

MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY BOARD MEETING
May 18, 2017

B. Petit called the meeting to order at approximately 10:00 am on Thursday, May 18, 2017 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

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

P. Petit asked all board members to review the meeting minutes from the April 13, 2017 meeting. It was moved to accept by H. Banquer and seconded by R. Drexel. Motion carried unanimously.

E. Jackson-Martin presented Transdev’s Operations Report for April 2017. The number of passengers transported was 1,196. The daily average was 49.83 riders. Average scheduled trips per hour was 1.24. The on-time rate was 98.4%. Revenue collected was \$2,382.53 and 7 vouchers. There were 15,587 miles traveled at an average cost of \$5.69 per mile. Average miles per trip was 13.03. The ADA denial rate was 0%. Vehicle 1304 and 1301 are at Supreme Ford with AC issues. B. Petit requested that E. Jackson-Martin include additional information in her reports pertaining to Saturday service performance. B. Petit asked how service performance was for the additional half hour of service in the morning. E. Jackson-Martin responded that there had been an increase in ridership during that period and it was helping clients get where they need to be when they need to be there; particularly those on the Eastbank traveling to the airport. C. Fauchaux asked if the uptick in passengers in March was a result of the increased service and E. Jackson-Martin stated that it was. S. Van Sickle reminded the Board that the three-month trial for the additional hour of service would be expiring in June and that she would bring an analysis of the service performance to the next meeting. Brent asked about how the policy limiting passengers to one bag could be changed. Conversation ensued regarding various alternatives and it was ultimately decided that the Board would continue to consider options.

L. Andrews presented the April Secretary/Treasurer’s Report. Profit and Loss for 2017 is negative \$169,991.02. Profit and Loss from inception through April 28, 2017 shows a net income of \$148,951.90. Total Equity & Liabilities as of April 28, 2017 was at \$348,144.04. The Statement of Cash Flows shows total cash as of April 28, 2017 and inception through April 28, 2017 to be \$245,560.09. Richard Drexel requested an update to the five-year projections and S. Van Sickle said she would work on this and provide to the Board soon.

B. Petit requested a motion approving the Secretary/Treasurer’s Report. It was moved by R. LeBlanc and seconded by R. Drexel. Motion carried unanimously.

L. Andrews listed the following checks for accounts payable:

Payment Made to	Description of Expense	Amount	Check No.
Port Arthur Newsmedia, LLC	Invoice No. 91750/0317 & 91750/0417. Transfer Ad #188130 Credit (33.75); Feb. 2017 Meeting Minutes \$139.64; RPTA April Meeting Notice \$24.00; RPTA Meeting Minutes for Public \$106.04	\$235.93	1038
United States Post Office	PO Box Renewal – 1 year	\$76.00	1034
The Solutient Corporation	Invoice No. 10564 (April 2017 Services)	\$5,580.34	1035
Intuit	Purchase Order #17-002	\$126.98	1036
Transdev	Invoice No. 0501-2017 (April 2017 Services)	\$88,713.90	1037

P. Petit requested a motion for approval of the accounts payable. Approval of the accounts payable was moved by H. Banquer and seconded by C. Fauchaux. Motion carried unanimously.

B. Petit asked if there had been any research into other banking choices stating that he was interested in knowing if there were less expensive alternatives available. R. LeBlanc asked about ACH transfers as opposed to checks.

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S. Van Sickle responded that she had started the process, but had not completed it and that she and L. Andrews will work on getting the Board more information.

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. P. Valdez was selected. B. Petit asked if information about the pass program selection is available on the website. S. Van Sickle responded that it was not, but could be added. S. Van Sickle then updated the Board on ongoing work to transfer the website and domain name to Transdev.

S. Van Sickle presented the Board with the updated list of grants and grant balances.

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. After discussion, B. Petit suggested setting the meeting for late August or early September. B. Petit then suggested doing a presentation at the River Region Caucus. C. Fauchaux stated that he would send S. Van Sickle contact information for this organization.

S. Van Sickle presented an estimate on how much it would cost to put additional vehicle in service during the IRT Military Event as R. Lemons had said President Robottom had requested. E. Jackson-Martin stated that the RPTA (Transdev) did not have the vehicle capacity to meet the extra service demand, but offered to bring registration paperwork to the meeting to be held before the event so that people could sign up for the regular service.

E. Jackson-Martin stated that she was to have contacted Ms. Ivy regarding presenting at the AARP meetings, but had not yet done so. She also stated that there was a lack of marketing material to issue out. For instance, the magnets include the 1-800 number that is no longer in service. Ms. Ivy suggested working with the Chamber to see if they could sponsor marketing materials or work with the community college to provide resources to help brand the service. B. Petit suggested contacting the 3 Parish school systems as well as Nicholls State and Southeastern Universities, Delgado, etc. to see if they would like to participate in a project to brand the RPTA. C. Fauchaux stated that it will be important to market if/when the RPTA begins fixed route, but right now we can't accommodate everyone who wants to ride. The marketing should be for the long term.

E. Jackson-Martin informed the Board that the APTA Expo, would be held in Atlanta, GA October 9-11. Following discussion, the Board determined that one Board member, preferably the Board Chairman, should attend the APTA Expo with all reasonable expenses to be covered by grant funds.

B. Petit requested a motion for approval of one Board member, preferably the Board Chairman, to attend the APTA Expo with all reasonable expenses to be covered by grant funds. Approval of this motion was moved by H. Banquer and seconded by R. Drexel. Motion carried unanimously.

S. Van Sickle directed the Board to the LADOTD brochure within the packet. She informed the Board that the LADOTD has offered to personalize the brochure by including the RPTA's contact information. The Board directed S. Van Sickle to contact LADOTD and have RPTA's information included.

The next meeting date was tentatively scheduled for June 8, 2017 at 10:00 am.

B. Petit requested a motion to adjourn. It was moved by H. Banquer and seconded by C. Fauchaux. Motion carried unanimously.

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



Brent Petit, Chairperson



Date