

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

**HTMPO Policy Committee Meeting**

**Date:** January 24, 2013

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

**In Attendance**

<b>Committee:</b>	Danny Babin, MPO Chairman (TPCG Council Member) – Present Tommy Eschete, MPO Vice Chair (Mayor City of Thibodaux) – Proxy Luci Sposito Arlanda Williams (TPCG Council Member) – Present Brandon Buckner (FHWA, Non-Voting) - Present 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) – Proxy Jeff Naquin Michael Stack (LA DOTD District 02 Administrator) – Proxy Lyle Leblanc Michel Claudet (Terrebonne Parish President) – Present Paul Champagne (Interim Mayor Town of Lockport) – Absent
<b>Staff:</b>	Kevin Belanger, SCPDC Leo Marretta, SCPDC Scott Leger, SCPDC Cassie Parker, SCPDC Joshua Manning, SCPDC
<b>Others in Attendance:</b>	Russell Hornsby, TPCG Jason Chapman, DOTD James Lee, DOTD Grayling Hadriott, ARDD Doug Bourg, TPCG Arthur Defraites Jr., Self Patrick Gordon, TPGC Terri Dupre, Meyer Engineers Kermit Kraemer, SAIC Henry Richard, Richard Development

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

Invocation: J. Manning

Pledge of Allegiance: L. Marretta

Roll Call and Submittal of Proxy Letters:

D. Babin informed the committee that there were two proxy letters received. Jeff Naquin will be proxy for Marty Triche and Luci Sposito will be proxy for T. Eschete.

**Agenda Item # 1**

*Public Comment or Public Hearing (if applicable)*

No public comments were made.

***It was motioned by D. Guidry to close public comment G. Hood seconded. Motion carried unanimously.***

**Agenda Item # 2**

*Approval of Minutes from October 10, 2012 meeting*

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

**Agenda Item # 3**

*Letting Schedules and Current LADOTD Projects Update (Lyle Leblanc, LADOTD Area Engineer)*

L. Leblanc updated the Policy Committee on the following projects:

- He stated that everything except for the structure of the Navigation Bridge is being rebuilt. He informed the committee that DOTD is attempting to limit construction hours to take place during 8:30 AM – 4:30 PM.
- Barriere Construction is milling on US 90 at this time. He stated that there will be a great deal of construction taking place within the next month. The overlay from the Lafourche parish line to the old garbage dump on LA 182 should be complete within the next three months.
- There will be a new project taking place on LA 20; the road will be redone on LA 20 from Bull Run Road to Gibson, and bike signs will be placed.
- He informed the committee that the mechanic from Baton Rouge must approve the bridge design for Prospect Bridge. Those individuals inspected the bridge and found problems with the skew sensor. The skew sensor was sent back. The new gear box motors also have not arrived.
- DOTD and the City of Thibodaux are undertaking a joint project to widen Highway 20 to a four lane from Canal Boulevard to St. Patrick Street. The project should be let by January of 2014.
- Leeville Toll is not operating at this time in Lafourche Parish
- L. Leblanc informed the committee that once the utility relocation is complete on Grand Caillou Road, the widening project will be let; he estimates that it will be let in March. With regards to the overlaying of the northern side Grand Caillou Road, DOTD would like to overlay this portion within the next year.

J. Naquin requested that a DOTD representative for Assumption Parish begin attending the Technical Advisory Committee meetings.

K. Belanger informed the committee that SCPDC has submitted a request to get final approval with Bridge City in order to put signage on Highway 311 informing the public that this corridor is a future bicycle route.

**Agenda Item # 4**

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

***Terrebonne Parish:***

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

- Terrebonne Parish is currently working on the widening of Country Drive. He informed the committee that numerous properties have been acquired for this project and that it is moving along quickly.
- Hollywood Road should let by September of 2013.
- Construction has begun on the Bayou Gardens Boulevard, which will be a two lane road connecting Coteau Road and Bayou Blue Road.
- Terrebonne Parish has been given approval to issue bonds in order to extend Westside Boulevard from Martin Luther King Boulevard through to Equity Bridge.
- Valhi extension is completed.
- A right turn lane will be placed at Denley Road and Industrial Boulevard.
- Terrebonne has a project to replace the Dulac Pontoon Bridge.

