

MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY BOARD MEETING
February 16, 2017

B. Petit called the meeting to order at approximately 10:00 am on Thursday, February 16, 2017 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were: B. Petit, H. Banquer, R. Drexel, R. LeBlanc, R. Lemons and C. Faucheux (who entered at 10:15 and exited at 10:45), thus a quorum was achieved. Also present were E. Jackson-Martin (Transdev), S. Van Sickle (Transdev), L. Andrews (Solutient) and Jennifer Perry (Solutient).

B. Petit asked all board members to review the meeting minutes from the December 8, 2016 budget hearing, December 8, 2016 meeting, and the January 12, 2017 meeting. It was moved to accept the December 8, 2016 minutes by H. Banquer and seconded by R. LeBlanc. It was moved by R. LeBlanc and seconded by R. Drexel to approve the December 8, 2016 regular meeting minutes. Approval of the January 12, 2017 meeting minutes was moved by C. Faucheux and seconded by H. Banquer. Motion carried unanimously for all three.

E. Jackson-Martin presented Transdev’s Operations Report for January 2017. The number of passengers transported was 1,133. The daily average was 56.65 riders. Average scheduled trips per hour was 1.19. The on-time rate was 99.8%. Revenue collected was \$2,539 and 3 vouchers. There were 14,761 miles traveled at a cost of \$5.98 per mile. Average miles per trip was 12.22. Total trip requests totaled 1,371. The ADA denial rate was 0%. Vehicle 1304 is still out of service. Supreme Ford replace the throttle body, but there is still a PCM issue.

L. Andrews presented the February Secretary/Treasurer’s Report (through 2/14/17). Profit and Loss for 2016 is negative \$170,316.81. Profit and Loss from inception to February 14, 2017 shows a net income of \$148,626.11. Total Equity & Liabilities as of February 14, 2017 was at \$347,818.25. The Statement of Cash Flows shows total cash at the end of February 14, 2017 to be \$102,181.78.

L. Andrews listed the following checks for accounts payable:

Payment Made to	Description of Expense	Amount	Check No.
L’Observateur	Invoice No. 1216 (12/10/16 grant notice; December meeting minutes)	\$85.00	1010
The Solutient Corporation	Invoice No. 10463 (December 2016 Services)	\$5,580.34	1011
Transdev	Invoice No. 0101-2017 (December 2016 Services)	\$94,739.40	1012
Richard Drexler	2016 4 th Quarter Per Diems	\$180.00	1013
Robbie LeBlanc	2016 4 th Quarter Per Diems	\$180.00	1014
Helen Banquer	2016 4 th Quarter Per Diems	\$180.00	1015
Brent Petit	2016 4 th Quarter Per Diems	\$120.00	1016
The Solutient Corporation	Invoice No. 10480 (January 2017 Services)	\$5,580.34	1017
Transdev	Invoice No. 0201-2017 (January 2017 Services)	\$88,250.40	1018
River Region Chamber of Commerce	Invoice No. 110004283 (Dues renewal)	\$230.00	1019
Louisiana Public Transit Assn.	Invoice No. 17-035	\$100.00	1020

B. Petit requested a motion for approval of the accounts payable. Discussion ensued regarding whether board members attend the River Region Chamber of Commerce events and what benefits the RPTA is getting for its dues. R. Drexel asked if the RPTA Board had ever made a presentation before the River Region Chamber of Commerce. The Board decided that they would like to have a representative of the Chamber attend a meeting

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and refamiliarize the Board to the membership benefits. Until that point, the Board agreed it was not prudent to pay the \$230 dues renewal. Approval of the accounts payable (minus the \$230 River Region Chamber of Commerce dues renewal) was moved by C. Faucheux and seconded by H. Banquer. Motion carried unanimously.

L. Andrews presented the Collateralization Report, showing that any funding over the amount of \$250,000 has been insured.

E. Jackson-Martin presented the pass program selection. Belinda Simmons was selected.

S. Van Sickle informed the Board that the FY17/18 LADOTD application had been submitted by the February 1st deadline.

S. Van Sickle told the Board that vehicles had just been added to the State contract. Previous meeting discussions have centered on the need of 2 vehicles to replace those which have met their useful lives. R. Drexel asked if the vehicles to be replaced were fully depreciated. L. Andrews stated that she would bring a depreciation schedule to the next meeting. R. Lemons asked which grant would be used to purchase the vehicle. S. Van Sickle responded that the funds would come from LA-04-0013 and would require no local match. R. Lemons requested a copy of the grants spreadsheet and S. Van Sickle stated that she would include a copy in the next Board meeting packet.

