

**MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY
BOARD MEETING AUGUST 8, 2013**

The Vice Chairman, Helen Banquer, called the meeting to order at approximately 3:15 P.M. on Thursday, August 8, 2013 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were; H. Banquer, M. Octave, C. Faucheux, R. LeBlanc, and R. Vincent, thus achieving a quorum. Also present were Leo Marretta (SCPDC), Robert Collins (Veolia), Elizabeth Griffith (GCR Incorporated), Allison DeJong (GCR, Incorporated), Stacy VanSickle (Solutient), Kristin Patnoad (Solutient) and Neil Schneider (Royal Engineering).

H. Banquer requested that the board members review the meeting minutes from the July 1, 2013 special meeting.

It was moved by C. Faucheux, seconded by R. LeBlanc to accept minutes. Motion carried unanimously.

H. Banquer then ask for any comments from the public. None were received.

R. Collins presented Veolia’s Transit Operations Report for July 2013. There were 1,505 passengers transported for the month of July. The daily average is 68.41 passengers per day, 1.62 passengers scheduled per hour. Veolia’s on-time performance averaged 94.1 percent. Total revenue collected for July was \$2936.00. The total miles travelled were 19,717 miles. R. Collins informed the Board that there were no accidents or complaints in June. Ridership is up from previous months and the July denial rate was 0%.

R. Collins then addressed the previous meeting’s request to have Veolia explore the idea of operating the Reserve-Edgard ferry in St John Parish. He reported that Veolia is still exploring the operating costs and feasibility of operating the service directly. He further stated that he had no news to share at this time. H. Banquer noted that Veolia was still negotiating to take over operations of the ferries in New Orleans and that the Reserve-Edgard ferry would likely be discussed with but after that situation.

H. Banquer inquired about the 0% denial request and asked whether this was because requests were down or if Veolia is just doing a better job of filling requests. R. Collins responded that requests were actually up, but because of complimentary starting and ending locations, they’ve been able to fit more riders in during their requested window.

H. Banquer then requested the Secretary/ Treasurer’s Report. K. Patnoad then began by introducing herself to the board. Cash flow from January 1, 2013 through August 6, 2013 ended with \$700,203.32. The balance of all liabilities and equity as of August 6, 2013 was \$742,417.79. The profit and loss statement for 2013 year to date shows a net loss of \$284,662.78; however the Profit & Loss statement from the beginning of service in 2008 reported that the total income has been \$543,225.65. She then reviewed the check detail which included checks to Stagni & Company, The Solutient Corporation, L’Observateur, and Veolia Transportation for July’s service.

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

Check Number	Check Amount	Payment Made To	Services/Reason
789	\$11,000.00	Stagni & Company, LLC	FY 2012 Audit
790	\$5,416.67	The Solutient Corporation	July Accounting and Oversight Services
792	\$372.50	L’Observateur	June/July meeting notices and April/May minutes
794	\$80,175.48	Veolia Transportation	July Service
Total approved	\$ 96,964.65		

R. Vincent asked what Stagni & Company was paid for the FY 2011 Audit. K. Patnoad replied that she wasn’t sure but that she believed that there is a 3-year contract with the company for audits and FY 2012 was the second year of that contract, and that the contract price was set to increase incrementally each year.

L. Marretta noted that he had invited Stagni & Company to appear before the board to present the findings of the FY 2012 audit. H. Banquer asked if Solutient could follow up.

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It was moved by R. Vincent, seconded by M. Octave to approve accounts payable. Motion carried unanimously.

H. Banquer then asked the board to consider the Procurement System Review. A. DeJong noted that a number of changes were made to the Authority's Procurement System Manual to bring it into compliance. She pointed out to the board that changes were reflected as underlined in their meeting packets. She went over the changes, including a number of references to filing documents and inclusion of language referring directly to the Board. Another change requires that any complaints raised at hearings be forwarded to the FTA. L. Marretta pointed out that SCPDC was still listed as the General Manager on page 7, and asked that it be corrected. It was also asked who currently serves as the Hearing Officer. A. DeJong stated that the board could appoint a Hearing Officer if it ever became necessary to have one. Language was also altered that pertained to the use of sole-source contracts and limiting tag-on contracts with existing vendors.

