

**MINUTES OF THE RIVER PARISHES TRANSIT AUTHORITY
BOARD OF DIRECTORS SPECIAL MEETING May 23, 2013**

The Chairman, Brent Petit, called the special meeting to order at approximately 3:30 P.M. on Thursday, May 23, 2013 at the St. John the Baptist Parish President's Conference Room, LaPlace LA.

Members present were B. Petit, H. Banquer, C. Fauchaux, A. Harper, Jr, M. Octave, and R. Drexel, thus achieving a quorum. R. Vincent was not present. Also present were Leo Marretta (SCPDC), Robert Collins (Veolia), Elizabeth Griffith (GCR, Incorporated), Beth Sorce (GCR, Incorporated), Kevin Belanger (SCPDC), Bonnie Garrigan (TMG Consulting), Robbie LeBlanc, Marc Nuar (Solutient), and Bill Deville (MV Transit).

B. Petit requested that the board members review the meeting minutes from the April 16, 2013 special meeting.

It was moved by C. Fauchaux, seconded by R. Drexel to accept minutes. Motion carried unanimously.

R. Collins presented Veolia's Transit Operations Report for April 2013. There were 1,431 passengers transported for the month of April and 5,474 year to date. The daily average is 65.05 passengers per day, 1.55 passengers scheduled per hour. Veolia's on-time performance averaged 91.5 percent. He stated that the revenue collected totaled \$2,835.00 in cash and 6 vouchers. The total miles travelled were 18,831 miles. R. Collins informed the Board that there were no accidents in April, but there was one passenger complaint based on late cancelations but that that type of complaint is typical. Ridership is increasing and the current denial rate is 0.27%. B. Petit requested more information about the destinations of voucher holders and R. Collins reported that while he did not have that information right then, the board will discuss an expansion on the voucher program later in the agenda.

B. Petit then requested the Secretary/ Treasurer's Report. L. Marratta included the QuickBooks report in the board packet. Counting all assets and cash in the bank, the total liabilities and equity as of May 20, 2013 were \$913,917.72. Cash flows from January 1, 2013 to May 20, 2013 was 763,256.46. B. Petit reviewed the deposit detail which included income from the FTA, fareboxes, LADOTD and St. Charles and St. John the Baptist Parishes. He then reviewed the check detail which included checks to the Postmaster, L'Observateur, Veolia Transportation and Dave Millet Insurance for Board error and omissions insurance. B. Petit asked a follow-up question to the April meeting and wondering if the cause of the "jump" had been determined. E. Griffith reported that she had spoken to Charlie and stated that everyone's rates had increased and it was discussed that the additional month of coverage also added to the increased amount. L. Marretta continued with the Profit & Loss Statement from the beginning of service in 2008 and reported that the total income has been \$5,507,985.17, the total expenses have been \$4,793,259.59 for a total net income of \$714,725.58 from day one. The P&Ls for 2013 show a total income of \$364,264.57, a total expense of \$576,411.47 and a net income of -\$212,146.90.

B. Petit then requested that the following checks for approval and payment.

Check Number	Check Amount	Payment Made To	Services/Reason
773	\$60.00	Postmaster	Post Office Box Fee- Annual Renewal
774	\$220.00	L'Observateur	Invoice #4170, Multiple Meeting Notices
775	\$72,058.50	Veolia Transportation	March Service
776	\$80,175.48	Veolia Transportation	April Service
777	\$3,282.55	Dave Millet Insurance	2013-2014 Board Insurance Renewal
Total approved	\$ 155,796.53		

It was moved by H. Banquer, seconded by A. Harper, Jr. to approve the Secretary/ Treasurer's Report. Motion carried unanimously.

It was moved by M. Octave, seconded by C. Fauchaux to approve accounts payable. Motion carried unanimously.

E. Griffith provided a quarterly grant status report as requested by H. Banquer in the March board meeting. The report included in the board packet is divided by grant type and then activity type. The report is as of May 14, 2013. E. Griffith will provide a similar report on a quarterly basis after the information is entered into TEAM.

