The Chairperson, B. Petit called the regular meeting to order at approximately 9:30 a.m. on Friday, July 20, 2012 at the St. John the Baptist Parish Council Meeting Room, LaPlace LA.

Members present were, B. Petit, M. Octave, A. Harper, H. Banquer, C. Faucheux and R. Vincent. Also present were Leo Marretta (SCPDC), Garrick Rose (Veolia), Derrick Breun (Veolia), and David Stagni (Stagni & Company, LLC). A quorum was declared.

B. Petit informed the board members that he has been notified that the at large position will be filled next month.

It was decided that the “meeting minutes” from the January 12, 2012 (Held, no quorum) May 10, 2012 (Held, no quorum) June 14, 2012 (Held, no quorum), and June 20, 2012 (Held, not enough public notice) meetings would be classified as “meeting notes” since no votes were taken.

B. Petit asked for a motion to approve the minutes from the April, 12, 2012 (Held, with quorum) meeting.

***It was moved by C. Faucheux, seconded by A. Harper to approve the minutes of the April 12, 2012 meeting. Motion carried unanimously.***

B. Petit then announced the checks that are currently awaiting the Board’s approval. (Please see chart below).

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| --- | --- | --- | --- |
| **Check Number** | **Amount of Check** | **Payment Made To** | **Services/Reason** |
| 711 | $83,571.60 | Veolia Transportation | April Services |
| 713 | $120.00 | St. John the Baptist Parish Business Association  | 2012 Membership Fee |
| 715 | $58.00 | SCPDC | Post Master 2012-2013 Annual Fee |
| 716 | $91,928.76 | Veolia Transportation | May Services |
| 717 | $20,000.00 | SCPDC | 2012 Cooperative Agreement (January- June 2012) |
| 718 | $15.00 | L' Observateur | Regular Meeting Notice |
| 719 | $83,663.51 | Veolia Transportation | June Services |
| 720 | $120.00 | H. Banquer | Triennial Review Per Diem (March 6-7, 2012) |
| 721 | $240.00 | H. Banquer | 2ndQuarter Per Diems (April- June 2012) |
| 722 | $240.00 | A. Harper | 2ndQuarter Per Diems (April- June 2012) |
| 723 | $120.00 | B. Petit | 2ndQuarter Per Diems (April- June 2012) |
| 724 | $3,333.34 | SCPDC | 2012 Cooperative Agreement- July |
| 725 | $9,500.00 | Stagni & Company, LLC | Final Billing on Audit- FY 2011 |
| **Total approved** | $292,910.21 |  |  |

L. Marretta stated that after these expenses were paid the cash at the end of the period totaled $733,020.70.

***It was moved by A. Harper, seconded by R. Vincent to approve the above mentioned checks. Motion carried unanimously.***

D. Stagni explained that before the results of the audit can be presented, the Audit Resolution and Louisiana Compliance Questionnaire must be adopted by Board resolution and signed. The resolution was read aloud. It was stated that the questionnaire confirms that the facts presented to the auditors are a fair representation of the RPTA’s financial statements and that we have followed the rules and regulations of the FTA. The Board decided to table this agenda item, to be recalled later in the meeting, after board members had a chance to review the Louisiana Compliance Questionnaire.

G. Rose gave the Veolia’s Operations Report for June, 2012. There were 1,478 passengers transported which totaled 16,620 miles. The revenue totaled $2,971.06. He then explained that, on average, the vehicles travel approximately 3000-5000 miles per month. He stated that the mileage is increasing on many of the vehicles, and suggests that it might be wise to replace two of those vehicles. B. Petit asked about the status of bus #801; G. Rose stated that it is a “lemon”. B. Petit asked about how vehicles are currently being repaired. G. Rose reported that Veolia has been using local vendors; however, those vendors are not required to follow DOTD’s standard drug program. G. Rose then explained that local vendors can decide to adopt the drug testing program. However, if it is not feasible for them to do so, Veolia’s solution, to stay in compliance with the FTA on behalf of the RPTA, is to internalize mechanic/maintenance personnel.

R. Vincent reported that under the New Freedom grant, there are funds set aside for capital expenditures. He stated that it would be beneficial to have a conversation with Harold Beck at DOTD regarding using funds to build or purchase a maintenance facility.

H. Banquer asked about the status of a bus that she recalls was pending purchase with grant funds. B. Petit stated that he recalls funds being allocated to purchase a bus. He further states that the first attempt to purchase the bus was in the fall; however, there were not enough buses to process that order. Therefore, the purchase was delayed until the spring. G. Rose stated that that might have been because the economy was “melting down” at the time, and it was unknown if Ford was going to produce that particular vehicle any longer. H. Banquer requests that this issue be looked into further.

B. Petit then asked if everyone had reviewed the Louisiana Compliance Questionnaire and if there were any further questions. He then called for a motion to approve the resolution and the Louisiana Compliance Questionnaire.

***It was moved by C. Faucheux, seconded by R. Vincent to approve 2012-001 Audit Resolution and Louisiana Compliance Questionnaire. Motion carried unanimously.***

D. Stagni presented the results of the audit report. He stated that this opinion is a clean and unqualified opinion, which means that it is a good opinion. The report states that the financial statements present fairly. The assets, liabilities and results of the operations of the transit authority for the year of 2011 are included in the report. Some audit adjustments were made and those adjustments were then discussed with management. There were no issues or findings of any substantial nature. He adds that everything is being done efficiently and accurately. D. Stagni states that there have been no disagreements with management and that management has fulfilled every request made to them regarding information and documents. He then reviews the report with the board members.

