

**MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY
BOARD MEETING January 9, 2014**

820	\$112.80	Ruhr Valley Publishing	3 col. x 5.5" Ad RPTA
821	\$611.25	L'Observateur	Mtg Notice, Mtg Minutes & Saturday Service Ads
822	\$162.00	St. Charles Herald-Guide	11/28/13 issue; 1/9 Page Ad RPTA
Total approved	\$93,152.10		

R. Drexel asked if any advertisements were placed for Saturday service other than local newspapers. R. Collins replied that advertisements were made on St. Johns public access channel but that most passengers are hearing about it through word-of-mouth. T. Antrup also noted that Saturday service information was posted on the RPTA website. E. Griffith noted that the Times Picayune did a few write ups on the new service. A general discussion followed about state regulations for advertisement on the side of demand response vehicles. R. Collins noted that he will look into the matter.

R. Vincent arrived and H. Banquer officially called the meeting to order, having reached a quorum. H. Banquer requested approval and payment of the accounts payable.

It was moved by R. Drexel, seconded by R. LeBlanc to approve accounts payable. Motion carried unanimously.

H. Banquer requested that the board members review the minutes from the December 11, 2013 budget hearing.

It was moved by C. Fauchaux, seconded by R. LeBlanc to accept the Budget hearing minutes. Motion carried unanimously.

H. Banquer requested that the board members review the minutes from the December 11, 2013 board meeting.

It was moved by C. Fauchaux, seconded by R. Vincent to accept the board meeting minutes. Motion carried unanimously.

H. Banquer asked if further discussion was needed on the Saturday service. R. Drexel asked R. Collins to present on Saturday service at the St John's Parish Business Association to further increase passengers to the service. H. Banquer agreed that RPTA needs to have a presence at the Business Association meetings in general. C. Fauchaux asked R. Collins to approximate the optimal Saturday service ridership in comparison to weekday ridership. R. Collins explained that given service is only two thirds of weekday service that the ridership is expected to increase to two-thirds of the average weekday ridership. A general discussion followed about the denial and refusal procedures. It was noted by H. Banquer and confirmed by R. Collins that there were zero denials for the month of December.

M. Octave arrived at the meeting and was briefed on the meeting up to this point. M. Octave requested ridership statistics for Saturday service. R. Collins acquiesced this request and also noted the general discussion on increasing ridership through advertisements.

H. Banquer continued the meeting and requested an update on the grant application. E. Griffith confirmed that the application resolution is complete and requires signature from the board. The amount requested is \$412,152, with a 50% local match totals \$824,305.00. E. Griffith informed the board that the application for state 5311 grant funds approved by the board through resolution 7-2013 was complete and also required signatures before sending directly to DOTD. The due date for the application is February 3, 2014. R. Drexel asked E. Griffith if enough time had been allotted for the grant application process. E. Griffith replied that the funds would be expected to arrive in July and that the current grant monies would last until June, however, it was noted that this was all dependent on DOTD. A general discussion followed regarding the board members experience and knowledge of DOTD grant processes.

H. Banquer then asked to move on to new business. E. Griffith informed the board that a Bust Stop Amenities Grant 5339 from the DOTD could be pursued for creation of a bus wash station or facility. E. Griffith and R. Collins will be continuing to look into the details regarding this grant and may request permission to apply from the board in the near future. E. Griffith distributed the updated RPTA rider guide to include the new Saturday service. S. Vansickle

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The Vice-Chairman, Helen Banquer, called the meeting to order at approximately 10:05 A.M. on Thursday, January 9, 2014 at the St. John the Baptist Parish Council Chambers, LaPlace LA.

Members present were, H. Banquer, C. Fauchaux, R. LeBlanc, and, R. Drexel. B. Petit, M. Octave, and, R. Vincent were absent. Also present were Robert Collins (Veolia), Derrick Breun (Veolia), Elizabeth Griffith (GCR, Inc), Tyler Antrup (GCR, Inc), and, Stacy VanSickle (Solutient). Being unable to reach a quorum, the meeting unofficially continued.

H. Banquer requested the Operations Report and R. Collins presented Veolia's Transit Operations Report for December 2013. There were 1,483 passengers transported for the month of December with 108 of those passengers on Saturday service. The daily average was 59.3 passengers per day, with weekday average at 65.5 and weekend average at 27. There were 1.49 passengers scheduled per hour and Veolia's on-time performance averaged 94.3 percent. Total revenue collected for November was \$2,898.00, with 4 vouchers. The total miles travelled were 21,700 miles. The average cost per mile \$3.97 and average miles per trip was 14.63.