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E. Griffith also provided 10-year budget projections. The five-year budget is based on a 30% urban/ 70% rural ridership. While it is known that the split will change based on decennial census data, we do not yet know when and how the change will be made. GCR's recommendation, after speaking with Veolia, is to delay the launch of Saturday service until we have a better understanding of how the split will change. As soon as R. Collins can get the new maps from the RPC, he can look at where they do pick-ups and drop-offs and determine what will change. For the public in attendance, L. Marretta stated that the RPTA had primarily provided rural service until the 2010 census when it was determined that the RPTA is now more urbanized. Before any new split can be adopted, the census tells the RPC the new populations and determines where urban trips can be generated from. Right now, we are waiting on the LA DOTD approval of the RPC maps. E. Griffith noted that the projections included in the 5-year budget are based on starting Saturday service in June. Looking forward, all service is covered for the first five years and approximately \$145,193 will remain in the local match account at the end of 2017. Without Saturday service, the account is projected to have approximately \$360,218 left for local match at the end of 2017. E. Griffith noted that these numbers are fluid based on ridership but do provide a general picture. The number also assumes that there will be enough grant money awarded to cover rural service. L. Marretta asked if it would still be possible to unlock the JARC and New Freedom grants without Saturday service. E. Griffith said that while the grants were specifically awarded for Saturday service, the RPTA could return to the FTA and request a change of use through a grant amendment. Both L. Marretta and R. Collins noted that Veolia's bid for operator assumed Saturday service and that Veolia will take a hit if Saturday service is delayed. R. Collins, however, noted that until he is sure that RPTA can afford Saturday service, they will "eat" any loss of revenue.

E. Griffith also included 10-year budget projections that cover 2018-2022. The bottom line is that the RPTA will not have enough local match for service starting in 2018. E. Griffith noted that we will need to ask the local Parishes for more match and if the request goes out now, the RPTA will be able to start saving for the future. B. Petit asked if the 10-year projections take into account the new rural/urban split and E. Griffith clarified that they do not. Once we have an idea of how the split is changing, E. Griffith will update the projections but either way the RPTA should start working on increasing the local match now. L. Marretta noted that all of the Parishes are aware of the need for more local match so it will not be a surprise when the request is made.

H. Banquer asked if there were possibilities for RPTA to access more money through FEMA. R. Collins stated that he and E. Griffith attended a recent meeting with FEMA but there is still no clear definition of how much funding is going to be available. E. Griffith stated that they have been in touch with the FEMA staff member coordinating the transportation investments.

B. Petit stated that the committee reviewed the Accounting and Oversight RFP responses and that the group still has some questions. L. Marretta thanked the respondents for their quick turn-around of proposals. B. Petit stated that the full board will review the responses in more detail, narrow the candidates down to two and then bring those groups back in to finalize the process. Because of the differences in how proposers presented their costs, the board wants to review the applications more. C. Fauchaux asked if any of the proposers had questions for the board. M. Nuar asked for clarification on the start dates. B. Petit stated that because of the delay, the start date will be closer to July 1, 2013. B. Garrigan stated that it was difficult to create a cost proposal because it was unclear how much time the accounting tasks would take and the volume of checks that would need to be cut, etc but that it is something that could easily be negotiated. C. Fauchaux stated that it is his intention to make the decision at the next board meeting so that the contractor can start on July 1.

L. Marretta stated that the Parish included SCPDC into a HUD Choice Neighborhood Initiatives Planning Grant Application because there is a large transit component of a public housing redevelopment. If the grant is awarded, it will be the first project coming out of the St. John the Baptist recovery list. After the 18 month planning process, the Parish will go after an implementation grant.

L. Marretta stated that the FTA consultants conducted a Procurement System Review the previous week. There were very few findings, the majority of which have already been resolved. The files lacked an independent cost estimate (ICE) prior to the bid release. The FTA won't worry about what has gone before but will require it going forward. The consultants have 30 days to provide a draft report and the RPTA will then have 14 days to respond. During an exit interview with the FTA the consultants reported that there were no major findings.

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E. Griffith noted that the RPTA has received the official Triennial Review Closeout Letter. The last element was a five-year plan that GCR provided to close out the review. B. Petit thanked L. Marretta for all of his hard work and thanked the team for their cooperation.

K. Belanger asked for clarification as to when the SCPDC would be transitioning accounting responsibilities. B. Petit stated that the new timeline is for a 7/1 turnover as opposed to 6/1. He further instructed SCPDC to continue keeping track of their hours and that the RPTA will pay them.

The audit 2012 audit is occurring right now. SCPDC needed a resolution to employ Stagni and Company, LLC to conduct the audit and to approve the Louisiana Compliance Questionnaire included in the board packet.

It was moved by C. Faucheux and seconded by H. Banquer to approve the resolution to employ Stagni and Company, LLC to conduct the 2012 financial audit. Motion carried unanimously.

B. Petit announced that A. Harper, Jr. is retiring as a board member and thanked him for all of his years of service. He also welcomed Robbie LeBlanc for joining the board.

L. Marretta gave R. Collins the titles to the new vehicles. The titles will be stored at Veolia's office.

It was moved by B. Petit, seconded by H. Banquer to approve the budget revisions. Motion carried unanimously.

Having no more business to discuss, the meeting was adjourned at approximately 4:30 PM.


Brent Petit, Chairperson


Date