L. Marretta gave an update for the FTA Triennial Review. He explains that the RPTA has been given an extension to make the corrections which were originally due on July 05, 2012. Those corrections are now due on August 17, 2012.

G. Rose then informed the Board that Veolia submitted the procedures for completing the preventative maintenance inspections on time to the FTA Regional Office on July 3, 2012. He then explained that he received a response email from Phyllis, and it was decided that Veolia will complete the monthly reports, which were requested in the corrective actions, beginning now through September 7, 2012.

B. Petit requested that G. Rose give the Board a copy of the email that Phyllis sent to him.

L. Marretta then asked the board members to review the Triennial Review item number #6 Procurement. He explained that when the contracts were extended an additional year without going out to bid, they became sole source contracts and therefore out of compliance with Federal Procurement guidelines. The FTA instructed RPTA to terminate those existing contracts for convenience, and rebid for services in accordance with Federal requirements.

An email from Phyllis DeGarmo of FTA Region 6 was included in the meeting packet which stated, “…Veolia contract and the Stangi & Company contract were found to be improper sole source awards. Procurements that do not comply with FTA’s statutory procurement requirements are not eligible for FTA assistance. However, it is possible that the eligibility of the cost of these contracts can be saved by the termination of the current contracts and a re-bid which follows all applicable procurement requirements.”

To correct the deficiency, L. Marretta requested the Board’s approval to sign and send the letter to Stangi & Company LLC regarding the termination and re-bid for services. He also requests the Board’s approval to sign and send a notice to re-bid to Veolia due to the procurement deficiency.

L. Marretta stated that the procurement process that is in place now was constructed in 2009 and needs to be updated to reflect the changes made in Federal legislation since that time. Once the FTA approves the revised procurement plan, RPTA can go out for RFP. It was stated that the normal timeline for this process is 3-5 months.

***It was moved by C. Faucheux, seconded by H. Banquer to approve to sign and send the letter regarding the termination and re-bid for services to Stangi & Company LLC. Motion carried unanimously.***

***It was moved by H. Banquer, seconded by A. Harper to approve to sign and send the notice, only after the corrections have been made, to Veolia regarding the re-bid for services. Motion carried unanimously.***

L. Marretta then informed the Board that South Central Planning and Development Commission (SCPDC) is giving the RPTA notice that SCPDC will not make efforts at renewing or entering into another Cooperative Endeavor Agreement for the administration of the transit system once the contract expires on December 31, 2012.

Discussion ensued regarding the replacement of SCPDC when the contract expires. It was suggested that the Board elect a subcommittee that would have the responsibility of exploring management options to replace SCPDC at the end of the contract.

***It was moved by A. Harper, seconded by C. Faucheux to approve a subcommittee be formed. Motion carried unanimously.***

It was decided that the subcommittee would include the following board members: R. Vincent, C. Faucheux, and H. Banquer.

L. Marretta informed the board members that on July 1, 2012, there will be certain things that will directly impact the RPTA’s ability to operate. First, the hurricane local match waiver is no longer available; therefore, the RPTA must have a local match to obtain the leverage to receive Federal and State funds. L. Marretta then stated that rural money tends to be more lucrative, while urban money is more costly. In the new census, which takes effect on July 1, 2012, the new urbanized area boundaries have expanded to cover the majority of the East Bank. He explains that the RPTA must be aware that these factors will change the RPTA’s finances. He suggests that the RPTA have a transit grant management expert review the position of RPTA at this time and then advise the Board on the best way the RPTA can move forward.

B. Petit responded by stating that he has been in contact with Veolia. He further states that Veolia has agreed to provide the RPTA with a grant expert to review its position at this time and inform the Board of possible opportunities for the RPTA to “move some money”.

L. Marretta stated that at this time C. Clarke is currently the third signatory on the Capital One Bank signature card. He requests that the board members decide on a member to replace C. Clarke on the signature card. It was stated that to do so, a notarized copy of this meeting’s minutes must be submitted to Capital One Bank for the name to be changed. It was decided that R. Vincent would replace C. Clarke as the third signatory on the signature card for the RPTA Capital One Bank account.

***It was moved by H. Banquer, seconded by A. Harper to approve to remove C. Clarke and include R. Vincent to the Capital One Bank signature card. Motion carried unanimously.***

During the December 14, 2010 meeting, it was approved by the Board to increase the per diem rate from $40.00 to $60.00. L. Marretta informed the Board that he made the correction to the per diem rate in the bylaws as requested.

B. Petit stated that he had researched the requirement for confirmation of the RPTA Board members by the Louisiana State Senate. He reported that the since the Board is appointed on a local level it does not need Senate confirmation. He further explained that the only party in question was the at-large member. The at-large member used to be a Governor’s appointment and therefore would have required Senate confirmation. However, the RPTA’s enabling legislation was amended, and that position is now appointed by a majority vote of the three parish presidents and as such considered a local appointment not subject to Senate confirmation. B. Petit specified to send the necessary letters to Ms. Sarah Allan, the Director of Boards and Commissions for Louisiana. L. Marretta will send the letters.

L. Marretta informed the Board of a letter of introduction received on June 11, 2012 from DaVita. The letter was regarding their dialysis center and the possibility of working together with regards to an emergency plan to evacuate patients if a disaster would occur. L. Marretta then asks the board members for input on a responding letter explaining that the RPTA and the parishes have intergovernmental agreements; therefore the vehicles are at the parish’s disposal and they would have to speak with the parish with regards to an emergency plan agreement. The Board members agreed that this was the best solution.

***It was moved by H. Banquer, seconded by C. Faucheux to approve to adjourn the meeting. Motion carried unanimously.***

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Brent Petit, Chairperson Date