

MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY BOARD MEETING

September 26, 2017

B. Petit called the meeting to order at approximately 2:00pm on Tuesday, September 26, 2017 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were: B. Petit, H. Banquer, R. LeBlanc, R. Lemons and R. Drexel, thus a quorum was achieved. Also present were E. Jackson-Martin (Transdev), S. Van Sickle (Transdev) and C. Ash (Solutient). Members not present were B. Warren and C. Faucheux.

B. Petit asked all board members to review the meeting minutes from the ~~August 10~~ August 18, 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 August 2017. The number of passengers transported was 1,574. The daily average was 58.29 riders. Average scheduled trips per hour was 1.42. The on-time rate was 97.96%. Revenue collected was \$3,050 and 24 vouchers. There were 19,023 miles traveled at an average cost of \$5.36 per mile. Average miles per trip was 12.08. The ADA denial rate was 0%. Vehicle 1304 remains at Supreme Ford with a PCM issue.

C. Ash presented the August Secretary/Treasurer's Report. Profit and Loss for 2017 is negative \$179,525.27. Profit and Loss from inception through August 31, 2017 shows a net income of \$139,417.65. Total Equity & Liabilities as of July 31, 2017, was at \$338,609.79. The Statement of Cash Flows shows total cash as of August 31, 2017, and inception through August 31, 2017 to be \$222,110.84.

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

B. Petit listed the following checks for accounts payable: Port Arthur Newsmedia, Invoice No. 91750/0817 (June 2017 Meeting Minutes, August 2017 Meeting Notice, September 2017 Meeting Notice and July 2017 Meeting Notice), \$229.88, Check No. 1060; The Solutient Corporation, Invoice No. 10671 (August 2017 Services), \$5,770.06, Check No. 1061; and Transdev, Invoice No. 0901-2017 (August 2017 Services), \$102,062.70, Check No. 1062.

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

C. Ash discussed the Collateralization Report, showing that any funding over the amount of \$250,000 has been insured. No collateralization report was included in the packet as the funding did not meet the threshold in August.

E. Jackson-Martin presented the pass program selection. L. Reilly was selected.

E. Jackson-Martin and S. Van Sickle presented the extra hour of service performance review. The 5:00-5:30am time slot continues to rank as one of the top three most popular time slots during weekday service. Discussion ensued regarding the relatively low demand during the last hour of service weekdays. It was determined that the Board would continue to monitor the weekday service. Following discussion, the Board decided to vote on continuing the additional hour of service on a permanent basis unless warranted otherwise.

B. Petit requested a motion to continue the provision of an additional hour of service (2 vehicles operating weekdays 5:00-5:30am) on a permanent basis unless warranted otherwise). It was moved by R. Drexel and seconded by R. LeBlanc. Motion carried unanimously.

C. Ash discussed the Tier 2.1 Disclosure Form. He wanted to make sure all Board members had completed and submitted the form.

C. Ash presented the draft RFP for Operations Management and directed them to review the proposed timeline. B. Petit asked that the Board review the document and prepare any changes/suggestions. Several Board members stated that they needed more time to review than the current timeline permits and asked to push back the schedule.

E. Jackson-Martin stated that she will be attending the LPTA Conference on behalf of the Board November 6-8, 2017.

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S. Van Sickle informed the Board that the TIGER grant had been released earlier in the month. Following a thorough review of the application, S. Van Sickle stated that the RPTA was not in position to apply at this point. S. Van Sickle suggested that there needs to be much coordination with the Parish Presidents, Councils, and planning/streets departments to plan for needed infrastructure to support fixed route service. S. Van Sickle said that she could work on a timeline/plan to get the Board where they need to be to apply next year. R. Lemons suggested attending the LASAFE meetings.

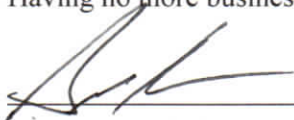
S. Van Sickle presented the draft five-year financial projections. She stated that there were two factors having a positive influence on the numbers: the increased returns on the pass program and the 5307 operations funding. S. Van Sickle suggested that the projections be done on a more frequent basis. After conversation, The Board agreed that the projections should be prepared on a quarterly basis.

S. Van Sickle presented the draft 2018 budget. She asked that the Board review the budget and offer any suggestions or questions so that all necessary revisions could be completed by the December meeting when the Board would vote on it.

The next meeting date was tentatively scheduled for October 19, 2017 at 10:00 am as it was noted that B. Petit and S. Van Sickle would be at the APTA Conference on the regularly scheduled October 12, 2017 meeting date.

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

Having no more business to discuss, the meeting was adjourned at approximately 3:00 pm.



Brent Petit, Chairperson



Date