

MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY BOARD MEETING
March 12, 2018

C. Faucheux called the meeting to order at approximately 10:00am on Thursday, March 12, 2018 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were: C. Faucheux, B. Warren, R. Lemons, R. LeBlanc and R. Drexel 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 H. Banquer.

C. Faucheux asked all board members to review the minutes from the February 22, 2018 board meeting. It was moved to accept by R. Drexel and seconded by B. Warren. Motion carried unanimously.

E. Jackson-Martin presented Transdev's Operations Report for February 2018. The number of passengers transported was 1,391. The daily average was 65.84 riders. Average scheduled trips per hour was 1.49. The on-time rate was 98.0%. Revenue collected was \$2,747 and 17 vouchers. There were 19,134 miles traveled at an average cost of \$4.28 per mile. Average miles per trip was 13.75. The ADA denial rate was 0%. 73.68% of trip denials were from St. John Parish and 26.23% from St. Charles Parish. The highest percentage of denials were in the 10:00 – 10:30 time frame.

L. Andrews presented the February Secretary/Treasurer's Report. Profit and Loss for February 2018 is negative \$24,057.11. Profit and Loss from inception through February 2018 shows a net income of \$233,187.05. Total Equity & Liabilities as of February 28, 2018, was \$432,379.19. The Statement of Cash Flows shows total cash as of February 28, 2018, and inception through February 28, 2018 to be \$126,676.07. L. Andrews then covered the budget to actual report and the notes/interpretations.

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

L. Andrews listed the following checks for accounts payable: The Solutient Corporation, Invoice No. 10806 (February 2018 Services), \$5,770.06, Check No. 1093; Transdev, Invoice No. 0301-2018 (February 2018 Services), \$81,956.38, Check No. 1094; and Port Arthur Newsmedia, Invoice No. 91750/0218 (RPTA Meeting Notice, February 2018), \$29.25, Check No. 1095.

C. Faucheux requested a motion for approval of the accounts payable. Approval of the accounts payable was moved by B. Warren and seconded by R. Lemons. 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 February.

E. Jackson-Martin 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 February with a total of 132 total rides.

E. Jackson-Martin presented a report detailing the amount of funds available and the current average draw down amounts for RPTA's Federal and State Grants.

S. Van Sickle directed the Board to the updated grant activity status spreadsheet. R. Lemons suggested that Transdev meet with the St. John the Baptist Parish Director of Planning and Zoning regarding the LA Safe program meetings to see if it would be possible to coordinate and spend some of the older grant funds.

S. Van Sickle presented the revised FY18 budget. R. Lemons requested that an additional column be added showing the originally approved totals.

C. Faucheux asked for a motion to approve the revised FY18 budget with the addition of a column detailing the originally approved/adopted budget figures. It was moved by R. Drexel and seconded by R. LeBlanc. Motion carried unanimously.

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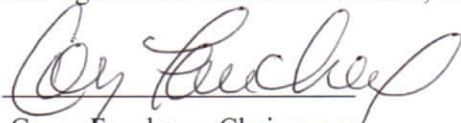
L. Andrews advised the Board that the Tier 2.1 Financial Disclosures are due by May 15, 2018. She stated that she would send an email reminder.

S. Van Sickle advised the Board that the contract for accounting and compliance oversight would be expiring in July. She stated that she would put it on the April agenda and would send a draft RFP for review prior to the meeting.

C. Faucheux informed the Board that he is hopeful that it won't be much longer before another Board member is appointed by St. Charles Parish.

C. Faucheux asked for a motion to adjourn. It was moved by R. Drexel and seconded by R. Lemons. Motion carried unanimously.

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


Corey Faucheux, Chairperson

4/12/18
Date