

MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY BOARD MEETING
August 9, 2018

C. Faucheux called the meeting to order at approximately 10:00am on Thursday, August 9, 2018 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were: C. Faucheux, R. Lemons, R. Drexel, H. Banquer, R. LeBlanc, I. Bergeron and J. Dias thus a quorum was achieved. Also present were E. Jackson-Martin (Transdev), C. Ash (Solutient) and A. Thompson (Solutient).

C. Faucheux asked all board members to review the minutes from the July 13, 2018 board meeting. It was moved to accept by R. LeBlanc and seconded by R. Drexel. Motion carried unanimously.

There were no comments from the public.

C. Faucheux requested a motion to deviate from the agenda and move to Item No. 5e – 2017 Audit Report/Stagni Presentation. It was moved to accept by H. Banquer and seconded by R. Lemons. Motion carried unanimously.

A. Barker, with Stagni and Company, LLC, summarized the results of the audit. Of note, the amount of grant funds covering operational expenses increased this year as compared to last. There were no findings to report. FY17 was the first year for the auditors to review the State-wide auditing procedures. A. Barker stated that RPTA performed well. She suggested that the RPTA revise its ethics policy to include verbiage that it will comply with the State's Ethics Policy or get verifications of Board members' understanding via signatures. As the Board members follow the State's Ethics Policy and participate in the required annual ethics training, S. Van Sickle said she would change the policy to reflect this. S. Van Sickle also said she would request L. Andrews to present the training requirements for new Board members at the next meeting. A. Barker also suggested that the RPTA develop a budget policy showing the processes and procedures. S. Van Sickle said she would prepare this for the next meeting.

C. Faucheux requested a motion to return to the original agenda and move to Item No. 4a - Operations Report and General Manager Report. It was moved to accept by H. Banquer and seconded by R. Lemons. Motion carried unanimously.

E. Jackson-Martin presented Transdev's Operations Report for July 2018. The number of passengers transported was 1,520. The daily average was 60.80 riders. Average scheduled trips per hour was 1.49. The on-time rate was 98.60%. Revenue collected was \$2,790.21 and 29 vouchers. There were 20,360 miles traveled at an average cost of \$4.39 per mile. Average miles per trip was 13.39. The ADA denial rate was 0%. 55.56% of trip denials were from St. John Parish and 44.44% from St. Charles Parish. The highest percentage of denials were in the 3:00 – 3:29pm and the 2:00 – 2:29pm time frame.

C. Ash presented the July Secretary/Treasurer's Report. Profit and Loss through July 2018 is \$5,668.85. Profit and Loss from inception through July 2018 shows a net income of \$219,891.52. Total Equity & Liabilities as of July 2018, was \$628,436.74. The Statement of Cash Flows shows total cash as of July 31, 2018, and inception through July 31, 2018 to be \$238,477.84. C. Ash then covered the budget to actual report and the notes/interpretations.

C. Faucheux requested a motion approving the July 2018 Secretary/Treasurer's Report. It was moved by R. LeBlanc and seconded by R. Lemons. Motion carried unanimously.

C. Ash listed the following checks for accounts payable: The Solutient Corporation, Invoice No. 10918 (July 2018 Services), \$5,771.28, Check No. 1120; Transdev, Invoice No. 0801-2018 (July 2018 Services), \$89,543.30, Check No. 1121; L'Observateur, Invoice No. 99169/0718 (Meeting Dates Published), \$29.25, Check No. 1122; Stagni & Company, LLC, Invoice No. 13696 (Final Billing Audit Year ending 12/31/17), \$13,600, Check No. 1123; and Stagni & Company, LLC, Invoice No. 13759 (Statewide AUP for Audit Year Ending 12/31/17), \$400.00, Check No. 1124.

C. Faucheux requested a motion for approval of the accounts payable. Approval of the accounts payable was moved by R. Drexel and seconded by H. Banquer. Motion carried unanimously.

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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 July.

E. Jackson-Martin presented the pass program selection. G. Radosta was selected.

S. Van Sickle presented the extra hour of service performance review. The 5:00-5:30am time slot continues to perform well although it did not 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 was high in July with a total of 153 total rides. This is the second highest number of riders for any other month this year and the second highest number for the month of July 2014-2017.

S. Van Sickle directed the board to the FY18-19 Section 5311 Supplemental Agreement. S. Van Sickle explained that the LADOTD sends a supplemental agreement each year.

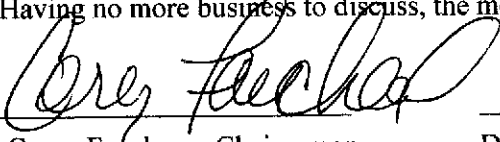
C. Faucheux requested a motion for approval of the FY18-19 Section 5311 Supplemental Agreement. Approval was moved by H. Banquer and seconded by J. Dias. Motion carried unanimously.

E, Jackson-Martin explained the need for two new replacement vehicles. S. Van Sickle directed the Board to the information packet from the State contract. The vehicles will be the same as the last ordered, 12-2B Elkhart Coach EC-II with Diamond fareboxes and 2-position bike racks.

C. Faucheux requested a motion for approval to purchase two replacement vehicles at a total cost of \$128,491.48. Approval of the vehicle purchase was moved by R. LeBlanc and seconded by I. Bergeron. Motion carried unanimously.

C. Faucheux requested a motion to adjourn. Approval was moved by R. Drexel and seconded by R. LeBlanc. Motion carried unanimously.

Having no more business to discuss, the meeting was adjourned at approximately 11:20pm.


Corey Faucheux, Chairperson 9/13/18
Date