

**MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY
BOARD MEETING March 12, 2015**

Helen Banquer called the meeting to order at approximately 10:00 A.M. on Thursday, March 12, 2015 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were, H. Banquer, C. Fauchaux, R. LeBlanc, A. Keller, and R. Drexel, thus a quorum was achieved. Also present were R. Collins (Transdev), F. Henry (GCR Inc.), S. Van Sickle (Solutient), and L. Andrews (Solutient).

H. Banquer requested that the board members review and approve the meeting minutes from the January 8, 2015 and February 12, 2015 meetings. It was moved by to accept the minutes by A. Keller and seconded by R. LeBlanc. Motion carried unanimously.

No comments were received from the public.

R. Collins presented Transdev’s Transit Operations Report for February 2015. The number of passengers transported was 1,252. This included 1,126 weekday passengers and 126 Saturday passengers. The daily average was 54.4 riders. Average scheduled trips per hour was 1.38. The on time rate was 95.3%. Revenue collected was \$2,477 which included 27 vouchers in the amount of \$54. 20,228 miles were traveled at a cost of \$4.17 per mile. Average miles per trip were 16.15. Total trip requests 1,370. ADA denial rate was 0%. There were 105 requested trips that were not scheduled for a total of 7.66%. H. Banquer raised a question about the vouchers given away. R. Collins indicated that these were program vouchers. S. Van Sickle indicated that additional vouchers were purchased by the department of Health and Human services and 25 were sold to LSU’s HIV Outpatient program this past week. These revenues are included when vouchers are sold.

S. Van Sickle presented the March Secretary/Treasurer’s Report. Receivables still include 2014 receivables. Profit and loss from inception to date is \$701,562.06. The profit and loss statement for January 2008 through March 2015 shows a net income of negative \$237,347.41. Profit and Loss 2015 year to date is negative \$143,490.24. Total Equity & Liabilities as of January 6, 2015 was at \$900,754.20. The Statement of Cash Flows shows total cash at the end of period to be \$695,728.31. R. LeBlanc raised a question about the loss statement and if losses would continue to decrease as grant monies come in. S. Van Sickle indicated that the system will still be negative as operations funding is no longer being received for urban service. In the upcoming months, staff will be exploring options to make up for this gap upon Elizabeth’s return from maternity leave.

H. Banquer requested approval of the Secretary/Treasurer’s Report. It was moved by C. Fauchaux and seconded by R. Drexel. Motion carried unanimously.

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

Check Number	Check Amount	Payment Made To	Services/Reason
890	\$218.15	L’Observateur	Grant Application Notice; Meeting Minutes (November 14th)
	\$233.27		Meeting Notice (January 8 th) ; Meeting Minutes November 14 th
891	\$5,525.00	The Solutient Corporation	January 2015 Services
892	\$88,249.00	Transdev Services, Inc.	January 2015 Services
893	\$84,357.00	Transdev Services, Inc.	February 2015 Services
894	\$5,525.00	The Solutient Corporation	February 2015 Services
895	\$35.27	L’Observateur	Meeting Notice (February 12 th)
Total approved	\$184,142.69		

H. Banquer requested approval and payment of the accounts payable. It was moved by R. LeBlanc and seconded by A. Keller. Motion carried unanimously.

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A. Keller presented copies of the St. John the Baptist Parish intergovernmental agreement with RPTA for Board approval and signature.

H. Banquer requested approval of the St. John the Baptist Parish Intergovernmental Agreement with RPTA. It was moved by A. Keller by and seconded by C. Faucheux. Motion carried unanimously.

Robert Collins provided background on the proposed 5307 line items. The proposed list has yet to be developed but will likely include an overhaul of busses for current fleet. R. Drexel posed a question regarding potential crime prevention line items and incidence of fare theft. R. Collins responded that this is typically not an issue, cash denomination is usually easily observed by drivers and boxes are removed daily. Collins added that crime prevention for RPTA involved video monitoring systems which all vehicles are currently equipped with. H. Banquer requested a document be prepared with a proposed list of items for board review. R. Collins to provide more detailed list of suggested line items at the April 9th meeting.

S. Van Sickle provided an update on the Capital Projects request. The costs increased again following the Board's approval at the January meeting. The new figure is \$10,291.69, an increase of \$737.61. This increase was due to the renewal of the state contract through which the items are to be purchased. The new quote has been issued and the board will need to vote on this increased amount. The order should be placed in the next week or so. R. Collins indicated that this amount will come 100% from grant funds so no agency match is required.

H. Banquer requested approval of the revised Capital Projects cost increase with necessary line item adjustment. It was moved R. Drexel by and seconded by R. LeBlanc. B. Warren. Motion carried unanimously.

F. Henry provided an update on the 2015/2016 RPTA Board Insurance application. Communication is underway with processing agent to ensure insurance is renewed prior to the current policy's expiration in May, 2015. Question from H. Banquer and R. LeBlanc regarding competitive policy quotes. F. Henry indicated that she would follow-up with the processing agent to ensure that no other quotes are available and inquire about possibility of working with other agents in the region to secure additional quotes. F. Henry to provide update at April 9th meeting.

L. Andrews reviewed bylaws and proxy voting. Given the Board's use of Robert Rules of Order, advice was given that proxy voting may not be advisable for the nature of the board and management of federal/state funds, however; the final decision would be left to the Board's consensus. Conversation among the Board concluded with decision to proceed with structure as it currently stands and encourage meeting attendance. Board members to consult with different entities for additional context on proxy voting.

Having no more business to discuss, H. Banquer requested a motion to adjourn the meeting. It was moved by A. Keller by and seconded by C. Faucheux. Motion carried unanimously and the meeting was adjourned at approximately 10:45 am.

The next meeting date will be April 9, 2015 at 10:00am.



Brent Petit, Chairperson

4/09/15
Date