

MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY
BOARD MEETING November 14, 2014

The Chairman, Brent Petit, called the meeting to order at approximately 10:30 A.M. on Friday, November 14, 2014 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were, H. Banquer, C. Fauchaux, R. LeBlanc, A. Keller, B. Warren, and R. Drexel, thus achieving a quorum. Also present were R. Collins (Transdev), F. Henry (GCR Inc.), S. Van Sickle (Solutient), and L. Andrews (Solutient).

B. Petit requested that the board members review and approve the meeting minutes from the September 25, 2014 and October 13, 2014 meetings. It was moved by C. Fauchaux to accept the minutes and seconded by R. Drexel. Motion carried unanimously.

R. Collins presented Transdev's Transit Operations Report for September 2014. There were 1,407 passengers transported for the month. On-time performance was 93.5 percent. Total revenue collected was \$2,722 with 23 vouchers. The total miles travelled were 20,946 miles with 1.41 passengers scheduled per hour. The average cost per mile were \$4.27 and the average miles per trip were 14.88.

R. Collins again noted that Transdev has started the process of recording ridership denials separately to report a more realistic value. Total trips requested were 1,528. ADA Denial rate (old way of reporting) was still at 0%. Actual requested trips not scheduled were 148 (9.69%). There were an additional 49 trips that were either cancelled or did not show up for their ride.

H. Banquer asked if the 49 cancelled trips was more than we typically see. R. Collins clarified that this is a higher number, but Transdev just started this reporting two months ago. October was even higher, but more trip requests were made.

B. Petit asked for clarification on "cancellation" and "no-show" definitions. R. Collins responded indicating that a "cancellation" is when a rider calls in at least an hour ahead of a scheduled trip to report inability to make their requested trip. A "no-show" is when RPTA shows up at the front door and no one is there. C. Fauchaux placed an additional request for separate reporting of "no-shows" and "cancellations." R. Collins responded, confirming that this type of reporting can be done in the future.

R. Collins then presented Transdev's Transit Operations Report for October 2014. There were 1,483 passengers transported for the month. Daily average was 54.9 riders. Transdev's on-time performance was 93.8 percent. Total revenue collected was \$2,910 with 7 vouchers. The total miles travelled were 21,767 miles with 1.38 passengers scheduled per hour. The average cost per mile was \$4.46 and the average miles per trip were 14.68. Total trips requested was 1,668. The ADA denial rate was 0, with 127 requested trips that were not able to be scheduled (7.61% under the new reporting method) and 83 trips cancelled/no-shows. Ridership was down from this month last.

B. Petit asked if there was any rhyme or reason why the trend fluctuates. R. Collins responded, weather patterns and different events happening during different months. Comparisons to previous years finds similar fluctuations. H. Banquer asked if daylight savings has an impact. R. Collins responded that it could.

R. Collins also presented information to address question regarding St. Charles ridership raised at previous month's meeting. Information from the state system with listing of clients by parish and city. C. Fauchaux asked about time frame of ridership list. R. Collins replied, indicating that ridership list is full list of clients all who are registered and able to ride. St. John the Baptist Parish composes the majority of ridership (68%). St. Charles comprises 28%. Of actual trips scheduled, St. John's is 76% while St. Charles is 22%.

H. Banquer asked if there is a higher need in St. John than St. Charles. R. Collins responded, noting that there is a higher population of riders in St. John. More passengers are registered and they are more densely located—most of the rides come from LaPlace and Reserve which are very close together.

C. Fauchaux asked for clarification on there being 'more people' in Reserve. R. Collins responded, people are more densely located.

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R. Collins ended the report with an explanation of trips completed. 72% for St. John and 25% for St. Charles. Trend is a pretty even split between what clients are registered and number of trips that are booked and completed.

H. Banquer posed a question regarding riders from Baton Rouge and how these riders accessed the system. R. Collins was unable to determine the nature of their access to the system. For Jefferson and Kenner direct connections are made as well as with New Orleans. Users provide address information at the time they request a ride.

C. Fauchaux asked if there was a way to determine how many of the registered users listed were current, active users. R. Collins responded, indicating that this may require additional outreach to riders to determine if they are current users.

S. Van Sickle reported the September profit and loss statement for 2014 year to date shows a net income of negative \$252,458.64. This is partially due to the fact that after the audit, Kristen has to make some adjusting entries. In the past this had been done by the accountants/auditors, but they did not do that this time. This actually put an increase to net profit for the Fiscal Year 2013 but a decrease to the net income for Fiscal Year 2014 of \$103,057. Profit and loss from inception to date is \$829,941.07. Total Equity & Liabilities as of October 10 was at \$1,029,133.21. The Statement of Cash Flows shows total cash at end of period to be \$805,021.91.

S. Van Sickle reported the October profit and loss statement for 2014 year to date shows a net income of negative \$308,735.67. Profit and loss from inception to date is \$773,664.04. Total Equity & Liabilities as of October 10 was at \$972,856.18. The Statement of Cash Flows shows total cash at end of period to be \$755,120.90.

