

M E E T I N G M I N U T E S

HTMPO Policy Committee Meeting

Date: October 04, 2012

Meeting Location: SCPDC's Pelican Room, Gray, LA.

In Attendance

Committee:	Danny Babin, MPO Chairman (TPCG Council Member) – Present Tommy Eschete, MPO Vice Chair (Mayor City of Thibodaux) – Proxy Ryan Perque Arlanda Williams (TPCG Council Member) – Proxy Al Levron Brandon Buckner (FHWA, Non-Voting) - Absent Charlotte Randolph (Lafourche Parish President) – Absent Dirk Guidry (TPCG Council Member) – Present Greg Hood (TPCG Council Member) – Present Marty Triche (Assumption Parish Police Jury President) – Absent Michael Stack (LA DOTD District 02 Administrator) – Proxy Lyle Leblanc Michel Claudet (Terrebonne Parish President) – Present Paul Champagne (Interim Mayor Town of Lockport) – Absent
Staff:	Joshua Manning, SCPDC Rudynah Capone, SCPDC Scott Leger, SCPDC Cassie Parker, SCPDC
Others in Attendance:	Dennis Hebert, DOTD Patrick Gordon, TPGC Matt Trahan, Louisiana State Police- Troop C Joan Shexnayder, TPCG Micheal Cobb, Stantec Doug Bourg, TPCG Terri Dupre, Meyer Engineers Kermit Kraemer, SAIC

D. Babin called the meeting to order at approximately 11:40AM.

Invocation: R. Perque

Pledge of Allegiance: D. Guidry

Roll Call and Submittal of Proxy Letters: D. Babin.

Agenda Item # 1

Public Comment or Public Hearing (if applicable)

No public comments were made.

It was motioned by A. Levron to close public comment D. Guidry seconded. Motion carried unanimously.

Agenda Item # 2

Approval of Minutes from July 05, 2012 meeting

It was motioned by G. Hood to approve the minutes from the July 05, 2012 meeting. D. Guidry seconded. Motion carried unanimously.

Agenda Item # 3

Current LADOTD Projects Update (Lyle Leblanc, LADOTD Area Engineer)

- L. Leblanc informed the Policy Committee that the skew sensors for the Larose Bridge and Houma Bridge need to be calibrated.
- Highway 90 overlay should be completed by December 2012
- Safety Funds will be used in order to straighten two curves on LA 308
- The Highway 57 widening will be let within the next year; it was postponed due to utility relocation and the completion of Prospect Bridge.
- The Navigation Bridge will be under repair; all of the equipment will be raised to prevent it from flooding. Intermittent closures will take place during off peak hours.

Agenda Item # 4

Locally Funded Projects Updates (Parish/Municipal Staff and/or Consultants)

Lafourche Parish:

T. Arabie gave locally funded project updates for Lafourche Parish.

- The drainage work is completed for the Golden Meadow project. The base for the road is currently being constructed; milling will begin on Monday.
- In the process of awarding the maintenance contract for the concrete streets and drainage work in the southern part of parish.
- A contractor has been hired for the Laura Valley road project, which is approximately a three million dollar project.

Terrebonne Parish:

M. Claudet gave locally funded project updates for Terrebonne Parish.

- The bid for the Bayou Gardens extension embankment was let. The embankment will be from Coteau Road to Bayou Blue Road. Right turn lanes will be placed on both sides.
- The Thompson Road embankment has reached its elevation. It is settling at this time.
- The concrete is completed for the Valhi extension. This project should be completed before the end of the year.
- Savanne Road is being restriped.
- Clearing and grubbing will be done for the Hollywood Road project soon.
- A turn lane will be placed at Denley Road and Industrial Boulevard.
- Terrebonne has funding for the Pontoon Bridge in Dulac.

City of Thibodaux:

R. Perque gave locally funded project updates for Lafourche Parish.

- Currently in the process of signing a city/state agreement with DOTD for the Canal Road widening project.

There was no representative from the Town of Lockport or Assumption Parish to give an update.

Agenda Item # 5

South Central Planning and Development Commission's Transportation Division Quarterly Activity Reports & Sub-Committee Reports

***South Central Regional Transportation Safety Program Update
(Cassie Parker, SCPDC Transportation Division Staff)***

C. Parker informed the Policy Committee of the recent Traffic Safety Summit on September 27, 2012. She stated that 113 Safe Community partners attended, as well as 13 high school students. Safe Community meetings have been conducted quarterly. R. Capone electronically published five biweekly press releases and the July-August 2012 newsletter. Featured campaigns included in the press releases and newsletter included Labor Day's "Drive Sober or Get Pulled Over" mobilization and National Passenger Safety Week. The Safe Community Partnership purchased and distributed car seats at various child passenger safety seat inspection events. SCPDC staff also supported local law enforcement efforts for their Fourth of July and Labor Day Impaired Driving Enforcement efforts. Two banners were produced to promote "Click It or Ticket" and "Drive Sober or Get Pulled Over" mobilizations. Two exhibition tents were purchased for the Safe Community Partners to use at various education/enforcement events such as child passenger seat inspections, safety expositions, conferences and checkpoints. With regards to Infrastructure efforts, SCPDC staff has continued coordination with Local Technical Assistance Program in order to plan and participate in Road Safety Assessments for the parishes.

