

**MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY  
BOARD MEETING July 10, 2014**

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

Members present were, B. Petit, H. Banquer, R. LeBlanc, R. Drexel, M. Octave and, R. Vincent, thus achieving a quorum. C. Fauchoux was absent. Also present were Robert Collins (Veolia), Elizabeth Griffith (GCR, Inc), Alan Abadie (Solutient), S. Van Sickle (Solutient) and, Lauren Andrews (Solutient).

***B. Petit requested that the board members review and approve the meeting minutes from the May 8, 2014 meeting. It was moved by R. LeBlanc to accept the minutes and R. Drexel seconded. Motion carried unanimously.***

R. Collins presented Veolia's Transit Operations Report for June 2014. There were 1,492 passengers transported for the month. The weekday daily average was 65.2 passengers per day and the Saturday daily average was 30.8 with 1.5 passengers scheduled per hour. Veolia's on-time performance was 92.2 percent. Total revenue collected was \$2,892 with 21 vouchers. The total miles travelled were 14,682 miles and total requests were 1,502 with a denial rate of 0%. B. Petit noticed that voucher numbers go up and down. S. Van Sickle noted that St. John Health and Human Services purchased another hundred vouchers.

***B. Petit requested a motion to accept the Operations Report. It was moved by R. Drexel and seconded by R. Vincent. Motioned carried unanimously.***

A. Abadie reported that the profit and loss statement for 2014 year to date shows -\$35,700.60. Still awaiting the intergovernmental funds for month of June, the state reimbursement, and the July intergovernmental receivable and a federal reimbursement. The Balance Sheet indicates a total Liabilities & Equity at \$900,878.34 and the Statement of Cash Flows shows total cash at end of period to be \$912,344.83. The Profit & Loss statement from the beginning of service in 2008 to date reported that the total income has been \$701,686.20. The Statement of Cash Flows from inception to date is \$912,344.83.

***B. Petit requested a motion to accept the Secretary/Treasurer's Report. It was moved by M. Octave and seconded by H. Banquer. Motion carried unanimously.***

A. Abadie listed the following checks for accounts payable:

Check Number	Check Amount	Payment Made To	Services/Reason
847	\$122.50	L'Observateur	Meeting notice and minutes
848	\$5,416.65	Solutient Corp.	June 2014 Services
849	\$114.45	Tony's Tinting	Door Decals
850	\$89,509.70	Veolia Transportation Services, Inc.	June 2014 Services
851	\$180.00	Richard Drexel	2 <sup>nd</sup> Quarter Per Diem
852	\$180.00	Helen Banquer	2 <sup>nd</sup> Quarter Per Diem
853	\$120.00	Robbie LeBlanc	2 <sup>nd</sup> Quarter Per Diem
854	\$120.00	Brent Petit	2 <sup>nd</sup> Quarter Per Diem
<b>Total approved</b>	<b>\$95,763.30</b>		

B. Petit requested approval and payment of the accounts payable. ***It was moved by H. Banquer, seconded R. Vincent. Motion carried unanimously.***

E. Griffith reported that the first draw down on the pass program operating funds happened and that next month a continuation of the program would need to be discussed. Rider Wesley Diggs was pulled for the monthly free pass booklet for the marketing program.

E. Griffith gave an update on the printing of the brochures. Solutient is working to setup an account with FedEx which will allow the agency to be exempt from taxes. A Quote for business cards was discussed and it was decided to print

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250 for each board member. B. Petit requested a motion to approve. *It was moved by R. Drexel and seconded by H. Banquer. Motion carried unanimously.*

L. Andrews discussed the need for some board members to still submit their questionnaire and brought a contact information list for everyone to review and complete and we are hoping to have everyone complete theirs before the holidays. This is in addition to other reports the board is required to complete. L. Andrews will re-email packet out to the board.

H. Banquer asked for more clarification on the trips versus denials numbers in the Operations Report. R. Collins explained the difference in numbers is either that riders did not accept what was offered or were cancellations, and that due to the nature of our service RPTA is not required to do this but we calculate our denials similar to other agencies.

A. Abadie discussed the audit and this year went much smoother and that there were no findings but the security agreement that had to be addressed and that was part of the resolution side not the audit side, so everything sent to the state is clean. I provided you a copy and email me if you have any questions. The auditor would like to come to a future meeting. It was decided to have them attend the August meeting. A. Abadie also noted that this is his last meeting as he is moving onto another company.

E. Griffith discussed the grant status report and that the quarterly reports have been submitted and that the spreadsheet shows the updated balance of all of the grants. B. Petit discussed grant LA-90-X376 and the need to add a line item in case RPTA wants to use funds for the cost of buying a facility in the future before the amendment phase for the 100% grant which expires in October. H. Banquer asked for more information on the CAT/AVL equipment. R. Collins discussed the ability to handle this through existing Veolia licenses and that RPTA would pay a portion of the licensing fees not the whole amount. Available capital grant funds were discussed by the board. B. Petit discussed the need to revise Veolia's contract if RPTA were to purchase a building due to changes in the need to lease a building and the change in utility costs. R. Collins noted that this would lower the contract amount. Veolia is not locked into a lease it is month to month. Rent is approximately \$3,000 per month but that is utilities included. H. Banquer questioned funds for shelter and parking lot space. E. Griffith noted that we can't buy property with the two capital grants, but we do have funds available for shelters. M. Octave wondered if the Parish has any property available. R. Vincent said he would check and brought up there was discussion of a location Veolia was looking at before the storm. R. Collins will look into it. R. Vincent mentioned having a market study done for the ideal location for a facility. It was decided to ask FTA if it would be possible to amend the grant to add line items for several different activities in order to cover all possible activities RPTA might choose. It was also discussed that Veolia will come back with a list of needed capital items in order to begin expending grant funds from the older capital grants.

M. Octave announced that she has been appointed to the position of CAO within St. James Parish and that at the next Council Meeting Bedar Warren would be appointed as the new board member for St. James Parish.

Having no more business to discuss, the meeting was adjourned at approximately 11:05 AM.

The next meeting date will be decided at a later date as the current date does not work for the Board's schedule.

  
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Brent Petit, Chairperson

  
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Date