

**MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY BOARD MEETING**  
**May 18, 2018**

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C. Faucheux called the meeting to order at approximately 10:00am on Friday, May 18, 2018 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

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

*C. Faucheux asked all board members to review the minutes from the April 12, 2018 board meeting. It was moved to accept by R. Drexel and seconded by R. Lemons. Motion carried unanimously.*

E. Jackson-Martin presented Transdev's Operations Report for April 2018. The number of passengers transported was 1,448. The daily average was 57.92 riders. Average scheduled trips per hour was 1.42. The on-time rate was 97.0%. Revenue collected was \$2,889 and 4 vouchers. There were 20,801 miles traveled at an average cost of \$4.30 per mile. Average miles per trip was 14.36. The ADA denial rate was 0%. 69.38% of trip denials were from St. John Parish and 30.63% from St. Charles Parish. The highest percentage of denials were in the 8:30 – 8:59am time frame.

C. Ash presented the April Secretary/Treasurer's Report. Profit and Loss through April 2018 is \$52,658.52. Profit and Loss from inception through April 2018 shows a net income of \$309,893.90. Total Equity & Liabilities as of April 2018, was \$509,086.04. The Statement of Cash Flows shows total cash as of April 20, 2018, and inception through April 30, 2018 to be \$203,382.92. C. Ash then covered the budget to actual report and the notes/interpretations.

*C. Faucheux requested a motion approving the Secretary/Treasurer's Report. It was moved by H. Banquer and seconded by R. Lemons. Motion carried unanimously.*

C. Ash listed the following checks for accounts payable: The Solutient Corporation, Invoice No. 10851 (April 2018 Services), \$5,770.06, Check No. 1102; Transdev, Invoice No. 0501-2018 (April 2018 Services), \$89,543.30, Check No. 1103; Port Arthur Newsmedia, Invoice No. 91750/0418 (RPTA Meeting Notices, Minutes and Public Notice for RFP), \$165.89, Check No. 1104; Richard Drexel (1<sup>st</sup> Quarter Per Diem), \$120.00, Check No. 1105; Robbie LeBlanc (1<sup>st</sup> Quarter Per Diem), \$120.00, Check No. 1106; Helen Banquer (1<sup>st</sup> Quarter Per Diem), \$120.00, Check No. 1107; Dave Millet Insurance, Invoice No. CIP289946 (Coverage 6/21/2018-6/21/2019), \$3,427.78, Check No. 1108; and U.S. Postal Service (12 month Rental Fee PO Box 2444), \$82.00, Check No. 1109.

*C. Faucheux requested a motion for approval of the accounts payable. Approval of the accounts payable was moved by R. Drexel and seconded by H. Banquer. 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 April.

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

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.

S. Van Sickle discussed the Saturday service performance review. Saturday service remained steady in April with a total of 117 total rides.

S. Van Sickle informed the Board that the answers to proposer's questions for the accounting and oversight RFP had been published the day before and that she had gone through each answer with C. Faucheux prior to publishing to ensure that the Board agreed with the answers. She then discussed with the Board the need to assemble a three-person review committee for the RFP. It was determined that C. Faucheux, R. Lemons and H. Banquer would be on the committee.

*C. Faucheux asked for a motion to approve the three-person committee consisting of C. Faucheux, R. Lemons and H. Banquer. It was moved by R. LeBlanc and seconded by R. Drexel. Motion carried unanimously. Following further discussion, it was determined that the three Board members comprising the committee were*

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*not available to meet on the same day. It was determined that the previous motion be amended to replace committee member H. Banquer with R. Drexel. C. Faucheux asked for a motion to amend the previous vote and to approve R. Drexel replacing H. Banquer on the review committee. It was moved by R. LeBlanc and seconded by H. Banquer. Motion carried unanimously.*

S. Van Sickle informed the Board that a Board member would need to be present during the Triennial Review Site Visit scheduled for May 23-24, 2018. R. Drexel said that he would be available to attend.

S. Van Sickle directed the Board to the revised FY18 Section 5307 draft TIP information. She explained that the full 100% funding had been appropriated and discussed how this differed from the original draft they had reviewed.

*C. Faucheux asked for a motion to approve the FY 18 Section 5307 TIP information for submittal for the RPC. It was moved by R. LeBlanc and seconded by R. Drexel. Motion carried unanimously.*

E. Jackson-Martin presented the Board with information on the Trapeze mobility solutions software. C. Faucheux asked what would need to be done to get the equipment. S. Van Sickle explained that the RPTA had received FTA approval to purchase the system through Transdev. S. Van Sickle also stated that there were a few additional items to be ironed out including the final costs, logistics and contract paperwork. S. Van Sickle said she would work on these items for discussion at the next meeting.

S. Van Sickle directed the Board members to the drug-free awareness materials within the packet and explained that although the Board is not subject to a drug and alcohol program, they are subject to their drug-free workplace policy. As such, they must review drug-free workplace materials at least once per year. S. Van Sickle briefly summarized the materials.

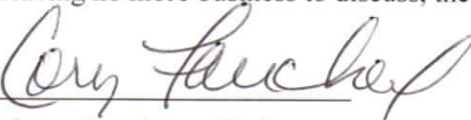
S. Van Sickle informed the Board that Louisiana Public Transit Association Conference (LPTA) would be held October 31 – November 2, 2018 in New Orleans and that she would provide more information as it becomes available.

S. Van Sickle summarized the five-year projections for the Board.

R. Drexel requested to go on record stating that he thinks the Board should move toward a fixed route system.

*C. Faucheux asked for 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 11:00am.

 7/13/18

Corey Faucheux, Chairperson

Date