

MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY BOARD MEETING
July 13, 2018

C. Faucheux called the meeting to order at approximately 11:00am on Friday, July 13, 2018 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were: C. Faucheux, R. Lemons, R. Drexel, H. Banquer and R. LeBlanc thus a quorum was achieved. Also present were E. Jackson-Martin (Transdev), L. Andrews (Solutient) and C. Ash (Solutient).

C. Faucheux asked all board members to review the minutes from the May 18, 2018 board meeting. It was moved to accept by R. Drexel and seconded by H. Banquer. Motion carried unanimously.

C. Faucheux asked all board members to review the minutes from the June 29, 2018 board meeting. It was moved to accept by R. LeBlanc and seconded by R. Lemons. Motion carried unanimously.

There were no comments from the public.

E. Jackson-Martin presented Transdev's Operations Report for June 2018. The number of passengers transported was 1,344. The daily average was 58.88 riders. Average scheduled trips per hour was 1.47. The on-time rate was 98.80%. Revenue collected was \$3,114.50 and 9 vouchers. There were 19,465 miles traveled at an average cost of \$4.74 per mile. Average miles per trip was 12.74. The ADA denial rate was 0%. 52.21% of trip denials were from St. John Parish and 47.79% from St. Charles Parish. The highest percentage of denials were in the 10:00 – 10:29am and the 2:00 – 2:29pm time frame.

C. Ash presented the May Secretary/Treasurer's Report. Profit and Loss through May 2018 is negative \$8,112.87. Profit and Loss from inception through May 2018 shows a net income of \$249,122.51. Total Equity & Liabilities as of May 2018, was \$448,314.65. The Statement of Cash Flows shows total cash as of May 31, 2018, and inception through May 31, 2018 to be \$142,611.53. C. Ash then covered the budget to actual report and the notes/interpretations.

C. Faucheux requested a motion approving the May 2018 Secretary/Treasurer's Report. It was moved by R. LeBlanc and seconded by R. Lemons. Motion carried unanimously.

C. Ash presented the June Secretary/Treasurer's Report. Profit and Loss through June 2018 is \$23,729.75. Profit and Loss from inception through June 2018 shows a net income of \$280,965.13. Total Equity & Liabilities as of June 2018, was \$480,157.27. The Statement of Cash Flows shows total cash as of June 30, 2018, and inception through June 30, 2018 to be \$174,454.15. C. Ash and L. Andrews then covered the budget to actual report and the notes/interpretations. L. Andrews stated that the bank reconciliations included in the packet were a new requirement. The board members questioned the fact that the funds balance was lower than the amount due for payables. L. Andrews and C. Ash directed the board to the bank reconciliation which lists the payables, stating that the funds balance includes those checks within the payables. R. Lemons asked for footnotes to be included within the bank reconciliation.

C. Faucheux requested a motion approving the June 2018 Secretary/Treasurer's Report. It was moved by R. LeBlanc and seconded by H. Banquer. Motion carried unanimously.

C. Ash listed the following checks for accounts payable: The Solutient Corporation, Invoice No. 10870 (May 2018 Services), \$5,770.06, Check No. 1110; Transdev, Invoice No. 0601-2018 (May 2018 Services), \$93,336.76, Check No. 1111; Port Arthur Newsmedia, Invoice No. 91750/0518 (RPTA May Meeting Notice), \$29.25, Check No. 1112; L'Observateur, Invoice No. 99169/0518 (Addendum), \$34.50, Check No. 1113; Helen Banquer (2nd Quarter Per Diem), \$120.00, Check No. 1114; Robbie LeBlanc (2nd Quarter Per Diem), \$60.00, Check No. 1115; Richard Drexel (2nd Quarter Per Diem), \$180.00, Check No. 1116; ; Port Arthur Newsmedia, Invoice No. 71750/0618 (RPTA Board Meeting Minutes), \$79.24, Check No. 1117; Transdev, Invoice No. 0701E-2018 (June 2018 Services), \$92,210.63, Check No. 1118; and The Solutient Corporation, Invoice No. 10895 (June 2018 Services), \$5,770.06, Check No. 1119.

C. Faucheux requested a motion for approval of the accounts payable. Approval of the accounts payable was moved by R. LeBlanc and seconded by R. Drexel. Motion carried unanimously.

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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 June.

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

E. Jackson-Martin presented the extra hour of service performance review. The 5:00-5:30am time slot continues to perform well although it did not rank as one of the top three most popular time slots during weekday service.

E. Jackson-Martin discussed the Saturday service performance review. Saturday service was high in June with a total of 181 total rides. This is the highest number of riders for any other month this year and the highest number for the month of June 2014-2017.

L. Andrews directed the board to Resolution 05-2018 and explained that the board had approved applying for the FY18 Section 5307 funds and that this was a resolution authorizing the RPTA to accept the funds. L. Andrews explained that we do resolution for this every year.

C. Faucheux requested a motion for approval of Resolution No. 05-2018 to accept the FY18 Section 5307 funds. Approval was moved by H. Banquer and seconded by R. LeBlanc. Motion carried unanimously.

C. Faucheux stated that the subcommittee had met with Solutient following receipt of the proposal and after negotiations, had decided to recommend selection of Solutient for the oversight of the operating, administrative and financial aspects of RPTA's service. The board reviewed the renegotiated rates. C. Faucheux read Resolution No. 06-2018.

C. Faucheux requested a motion for approval of Resolution No. 06-2018 to accept Solutient's proposal for the oversight of the operating, administrative and financial aspects of RPTA's service. Approval was moved by R. LeBlanc and seconded by R. Drexel. Motion carried unanimously.

The board then reviewed the contract language.

C. Faucheux requested a motion for approval of the contract with Solutient. Approval was moved by H. Banquer and seconded by R. Lemons. Motion carried unanimously.

L. Andrews directed the board to Resolution No. 07-2018 approving the updated MOU agreement with the Regional Planning Commission (RPC). L. Andres explained that the legislation had changed from MAP21 to the FAST Act and some section numbers had changed. She further explained that this was something the RPC needed for its upcoming Triennial Review.

C. Faucheux requested a motion for approval of Resolution No. 07-2018 to accept the updated MOU with the Regional Planning Commission. Approval was moved by R. LeBlanc and seconded by H. Banquer. Motion carried unanimously.

L. Andrews discussed the 2017 auditor's report noting that there were no findings and that the RPTA performed well on the new "State-wide Agreed Upon Procedures." L. Andrews told the board that a representative from Stagni would attend the net meeting.

The board reviewed the NTD Annual Report close-out letter.

C. Faucheux requested a motion to adjourn. Approval was moved by R. Lemons and seconded by R. LeBlanc. Motion carried unanimously.

Having no more business to discuss, the meeting was adjourned at approximately 12:00pm.


Corey Faucheux, Chairperson 8/9/18
Date