

Houma – Thibodaux
Metropolitan Planning Organization (HTMPO)

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

HTMPO Policy Committee Meeting

Date: November 4, 2010

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

In Attendance

Committee:	Terrebonne Parish President, Michel Claudet – Proxy Pat Gordon City of Thibodaux Mayor, Charles Caillouet – Absent Terrebonne Parish Council Member, Peter Lambert – Present Terrebonne Parish Council Member, Johnny Pizzolatto – Proxy Suzette Thomas Terrebonne Parish Council Member, Arlanda Williams – Proxy Al Levron Terrebonne Parish Council Member, Clayton Voisin – Present LADOTD, Michael Stack – Proxy Dennis Hebert Lafourche Parish President, Charlotte Randolph – proxy Terry Arabie Town of Lockport Mayor, Richard Champagne – Absent Assumption Parish President, Marty Triche – Absent FHWA, Jamie Setze – Absent
Staff:	Leo Marretta, SCPDC Joshua Manning, SCPDC Scott Leger, SCPDC

**Others in
Attendance:**

Tanya St. Angelo – LA DOTD
Amber White – LA DOTD
John Rollins – LA DOTD
Rosa Lou Molaison – Assumption Parish COA
Linda Pertuit – Lafourche Parish COA
Emery Chauvin – LA DOTD
Mike Hollier – Lafayette MPO
Wendell Voisin TPCG Transit
Kyle Soignet – Lafourche ARC
David Harrison – ULL
Joey Benoit – Lafayette MPO
Bill Spivey – Lafayette MPO
Rodger Shelton – Terrebonne ARC
Jacques Dugal – ULL
Balagi Ramachandran – Nicholls
Jerome Malinowski – ULL
Ken Himel – Bayou Cane Fire Department
Diana Edmonson – TCOA
Darla Cantrella – TCOA
Nick Boudreaux – ULL
Lester Adams – Lafourche ARC
Mona Danos – SED #1
Rose Grabert – SEC #1
Tramain Crosey – ULL
Michael Buquet – ULL
Lemuel Barbarin – ULL
Ross Usie – ULL
Tracy Balogn – ULL
Jake Warren – ULL
Joshua Williams – ULL
Adrianna Thibodeaux – ULL
Peggy Krieg – Lafourche ARC
George Stack – Lafourche ARC

Call to Order

C. Voisin called the meeting to order at 12:30 pm.

Invocation

S. Thomas led the invocation.

Pledge of Allegiance

T. Arabie led the Pledge of Allegiance.

Roll Call

J. Manning called roll.

Agenda Item # 1

Approval of Meeting Notes from the August 12, 2010 Policy Committee Meeting

It was motioned by T. Arabie to approve the minutes from the Aug. 12, 2010 meeting, P. Gordon seconded. Motion carried unanimously.

Agenda Item # 2

Public Comment/Public Hearing

Chairman Voisin asked if there were any public comments. Seeing none, he moved on.

No action necessary.

Agenda Item # 3

Existing Transportation Projects Update

Dennis Hebert, LADOTD District 02 Engineer

D. Hebert updated the Policy Committee on DOTD District 02 projects currently under construction or soon to be let to bid. Discussion ensued.

L. Marretta explained that Assumption Parish is located in a different LADOTD district than Terrebonne and Lafourche parishes and, therefore, are outside of D. Hebert's jurisdiction. He then reviewed the projects in the DOTD letting schedule that are located in the urbanized portion of Assumption Parish.

No action necessary.

Agenda Item # 4

Locally Funded Projects Update

Each Jurisdiction's Staff and/or Consultants

L. Marretta asked that any jurisdiction that wanted to make a report please do so at this time.

A. Levron reported on Terrebonne Parish projects. T. Arabie reported on Lafourche Parish projects. Discussion ensued.

No action necessary.

Agenda Item # 5

Planned Transportation Projects Update / Changes to the Current TIP

HTMPO Staff

J. Manning reviewed administrative modifications made to the TIP since the last Policy Committee meeting (Appendix A).

P. Gordon asked if the Policy Committee could ratify the changes. L. Marretta explained that there are guidelines for all MPOs on what changes to the TIP need a vote, but that the committee was welcome to vote to ratify the changes if desired.

P. Gordon motioned that the Policy Committee accept the administrative modifications. A. Levron seconded. Motion carried unanimously.

J. Manning introduced a TIP Amendment (Appendix B) to update and expand the line items in each FFY. He explained that the current list of line items are out of date and result in many administrative modifications. He explained that DOTD recommends these particular line items and that the Technical Advisory Committee has voted to recommend the changed.

