

**MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY**  
**BOARD MEETING August 7, 2014**

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The Chairman, Brent Petit, called the meeting to order at approximately 10:30 A.M. on Thursday, August 7, 2014 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were, B. Petit, H. Banquer, R. LeBlanc, R. Drexel, M. Octave and C. Faucheux, thus achieving a quorum. R. Vincent arrived late and had to leave shortly after. Also present were Robert Collins (Veolia), Elizabeth Griffith (GCR, Inc), and S. Van Sickle (Solutient).

**B. Petit requested that the board members review and approve the meeting minutes from the July 10, 2014 meeting. It was moved by H. Banquer to accept the minutes and R. LeBlanc seconded. Motion carried unanimously.**

S. Van Sickle reported that the profit and loss statement for 2014 year to date shows -\$76,962.09. Still awaiting the state reimbursement and a federal reimbursement. The Balance Sheet indicates a total Liabilities & Equity at \$859,616.85 and the Statement of Cash Flows shows total cash at end of period to be \$874,271.85. The Profit & Loss statement from the beginning of service in 2008 to date reported that the total income has been \$660,424.71. The Statement of Cash Flows from inception to date is \$874,271.85. The auditor will be able to make it next month.

**B. Petit requested a motion to accept the Secretary/Treasurer's Report. It was moved by R. Drexel and seconded by C. Faucheux. Motion carried unanimously.**

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

Check Number	Check Amount	Payment Made To	Services/Reason
857	\$93,291.80	Veolia Transportation Services, Inc.	July 2014 Services
858	\$5,416.67	The Solutient Corporation	July 2014 Services
<b>Total approved</b>	<b>\$98,708.47</b>		

B. Petit requested approval and payment of the accounts payable. **It was moved by H. Banquer, seconded R. LeBlanc. Motion carried unanimously.**

Board discussed continuing the Pass Program Marketing effort. The monthly rider was chosen from the passes turned into the operators. E. Griffith explained that the program was allowing RPTA to draw down grant funds based on the ridership. **B. Petit requested a motion to extend the pass program for another quarter. It was moved by R. LeBlanc and seconded by R. Drexel. Motion carried unanimously.**

The Board decided to go with the blue business cards. The price is the same no matter the color.

E. Griffith presented the changes to the Title VI and LEP Plan as requested by FTA. The changes include adding 180 days to the complaint procedures, adding additional categories to the LEP Plan analysis, and separating race and color in the Title VI complaint form formatting. **B. Petit requested a motion to approve the LEP and Title VI changes. It was moved by H. Banquer and seconded by C. Faucheux. Motion passes unanimously.**

R. Collins presented Veolia's Transit Operations Report for July 2014. There were 1,520 passengers transported for the month. The weekday daily average was 63.3 passengers per day and the Saturday daily average was 32.0 with 1.47 passengers scheduled per hour. Veolia's on-time performance was 94.3 percent. Total revenue collected was \$2,934 with 30 vouchers. The total miles travelled were 21,508 miles. The average cost per mile were \$4.34 and the average miles per trip were 14.15, so the average miles were up and the total miles were up. The ridership increased a little bit but not exponentially with the longer trips. B. Petit mentioned past numbers of \$8 per trip and R. Collins mentioned that by going with Veolia you really save on your insurance costs. R. LeBlanc asked about the Saturday ridership. R. Collins noted that we do not have enough information yet to compare year to year just month to month since it just started in December. R. Drexel asked how much the weather has affected ridership. R. Collins not much with standard weather, but had many cancellations during some of the more recent storms. The drivers are instructed not to drive through standing water and the drivers radio back to us with any conditions we see and instruct them. In

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case of a breakdown we have a few companies that we use and they are equipped to handle the buses. R. Collins noted that we have not had any real breakdowns with the new vehicles.

E. Griffith noted that the brochures have been printed and we will give the main portion to R. Collins but we have some for each of the Board members if needed.

E. Griffith discussed the response back from FTA concerning the request to setup more than one activity line item. The Board would have to have a specific plan in place. B. Petit discussed a building he and Randy were looking at on Walnut that would be a good possibility for RPTA operations. R. Drexel asked if the Board does want to buy a building what do we need to do? E. Griffith stated we need to prep a future grant for it.

Board welcomed B. Warren as the newest member of the Board.

R. Collins presented the capital project list which included a support vehicle, office furniture, 5 PC's, radio recorder, Trapeeze, MDT's, bus, camera systems (bus and support vehicle), farebox and radios. When streets are narrow and it is difficult for the vehicles to make it we use the support vehicles. R. Collins not sure if we can get a radio recorder since we use the state's system, but we will look into that. There are some grant line items that would cover Trapeeze as well as the MDTs, with Veolia's corporate license and server RPTA would get a better cost that would be prorated for RPTA's system. B. Petit asked if it would be best to wait until we get the new PC's for this? R. Collins stated that we can make the arrangements for this ahead of time. B. Petit requested more details on the PC's. Discussion on the potential for another bus. B. Petit asked for more information on PC's and Trapeeze. The Board requested that R. Collins come back with more details, prioritizations, and cost for items discussed.

S. Van Sickle noted that she and R. Collins attended the meeting on July 21, hosted by DOTD and that they went through more of what was required by 5310 organizations. The LATEAM system will be online soon for the grant applications in September and that they will provides some training. DOTD will be doing some site visits and there will be Security Training in October and then the plans will be due within 120 days within class completion. R. Collins noted that we have a safety and security plan in place already, so we should be good.

R. Collins discussed the Veolia name change to Transdev. There is no change to the owners or management it is simply a rebranding.

Having no more business to discuss, B. Petit requested a motion to adjourn. It was moved by H. Banquer and seconded by R. Drexel. Motion passed unanimously. The meeting was adjourned at approximately 11:33 AM.

The next meeting date will be September 11. 2014.

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Brent Petit, Chairperson

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Date