H. Banquer asked if the manual needed to be resubmitted once the changes were approved. A. DeJong replied that if approved, she would compile a report pointing out all changes made and resubmit the manual for approval. H. Banquer asked if this had been done already recently. L. Marretta clarified that it could be the Triennial review she is thinking of, with A. DeJong agreeing that the circular could have changed not too long before as well.

It was moved by C. Faucheux and seconded by R. LeBlanc to approve the amendments made to the Procurement Manual and Ethics Policy including change to the General Manager Designation. Motion carried unanimously.

H. Banquer then asked the board to discuss the Edgard-Reserve Ferry operations. R. Vincent introduced N. Schneider from Royal Engineering who is assisting St John Parish with their study of the ferry. R. Vincent informed the board that the State DOTD has moved the boats and equipment to Plaquemine where they still operate a ferry and the Parish is now investigating the status of the leases on the docks. Since the Parish is unsure of the status of the real estate related to the docks, it could complicate their takeover of operations of the system. R. Vincent reiterated that the Parish still wants to pursue any routes possible to find a solution and that they consider the RPTA and Veolia to be critical partners in the process. N. Schneider informed the board that there are CDBG funds available but the operator and real estate issues are making the use of the funds much more difficult. R. Vincent also discussed the discontinuation of the service and issues with the road swaps arranged by the Parish. R. Collins pointed out that so far Veolia has not noticed a large impact to their services due to the ferry closure. He also pointed out that they could look at creating a fixed-route bus that runs from ferry landing to ferry landing to transport citizens that do not have cars and cannot drive across one of the bridges. R. Vincent said that he would forward a report provided by DOTD on the ridership of the ferry to the rest of the board.

H. Banquer asked the board to move along to the JARC and New Freedom pass program. E. Griffith explained that RPTA has a number of JARC and New Freedom grants that were written for pass programs. She informed the board that GCR received clearance from the FTA to just have passes that riders can fill out so that they can draw down those grants. M. Octave asked how long we would be collecting the passes and E. Griffith explained that they would be collected as long as the grant funding lasts. The passes would be dropped into the fareboxes and collected monthly. R. Vincent expressed that he would rather have the drivers ask the passengers instead of passing out the cards and having them returned. There was concern however, that this would remove the anonymous intent of the program. S. VanSickle pointed out that the website currently states that RPTA does not collect information on trip purpose, so that should be revised if this goes forward. H. Banquer asked that we receive FTA approval for the passes, but E. Griffith said that often FTA does not get involved in those kinds of decisions. It was decided to change the word "track" on the passes to "survey".

It was moved by R. LeBlanc and seconded by M. Octave to approve the amended pass program. Motion carried unanimously.

H. Banquer then asked the board to discuss the FY 2013 Grant Resolutions. E. Griffith presented 3 resolutions to the board, authorizing the board to receive grant funding from FTA and DOTD. Resolution #2-2013 authorizes RPTA to accept FTA 5307 funds in the amount of \$270,000 with local matching funds of \$67,500. Resolution #3-2013 authorizes RPTA to accept FTA 5339 funds in the amount of \$64,930 with local matching funds of \$16,233. Resolution #4-2013 authorizes RPTA to accept funds from DOTD under 49 CFR 5311 in the amount of \$419,557.

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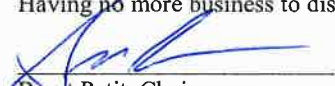
It was moved by C. Faucheux and seconded by R. Vincent to approve resolutions #2-2013, #3-2013, #4-2013 to accept grant funding. Motion carried unanimously.

R. Vincent asked that the board return to the issue of the Reserve-Edgard Ferry and the possibility of replacing the ferry with a fixed-route bus to run between terminals. He asked if the board would be willing to look into the feasibility and costs of running the fixed route service.

It was moved by M. Octave, seconded by R. Vincent to prepare due diligence to see if fixed route service is feasible to replace the Reserve/Edgard ferry using the Saturday service funding. Motion carried unanimously.

It was moved by R. LeBlanc, seconded by C. Faucheux to adjourn. Motion carried unanimously.

Having no more business to discuss, the meeting was adjourned at approximately 4:25 PM.



Brent Petit, Chairperson



Date