R. Drexel asked what kind of passengers were using the Saturday service. R. Collins stated that most riders on Saturday are going to work or going shopping. H. Banquer asked what the breakdown was, and R. Collins said it was about half and half with the morning trip to Kenner was mostly people travelling for work. R. Drexel commented that those riders would likely ride regularly.

R. Collins then directed the board to the yearly ridership charts in the Operations Report. H. Banquer noted a mislabeled chart and R. Collins replied that it was an error and that an updated version would be emailed out to members.

C. Fauchaux asked where Saturday riders were generally coming from. R. Collins stated that there are a few riders from St. James that pass through to get to Kenner, and then the rest are from St John and St Charles.

At that time R. Vincent joined the meeting.

H. Banquer then requested the Secretary/ Treasurer's Report. S. Vansickle noted to the board that there were two reports given, one ending December 31, 2013 and the other ending January 8, 2014. S. Vansickle reported that cash flow from January 1, 2013 through December 31, 2013 ended with a net loss of -\$62,710.85. This is due to outstanding funds which should be coming from the state reimbursement request of approximately \$44,000, the federal reimbursement request of \$71,850, St. Johns Parish check for \$10,416, and the state mass-transit check for approximately \$10,300. The Profit & Loss statement from the beginning of service in 2008 reported that the total income has been \$928,914.38. The balance of all liabilities and equity as of December 31, 2013 was \$964,369.72. The statement of cash flows for 2013 year to date shows \$928,914.38.

S. Vansickle referred to the second report for the January 2014 period. On the Profit & Loss statement has a net loss of \$82,735.43 for the first week of 2014. The Balance Sheet shows total liabilities and equities as of January 8, 2014 were at \$881,634.29 and Statement of Cash Flows \$846,178.95.

H. Banquer asked if there were any questions regarding the Treasurer's Report.

S. Vansickle then noted the following checks for December 2013.

Check Number	Check Amount	Payment Made To	Services/Reason
814	\$180.00	Helen Banquer	4 th Quarter Per Diem (Oct-Dec 2013)
815	\$60.00	Brent Petit	4 th Quarter Per Diem (Oct-Dec 2013)
816	\$180.00	Richard Drexel	4 th Quarter Per Diem (Oct-Dec 2013)
817	\$180.00	Robbie LeBlanc	4 th Quarter Per Diem (Oct-Dec 2013)
818	\$5,416.67	Solutient Corp.	December 2013 Services
819	\$86,249.38	Veolia Transportation	December 2013 Services

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requested that the Title IV statement be included on the document. H. Banquer also requested that the flyer include a phrase on the front that service is now running Monday through Saturday.

E. Griffith then presented the updated Limited English Proficiency Plan to the board. E. Griffith noted that the previous plan had insufficient language to meet requirements by FTA, so the plan has been updated to be in compliance. The plan must be approved by the board through a resolution that was similar to the one used for the Title IV plan. T. Antrup reported that relatively few residents are of limited-English proficiency, with 99.2% of River Parish residents being English-speaking. M. Octave noted that the actual percentage may be higher due to undocumented and seasonal workers within the area.

H. Banquer asked the board for approval of Resolution 1-2014.

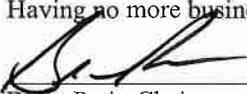
It was moved by R. Vincent, seconded by R. Drexel to approve Resolution No. 1-2014 for the Limited English Proficiency Plan. Motion carried unanimously.

H. Banquer asked R. Collins about the status of Veolia's computerized system used for routing. R. Collins reported that Veolia is currently looking into their corporate agreements for the possible use of Trapeze systems for RPTA bus routing. H. Banquer requested that R. Collins update the board as the situation progresses.

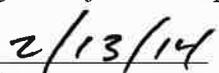
H. Banquer asked if there were any further comments. She stated that the next Board meeting is scheduled for February 13, 2014 at 10:00am. M. Octave noted a scheduling conflict and will not be present at February's meeting.

It was moved by C. Faucheux, seconded by R. Drexel to adjourn. Motion carried unanimously.

Having no more business to discuss, the meeting was adjourned at approximately 10:44 AM.



Brent Petit, Chairperson



Date