***City of Thibodaux:***

L. Sposito gave locally funded project updates for Lafourche Parish.

- Thibodaux's airport lighting should be completed within the next few weeks.
- Consideration will be taken for bicyclist and pedestrian as the North Canal overlay and widening project is done.
- Canal Pedestrian Bridge was let this month.

There was no representative from the Town of Lockport or Lafourche 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 committee that the Rudynah Capone published eight biweekly press releases from September 2012 through December 2012 and the September-October and November-December 2012 Newsletters, which featured information about Driving Sober for Halloween and the Zero for December kickoff. She stated that the Safe Community Coalition purchased and distributed car seats at various child passenger safety seat inspection events. The Safety Division also partnered with LSP Troop C and MADD in order to coordinate the Zero for December Campaign and Christmas Tree Lighting Ceremony events on November 15, 2012. Staff coordinated with the Local Technical Assistance Program (LTAP), the City of Thibodaux and Thibodaux Police Department for the Road Safety Assessment (RSA) site visits of the top three high-crash local roads within the City of Thibodaux on October 24, 2012. She informed the committee that a new Chairman, Captain Darrin Naquin with Louisiana State Police Troop C, and Vice Chairman, Captain Ray Traigle with Assumption Parish Sheriff's Office, were elected for the Safe Community Coalition.

***South Central Regional Transit Program Update***  
***(Leo Marretta, SCPDC Transportation Division Staff)***

L. Marretta informed the committee that the Coordinated Human Services Transportation Plan (CHSTP) Regional Transit Committee meets quarterly. S. Leger oversees the meetings. He stated that some committee members include Good Earth Transit and the MPO parishes' Association for Retarded Citizens (ARC's) and Council on Aging's (COA's). L. Marretta explained that there is also work done at the state level in order to determine possible avenues to get from point A to point B by utilizing transit services and connector points.

***South Central Active Transportation Committee Update***  
***(Leo Marretta, SCPDC Transportation Division Staff)***

J. Manning informed the committee that during the last Active Transportation Committee, those committee members were given the draft version of the Regional Bicycle and Pedestrian Plan. He explained that many comments and suggestions have been made with regards to the plan since that meeting. During the next meeting on February 13, 2013, the committee will be given the updated draft version, which incorporates suggestions that have been made. At that time, the committee will have the opportunity to accept the updated draft version of the Regional Bicycle and Pedestrian Plan to recommend to the Policy Committee or they can decide to continue working on the plan.

**Agenda Item # 6**

*Accept DRAFT UPWP, set public hearing for next meeting (Josh Manning, Staff)*

J. Manning presented the annual Unified Planning Work Program (UPWP) to the committee. He stated that we are ahead of schedule this year because of the new Public Participation Policy, which states that the draft version must be given to the Policy Committee in advance to review the document. The document will also be placed on the MPO website for the public to review it. A public hearing will then be set for public comment and the acceptance the UPWP.

***It was motioned by G. Hood to accept the draft UPWP and set the public hearing for April 25, 2013, J. Guidry seconded. Motion carried unanimously.***

K. Belanger informed the committee that the state has given SCPDC's Safety Division approval to purchase a DWI van. He stated that the purchase is a reimbursable cost and asks the committee for suggestions on how to gather the funds in order to move forward with this effort.

**Agenda Item # 7**

*TIP Amendment – Acadian Road, Transit Element, and LA 311 Engineering (Josh Manning, Staff)*

J. Manning requested that the Policy Committee approve three TIP amendments. He explained that the engineering and environmental portion of the Acadian Road and Roundabout project (H. 009320) was scheduled to be done last year; however, DOTD pushed it back. In order for this project to remain on the current TIP, the Policy Committee must approve this amendment.

***It was motioned by G. Hood to approve that the Acadian Road and Roundabout project (H. 009320) remain on the current TIP, D. Guidry seconded. Motion carried unanimously.***

J. Manning presented a request made to the HTMPO by LADOTD with regards to beginning the Engineering phase of the LA 311 widening project (H.005043), which will be done with STP Flex funds.

