

MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY BOARD MEETING
November 27, 2017

B. Petit called the meeting to order at approximately 10:00am on Monday, November 27, 2017 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were: B. Petit, H. Banquer, C. Fauchaux, R. Drexel and B. Warren, thus a quorum was achieved. Also present were S. Van Sickle (Transdev), L. Andrews (Solutient) and C. Ash (Solutient). R. Lemons entered at 10:28am. Members not present included R. LeBlanc.

B. Petit asked all board members to review the meeting minutes from the October 19, 2017 meeting. It was moved to accept by R. Drexel and seconded by B. Warren. Motion carried unanimously.

S. Van Sickle presented Transdev's Operations Report for October 2017. The number of passengers transported was 1,551. The daily average was 59.65 riders. Average scheduled trips per hour was 1.46. The on-time rate was 98.5%. Revenue collected was \$2,903 and 37 vouchers. There were 19,283 miles traveled at an average cost of \$5.08 per mile. Average miles per trip was 12.43. The ADA denial rate was 0%. Vehicle 1304 remains at Supreme Ford with a PCM issue, Vehicles 1301 and 1302 have issues with the rear AC. S. Van Sickle reported that the 3 new vehicles had been delivered and were in service.

L. Andrews presented the September Secretary/Treasurer's Report. Profit and Loss for 2017 is negative \$295,878.51. Profit and Loss from inception through October 2017 shows a net income of \$23,064.41. Total Equity & Liabilities as of October 31, 2017, was at \$222,256.55. The Statement of Cash Flows shows total cash as of October 31, 2017, and inception through October 31, 2017 to be \$105,757.60. R. Drexel asked L. Andrews to find out when there had been the lowest cash on hand.

B. Petit requested a motion approving the Secretary/Treasurer's Report. It was moved by C. Fauchaux and seconded by H. Banquer. Motion carried unanimously.

B. Petit listed the following checks for accounts payable: The Solutient Corporation, Invoice No. 10706 (October 2017 Services), \$5,770.06, Check No. 1071; Transdev, Invoice No. 1101-2017 (October 2017 Services), \$98,076.60, Check No. 1072; and Tony's Signs, Invoice No. 17-005 (Wide Format Prints – Decals), \$2,619, Check No. 1073.

B. Petit requested a motion for approval of the accounts payable. Approval of the accounts payable was moved by H. Banquer and seconded by C. Fauchaux. 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 October.

S. Van Sickle presented the pass program selection. C. Batiste 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 October with a total of 131 total rides.

L. Andrews updated the Board on the status of the operations management RFP. According to Andrews, the non-mandatory pre-proposal meeting was held November 6th and only representatives from Transdev were the only proposers in attendance. L. Andrews then stated that the proposals are due by 4:30pm Monday, December 11th. B. Petit asked if there was going to be a review committee as was done the last time the RFP was released. L. Andrews stated that the RFP calls for a three-person committee to review proposals. B. Petit stated that he would like to be on the committee if the Board approved and asked who else would be interested. C. Fauchaux and R. Drexel indicated they were interested. It was decided that the committee would meet immediately following the regularly scheduled Board meeting in December.

B. Petit requested a motion for approval for the Board to form a three-person proposal review committee to include himself, C. Fauchaux and R. Drexel. Approval was motioned by B. Warren and seconded by C. Fauchaux. Motion carried unanimously.

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S. Van Sickle announced that the LADOTD Site Visit that had been scheduled for October 30th was postponed by LADOTD and that she would let the Board know the new dates once they were finalized.

S. Van Sickle directed the Board members to the updated grants list.

S. Van Sickle announced that the Triennial Review materials are due to the analyst by January 31st and that the site visit had not yet been scheduled.

L. Andrews directed the Board to the draft rider survey within the packet. If approved, the survey would be put on the website and on the vehicles. B. Petit suggested handing out pens with the RPTA logo to those completing the survey.

B. Petit requested a motion for approval of the rider survey and to purchase up to 500 RPTA logo pens at a cost not to exceed \$200. Approval was motioned by R. Lemons and seconded by B. Warren. Motion carried unanimously.

S. Van Sickle announced that the St. Charles Parish Council presentation had gone well. B. Petit mentioned that there was an article covering the possible fixed route service discussed within the presentation. S. Van Sickle stated that E. Jackson-Martin had contacted the journalist to reiterate that fixed route service would take much greater than a year to be implemented.

S. Van Sickle informed the Board that the St. John the Baptist Council presentation had been scheduled for December 12, 2017.

After discussion, the FY2018 budget public hearing and next meeting date was scheduled for December 14, 2017 at 9:30am rather than 10:00am.

B. Petit requested a motion for approval to move the FY2018 budget public hearing to 9:30am with the regularly scheduled meeting to immediately follow. Approval was motioned by C. Faucheux and seconded by B. Warren. Motion carried unanimously.

B. Petit requested a motion to adjourn. It was moved by B. Warren and seconded by C. Faucheux. Motion carried unanimously.

Having no more business to discuss, the meeting was adjourned at approximately 11:00am.



Brent Petit, Chairperson



Date