients. We have the new buses on the road and are adding the turn signal devices as well as the smart drive camera systems. R Drexel requested a quarterly report comparison between 2012 and 2013. R. Collins stated that he could do this but does not have all of the files from 2012 due to the fact that they were lost in the storm. R. Vincent also requested more information on the mileage of the buses and the preventive maintenance schedule for the new vehicles. R. Collins stated that there are several different preventive maintenance schedules Veolia follows to ensure compliance. L. Marretto, handed B. Petit the titles for the flooded and the new vehicles to sign. It was decided that R. Collins would keep the titles.

E. Griffith, noted that the St. John the Baptist Intergovernmental Agreements had been signed by the Parish. B. Petit requested an update on the Emergency Intergovernmental Agreements. L. Merretta mentioned that they were signed in 2010 but need to be visited again. St. James Parish does not have a copy of the agreement with B. Petit's signature which L. Marretta presented for signing. These are for emergency response as required by the state.

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

Check Number	Check Amount	Payment Made To	Services/Reason
763	\$2,469.55	SCPDC	Invoice 2/23 -3/8/13
764	\$215.76	SCPDC	GoDaddy.com Website Renewal
765	\$200.00	L'Observateur	Multiple Meeting Notices
766	\$1,240.00	Crescent Decal Specialist	LA Transit Logos
767	\$1,715.80	Crescent Decal Specialist	Logos/Bus Numbers
768	\$180.00	Helen Banquer	Per Diems -1 st Quarter (Jan-Mar 2013)
769	\$120.00	Arthur Harper	Per Diems -1 st Quarter (Jan-Mar 2013)
770	\$120.00	Brent Petit	Per Diems -1 st Quarter (Jan-Mar 2013)
771	\$120.00	Richard Drexel	Per Diems -1 st Quarter (Jan-Mar 2013)
772	\$113.98	Intuit	Reorder A/P Checks
Total approved	\$ 6,495.09		

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

B. Petit noted that the cash at the end of the period totaled \$810,050.71, and requested more information on the funds remaining and what can be used for operating match and then for capital match. L. Marretta stated that QuickBooks can give a reports that distinguish between the two. L. Marretta noted that the total is not inclusive of the March Veolia bill that is still outstanding. H. Banquer inquired why there was not a Veolia bill. L. Marretta noted that they are working on the fuel escalator details with Veolia. B. Petit noted that the total liabilities and equity came to \$960,711.97 for the month. L. Marretta noted that the flooded buses are not depreciated yet, so this number still shows the value of the flooded buses before they flooded. The adjusted number will come close to the current amount when the new buses are added. This just will not happen until the annual audit. B. Petit noted that there is a negative \$94,220.65 on the profit and loss page. L. Marretta noted that grant reimbursements still need to be done for January through March from DOTD and FTA. B. Petit questioned the total cost of the vehicles and cameras versus how much grant funding is available. E. Griffith noted that once certain budget revisions are completed these costs will be completely covered by grant funding.

H. Banquer requested a quarterly report tracking grant funding quarterly. E. Griffith stated that she can have this for the next meeting.

B. Petit requested copies of the Accounting and Oversight RFP. L. Marretta presented the most recent copy. B. Petit read through the most recent copy. K. Belanger asked if the board would like SCPDC to handle the procurement. B. Petit stated that the board would like SCPDC to handle the procurement. L. Marretta wanted to know how much insurance the board would like the oversight contractor should carry for conducting RPTA business. L. Marretta assumed \$500,000. K. Belanger suggested that some members of the board review the RFPs before the next meeting when the decision will be made. B. Petit thought the process used for the Operations Contractor went well when it was done at the meeting. It was discussed that a special meeting was held before the regular board meeting for the Operating RFP. H. Banquer commented that she felt that the RFP reflected many of the aspects in Veolia's contract and that it needs to be reviewed to make sure there is no overlap of responsibilities. The board proceeded to review each of the RFP tasks and compare them to Veolia's tasks to ensure nothing was duplicated.

It was moved by B. Petit, seconded by R. Drexel to accept the RFP with the discussed changes. Motion carried unanimously.

L. Marretta will email the board with the discussed changes and then advertise it if no further changes are noted. E. Griffith noted after talking to FTA, preventive maintenance funds can be moved into planning to be used for urban administration and oversight costs. M. Octave requested more clarity on if SCPDC can bid on this RFP. B. Petit explained that SCPDC cannot bid on this RFP since they prepared it, but if the Board does not feel comfortable with the bids received they can award it to SCPDC because they are a public entity and they are the provider of services.

E. Griffith discussed the additional \$87,000 awarded by the state to cover the remainder of the 2012-2013 Fiscal Year. These funds would require a local match of \$87,000. B. Petit asked if RPTA has the funding to cover this local match and it was again discussed that the breakdown of funds in the checking account are needed to fully determine this. E. Griffith noted that 5309 preventive funds can be used to cover just rural preventive maintenance costs. B. Petit noted that RPTA will notify the state that they are accepting the funds. It was noted that delaying the Saturday Service would be best for a few months until the oversight contractor is in place.

E. Griffith presented RPTA's projects for the St. John the Baptist Parish's Transit Related Hurricane Recovery Efforts. B. Petit approved the potential projects before the meeting in order to meet the deadline. If the board would like to eliminate or amend any of the projects they can be changed. B. Petit noted that these projects were sent in order to have them in the plan in case funding can be found for them. E. Griffith noted that GCR will continue to work on the projects, but if other funding can be found it would be beneficial.

B. Petit noted that the new board member for St. James should be approved at their next meeting.

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E. Griffith noted that the procurement review will be held the week of May 14, 2013. The Director and Officer's insurance was extended for a month until the underwriter can get the policy together. E. Griffith noted that the agenda packet includes a description of the grant funds and RPTA's expenditure calendar. This was to close out the last issue of the Triennial Review. FTA has reviewed this plan and approved and should be sending a closeout letter soon. E. Griffith then discussed the movement of funds within the ARRA grant and LA-04-0013-01 to cover the cost of a negative amount in radios, the recent procurements, and to close the ARRA grant. H. Banquer asked where the funds were to purchase the MDTs for the buses. E. Griffith noted that funds can be moved to pay for this. The grants will just have to be analyzed. B. Petit noted that if RPTA moves to fixed route there will have to be paratransit service within $\frac{3}{4}$ of a mile of the route and there are ways to do that utilizing our existing buses but will take coordination of services with New Orleans. D. Breun noted that Veolia would like to bring the board a five year budget at the next board meeting. MAP-21 is still up for much discussion on which funds will be available for a fixed system and what that will mean and what will be required. B. Petit stated that the changes in urban and rural will open up more funding. E. Griffith noted that RPTA has a large amount of capital funding that needs to be reviewed to see where it can and needs to be spent.

It was moved by C. Faucheux, seconded by H. Banquer to approve the budget revisions. Motion carried unanimously.

Having no more business to discuss, the meeting was adjourned at approximately 4:50 PM.



Brent Petit, Chairperson



Date