It was motioned by A. Levron to amend the TIP, P. Gordon and S. Thomas seconded. Motion carried unanimously.

L. Marretta explained that, as part of their annual grant process, several local transit agencies have requested that the MPO provide them with a letter stating that their program will be placed in the TIP is awarded by DOTD.

S. Leger announced what agencies have applied (Appendix C). He also announced that the next transit subcommittee meeting will be held on December 9, 2010.

It was motioned by T. Arabie to allow the MPO staff to issue letters stating that the awarded grants would be placed in the TIP, S. Thomas seconded. Motion carried unanimously.

L. Marretta then announced that the DOTD Road Show would be held on November 8th at the Yenni Building in Harahan for District 02 and would be held at the State Capitol on November 17th for District 61.

Agenda Items # 6

DOTD's Houma Highway Functional Classification Urbanized Area Map with Houma Metropolitan Planning Area Designation
DOTD/HTMPO Staff

L. Marretta explained that DOTD is updating their maps to define the MPO's urban and planning areas. The study area has already been approved and is in the MTP, but DOTD is now requesting the Policy Committee chairman's signature.

Discussion ensued.

Chairman Voisin signed the document.

No other action necessary.

Agenda Item # 7

HTMPO 2011 Meeting Calendar
Leo Marretta, HTMPO Staff

L. Marretta presented the 2011 meeting calendar (Appendix D).

No action necessary.

Agenda Item # 8

*Active Transportation Subcommittee (Bicycle and Pedestrian and ...) Meeting Dates and Membership
Leo Marretta, HTMPO Staff*

L. Marretta explained that the new committee will be kicking off soon. He explained he wants to create a regional bicycle and pedestrian plan. Discussion ensued.

No action necessary.

Agenda Item # 9

*Federal Title VI and ADA Requirements
Tanya St. Angelo, DOTD, Title VI / ADA – 504 Program Manager*

T. St. Angelo gave a brief presentation on Title VI and ADA requirements.

No action necessary.

Agenda Item # 10

*Roundabout Experience in Lafayette
Mike Hollier, Lafayette Consolidated Government - MPO*

M. Hollier gave a brief presentation on roundabouts and how the MPO has been promoting and implementing them in the Lafayette urbanized area.

No action necessary.

Agenda Item # 11

Other Business

C. Voisin asked L. Marretta to convey the importance of the Policy Committee meetings to any absent members and ask to send a proxy if it is not possible for them to attend.

L. Marretta asked that everyone sign the sign-in sheet.

No action was necessary.

Agenda Item # 12

Next HTMPO Policy Committee Meeting

It was announced that the next date for the HTMPO Police Committee meeting would be Thursday, January 13, 2011.

Agenda Item # 13

Adjournment

The motion to adjourn the meeting was made by T. Arabie, seconded by S. Thomas. Motion carried unanimously.

Date: _____

Copies to: *MPO Policy Committee, MPO Interested Parties List, file*

Changes to the TIP in 2010

June 23, 2010 – Administratively Changed some text and typos in the document. Also subtitled project number 737-55-0011 as ITS Phase 4 – LA 24 Corridor and added details and correct funding amount to FFY 2010-2011 line item 10, Houma TMC Equipment.

June 23 - Administratively Changed S.P. 737-55-0011 to include proper name, project clarification, and correct funding amount.

August 5 - Administratively Changed contingency amount from 13% to 10%. Added contingency costs to all projects.

August 5 - Administratively Changed removed project numbers on all line items.

August 5 - Administratively Changed S.P. 855-12-0008 - removed from TIP and the project has already been let.

August 12 - Amended S.P. 065-91-0017 (LA 24, Company Canal Bridge Replacement) cost estimate and FY.

August 12 - Amended S.P. 855-07-0010 (LA 660, Bayou Terrebonne Bridge Replacement) cost estimate and FY.

August 12 - Amended S.P. 742-55-0002 (Hollywood Road) cost estimate.

August 12 - Amended S.P. 713-55-0100 (St. Anne Bridge) cost estimate.

August 12 - Amended S.P. 829-10-0018 (LA 654 Overlay) cost estimate.

August 12 - Amended S.P. 005-07-0057 (LA 182 - Drain Canal Bridge) cost estimate.

August 12 - Amended S.P. 065-06-0040 (Grand Bayou Bridge Replacement) cost estimate.

August 12 - Amended to add S.P. 407-04-0043 (LA 308 Curve Improvement) to TIP in FFY 11 at a cost estimate of \$400,000 using HSIP funds.

