

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

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

Members present were, C. Faucheux, H. Banquer, R. Drexel, R. LeBlanc, R. Lemons and J. Dias thus achieving a quorum. Also present were E. Martin-Jackson (Transdev), S. Van Sickle (Transdev), L. Andrews (Solutient), C. Ash (Solutient) and A. Thompson (Solutient). Members not in attendance included I. Bergeron.

C. Faucheux asked all board members to review the minutes from the November 8, 2018 board meeting. It was moved to accept by J. Dias and seconded by R. Lemons. Motion carried unanimously.

C. Faucheux asked if there were any public questions or comments. None were received.

E. Jackson-Martin presented Transdev's Operations Report for November 2018. The number of passengers transported was 1,553. The daily average was 62.12 riders. Average scheduled trips per hour was 1.53. The on-time rate was 97.80%. Revenue collected was \$3,067 and 30 vouchers. There were 19,761 miles traveled at an average cost of \$4.53 per mile. Average miles per trip was 12.72. The ADA denial rate was 0%. The highest percentage of denials were in the 7:00 – 7:29am, 2:00 – 2:29pm, and 3:00 – 3:29pm time frames.

C. Ash presented the November Secretary/Treasurer's Report. Profit and Loss through November 2018 is (\$56,352.98). Profit and Loss from inception through November 2018 shows a net income of \$157,869.69. Total Equity & Liabilities as of November 2018, was \$566,414.91. The Statement of Cash Flows shows total cash as of November 30, 2018, and inception through November 30, 2018 to be \$223,361.49. C. Cash then covered then directed the board to the budget to actual report and the notes/interpretations.

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

C. Ash listed the following checks for accounts payable: The Solutient Corporation, Invoice No. 11038 (November 2018 Services), \$5,772.50, Check No. 1147; Transdev, Invoice No. 1201-2018 (November 2018 Services), \$89,543.30, Check No. 1148; Port Arthur Newsmedia, Invoice No. 91750/1118 (Meeting Minutes and Notice), \$116.36, Check No. 1149; and Transdev, ACH No. 1900453593 (Rural Conference Scholarship), \$1206.29, Check No. 1150.

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.

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 November.

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

S. Van Sickle 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.

S. Van Sickle discussed the Saturday service performance review. The November total of 147 rides and the average Saturday ridership at 36.75 were greater than the figures for November 2014-2017.

S. Van Sickle directed the board to the grant activity status report updated as of December 1, 2018.

C. Ash summarized the board members' training requirements.

L. Andrews directed the board to the RFP for auditor services and the advertisement announcing the release of the RFP. L. Andrews provided the timeline and summarized the changes from the last RFP.

C. Faucheux requested a motion to approve the RFP for auditor services. Approval was moved by J. Dias and seconded by R. Lemons. Motion carried unanimously.

C. Faucheux requested a motion to approve the advertisement for the RFP for auditor services. Approval was moved by R. Drexel and seconded by R. LeBlanc. Motion carried unanimously.

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C. Faucheux requested a motion to select board members to serve on the RFP review committee. Selection of C. Faucheux, J. Dias, and R. Drexel was moved by R. LeBlanc and seconded by H. Banquer. Motion carried unanimously.

S. Van Sickle directed the board to the 2019 meeting dates.

E. Jackson-Martin discussed the need for a new base and related equipment for the radios. Recent changes to the State's system have made upgrades to the RPTA system necessary. S. Van Sickle explained that the equipment is available on the State contract and that there are federal grant funds to cover the costs.

C. Faucheux requested a motion to approve the purchase of the radio base and related equipment off the State contract. Approval was moved by R. LeBlanc and seconded by R. Drexel. Motion carried unanimously.

E. Jackson-Martin informed the board that now that the newly delivered vehicles needed decals.

C. Faucheux requested a motion to approve the purchase of the vehicle decals. Approval was moved by H. Banquer and seconded by R. LeBlanc. Motion carried unanimously.

L. Andrews directed the board to the attendance policy and attendance records. R. Lemons stated that this information is not what she had requested during the last meeting. Discussion ensued regarding whether the board could add additional members and change the number required for a quorum. S. Van Sickle said she would email the enabling legislation.

S. Van Sickle stated that the funding agreements with St. John the Baptist and St. Charles Parishes were due to expire as of December 31st, but the RPTA had not received new contracts. C. Faucheux said he would check on St. Charles and S. Van Sickle said she would contact St. John the Baptist Parish.

E. Jackson-Martin stated that Transdev had emailed customer surveys and asked that the board members please respond if they receive one.

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

Having no more business to discuss, the meeting was adjourned at approximately 11:45am.


Corey Faucheux, Chairperson Date