

MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY
BOARD MEETING March 13, 2014

The Chairman, Brent Petit, called the meeting to order at approximately 10:20 A.M. on Thursday, March 13, 2014 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were, B. Petit, C. Faucheux, R. LeBlanc, and, R. Drexel. H. Banquer, M. Octave, and, R. Vincent were absent. Also present were Robert Collins (Veolia), Elizabeth Griffith (GCR, Inc), Tyler Antrup (GCR, Inc), Stacy VanSickle (Solutient), and, Alan Abadie (Solutient). Being unable to reach a quorum, the meeting unofficially continued.

R. Collins presented Veolia's Transit Operations Report for February 2014. There were 1,431 total passengers transported for the month with 1,318 on weekdays and 113 on Saturdays. The weekday daily average was 59.63 passengers per day and the Saturday daily average was 28.25 with 1.5 passengers scheduled per hour. Veolia's on-time performance was 94.7 percent. Revenue collected for February was \$2,823 as well as 3 voucher for a total of \$2,829. The total miles travelled were 19,980 miles. The new Fare Evasion policy was effective March 3, 2014 and therefore did not affect the February revenue but fares were in line with ridership. R. Drexel asked Mr. Collins if signs have been posted. He responded that Veolia had posted printed sheets on the farebox regarding the new policy until the ordered decals arrive.

R. Drexel asked if Saturday ridership has been increasing. R. Collins noted that Saturday service decreased slightly in February though overall is reaching peak levels. The Saturday service is operating at two-thirds the weekday level and ridership has also been two-thirds of weekday ridership. R. Collins also stated that the locations of pick-up and drop-off are different due to the trip purpose being primarily for shopping, leisure or work with almost no medical. B. Petit asked about Saturday service users. R. Collins responded that there were few new registered riders and most were existing riders using the service for shopping or leisure activities. R. Drexel asked if the bicycle racks are used. R. Collins replied that there is little to no use of the bike racks.

C. Faucheux asked about regulations regarding a Parish request to charter the RPTA buses for tours. R. Collins and E. Griffith responded that the regulations do not allow for the agency to use public assets for use during service hours. T. Antrup added that the only exception would be if the bus was made available to public users during the charter service. R. Collins also noted that the rules governing use are different when the time falls outside of the normal service hours of operation.

B. Petit then requested the Secretary/ Treasurer's Report. A. Abadie reported that the profit and loss statement through March 12, 2014 shows a net income of \$7,941.13. RPTA is still waiting for receipt of the March receivables from the Parishes and state mass transit funds. The Balance Sheet indicates a total Liabilities & Equity at \$972,310.85 and the Statement of Cash Flows shows total cash at end of period to be \$936,855.51. The Profit & Loss statement from the beginning of service in 2008 to date reported that the total income has been \$733,118.71. The Statement of cash flows from inception to date are \$936,855.51. A. Abadie reported that the depreciation issue discussed was discussed with auditors and requires Board approval of the questionnaire. The issue should be resolved in June and the new depreciation schedule of reclassify assets will be used going forward.

A. Abadie also addressed the tax issue posed by R. Drexel in a previous meeting. A. Abadie reported that historically RPTA has not filed taxes with the IRS and was never found to out of compliance. Solutient will continue to operate under these assumptions unless further information becomes available. A general discussion on tax procedures followed.

B. Petit requested information on the Intergovernmental Agreements. E. Griffith reported that B. Petit signed the St. John Parish Intergovernmental Agreement for the annual apportionment. E. Griffith noted that the current apportionment is set at \$125,000 and awaits further instruction from the board to initiate the process of increasing the apportionment from each parish per board request. C. Faucheux responded that RPTA would need to have meetings with each Parish Council Board before the budgetary process begins around June. A general discussion followed outlining the meeting objectives. E. Griffith stated that Veolia and GCR, Inc will begin compiling information to present to Parish officials.