August 12 - Amended to add S.P. 407-04-0044 (LA 308 Curve Improvement) to TIP in FFY 11 at a cost estimate of \$400,000 using HSIP funds.

August 12 - Amended to add S.P. 742-04-0100 (Assumption Pr. Police Jury SR2S) to TIP in FFY 11 at a cost estimate of \$302,000 using HSIP funds.

August 12 - Amended to add S.P. 742-29-0002 (Town of Lockport SR2S Project) to TIP in FFY 11 at a cost estimate of \$214,000 using HSIP funds.

Sept. 13 - Administratively Changed transit element to more accurately represent line items. Updated outer years based on Policy Committee approved 2010-2011 FFY with the addition of a 3% annual inflation rate.

Sept. 30 - Administratively Changed highway section to match DOTD's STIP line items and remove projects let in previous years. Removed S.P. 829-10-0018, S.P. 005-07-0057 and S.P. 065-06-0040. Added an asterisk to S.P. 713-55-0100, 742-04-0100, 742-29-0002, 855-07-0010, 065-91-0031, 855-08-0057, 065-91-0017, and 737-55-0011 to indicate they are covered by STIP line items.

Oct. 5 – Administratively Changed highway element at DOTD's request. Moved S.P. 407-04-0043 and 407-04-0044 to FFY 12.

Appendix B

St. Project No.	Project Name	Improvement	Work Phase	Cost in \$1000	Fed Share	Fund Source
Line Item	Pavement Preventive Maintenance	Microsurfacing/Reaseal	C	6	4.8	STPFlex
Line Item	Railroad Xing Improvements	RR Safety Projects	C	100	80	STPFlex
Line Item	Misc. STP Enhancement Projects	Fed Enhancement Program	C	75	60	STPEnh
Line Item	Misc. Hazard Elimination Projects	Federal Hazard Elimination Program	C	5	4	STPHaz
Line Item	Bridge Preventive Maintenance	Bridge Preventive Maintenance	C	75	60	FBRon
Line Item	Bridge Painting Program	Painting Misc. Sites	C	2	1.6	STPFlex
Line Item	Misc. Hazard Elimination Projects	Federal Hazard Elimination Program	R/W	0.5	0.4	STPHaz
Line Item	Various Demo Projects	Demo Projects	R/W	2	1.6	Demo
Line Item	Engr., Right of Way, & Utilities Increase ROW and Utility Cost	Line Item for Cat. Exclusion Projects	R/W	75	60	FBRon
Line Item	Statewide Overlay Program	Line Item for Asphalt & PCCP Overlay	C	2000	1600	NHS
Line Item	Statewide Overlay Program	Line item for Asphalt & PCCP Overlay	C	2000	1600	STPFlex
Line Item	Misc STP Enhancement Projects	Fed. Enhancement Program	E	10	8	STPEnh

St. Project No.	Project Name	Improvement	Work Phase	Cost in \$1000	Fed Share	Fund Source
Line Item	Misc. Hazard Elimination Program	Federal Hazard Elimination Program	E	3	2.4	STPHaz
Line Item	Engr, Right of way & Utilities	Line Item for Cat. Exclusion Projects	E	20	16	FBRon
Line Item	Off System Bridge Replacement	Off System Bridge Program	C	100	80	FBRoff
Line Item	Various Demo Projects	Demo Projects	E	10	8	Demo
Line Item	Statewide Overlay Program	Line Item for Asphalt & PCCP Overlay	C	2000	1600	IM
Line Item	Pavement Preventive Maint.	Microsurfacing/Reseal	C	18	14.4	IM
Line Item	Railroad Xing Improvements	RR Safety Projects	C	100	80	STPRR
Line Item	ITS Systems	ITS, CE&I and Operations	C	100	80	IM
Line Item	ITS Systems	ITS, CE&I and Operations	C	100	80	NHS
Line Item	Traffic Safety Management	TSM Projects Statewide	C	50	40	NHS
Line Item	Traffic Safety Management	TSM Projects Statewide	C	50	40	STPFlex
Line Item	Urgent Bridge Repair	Reimb. & Non-Reimb.	C	5	4	FBR
Line Item	Misc. Drainage Projects	Alleviate Flooding	C	10	8	STPFlex
Line Item	District Maintenance Operations	Maintenance Operations	C	15	12	STPFlex
Line Item	Movable Bridge Prev. Maint.	Statewide	C	5	4	STPFlex