***It was motioned by M. Claudet to approve to begin the Engineering process of the LA 311 widening project (H. 005043), D. Guidry seconded. Motion carried unanimously.***

J. Manning requested that the Policy Committee approve to include the following in the TIP:

1. Good Earth Transit's Operating, Planning and Capital requests
2. Capital requests from Terrebonne Council on Aging
3. Operating requests from Assumption ARC, Assumption COA, Lafourche ARC, Lafourche COA, and Special Education District No. 1 of Lafourche.

Following the committee's approval, there are several letters that will be mailed to those agencies that state that the Policy Committee approved to include those requested items into the TIP.

***It was motioned by G. Hood to approve to include the above mentioned items into the TIP, A. Williams seconded. Motion carried unanimously.***

**Agenda Item # 8**

*Urban Area Map Update and MAP-21 Performance Measures (Jason Chapman, DOTD and James Lee, DOTD)*

J. Chapman and J. Lee with DOTD stated that after every U.S. Census is complete, urbanized boundary areas are released to the states and localized areas within the state. He explains that DOTD has taken in this information and, with the help of GIS, created a final smoothed boundary that they then distribute to the local agencies and planning organizations. J. Manning stated that the HTMPO has reviewed the smoothed map and informed J. Chapman that the HTMPO would like to make a few changes to the map.

J. Chapman stated that once DOTD has done their analysis of the functional class, DOTD returns to the MPO's in order to accept recommendations and/or changes from the local agencies. J. Chapman informed the committee that DOTD is required to report certified mileage to the Federal Highway Administration. While confident about the state millage, DOTD is not as confident with local millage. DOTD would like to use their Pavement Management vendor in order to collect the stress information about local roadways in order for DOTD to analyze the information to create projects, as well as, get an accurate certified local millage.

J. Chapman stated that, while there is uncertainty about what is expected with regards to MAP-21 performance measures, DOTD is trying to be proactive by collecting data and making sure a system is in place to report information to Federal Highways. J. Chapman and J. Lee are in the process of establishing a time line and try to secure funding in order for the vendor to ride the whole system. He stated that if the local agencies would like to contact the vendor in order to begin collecting data on local roadways, it will be less expensive than going from the top down to collect the data. J. Lee informed the Policy Committee that this will be a three year process. J. Chapman added that DOTD would like to begin July 01, 2013 in Baton Rouge.

**Agenda Item # 9**

*Potential TIP Projects (Michel Claudet, Terrebonne Parish President)*

M. Claudet stated that he would like to place the Bayou Gardens extension, which connects to the Prospect Street extension, on the TIP so that a Zero Feasibility study can be done. L. Marretta stated that, at this time, that particular project is in the HTMPO's long range plan, under the unfunded needs category. He stated that if there is local interest in finding a funding mechanism other than federal funds to do that particular project, it will have to be a collaborative effort. L. Marretta suggested an offline meeting with Lafourche and Terrebonne. He added that for a project to be put on the TIP, the project must be within the five years and must have a funding source. J. Manning stated that if funding can be identified for the Stage Zero, the project can possibly be placed in the next TIP. He explained that the current TIP is at its capacity with regards to funding. He then explained that in the next TIP, once Hollywood Road is complete and Country Drive moves forward, there will be possible funding for a Stage Zero study.

**Agenda Item # 10**

*Other Business and Proxy Letters*

J. Manning requested that the Policy Committee review the list provided and update any proxy information. He added that each Policy Committee member can only appoint one permanent proxy; however, the member can appoint as many one-time proxies.

**Agenda Item # 11**

*HTMPO Meeting Calendar*

*Next Policy Committee Meeting - Thursday, April 25, 2013 at 11:30 A.M.*

D. Babin stated that the Policy Committee usually meets the third Thursday of the first quarter; however, there has recently been some conflict with that date and the SCPDC Board meeting date. He stated that if there is no objection, that the Policy Committee will move its meeting date to the fourth Thursday of the first quarter. There were no objections.

**Agenda Item # 14**

*Adjournment*

***It was motioned by G. Hood to adjourn the meeting at approximately 12:48p.m., M. Claudet seconded. Motion carried unanimously.***