

MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY BOARD MEETING

December 14, 2017

B. Petit called the meeting to order at approximately 10:00am on Thursday, December 14, 2017 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were: B. Petit, H. Banquer, C. Faucheux, B. Warren and R. Lemons thus a quorum was achieved. Also present were E. Jackson-Martin (Transdev), S. Van Sickle (Transdev), L. Andrews (Solutient) and C. Ash (Solutient). R. Members not present included R. LeBlanc and R. Drexel.

B. Petit asked all board members to review the meeting minutes from the November 27, 2017 meeting. It was moved to accept by H. Banquer and seconded by B. Warren. Motion carried unanimously.

E. Jackson-Martin presented Transdev's Operations Report for November 2017. The number of passengers transported was 1,426. The daily average was 57.04 riders. Average scheduled trips per hour was 1.40. The on-time rate was 98.5%. Revenue collected was \$2,684 and 28 vouchers. There were 17,437 miles traveled at an average cost of \$5.39 per mile. Average miles per trip was 12.22. The ADA denial rate was 0%. Vehicle 1304 remains at Supreme Ford with a PCM issue.

L. Andrews presented the September Secretary/Treasurer's Report. Profit and Loss for 2017 is negative \$304,480.50. Profit and Loss from inception through November 2017 shows a net income of \$14,462.42. Total Equity & Liabilities as of November 30, 2017, was at \$213,654.56. The Statement of Cash Flows shows total cash as of November 30, 2017, and inception through November 30, 2017 to be \$97,555.61.

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

B. Petit listed the following checks for accounts payable: The Solutient Corporation, Invoice No. 10729 (November 2017 Services), \$5,770.06, Check No. 1074; Transdev, Invoice No. 1201-2017 (November 2017 Services), \$94,090.50, Check No. 1075; Port Arthur Newsmedia, Invoice No. 91750/1017 (August 2017 Meeting Minutes; October Board Meeting Notice), \$98.06, Check No. 1076; Port Arthur Newsmedia, Invoice No. 91750-1117 (November 1, 2017 Public Notice Request for Proposal, September 2017 Meeting Minutes, November 2017 Meeting Notice, November 18, 2017 Public Notice Request for Proposal, November 2017 Request to Reschedule November Meeting), \$246.48, Check No. 1077; American Public Transportation Association, Invoice No. 090114 (Classified Ad), \$453.49, Check No. 1078; American Public Transportation Association, Invoice No. 090145 (Classified Ad), \$87.00, Check No. 1079; Creative Bus Sales, Invoice No. 1524399 (Unit #61331-2017 Elkhart Coach ECII), \$63,201.39, Check No. 1080; Creative Bus Sales, Invoice No. 1524400 (Unit #61332-2017 Elkhart Coach ECII), \$63,201.39, Check No. 1081; and Creative Bus Sales, Invoice No. 1524910 (Unit #61816-2017 Elkhart Coach ECII), \$63,201.39, Check No. 1082.

B. Petit requested a motion for approval of the accounts payable. Approval of the accounts payable was moved by C. Faucheux and seconded by B. Warren. 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. E. White 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 126 total rides.

S. Van Sickle informed the Board that the Triennial Review Site Visit had been set for May 24-25, 2018.

S. Van Sickle told the Board that the RPTA was scheduled to present at the St. John the Baptist Council Meeting January 23, 2018. Discussion ensued regarding service to Pleasure Bend.

MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY BOARD MEETING

December 14, 2017

S. Van Sickle directed the Board to the 2018/2019 LADOTD Grant Application Resolution. Resolution No. 08-2017 authorizes submission of the 5311-funding application and states that the Board Chairman is authorized to sign all documents and execute the grant on behalf of the RPTA.

B. Petit requested a motion for approval of Resolution No. 08-2017, submission of the 5311-grant application. It was moved by H. Banquer and seconded by C. Faucheux. Motion carried unanimously.

S. Van Sickle directed the Board to the St. Charles Parish Financial IGA Renewal Form which had been approved for 2018.

S. Van Sickle directed the Board to the 2018 RPTA regularly scheduled meeting dates.

B. Petit read the letter from a citizen regarding fixed route service recommendations. The Board agreed to consider the recommendations as they plan for potential fixed route service in the future.

H. Banquer requested a motion to elect a Board Chairman and recommended B. Petit. No other nominations were received. C. Faucheux seconded.

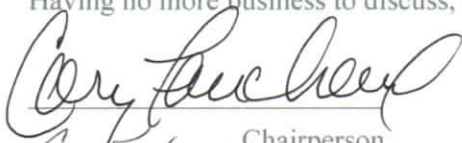
B. Petit requested a motion to elect a Vice Chairman and recommended H. Banquer. No other nominations were received. C. Faucheux seconded.

L. Andrews reminded the Board that the Proposal Review Panel was scheduled to meet after this meeting and that one panel member, R. Drexel, would not be in attendance. She asked if they would like to postpone. B. Petit suggested that the panel move forward and that the Board amend the Bid Review Panel tabulation to remove R. Drexel and include a different board member. R. Lemons offered to join the panel.

B. Petit requested a motion to amend the Proposal Review Panel replacing R. Drexel with R. Lemons. It was moved by C. Faucheux and seconded by B. Warren. Motion carried unanimously.

B. Petit asked for a motion to adjourn. It was moved by B. Warren and seconded by H. Banquer. Motion carried unanimously.

Having no more business to discuss, the meeting was adjourned at approximately 11:15am.


Corey Faucheux, Chairperson

11/11/18
Date