B. Petit requested a motion approving the procurement of 2 replacement 12-2B Elkhart Coach vehicles off the State contract. It was moved by R. Lemons and seconded by C. Faucheux. Motion carried unanimously.

S. Van Sickle directed the Board to an article in L'Observateur and on the St. Charles Parish website highlighting RPTA's recent FTA award for excellence in 5307 grants management. She stated that she also contacted the St. Charles Herald Guide and the St. James News Examiner Enterprise. There was no response from the St. James newspaper and although she spoke with a reporter from the St. Charles publication, she never saw that an article had been published.

S. Van Sickle presented Resolution No. 01-2017; a resolution authorizing the RPTA Board Chair to complete the FTA's Certifications and Assurance for Fiscal Year 2017. She also informed the Board that an attorney would need to PIN the FY17 Certifications and Assurances within the TrAMS system.

B. Petit requested a motion to approve Resolution 01-2017 authorizing the RPTA Board Chair to complete the FY17 Certifications and Assurances. It was moved by R. LeBlanc and seconded by R. Drexel. Motion carried unanimously.

The Board continued its discussion from the previous meeting of the need for a subcommittee to create a community transportation needs assessment and to research additional grant opportunities. R. Lemons asked who was going to head the committee. B. Petit stated that perhaps it would be best to identify the process first. R. Lemons stated that the board should create a survey for a focus group that relates to the population served and then create a needs assessment based on the information collected. S. Van Sickle reminded the Board that C. Faucheux and B. Warren were going to share their most current needs assessment. B. Petit stated that it might be best to table the creation of a needs assessment until the Board could review that which had already been completed in St. James and St. Charles. Discussion ensued regarding what individuals would comprise the committee. R. Drexel directed the Board's attention to the fact that there was a LADOTD public feedback survey within the packet. S. Van Sickle explained that a link had been put on the website and that E. Jackson-Martin had been collecting completed surveys. The Board requested that S. Van Sickle contact the LADOTD to request using the survey in full or in part. R. Lemons suggested contacting the Housing Authority Board, the School Board and the Head Start Board to see how to best disseminate the surveys. She stated that she would provide a list.

S. Van Sickle reminded the Board that the meetings with the Parish Presidents had been scheduled for March 8th.

S. Van Sickle informed the Board that she, E. Jackson-Martin and B. Petit planned to travel to Ft. Worth to visit with the FTA. The meeting had been scheduled for March 1st and topics would include past/current/future service status and discussion regarding the use of current grant funds as well as additional available funding. S. Van Sickle stated that there was grant funding available to cover B. Petit's travel.

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B. Petit requested a motion authorizing the RPTA Board Chair's expenses for the trip to be reimbursed by available grant funds. It was moved by R. LeBlanc and seconded by R. Drexel. Motion carried unanimously.

E. Jackson-Martin presented a proposed service change in which 2 vehicles would leave the yard 30 minutes earlier on weekdays. The earlier time would help those passengers located in areas farther out get to work. The service would need to be advertised. The Board members determined that they were interested in a 3-month trial period for the service and that it should begin on March 13th to give adequate time to advertise.

B. Petit requested a motion authorizing a 3-month trial period for 2 vehicles to leave the yard at 5:00am rather than 5:30am on weekdays beginning March 13th. It was moved by H. Banquer and seconded by R. Drexel. Motion carried unanimously.

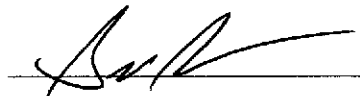
S. Van Sickle informed the Board that they had qualified for \$240,000 in 5307 grant funding and, for the first time, demand response service was eligible for operating assistance with a cap of \$55,617.

S. Van Sickle told the Board that the St. Charles Parish Council has included the RPTA presentation on its September 18, 2017 meeting agenda.

S. Van Sickle reported that the St. Charles Council on Aging had requested a letter of support for their State application for replacement vehicles. One Board member requested that the director of the agency come before the Board to give additional information prior to the Board granting a letter of support.

The next meeting date was tentatively scheduled for March 9, 2017 at 10:00 am. S. Van Sickle will email the board to see if the total slate of meetings needs to be adjusted.

Having no more business to discuss, the meeting was adjourned at approximately 11:40 am.



Brent Petit, Chairperson

3/23/17

Date