

**MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY BOARD MEETING**  
**March 21, 2016**

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B. Petit called the meeting to order at approximately 10:00 A.M. on Monday, March 21, 2016 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were: B. Petit, H. Banquer, R. Drexel, C. Fauchaux, R. LeBlanc, B. Warren, and R. Lemons thus a quorum was achieved. arrived mid-meeting. Also present were R. Collins (Transdev), A. DeJong (GCR Inc.), and S. Van Sickle (Solutient).

***B. Petit asked all board members to review the meeting minutes from the February 18, 2016 meeting. It was moved to accept the minutes by H. Banquer and seconded by R. Leblanc. Motion carried unanimously.***

R. Collins presented Transdev’s Operations Report for February 2016. The number of passengers transported was 1,200. The daily average was 50 riders. Average scheduled trips per hour was 1.42. The on time rate was 91.2%. Revenue collected was \$2,338 and 14 vouchers. 18,413 miles traveled at a cost of \$4.79 per mile. Average miles per trip was 15.34. Total trip requests 1,468. ADA denial rate was 0%. There were 175 requested trips that were not scheduled. There were quite a few cancellations due to weather. Vehicle 1301 is still out of service; the part came in, and it should be back in service this week. H. Banquer asked if the Rotary presentation had been scheduled; R. Collins will follow up. C. Fauchaux asked if ridership is down compared to last year; R. Collins confirmed, but noted that the weather has been poor, including a tornado.

S. Van Sickle presented the March Secretary/Treasurer’s Report (through 3/8/16). Profit and Loss for calendar year 2015 is negative \$247,678.35. Profit and Loss for 2016 is negative \$158,490.40. Profit and Loss from inception to March 8, 2016 shows a net income of \$456,298.56. Total Equity & Liabilities as of March 8, 2016 was at \$655,490.69. The Statement of Cash Flows shows total cash at the end of March 8, 2016 to be \$438,952.33.

***B. Petit requested a motion for approval of the Secretary/Treasurer’s Report. It was moved by R. Drexel and seconded by C. Fauchaux. Motion carried unanimously.***

S. Van Sickle listed the following checks for accounts payable:

<b>Payment Made to</b>	<b>Description of Expense</b>	<b>Amount</b>	<b>Check No.</b>
L’Observateur	Invoice No. 2237 (Feb 18 <sup>th</sup> Mtg Notice)	\$30.20	961
St. John Parish Business Association	Invoice No. 16-0002 (Annual Membership Dues 7/2015-6/2016 and 7/2016-6/2017)	\$240.00	962
The Solutient Corporation	Invoice No. 10242 (February 2016 Services)	\$5,536.05	963
Transdev Services, Inc.	Invoice No. 0305-2016 (February 2016 Services)	\$88,250.40	964
L’Observateur	Invoice No. 29659 (Ad for Auditing RFP x2, January 14 <sup>th</sup> Mtg Notice, Ad for Auditing RFP Addendum #1, 5311 Grant Application Notice)	\$180.00	965

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

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

R. Collins presented the pass program selection. Michelle Kuhn was selected.

S. Van Sickle updated the board on the discussions with the potential new banking provider. Stagni, the auditor, is reviewing a report prepared by the bank, and there should be another update next month.

A. DeJong presented the proposed Resolution 03-2016, authorizing B. Petit to complete the process of pinning the FY16 Certifications and Assurances in the new FTA grant management system, TrAMS.

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***B. Petit requested a motion to approve Resolution 03-2016. It was moved by R. Leblanc and seconded by C. Faucheux. Motion carried unanimously.***

S. Van Sickle presented the proposed Resolution 04-2016 approving the Louisiana Compliance Questionnaire, a requirement for the RPTA audit.

***B. Petit requested a motion to approve Resolution 04-2016 approving the Louisiana Compliance Questionnaire. It was moved by H. Banquer and seconded by B. Warren. Motion carried unanimously.***

S. Van Sickle presented the proposed Resolution 05-2016 to extend the contract of the Solutient Corporation as provided by the terms of the contract.

***B. Petit requested a motion to approve Resolution 05-2016 approving the extension of the contract of Solutient Corporation. It was moved by H. Banquer and seconded by R. Leblanc. Motion carried unanimously.***

S. Van Sickle presented the single bid explanation and cost analysis for auditing services, at the request of R. Lemons. Advertisement was adequate, competition was adequate, and pre-qualification practices were not used. A cost analysis was also provided to the board, showing that Stagni's price was fair and reasonable.

A. DeJong presented the grant status report showing all current FTA grants. FTA has targeted two grants for closure; A. DeJong is preparing a response to request that they remain open. The 5311 funding request was adjusted upward to prepare for the case of FTA closing the other grants; the award letter was received this week and RPTA received slightly more than requested.

R. Collins presented a preliminary fixed route service plan. This would require additional funds from the parish governments. A fixed route service would also require complementary paratransit service. The current service potentially could be transitioned to a more premium service.

B. Petit asked if the board was interested in purchasing tickets to the Chamber Crawfish Boil at \$40 per person. The board declined.

S. Van Sickle presented the 2016 Louisiana Senate Board's Questionnaire. Each board member will receive their annual ethics questionnaire at their residence, and the questionnaire must be notarized. It must be completed by the time the legislative session ends in June.

R. Collins noted that he fielded a question from a council member regarding service in the Pleasure Bend neighborhood. He presented a map of the RPTA service area, which excludes Pleasure Bend, because the only way to reach the neighborhood is a thirty-minute detour through St. James Parish. It is cost prohibitive to provide service to that neighborhood. B. Warren noted that St. James Transit may be able to provide service to the constituent in Pleasure Bend.

The next meeting date was tentatively scheduled for April 14, 2016 at 10:00 a.m. The board requested that this meeting be moved to April 28<sup>th</sup>, 2016 at the same time, and that a calendar invite be sent to all board members.

Having no more business to discuss, the meeting was adjourned at approximately 11:00 am.

  
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Brent Petit, Chairperson

4/29/16

Date