***South Central Regional Transit Program Update
(Scott Leger, SCPDC Transportation Division Staff)***

S. Leger presented the Regional Transit update. He informed the committee that a meeting was held on September 12, 2012. During the meeting, the committee reviewed the new transit website created by J. Manning. The Regional Transit Committee was informed of the rescheduled LPTA conference. During the meeting, there were discussions regarding the STARRS program. S. Leger explained that the program maintains Transit databases and information such as ridership and funding sources of the agencies. L. Marretta added that agencies meet once per quarter in order to exchange ideas and information regarding transit. Some agencies include Council on Aging (COA), Association of Retarded Citizens (ARC), private companies that transport by van, and W. Voisin and Good Earth Transit (GET). S. Leger stated that an RFP was put out for Lafourche Rural Transit; however, there were no applicants. He stated that, during the meeting, there were also discussions regarding issues that had taken place during the Hurricane Isaac evacuation. He informed the committee that the next Regional Transit meeting will take place on December 12, 2012.

Agenda Item # 6

Policy and Procedures for the Employment of Consultants (*Leo Marretta, SCPDC Transportation Division Staff*)

D. Babin states that the Policy and Procedures for the Employment of Consultants presented at this Policy Committee meeting was passed during the September 13, 2012 Technical Advisory Committee. L. Marretta explains that smaller MPO's, which consists of an urbanized population less than 200,000, have less self determination than a larger MPO. He clarifies that this is in part because the larger MPO's have enough staff and resources to deal with the Federal regulations with regards to procurement. The purpose of the Policy and Procedures for the Employment of Consultants is to allow this MPO to have the same self determination as a large MPO, but on a limited scale.

It was motioned by G. Hood to approve the Policy and Procedures for the Employment of Consultants, D. Guidry seconded. Motion carried unanimously.

Agenda Item # 7

New Urban Area Population and Percentage Breakdown (*Leo Marretta, SCPDC Transportation Division Staff*)

L. Marretta informs the committee that the new urbanized area has been determined through information gathered on the 2010 Census. He explains that the map will be smoothed over using density of population in order to make more sense geographically.

The map is then used to determine local match. L. Marretta adds that the funds received by the MPO are an 80/20 match from the Federal government. The local match is pro rata for all members of the MPO. L. Marretta states that he just wanted explain the method for determining the percentage breakdown and to inform the Policy Committee of the changes, so no member would be blindsided when their jurisdiction receives a bill for services.

Agenda Item # 8

LPA's Qualification Core Training (*Leo Marretta, SCPDC Transportation Division Staff*)

L. Marretta states that DOTD will present information during the next SCPDC Board of Directors meeting, scheduled for October 18, 2012. The Local Public Agency (LPA) is in the process of informing and educating the local jurisdictions -- municipalities, agencies, and public agencies that a city/ state agreement names an individual in "responsible charge" of a project. It is clearly stated in the contract that the individual in "responsible charge" must be a parish employee and is the main source of information between the project and the DOTD. L. Marretta explains that problems arise when consultants are hired and the cities and parishes are not aware of everything that is taking place within a project. In order to confirm that the jurisdiction is aware of what is taking place with projects, it is mandatory and will be enforced by city/state agreements that the person in responsible charge must be a parish employee and all information and communication is done through this individual. L. Marretta informs the Policy Committee that LPA's Qualification Core Training will take place at SCPDC on October 30, 2012.

Agenda Item # 9

MTP Update Process (*Josh Manning, SCPDC Transportation Division Staff*)

J. Manning states that in 2010, the Policy Committee adopted the latest version of the Metropolitan Transportation Plan (MTP), which is the 25 year, long range plan for the MPO. This document is required to be updated every 5 years and takes approximately 2 years to update. He states that in past years, DOTD assisted the smaller MPO's by hiring a consultant. However, it is unclear if this will take place again. J. Manning informed the committee that a letter was sent to Dan Broussard requesting clarity on this issue.

Agenda Item # 10

Set Meeting Dates for January and July 2013 (*Leo Marretta, SCPDC Transportation Division Staff*)

D. Babin requests that the Policy Committee review the meeting dates set for January 3, 2013 and July 4, 2012, as they conflict with certain holidays. It was decided to move the January 3, 2012 meeting to January 17, 2012 and the July 4, 2012 meeting to July 18, 2012.

Agenda Item # 11

LA DOTD "Road Show" (*Leo Marretta, SCPDC Transportation Division Staff*)

L. Marretta informs the committee that emails have been sent to inform representatives of the annual Road Show for his/her district. He states that this is the venue where jurisdictions communicate their local priorities to the legislative representatives that are responsible for transportation at the state level. He requests that each jurisdiction send a representative to attend the Road Show and follow up with a letter. He also requests that the jurisdiction copy the MPO on the letter in order to assist the MPO with the regional packet that the MPO prepares to reiterate local jurisdictions priorities.

Agenda Item # 12

Other Business

There was no other business.

Agenda Item # 13

HTMPO Meeting Calendar

Next Policy Committee Meeting - Thursday, January 17, 2012 at 11:30 A.M.

Agenda Item # 14

Adjournment

It was motioned by G. Hood to adjourn the meeting at approximately 12:46p.m., D. Guidry seconded. Motion carried unanimously.