

Houma – Thibodaux
Metropolitan Planning Organization
Coordinated Human Services Transportation Plan

South Central Planning and Development Commission Office
5058 West Main Street, Gray, LA 70359
985-851-2900

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

CHSTP Committee Meeting

Date: Wednesday, June 13, 2012 10:00 AM

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

In Attendance

Committee:	Wendell Voisin, Terrebonne Parish Consolidated Government Diana Edmundson, Terrebonne COA Randy Manning, Terrebonne COA Mona Danos, Lafourche Special Education District No. 1 Linda Pertuit, Lafourche COA Charlene Rodriguez, Lafourche COA Peggy Krieg, Lafourche ARC Rosa Lou Molaison, Assumption COA Rose Grabert, SED #1 Keri Walker, St. James Parish Harold Beck, LADOTD Bonita Boudoin, BISCO
Staff:	Leo Marretta, SCPDC Josh Manning, SCPDC Scott Leger, SCPDC Cassie Parker, SCPDC

Call to Order

L. Marretta called the meeting to order at approximately 10:00 a.m. on Wednesday, June 13, 2012 at South Central Planning and Development Commission Pelican Room in Houma, LA.

Agenda Item # 1

Introductions

Introductions took place.

Agenda Item # 2

Notes from March 21, 2012 meeting

L. Marretta introduces the meeting minutes from March 21, 2012 meeting. He reminded everyone of the importance of attending the meetings and signing the attendance sheet. H. Beck further explained that when applicants apply for grants, the Department of Transportation and Development (DOTD) reviews the number of meetings that the agency attended and takes that into consideration when deciding what agency will receive funding.

L. Marretta stated that this form of ranking is a requirement which comes from the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) for the Federal Transportation Bill.

L. Marretta informed the members that S. Leger will be involved with the CHSTP due to the departure of G. Rose. He further stated that S. Leger was involved in drafting the original plan which the CHSTP Committee has been operating under; the plan has not been updated since March 29, 2007. At this time, we are searching for funds in order to re-write and update the plan.

Agenda Item # 3 & #4

*Review Existing CHSTP Plan Progress
Proposed CHSTP Plan Update*

S. Leger reviews the existing CHSTP plan with the committee members. He refers to the goals and objectives of the plan, and states that the objectives that have been achieved thus far include meeting every quarter, sharing definition of terms to better communicate, and created a facts sheet. It is further stated that meeting quarterly has given all agencies involved the opportunity to collaborate and exchange ideas. L. Marretta and S. Leger provided the committee with a comment sheet to voice their suggestions and/or concerns in regards to the plan.

H. Beck informs the committee that the Federal Transit Administration (FTA) will be reviewing DOTD the week of July 16, 2012 through July 20, 2012. He requests that all agencies be prepared for the Triennial Review visit by FTA in conjunction with the state's review.

Agenda Item # 5

Transportation Service Database

L. Marretta states that The Transportation Service Database is derived from the information collected through the fact forms. He requests that those agencies, in which the information has changed, update their information on the fact forms provided and return the sheets to SCPDC by the end of the week.

Agenda Item # 6

Call Center and Website – Working Model

L. Marretta introduces the Working Model. It is not live at this time; however, this is what CHSTP is proposing to do with part of the deliverables from the New Freedom grant.

J. Manning explains that one requirement of the New Freedom contract was to create a call center and website which contained all of the information that is on the Transportation Service Database. Although it is not live at this time, he states that the goal is for it to become live within the next couple of months. J. Manning then does a brief presentation of the website, www.southlouisianatransit.org. He further states that this is just a prototype, and that he does plan on making it more appealing.

L. Marretta welcomes suggestions from the committee in regards to the sites' information; he requests that the committee inform South Central Planning and Development Commission of any recommendations. He adds that any transit related information should be emailed to transit@scpd.org.

J. Manning continues his presentation and demonstrates how one navigates through the website. He also informs the committee that the Call Center has been set up. At this time, the phone calls will go directly to the Transportation Department of South Central Planning and Development Commission. In the future, the plan is to automate the service.

J. Manning notifies the committee of the creation of the website, www.htmpto.org. One can find information for the committees regarding transportation, as well as, the meeting minutes for the Policy

Committee, Technical Advisory Committee (TAC), South Central Safe Community Partnership (SCSCP), Transit Committee (CHSTP), and the Active Transportation Committee.

Agenda Item # 7

GET's Change in Service Area – Fletcher Technical Community College

W. Voisin states that Good Earth Transit (GET) received a request to provide transportation for the students that will attend L.E. Fletcher Community College at its new location on Highway 311 in Houma, LA. He explains that the location is approximately one mile off of the current fixed route. After reviewing GET's mission statement, it was concluded that higher education is geared towards developing the parish, which is part of their mission. Therefore GET is considering making accommodations for this reason.

J. Manning stated that GET has 5 bus routes which operate in Houma and Thibodaux. He also gave some background about L.E. Fletcher Community College which was established through the Louisiana Legislature in 1948. Fletcher is an open admission, two year institute that offers technical and academic programs. The main campus is located on St. Charles Street in Houma; however, there are other locations on Dickson Road, and Civic Center Boulevard. The anticipated date of completion for L.E. Fletcher's new location on Highway 311 is late July.

J. Manning further states that L.E. Fletcher did an internal email survey to get more information in regards to how many students and/or faculty are interested in this form of transportation. Of the 134 student respondents, 67% stated that they would be interested in using GET services for the 311 campus. J. Manning then presents a map with GET current route and then proposed new route.

W. Voisin states that the new route will add ten additional minutes to the current route. The additional cost would be 3 bus hours, which total in dollars to \$228.00 (1 bus hour is \$76.00). Due to lack of funding, he explains that there are not enough funds in GET's budget to add this to the bus route at this time. Currently, GET is considering rescheduling the bus system.

Agenda Item # 8

Ridership Survey

L. Marretta requests that a Ridership Survey be done in conjunction with this new plan update in order to learn the needs and expectations of the riders. Because of the different clientele that is served by the multiple agencies, there will be a wide range of responses which will assist with CHSTP efforts.

Agenda Item # 9

Other Business

H. Beck reminded the members of the transit conference in Baton Rouge taking place September 5th-7th. He also reminded the agencies that information must be electronically submitted through STARRS beginning on July 1, 2012.

Agenda Item # 10

Meeting Schedule – Typically 2nd Wednesday of last month in each quarter

Next Meeting Date: Wednesday, September 12, 2012 at 10:00 AM

Agenda Item # 11

Adjournment

The meeting was adjourned at 11:20AM.