

**MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY
BOARD OF DIRECTORS SPECIAL MEETING March 14, 2013**

The Chairman, Brent Petit, called the regular meeting to order at approximately 3:00 P.M. on Thursday, March 14, 2013 at the St. John the Baptist Parish Council Meeting Room, LaPlace LA.

Members present were B. Petit, H. Banquer, R. Vincent, C. Faucheux, A. Harper, and R. Drexel, thus achieving a quorum. Also present were Leo Marretta (SCPDC), Cassie Parker (SCPDC), Kevin Belanger (SCPDC), Robert Collins (Veolia), Stacy Van Sickle (GCR, Incorporated), and Elizabeth Griffith (GCR, Incorporated).

B. Petit requested that the board members review the meeting minutes from the February 25, 2013 regular meeting.

It was moved by R. Vincent, seconded by R. Drexel to approve the meeting minutes from the February 25, 2013 special meeting. Motion carried unanimously.

L. Marretta presented the Financial Report. The board members were updated as to RPTA's account balances. The statement of cash flow for January 1, 2013 through March 13, 2013 shows the cash at the end of the period at a balance of \$500,910.84. The balance sheet illustrates that if everything is liquidated, RPTA is worth approximately \$651,572.10. Profit and loss from January 1, 2013 through March 13, 2013 shows a -\$387,679.52, but this negative amount is due to the fact that RPTA is waiting on reimbursement for the vehicle purchase and does not include grants RPTA has pending. In process of completing the transaction of getting the old buses off the books and putting the new buses on the books.

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

Check Number	Check Amount	Payment Made To	Services/Reason
759	\$69,242.46	Veolia Transportation	February 2013 Invoice
760	\$7,216.25	SCPDC	Services through 01/26/2013 – 02/22/2013
761	\$25.75	L'Observateur	February 2013 Special Meeting Notice
762	\$280.00	Tom Watkins Law Office	January Professional Services
Total approved	\$ 76,764.46		

It was moved by H. Banquer, seconded by A. Harper to approve the Accounts Payable items. Motion carried unanimously.

L. Marretta reviewed the Deposit Detail to show the \$46,093.52 check that represents payment from Veolia for the buses and equipment that were flooded in the storm. The fares deposit totaled \$1,670, St. Charles Parish local match deposit was for \$12,205.79, and there was a deposit of \$400.00 from St. John the Baptist Parish for prepaid vouchers.

L. Marretta informed the board members that with the \$7,216.25 check to South Central Planning and Development Commission (SCPDC) it brings RPTA to almost to the end of the \$20,000 in regards to the contract between SCPDC and RPTA. He presented a breakdown showing the SCPDC staff hours worked on the RPTA.

R. Collins discussed a flier for the St. James Health and Services Fair and that Veolia would attend the Monday, March 25, 2013 and Wednesday, March 27, 2013 events, which are the two areas closest to the St. James transfer point. Veolia will be there to distribute the Rider Guide and magnets, and will have applications on hand for riders to sign-up.

R. Collins presented Veolia's Transit Operations Report for February 2013. There were 1,257 passengers transported, which averages to 66.15 passengers per day, 1.57 passengers scheduled per hour. Veolia's on-time performance averaged 94.2 percent. He stated that the revenue collected totaled \$2,482.00 in cash and 2 vouchers. The total miles travelled were 19,301 miles. R. Collins informed the Board that there were no accidents in February. He also informed the Board that there were two passenger complaints in February, both of which had been addressed. Veolia is hiring another reservationist to address the current shortage.

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R. Collins also noted the fareboxes, bikeracks, and Angeltrax camera systems have been installed on the new buses and that Veolia is down to three of the old buses. R. Collins stressed the need to get the new vehicles into service, and that the current hold up is waiting on the wrapping of the buses. It was discussed that until the permanent decals are on the buses simple vinyl decal with RPTA, the bus number, and the DOTD decals can be placed on the new buses in order to get them into service as soon as possible. Putting the new buses on the road before they are wrapped will not cause any logistics issues when it is time for the buses to be wrapped, as RPTA only has three vehicles out at a time, and all five buses can be wrapped in one day.

It was moved by B. Petit, seconded by R. Vincent to utilize new vehicles with temporary decals. Motion carried unanimously.

L. Marretta reviewed the actions at the February 25, 2013, meeting concerning the review of the auditor proposals. The Board reviewed the cost proposals from each auditor.

It was moved by H. Banquer, seconded by C. Faucheux to approve Stagni and Company for the auditor services. Motion carried unanimously.

C. Parker informed the Board that the inventory was completed that day, and that the buses and new equipment have been tagged. R. Collins noted that all new equipment has been installed on the buses including the camera systems, fareboxes, and bike racks. Currently, the existing handheld radios are being used for the communications system. Trapeze or an alternative has been looked at in the past and Motorola has a radio system that has a data backbone that RPTA can piggyback on so capital funding can be used and there will be no reoccurring expense. The recommendation is to continue on with the handheld, until funds are established for another system.

E. Griffith presented B. Petit the Bus Disposition forms for signature. Signed forms will be sent to DOTD and FTA to release the buses in terms of RPTA's obligation to the FTA and DOTD. Veolia can then dispose of them as they see fit. These buses do not have any FTA purchased radios. The radios that were used in the old vehicles are still being used.

