

Houma – Thibodaux  
Metropolitan Planning Organization

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:** December 9, 2009 9:00 AM

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

**In Attendance**

<b>Committee:</b>	Peggy Krieg, Lafourche ARC Rose Grabert, Lafourche ARC Lester Adams, Lafourche Special Education District No. 1 Diana Edmundson, Terrebonne COA Wendell Voisin, Terrebonne Parish Consolidated Government Darla Cantrelle, Terrebonne COA Rosa Lou Molaison, Assumption COA Roger Shelton, Terrebonne ARC Janice Tregre, Lafourche ARC George Stack, Lafourche ARC
<b>Staff:</b>	Scott Leger, SCPDC Martha Cazaubon, SCPDC Ann LeBlanc, SCPDC
<b>Others in Attendance:</b>	

**Call to Order**

S. Leger of SCPDC called the meeting to order at approximately 9:15 a.m. on Wednesday, December 9, 2009 at South Central Planning and Development Commission Pelican Room in Houma, LA.

**Agenda Item # 1**

**Introductions**

Everyone went around the table and introduced themselves.

**Agenda Item # 2**

**Approval of Meeting Summary from October 28, 2009 CHSTP Committee Meeting**

S. Leger gave everyone a couple of minutes to look over the summary.

Discussion ensued about a conversation in Shreveport that took place on the number of households that had vehicles.

S. Leger agreed to have all the information he has on this matter at the next meeting.

It was moved by P. Krieg, seconded by L. Adams to approve the meeting summary of the Wednesday, October 28, 2009 meeting. Motion carried.

### **Agenda Item # 3**

#### **Nominate a Chairperson and Vice-Chairperson**

S. Leger opened the discussion on nominating a chairperson. Everyone agreed and was in favor of the idea. The floor was opened for nominations for Chairperson. S. Leger suggested the person be from somewhere other than SCPDC. W. Voisin nominated S. Leger. S. Leger declined. P. Krieg nominated W. Voisin. W. Voisin accepted. It was moved by G. Stack, seconded by R. Shelton that W. Voisin is the Chairperson for the committee.

S. Leger opened the floor for nominations of Vice-Chairperson. W. Voisin nominated R. Shelton. It was then brought to the attention of the committee if they were to place R. Shelton as Vice-Chairperson then that would put two from Terrebonne in a four parish committee. R. Shelton declined the nomination. Nominations for Vice-Chairperson were tabled until the next meeting.

### **Agenda Item # 4**

#### **Transportation Agency Contact Form**

Discussion ensued on the transportation agency contact form. Every agency was given the opportunity to fill out the form and return to S. Leger. M. Cazaubon let the agencies know they are wanting them to fill out the transportation agency contact form so that we can put together a contact sheet to hand out to the other agencies. S. Leger went through the items listed on the transportation agency contact form. S. Leger will contact all agencies which were not present today to obtain the information.

Discussion ensued regarding a password for the DOTD information. M. Cazaubon agreed to contact the DOTD and let them know that no one is aware of the password. She will also let them know that the information is outdated.

### **Agenda Item # 5**

#### **Urban/Rural Boundaries**

Discussion ensued on the urban/rural boundaries. The committee discussed what would be covered under urban and what would be covered under rural. There were several disagreements amongst the group as to what is considered urban and what is rural. S. Leger suggested that maybe they needed Laura Wallace from FTA to come to the next meeting and answer a few questions to clarify some things. M. Cazaubon suggested that everyone email to S. Leger their questions they want answered.

**Agenda Items # 6**  
**Discuss Objectives**

Objective 1.1: Improve our ability to determine need for transit services

Strategies: Needs Assessment and solicit Public Input

1. Finalize Draft Survey

Discussion ensued regarding the survey. The committee went through the questions and decided they should turn it over to NSU. They would be able to decide the length of the survey and the best way to go about doing it.

Objective 2.1: Develop communication between providers.

Strategies: Meet quarterly, develop shared definitions, and build dialogue skills

1. Review Definitions
2. Provider Fact Sheet

M. Cazaubon advised if there were any other definition to please let her know so she can add them to the list.

Discussion ensued on the services provided by federal transportation programs. M. Cazaubon asked that if anyone is able to provide information on any of this services or additional services to please email her.

Objective 3.1: To increase capacity to serve unmet needs

Strategies: Develop a plan for collecting data needed for all funding streams in a standard format

**Agenda Items # 7**  
**LPTA Conference Report**

- a. Coordination Areas for Consideration
  - i. Shared dispatch
    1. Central call number for transit information
  - ii. Shared maintenance
    1. List of area maintenance services and providers
  - iii. Shared administrative areas

Discussion ensued about coordination areas for consideration. M. Cazaubon mentioned the need for shared dispatch, shared maintenance and shared administrative areas.

Discussion ensued about the grants that are available. The New Freedom grant was brought up. The committee has decided to form a subcommittee to try and get the information together for the group. The committee is considering applying for the New Freedom grant due on February 1, 2010. The subcommittee members will be D. Cantrelle, R. Grabert and J. Tregre. With these funds the committee talked about tracking systems for the buses, upgrading training, constructing some sort of library with resources on safety and other helpful training.

**Agenda Items # 8**  
**Other Business**

Discussion ensued on training regarding the resources available to our businesses.

**Agenda Items # 9**  
**Next Meeting Date**

The next meeting will be on March 10, 2010 at 9:00 am.

Upcoming tentative dates are:

June 9, 2010

September 8, 2010

December 8, 2010