

MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY BOARD MEETING
April 13, 2017

H. Banquer called the meeting to order at approximately 10:00 am on Thursday, April 13, 2017 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were: H. Banquer, R. Drexel, R. LeBlanc, R. Lemons, and B. Warren, thus a quorum was achieved. Also present were E. Jackson-Martin (Transdev), S. Van Sickle (Transdev), L. Andrews (Solutient) and Jennifer Perry (Solutient).

H. Banquer asked all board members to review the meeting minutes from the March 23, 2017 meeting. It was moved to accept by R. LeBlanc and seconded by B. Warren. Motion carried unanimously.

E. Jackson-Martin presented Transdev's Operations Report for March 2017. The number of passengers transported was 1,470. The daily average was 63.9 riders. Average scheduled trips per hour was 2.28. The on-time rate was 96.7%. Revenue collected was \$2,988.60 and 21 vouchers. There were 18,406 miles traveled at a cost of \$5.50 per mile. Average miles per trip was 12.52. The ADA denial rate was 0%. Vehicle 1304 is still out of service. Supreme Ford replaced the throttle body, but there is still a PCM issue.

L. Andrews presented the March Secretary/Treasurer's Report. Profit and Loss for 2017 is negative \$54,057.52. Profit and Loss from inception through March 2017 shows a net income of \$373,000.44. Total Equity & Liabilities as of March 31, 2017 was at \$572,192.58. The Statement of Cash Flows shows total cash as of March 31, 2017 and inception through March 2017 to be \$330,582.37.

H. Banquer requested a motion approving the Secretary/Treasurer's Report. It was moved by R. Drexel and seconded by R. LeBlanc. Motion carried unanimously.

L. Andrews listed the following checks for accounts payable:

Payment Made to	Description of Expense	Amount	Check No.
L'Observateur	Invoice No. 99169/0317 (Meeting Notice 3/4/17)	\$33.75	1026
The Solutient Corporation	Invoice No. 10541 (March 2017 Services)	\$5,580.34	1027
Transdev	Invoice No. 0401-2017 (March 2017 Services)	\$101,321.10	1028
Richard Drexel	2017 1 st Qtr Per Diems	\$180.00	1029
Robbie LeBlanc	2017 1 st Qtr Per Diems	\$180.00	1030
Helen Banquer	2017 1 st Qtr Per Diems	\$180.00	1031
Brent Petit	2017 1 st Qtr Per Diems	\$180.00	1032

H. Banquer requested a motion for approval of the accounts payable. Approval of the accounts payable was moved by R. Lemons and seconded by B. Warren. Motion carried unanimously.

L. Andrews presented the Collateralization Report, showing that any funding over the amount of \$250,000 has been insured.

E. Jackson-Martin presented the pass program selection. Two passes were selected as there was no pass selection at the last meeting. Shannon Jackson and Jamacia David were selected.

S. Van Sickle reminded the Board that when they met with the Presidents of St. John the Baptist and St. Charles Parishes, each had expressed interest in holding a joint meeting to discuss more detailed information on fixed route and updated projections. S. Van Sickle asked if the Board would like for her to arrange a meeting to include both Presidents. H. Banquer asked if there was any feedback after the meetings and S. Van Sickle stated that both meetings were very positive. H. Banquer then asked R. Lemons about any feedback she had received from President Robottom. R. Lemons responded that President Robottom is going to look in to a possible collaboration with a service agency in the area, as discussed in the meeting. President Robottom also inquired as to how the

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RPTA could go about providing vehicles for the upcoming two-week IRT medical event. This event is to be held at East St. John Hospital July 10-22, 2017 and will provide free medical, mental, dental and vision services to the residents of the tri-parish area. R. LeBlanc stated that the Board had previously discussed this issue and had determined that providing dedicated service for the event would be considered charter, which is not allowed. R. Lemons stated that she understood that the RPTA could not provide charter service, but would like documentation on what it would look like if the RPTA were to put additional service out during the two-week period and advertise that people call in to use the service. S. Van Sickle stated that she would prepare documentation of the costs associated with additional service for the next meeting.

S. Van Sickle stated that B. Petit had suggested leaving the Community Transportation Needs Assessment and Grants Subcommittee on the agenda as old business to ensure that the Board addresses any issues as they arise. S. Van Sickle then informed the Board that she had received permission from Michelle Horne to use the LADOTD's Community Needs Survey questions either in whole or part. She also stated that Ms. Horne had informed her that the survey results were still being compiled and analyzed by LADOTD's contractor, but once finalized, would be available to the RPTA.

E. Jackson-Martin informed the Board that the radios were old and needed to be replaced. H. Banquer asked if the suggested purchase from the State contract would be an upgrade and E. Jackson-Martin responded affirmatively since these were the same radios they have had since service began. S. Van Sickle directed the Board to the quote from Motorola totaling \$13,515 for seven radio units and two spare batteries.

H. Banquer requested a motion authorizing approval of the radio purchase. It was moved by B. Warren and seconded by R. LeBlanc. Motion carried unanimously.

E. Jackson-Martin told the Board that vehicle #1301 is shaking, smoking and is beyond its useful life. S. Van Sickle directed the Board to the Elkhart Coach information within their packets. The vehicle is the same as the two previously ordered through the State contract and totals \$63,201.39.

H. Banquer requested a motion authorizing approval of the vehicle purchase. It was moved by R. LeBlanc and seconded by R. Lemons. Motion carried unanimously.

S. Van Sickle informed the Board that LADOTD is offering free laptops to be used for training purposes. S. Van Sickle directed the Board to the contract between the State and RPTA as well as the resolution. She then asked for two separate motions; one approving the resolution approving capital assistance from LADOTD and another approving Brent to sign the contract.

H. Banquer requested a motion authorizing approval of Resolution #03-2017 accepting capital assistance from the LADOTD. It was moved by R. LeBlanc and seconded by R. Drexel. Motion carried unanimously.

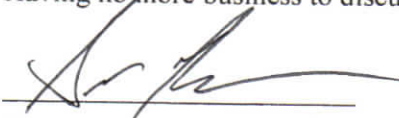
H. Banquer requested a motion authorizing B. Petit to sign the contract between RPTA and LADOTD for the laptop. It was moved by R. LeBlanc and seconded by R. Drexel. Motion carried unanimously.

L. Andrews informed the Board that she has sent some board training ideas (webinars and podcasts) to the RPC covering public transit, community planning, ADA, etc. L. Andrews reminded the Board members that the required Board training is only applicable to R. Lemons as she joined the Board after January 1, 2015.

The next meeting date was tentatively scheduled for May 11, 2017 at 10:00 am.

H. Banquer requested a motion to adjourn. It was moved by B. Warren and seconded by R. Drexel. Motion carried unanimously.

Having no more business to discuss, the meeting was adjourned at approximately 11:15 am.


Brent Petit, Chairperson


Date