B. Petit requested a motion to accept the September Secretary/Treasurer's Report. It was moved by R. Drexel to accept the minutes and seconded by C. Fauchaux. Motion carried unanimously.

B. Petit requested a motion to accept the October Secretary/Treasurer's Report. It was moved by R. Drexel to accept the minutes and seconded by H. Banquer. Motion carried unanimously.

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

Check Number	Check Amount	Payment Made To	Services/Reason
863	\$120.00	Brent Petit	3 rd Quarter Per Diems
864	\$180.00	Helen Banquer	3 rd Quarter Per Diems
868	\$180.00	Richard Drexel	3 rd Quarter Per Diems
869	\$180.00	Robbie LeBlanc	3 rd Quarter Per Diems
865	\$15.00	L'Observateur Newspaper	Printing of meeting notice (September 19 th)
866	\$223.78	Mpress	PO No. 13-003; Business Cards for Board Members
867	\$89,509.70	Transdev Services, Inc.	September 2014 Services
870	\$5,525.00	The Solutient Corporation	September 2014 Services
871	\$11,800.00	Stagni & Company, LLC	FY 2013 Audit
875	\$97079.90	Transdev Services, Inc.	October 2014 Services
876	\$155.23	L'Observateur Newspaper	Meeting Notices (October 13 th , November 14 th , Meeting Minutes August 7 th)
877	\$5,525.00	The Solutient Corporation	October 2014 Services
Total approved	201,487.61		

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

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R. Collins reviewed the Capital Projects Priority List with the Board. Proposed projects include office furniture and new computer for additional part time ride scheduler, an additional van, and an extra bus. Current computers are the originals from 2009 and the software on these computers is no longer supported by Microsoft as of last year.

H. Banquer asked about scheduling software. R. Collins responded, the software, "Trapeze" is not under contract and would have to go out to bid and is not included on the current Capital Projects Priority List. H. Banquer asked about possibility of using Transdev's licensing. R. Collins responded, still awaiting quote but this process could require a revision to the service contract.

B. Petit asked a question about the existing bus' mileage and need to replace. R. Collins responded, average fleet miles is approximately 70,000 miles. FTA is now requiring that 150,000 miles and/or 4 years of useful service. The fleet currently has 5 busses with 3 on the road at any given time. F. Henry also responded indicating that there are funds available in the current line items to cover all of the proposed projects.

R. asked how the van would be used. R. Collins responded indicating that vans could be used to address service needs of special needs riders. Particular when larger busses cannot access riders due to narrow streets (i.e. St. Charles Parish areas with single lane streets that busses cannot access). These would be conversion vans with ramps and chair ties.

H. Banquer asked an additional question about available funds and line items. R. Collins indicated that funds are definitely available. There are several line items that are not applicable to RPTA's current operations. We cannot add new line items, however, we can adjust funds and transfer them between line items and spend them on applicable functions/needs. We have no hard fast deadline but we will need to spend the funds before they are taken back/considered expired.

B. Petit requested approval of 5 items listed on the Capital Projects Priority List. It was moved by H. Banquer and seconded by B. Warren. Motion carried unanimously.

F. Henry began discussion of the need to extend the pass program. Described renewal periods: 3 months, 6 months, or 12 months for Board discussion. B. Petit suggested board renew pass program for period of 12 months.

B. Petit requested motion to extend the Pass Program for a period of 12 months. It was moved by H. Banquer and seconded by R. Drexel. Motion carried unanimously.

S. Van Sickle initiated discussion of new signatory for securities paperwork. Board discussed potential candidates and required responsibilities of person taking on this role. H. Banquer nominated C. Fauchaux for the position due to record of meeting attendance and familiarity with Board procedures.

B. Petit requested motion to name Corey Fauchaux as the third signatory on RPTA accounts. It was moved by H. Banquer and seconded by R. Drexel. Motion carried unanimously.

The board went on to discuss the proposed budget revision for grant LA-04-0013. ***After a period of discussion, B. Petit requested a motion to approve the budget revision for grant LA-04-0013. It was moved by H. Banquer and seconded by R. Drexel. Motion carried unanimously.***

Next the Board discussed the proposed approval of 2015 Marketing Plan. All members reviewed the marketing document and discussed ideas for next year's plan. No changes were proposed to the current plan.

B. Petit requested approval and payment of the 2015 Marketing Plan. It was moved by C. Fauchaux and seconded by R. Drexel. Motion carried unanimously.


The board then reviewed the proposed dates for the 2015 Meeting Calendar. At this time, all members present had no conflicts with the proposed dates. The board agreed that dates can be published in the local newspaper upon formal approval by the Board.

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B. Petit requested approval and publishing of the 2015 Meeting Calendar. It was moved by C. Faucheux and seconded by B. Warren. Motion carried unanimously.

Having no more business to discuss, B. Petit requested a motion to adjourn. It was moved by C. Faucheux and seconded by H. Banquer. Motion passed unanimously. The meeting was adjourned at approximately 12:00 PM.

The next meeting date will be December 11, 2014 at 10:00am.



Brent Petit, Chairperson



Date