

**MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY
BOARD MEETING October 15, 2013**

The Chairman, Brent Petit, called the meeting to order at approximately 1:00 P.M. on Tuesday, October 15, 2013 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were, B. Petit, C. Faucheux, R. LeBlanc, R. Drexel, and H. Banquer, thus achieving a quorum. Also present were Robert Collins (Veolia), Elizabeth Griffith (GCR Incorporated), Tyler Antrup (GCR, Incorporated), Stacy VanSickle (Solutient), Leo Marretta (SCPDC), and Kevin Belanger (SCPDC).

B. Petit requested that the board members review the meeting minutes from the September 12, 2013 meeting.

It was moved by C. Faucheux, seconded by R. Drexel to accept minutes. Motion carried unanimously.

B. Petit then ask for any comments from the public. None were received.

R. Collins presented Veolia's Transit Operations Report for September 2013. There were 1,390 passengers transported for the month of September, 12,448 year to date. The daily average was 69.5 passengers per day, 1.65 passengers scheduled per hour. Veolia's on-time performance averaged 93.2 percent. Total revenue collected for September was \$2,638.00 as well as 54 vouchers. The total miles travelled were 18,852 miles. R. Collins informed the Board that there were no accidents and no complaints in September. The September denial rate was up a little to 1.22%. There were a total of 1,473 requests for service. He also noted that for Tropical Storm Karen, Veolia executed the evacuation plan and thanked St John Parish for vehicle storage. They did find out during the exercise that their MOUs did not have current contact information in them and need to be updated.

C. Faucheux asked since revenue per mile is easily calculated from the Operations Report, if they could include a cost per mile figure. R. Collins clarified that the rate per mile is stipulated in Veolia's contract, he promised to have a figure for the board at the November meeting. C. Faucheux then asked if Veolia could provide year-over-year ridership figures. R. Collins stated that since many documents were lost in Hurricane Isaac, and now that it was a year ago those figures could be made available again. B. Petit asked about the denial rate, R. Collins stated that this is due to a general increase in ridership, but that it is not necessarily due to a specific area or time. There was a general discussion about exploring fixed-route or deviated fixed-route service. R. Collins said that the current budget likely would not support fixed-route service of any kind as the RPTA would then be required to provide paratransit services surrounding that route.

B. Petit then requested the Secretary/ Treasurer's Report. S. Vansickle reported that cash flow from January 1, 2013 through October 11, 2013 ended with a net loss of -\$8,411.56. This is due to funds which should be coming in soon from St John and St Charles parishes. The balance of all liabilities and equity as of October 11, 2013 was \$819,476.87. The profit and loss statement for 2013 year to date shows a net loss of \$1,018,669.01. The Profit & Loss statement from the beginning of service in 2008 reported that the total income has been \$979,158.18. B. Petit inquired about depreciation changes based on feedback from the auditor at the September meeting. S. VanSickle replied that they looked at it and did not find an issue and that Kristen would be available at the November meeting to explain. R. Drexel asked if all the new vehicles are complete and if there had been any issues with them. R. Collins replied that the vehicles are all done and have only experienced minor normal maintenance issues.

B. Petit then requested that the following checks for approval and payment.

Check Number	Check Amount	Payment Made To	Services/Reason
799	\$120.00	Helen Banquer	3 rd Quarter Per Diem
800	\$120.00	Brent Petit	3 rd Quarter Per Diem
801	\$120.00	Richard Drexel	3 rd Quarter Per Diem
802	\$180.00	Robbie LeBlanc	3 rd Quarter Per Diem
803	\$72,886.80	Veolia Transportation	September 2013 Services
804	\$5,416.67	Solutient Corp.	September 2013 Services
Total approved	\$78,843.47		

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It was moved by H. Banquer, seconded by R. Leblanc to approve accounts payable. Motion carried unanimously.

B. Petit then asked E. Griffith to go over the Procurement System Review. E. Griffith explained that there were 13 elements that were deficient in the original procurement review. She then went through all highlighted portions of the revised document. She clarified that all the revised language was suggested by the FTA and was based on language that had been approved at other agencies in the past. R. Drexel asked how long RPTA had to keep documents before they could be shredded. E. Griffith stated that the compliance period is based on the Triennial Review and generally was 3 years.

It was moved by H. Banquer, seconded by C. Fauchaux to approve the revised Procurement Policy. Motion carried unanimously.

B. Petit then asked K. Belanger to come forward to discuss the SCPDC outstanding invoice for accounting and oversight services. B. Petit explained that for the last calendar year, the contract with SCPDC was for \$42,000 and for 2013, for 6 months and 3 weeks, the RPTA paid \$20,000 in March and has received another invoice for \$30,767.25 for a total of \$50,767.25 for a little more than half a year. He stated that he was concerned with the significant increase in price, despite the fact that there were costs incurred to transfer duties to Solutient. He further explained that in looking at time sheets, there were a number of items that were for meetings and events that SCPDC likely would have attended whether on behalf of RPTA or not, and that it is important to question those expenses.

K. Belanger explained that they were losing money in previous years and that they had notified the board that the price would be higher to continue. He also clarified that many of the meetings included were due to post-Isaac response. There was a general discussion of which meetings were attended and why they were attended. C. Fauchaux stated that he had hoped to receive a summary of increased time, rather than receiving timesheets. L. Marretta explained that there was a significant amount of time transitioning responsibilities to Veolia and Solutient. After extended discussion about the Board's responsibility to question the increase in cost, C. Fauchaux expressed that he finds it very unusual that within the timesheets provided, K. Belanger charged for his time at meetings. He clarified that the reason for this reduction is because in his experience he finds it very unusual for the director to charge the Board for time spent appearing before the Board and for time when L. Marretta was also in attendance. H. Banquer also stated that much of K. Belanger's responsibilities are so broad that often he represents a number of interests at a time. K. Belanger stated that in his opinion it is not unusual for the director to bill to clients, but that he understands that the Board wants to receive something in return for the increase in cost.

It was moved by C. Fauchaux and seconded by R. Drexel to reduce the payment to South Central Planning and Development Commission by \$2,688 from the total amount accounting for K. Belanger's time making the total payment \$28,079.25. H. Banquer, C. Fauchaux and R. Drexel voted yes, R. Leblanc abstained, motion carried.

There was a general discussion about Garrick Rose's involvement with the RPTA. B. Petit expressed for the record that Mr. Rose is no longer in any way involved with the RPTA.

B. Petit requested that GCR present the 2014 budget. E. Griffith stated that the included numbers were preliminary and the final budget would be ready for the December meeting. She noted that the 5309/5307/JARC/NF funding has increased as they are drawing down grant funding. The State funding has gone down now that a local match is required. She stated that the estimated budget after 2012 changes would be \$948,733.26. She explained that the local match change is due mostly because of exceptions from hurricane damage as well as newer grants that require more match.

It was moved by H. Banquer, seconded by C. Fauchaux to adjourn. Motion carried unanimously.

Having no more business to discuss, the meeting was adjourned at approximately 2:06 PM.

Brent Petit, Chairperson

Date