E. Griffith presented the Board with a spreadsheet projecting operational costs for the next five years and the grant funding available to cover operational costs. The spreadsheet presented breaks the operational costs out into rural and urban, preventive maintenance and operating, and then weekday and Saturday costs. The projections are based on the current trend of 30% urban ridership and 70% rural ridership that will change once the 2010 census maps must be taken into account. E. Griffith discussed the ability of RPTA to use one of their existing JARC grants for weekday urban operations, and that she is working with FTA to establish the best way to setup a pass program in order to expend the two oldest JARC and New Freedom grants written for that purpose. E. Griffith stressed that the current budgets are only up to date as far as November 2012 and that based on these numbers RPTA may deplete their remaining DOTD grant funds once the February 2013 reimbursement is submitted. This would leave RPTA without State funding for the remaining four months of the 2012-2013 fiscal year which ends in June 2013. DOTD has indicated that more funding is available. RPTA would need to send a letter requesting funds to DOTD. E. Griffith noted that starting in July 2013, RPTA will be required to provide a 50% local match for all state operation funds. L. Marretta discussed the changes to RPTA's 5311 grant application based on this issue, and that he had two pages for the chairman to sign adjusting RPTA's requested grant amount to \$419,556 with RPTA affording the same amount in local match. L. Marretta also stressed the importance of requesting more local match from the parishes in order to ensure RPTA can meet the local match requirements. Also, if RPTA is able to setup a fixed route system they should be eligible to receive operating funds from their FTA 5307 annual apportionment. R. Collins has been looking at the current service and it is very inefficient due to the trips RPTA is required to make. RPTA could change the service to a deviated fixed route service where the vehicles are zoned. B. Petit noted that this idea has been laid out since the very beginning of the service. B. Petit requested that R. Collins put together a plan for the Board to review. E. Griffith also noted the possibility of State Mass Transit funds being cut, which could account for a \$75,000 loss to the available local match. E. Griffith recommended holding off on Saturday service until all reimbursements are up to date, and more funding is secured from DOTD. H. Banquer requested a report on the reimbursements at the next board meeting.

L. Marretta reported on the St. John the Baptist Parish's transit related hurricane recovery efforts. FEMA will not cover the cost of the vehicles because they were covered by insurance. There is also the long term community recovery

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side of the planning and what projects should be implemented to prevent future devastation. RPTA falls under the Infrastructure subcommittee, but is also trying to get into the Health and Hospitals subcommittee to discuss medical transport. Meetings will be held on March 18th, 19th, and 20th for the public to vote on projects they would like to see implemented. L. Marretta suggested that board members and staff attend to discuss RPTA's services and the need for transit to help in long-term recovery efforts.

L. Marretta presented the proposed Scope of Services for South Central Planning and Development Commission to perform accounting and oversight tasks, noting that RPTA does not have to go out for bid if they choose to go with SCPDC. B. Petit noted that when last discussed RPTA had planned to go out to bid on this issue to assess how much the scope of work would cost in the private sector in order to perform due diligence with public funds. L. Marretta noted that this scope of work represents the tasks could be used in an RFP and that their estimated cost is \$100,000 based on the last two months of work by SCPDC at almost \$10,000 per month. B. Petit noted that because of the transition those numbers could be skewed and that many of the tasks from the last two months may not be part of the long-term maintenance. L. Marretta noted that the tasks will change over time, which is the reason for this document to lay those tasks out. H. Banquer noted that for number 4 in the scope all services will come at an additional negotiated price. L. Marretta noted that for task 3 there needs to be someone in place to monitor that Veolia is complying with all federal regulations. R. Vincent asked if there is a component that deals with the political and research components of keeping RPTA informed and connected to State legislation at the State and Federal level. L. Marretta noted that this would fall under task four, and that SCPDC would go out and find a national transit agency to perform these tasks. H. Banquer asked if Veolia could lobby since they are a national company. B. Petit noted he has run into Veolia representatives lobbying for transit issues. K. Belanger noted that it is illegal for SCPDC to lobby, they can advocate but they cannot lobby. B. Petit noted that RPTA can hire an advocate for their issues, and that RPTA would like a political liaison to keep them abreast of the federal and state political issues so RPTA can take action where appropriate. C. Faucheux noted that the advocacy portion should be priced separately. Right now it is important for us to have an administrator and to price this separately so if the advocacy portion comes in too high we can move forward with the administration need. L. Marretta noted that tasks one through three need to be done and that these are the Executive Director tasks RPTA needs at this time. B. Petit noted that it was in the \$20,000 contract extension with SCPDC to complete an RFP for the March 14, 2013 meeting. K. Belanger noted that SCPDC cannot bid on the RFP they are the agency to write the RFP and that their rates would increase if they were able to bid on it. B. Petit noted he wants to see an RFP to assess the cost, and that the RPTA can still consider the \$100,000 offered by SCPDC for the scope of work presented at this meeting if the RFP bids come in at a much higher rate. R. Vincent asked about task number 4 and how that was going to be addressed. K. Belanger noted that it should be included in the RFP that the bidder chosen has the ability to advocate on behalf of the RPTA if needed.

B. Petit noted he has put a few names forward for the St. James' vacant board, but that the board is still waiting on word from the Parish President concerning this issue.

K. Belanger noted that an ethics letter was written in the past and a subpoena has been issued and that their office is handling the issue. L. Marretta noted a second letter was sent to rescind the complaint, but they are still being subpoenaed.

S. Van Sickle noted that R. Collins brought a new vehicle for the board tour.

Having no more business to discuss, the meeting was adjourned at approximately 4:30 PM.

Brent Petit, Chairperson

Date