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B. Petit requested updates on old business. E. Griffith reported that the RPTA website access was received from South Central and the domain name has been renewed. E. Griffith also reported that a copy of the new Fare Evasion policy was also included in the packet for Board Members. R. Drexel asked about the procedure on administering warnings for Fare Evasion. R. Collins responded that the reservationist issues the verbal warnings to passengers. E. Griffith stated that the 2014 Certifications and Assurances was pinned within the TEAM system by both B. Petit, the Board President and the attorney representing RPTA.

B. Petit introduced the Compliance Questionnaire. Board members alerted Solutient to errors on contact information included in the document. S. VanSickle noted that the Louisiana Compliance Questionnaire needs board approval for submission and is required prior to any audit conducted by the State Legislative Auditor. The audit process may resume upon receipt of the completed questionnaire.

R. Vincent joined the meeting, thus achieving a quorum the meeting officially began at this time.

B. Petit requested the board to approve the Compliance Questionnaire with the noted changes to the spelling of C. Faucheux and phone contact of B. Petit.

It was motioned by C. Faucheux, seconded by R. Drexel to approve the Louisiana Compliance Questionnaire with noted changes. Motion carried unanimously.

B. Petit listed the following checks for accounts payable:

Check Number	Check Amount	Payment Made To	Services/Reason
826	\$325.00	L'Observateur	Jan Mtg Minutes & Feb Mtg notice
827	\$5,416.67	Solutient Corp.	February 2014 Services
828	\$85,727.60	Veolia Transportation	February 2014 Services
829	220.00	River Region Chamber of Commerce	Dues Renewal
Total approved	\$91,689.27		

B. Petit requested approval and payment of the accounts payable.

It was moved by R. LeBlanc, seconded by C. Faucheux to approve accounts payable. Motion carried unanimously.

B. Petit requested that the board members review and approve the meeting minutes from the February 13, 2014 meeting.

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

B. Petit introduced the insurance questionnaire. E. Griffith reported that the insurance questionnaire requires submission by May to receive the board liability insurance quote for this year. It was noted that last year the board did not pass a motion but was recommended to do so for this year. C. Faucheux asked if a bid process was necessary for the board liability insurance to which E. Griffith responded that it was not. R. Drexel asked about the tax status of the organization and if it was tax exempt. C. Faucheux replied that it was exempt as a political subdivision of the State. The board discussed amending the questionnaire to include the tax exempt status.

It was moved by R. Drexel, seconded by C. Faucheux to approve insurance questionnaire with the amended change to tax exempt status.

B. Petit requested the marketing plans. T. Antrup reported that at a marketing workshop in Baton Rouge it was announced that LADOTD will require all agencies receiving Section 5311 Rural Grants Funds to submit a marketing plan by November 2014. The workshop outlined the process that includes a competitive analysis of other

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transportation providers and inclusion of partner organizations in the planning process. T. Antrup noted that the RPTA website and Rider Guide were chosen during the workshop as good examples for other agencies to follow. It was also noted that the restriction on bus decals appears to have been reduced and that RPTA could consider using the buses for marketing as long as the Louisiana Transit logo is retained. R. Collins asked if the dimensions had been reduced for the logo given that the size allows for limited excess space. T. Antrup replied that he did not believe so. He also stated that progress on the marketing plan will be presented to the RPTA board throughout the following months to finalize it for the November deadline.

B. Petit requested E. Griffith to report on the meeting with the Regional Planning Commission. E. Griffith replied that a reviewer stated that FTA grants requested for FY2013 and FY2014 had a lot funds allotted for preventive maintenance instead of capital projects. The reviewer noted that RPTA has funds available in the active grants to cover the preventive maintenance. After repeated meetings it was determined that RPTA will be approved for FY2013 but not FY2014. RPTA operations will not be affected by this and will be able to resubmit in FY2015. E. Griffith is working with RPC to determine if capital funds from other active grants could be made available for operating expenditures. A general discussion followed on grant funding.

B. Petit asked if there were any further comments. C. Faucheux left the meeting at this time, officially adjourning the meeting at approximately 11:04 AM.


Brent Petit, Chairperson

4/24/14
Date