

MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY BOARD MEETING

July 9, 2015

Brent Petit called the meeting to order at approximately 10:00 A.M. on Thursday, July 9, 2015 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

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

***B. Petit asked all board members to review the meeting minutes from the June 30, 2015 meeting. It was moved by to accept the minutes by R. LeBlanc and seconded by H. Banquer. Motion carried unanimously.***

*No comments were received from the public.*

R. Collins presented Transdev’s Transit Operations Report for June 2015. The number of passengers transported was 1,306. The daily average was 50.23 riders. Average scheduled trips per hour was 1.26. The on time rate was 94.5%. Revenue collected was \$2,583 and 29 vouchers. 22,619 miles traveled at a cost of \$4.27 per mile. Average miles per trip was 16.39. Total trip requests 1,464. ADA denial rate was 0%. There were 116 requested trips that were not scheduled for a 7.92% denial rate.

R. Drexel raised a question regarding trips that are not scheduled. R. Collins clarified that trips that are not scheduled are due to timing of phone calls and lack of availability during that time period. B. Petit asked if a chart displaying trips requested and trips that are not scheduled could be added to the Operations Report. R. Collins agreed to do so in the next report.

C. Faucheux inquired about the maximum number of passengers on any bus at one time. R. Collins responded, due to the mileage and ranges the service runs, numbers are usually at one or two – has been as high as 6. If a subscription service was used, busses could be filled; however, subscription service would occupy 80 to 90% of all trips and eliminate the public service nature of the system (system would operate more like a set cab service, which is not RPTA’s intention). C. Faucheux inquired further regarding the benefit of adopting subscription service and using smaller busses for transit. R. Collins responded that this could be done, but would also incur higher costs in additional operators, service time, and insurance costs for additional vehicles.

R. Drexel asked for clarification regarding on time arrival. R. Collins responded, describing on time arrival as taking place within a 30 minute window of the arranged pick-up time.

S. Van Sickle presented the June Secretary/Treasurer’s Report. Profit and Loss for 2014 is now complete and includes adjusting entries from 2014 audit. Profit and Loss from inception to date is \$648,346. Profit and Loss 2015 year to date is negative \$214,121. Profit and Loss for 2014 is negative \$219,932. Total Equity & Liabilities as of July 8, 2015 was at \$847,538. The Statement of Cash Flows shows total cash at the end of period to be \$644,836.

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

Check Number	Check Amount	Payment Made To	Services/Reason
912	\$10,291.51	The HON Company	PO #15-003: Furniture (Desking and Seating)
913	\$96,037.20	Transdev Services, Inc.	June 2015 Services
914	\$5,525.00	The Solutient Corporation	June 2015 Services
915	\$180.00	Helen Banquer	2015 2nd Quarter Per Diems
916	\$180.00	Richard Drexel	2015 2nd Quarter Per Diems
917	\$180.00	Robbie LeBlanc	2015 2nd Quarter Per Diems
918	\$120.00	Brent Petit	2015 2nd Quarter Per Diems
<b>Total approved</b>	<b>\$112,513.71</b>		

***B. Petit requested approval and payment of the accounts payable. It was moved by C. Faucheux and seconded by R. Drexel. Motion carried unanimously.***

S. Van Sickle presented the June Collateralization Report. One of the recommendations coming out of the Triennial Review was that the Board be presented with the most recent Collateralization Report at each monthly meeting.

S. Van Sickle provided status report of audit preparation to the board. Final copied of the audit have been received from the auditors and S. Van Sickle is in the process of coordinating the auditor’s presentation to the board.

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R. Collins addressed the proposed changes to the Drug Free Workplace Language Policy. Language was added to the previous policy to explicitly address that employee must provide written notification of any drug related conditions taking place in the workplace must. Language was adjusted to comply with recommendations coming out of the Triennial Review.

***B. Petit requested board review and approval of the revised Drug Free Workplace Language Policy. It was moved by C. Faucheux and seconded by R. LeBlanc. Motion carried unanimously.***

S. Van Sickle presented materials for review of Transdev's service contract. The contract is up next February and is eligible for two, one-year extensions.

B. Petit raised a question regarding the future operations service rates. R. Collins responded describing the details of decreased fuel costs and opportunity to provide a level service rate for the next two years. The contract is up next February and is eligible for two, one-year extensions.

A. Keller added comment indicating that her role as a representative of the Parish would require that any materials be reviewed by her agency before voting on contract extensions.

***B. Petit requested that the Board consider the convening of a subcommittee to review the contract extension. It was moved by Helen Banquer and seconded by R. LeBlanc. Motion carried unanimously.***

F. Henry introduced a discussion regarding RPTA's membership in the Louisiana Public Transit Association. Board members reviewed the invoice notice and membership benefits. The cost of membership is eligible for grant reimbursement.

***B. Petit requested board review and approval of LAPTA membership materials. It was moved by C. Faucheux and seconded by R. Drexel. Motion carried unanimously.***

F. Henry presented itemized cost details in support of RPTA's attendance at the upcoming, mandatory LADOTD meeting. F. Henry and R. Collins will be attending on behalf of the agency.

***B. Petit requested board review and approval of LaDOTD Director's meetings costs. It was moved by C. Faucheux and seconded by R. LeBlanc. Motion carried unanimously.***

***Having no more business to discuss, the meeting was adjourned at approximately 11:30 am.***

The next meeting date will be August 13, 2015 at 10:00am.

  
Brent Petit, Chairperson

  
Date