

MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY
BOARD MEETING February 12, 2015

Corey Fauchaux called the meeting to order at approximately 10:00 A.M. on Thursday, January 12, 2015 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were, H. Banquer, R. Drexel, R. LeBlanc, and B. Warren thus a quorum was not achieved. Also present were R. Collins (Transdev), A. DeJong (GCR Inc.), and S. Van Sickle (Solutient) and L. Andrews (Solutient).

January meeting minutes could not be approved as a quorum had not been achieved.

No comments were received from the public.

R. Collins presented Transdev's Transit Operations Report for January 2015. The number of passengers transported was 1,367. This included 1,200 weekday passengers and 167 Saturday passengers. The daily average was 54.7. Average scheduled trips per hour was 1.39. The on time rate was 94.2%. Revenue collected was \$2,677. R. Collins noted that there were no vouchers collected this month which was very unusual. 21,180 miles were traveled at a cost of \$4.16 per mile. Average miles per trip were 15.49. Total trip requests 1,636. ADA denial rate was .3 as there was one trip could not be accommodated. There were 191 requested trips that were not scheduled for a total of 11.67%.

R. Drexel raised a question regarding the vehicle that were not in service this week. R. Collins responded indicating that the vehicle is waiting for a part to be installed. The part was supposed to be replaced last week, but the piece that arrived was not the correct part for the vehicle. R. Drexel asked an additional question, relative to the performance of the repair. R. Collins indicated that the repair was being completed by Beck's. H. Banquer then inquired about the status of no vouchers for the month of January. R. Collins responded that none were received this time and there was no way of knowing why none were received from the agency provided vouchers. H. Banquer then asked if there was any way of knowing if the agencies had run out of vouchers. S. Van Sickle responded, indicating that the agencies usually contact Solutient a month prior to the expenditure of their stock of vouchers. To date, Solutient has not been contacted by the Office of Health and Human Services so it is not likely that they have run out of vouchers at this time. R. Collins added that it is his opinion that riders may have vouchers that they simply have not used yet.

H. Banquer asked about the useful life of fleet vehicles. R. Collins indicated that there are 3 criteria for useful life and each vehicle must meet two of the three criteria. Criteria relative to RPTA's current fleet are 4 years or 150,000 miles. R. Collins added that two vehicles will be added to the fleet which will be covered in the Capital Projects item on the agenda. By incorporating these vehicles, RPTA may be able to extend the useful life of some of the existing vehicles. H. Banquer the asked about the timeline for when the vehicles will become obsolete. R. Collins responded indicating that vehicles would reach their useful life within the next year or so. H. Banquer asked an additional question regarding the time gap between the purchase and acquiring of new vehicles. S. Van Sickle addressed this question. There is no wait time for vehicles purchased from the state contract. If purchasing a bus, the wait time may be longer, up to a year for busses to go into production. B. Warren added that her parish had to do a change order to purchase vehicles from the state contract due to chassis production issues. R. Drexel inquired about vehicle replacement. R. Collins responded that the bus has been out of service twice and has less mileage than other fleet vehicles. With addition of bus and van there will be three vehicles staggered within the expiration of the other remaining fleet vehicles. R. Drexel suggested staggering of new vehicles into the fleet to ensure that fleet is not expired all at once. R. Collins replied that the fleet managem3nt will really come down to funding. If funding is available to replace fleet vehicles, expiration of several vehicles at once should not be a major issue. Additionally, if vehicles are still in good operating condition, they may remain in service and operate as spares. S. Van Sickle added that RPTA must be careful about this as to not exceed the spare ratio set by FTA. R. Drexel then inquired about other options for vehicles. R. Collins indicated that this is based on the decision of the agency, RPTA may place vehicles up for sale if this is what the board decides.

S. Van Sickle presented the February Secretary/Treasurer's Report. S. Van Sickle prefaced the report by noting that statements will begin with January through December of 2014. This is due to the fact that costs and revenues will continue to be attributed to 2014 over the next couple of months.

S. Van Sickle reported the profit and loss statement for January through December 2014 year to date shows a net income of negative \$245,943.68. RPTA is still awaiting final payment from St. Charles Parish for December 2014. Profit and loss from inception to date is \$762,792.91. This is only representative of January costs to date. Not yet inclusive of State and Federal reimbursements expected for the month of January 2015. These are expected to be

**MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY
BOARD MEETING February 12, 2015**

between 25,000 and 30,000 based on past reimbursement amounts. Total Equity & Liabilities as of January 6, 2015 was at \$961,985.05. The Statement of Cash Flows shows total cash at end of period to be \$753,792.97. R. Collins raised a question about the auditing process. S. Van Sickle indicated that Stagnee should contact RPTA beginning in March and the process will begin at that time.

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

Check Number	Check Amount	Payment Made To	Services/Reason
890	\$218.15	L'Observateur	Grant Application Notice; Meeting Minutes (November 14th)
	\$233.27		Meeting Notice (January 8 th) ; Meeting Minutes November 14 th
891	\$5,525.00	The Solutient Corporation	January 2015 Services
889	\$88,249.00	Transdev Services, Inc.	January 2015 Services
Total approved	\$94,255.42		

Question was raised about bylaws and proxy voting. Board members sought to address ongoing issue with voting and achieving a quorum by amending by-laws to grant authority to other board members for participation on monthly RPTA board meeting and participation via online medium (possibly Web-Ex). Board requested to have this item added to next month's agenda.

S. Van Sickle provided an update on the Capital Projects request. The process of acquiring approved items was delayed over the holiday season. In order to comply with FTA requirements, there are certain required certifications that a RPTA must obtain before issuing a purchase order. The representative from National Bus sales is in the process of sending on these certifications. The order should be placed in the next week or so. While RPTA approved the furniture purchase in the November meeting, the company was in the process of renewing their contract and prices are now higher. The new quote has been issued and the board will need to vote on this increased amount. R. Collins indicated that this amount will come 100% from grant funds so no agency match is required.

A. DeJong provided the update on the 2015/2016 LaDOTD 5311 grant application. Early review was submitted mid-January and approved by LaDOTD. The final application was submitted to LaDOTD prior to the Feb 1st deadline and the RPTA is awaiting final notification of the grant award.

DeJong also provided an update on the 5307 breakout and asked board members to review potential categories and prepare suggestions for desired capital line items at the next monthly board meeting.

Having no more business to discuss, the meeting was adjourned at approximately 10:30 am.

The next meeting date will be March 12, 2015 at 10:00am.


Brent Petit, Chairperson

3/12/15
Date