St. Project No.	Project Name	Improvement	Work Phase	Cost in \$1000	Fed Share	Fund Source
Line Item	Surface Improvement & Pavement Repair	Pavement/Embankment	C	15	12	IM
Line Item	Surface Improvement & Pavement Repair	Pavement/Embankment	C	10	8	STPFlex
Line Item	Safe Routes to School	Safe Routes to School	C	25	20	STPHaz
Line Item	Oper. Efficiency/Motorist Assis	Traffic control, Misc Sign, Striping	C	10	8	IM
Line Item	Oper. Efficiency/Motorist Assis	Traffic control, Misc Sign, Striping	C	5	4	NHS
Line Item	Oper. Efficiency/Motorist Assis	Traffic control, Misc Sign, Striping	C	5	4	STPFlex
Line Item	Misc. Statewide TCSP Projects	TCSP Projects	C	10	8	Misc

Appendix C

**Terrebonne Parish Consolidated Government
Public Transit Division**

FFY 2011 Program of Projects

Line	Project Number	Project Name	Phase	Total Cost	Federal Funds	Local Share	Funding Source
1	LA-90-XHouma11	Urban Operating Assistance Regular Service	50/50	\$987,617	\$493,809	\$493,808	FTA, Section 5307
2	LA-90-XHouma11	Urban Planning Assistance	80/20	\$100,221	\$80,177	\$20,044	FTA, Section 5307
3	LA-90-XHouma11	Urban Capital Operating Assistance (Maintenance)	80/20	\$353,081	\$282,465	\$70,616	FTA, Section 5307
5							
6							
7							
				\$1,440,919	\$856,450	\$584,469	

Notes:

Thibodaux bus route cost included

* TPCG does not intend to apply for additional federal funds to operate the JARC service in Federal Fiscal Year 2011; however, TPCG intends to remain active in the JARC program and spend down previously granted JARC funds until the grants are exhausted. Weekend and Holiday (JARC) bus service to be moved to section 5307 funding source in FFY 2012 upon TPCG Council approval of local matching funds.

Estimated 2010 5307 funds available	<u>\$1,546,678</u>
Less project 5307 funds required	<u>(\$856,450)</u>
Remaining 5307 funds	\$690,228

ASSUMPTION PARISH COUNCIL ON AGING, INC.
P.O. BOX 310
NAPOLEONVILLE, LA 70390
PHONE: 985-369-8303
FAX: 985-369-9884

DATE: October 12, 2010

TO: Kevin Belanger, Chief Executive
South Central Planning & Development Commission
P.O. Box 1870
Gray, LA 790359

FROM: Assumption Parish Council on Aging, Inc.

RE: Transportation Improvement Program Amendment

Please be advised that Assumption Parish Police Jury/Assumption Parish Council on Aging, Inc. is applying for an Operating and Capital Assistance Grant, Non-Urbanized Area Formula Program/49 CFR 5311, to provide transportation to the general public in the rural areas of Assumption Parish.

A draft of our application for a Rural Public Transit grant will be completed by December 3, 2010, and a copy will be sent to your organization for review.

A letter from your organization, stating that our proposed service area is not within the urbanized boundaries and, if approved by DOTD for funding, the project will be included in the Transit Element of the Transportation Improvement Program, is needed prior to the submission of our application to DOTD's Public Transportation Section before the deadline of February 1, 2011.

Should there be any questions regarding this matter, please contact Rosa Lou Molaison at (985) 369-8303.

Sincerely,



10/12/10

Date

Leo / KB
10/13/10
Please place on this next MPO agenda. KE

RECEIVED
OCT 13 2010

Lafourche Arc

Executive Director
George D. Stack

100 West Main Street
P. O. Box 269
Thibodaux, Louisiana 70302

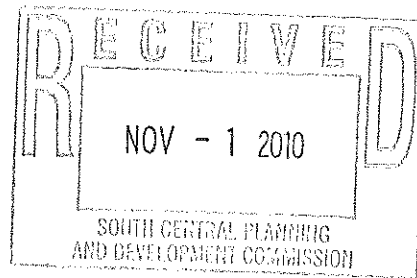
(985) 447-6214
FAX (985) 447-4813

MEMORANDUM

TO: Metropolitan Planning Organization

FROM: LAFOURCHE ARC

RE: Transportation Improvement Program Amendment



Please be advised that LAFOURCHE ARC is applying for an Elderly and Disabled Capital Assistance Grant, to purchase the following equipment:

Two (Type 12-6B) Buses - Capacity: 12 Passengers (6-2 passenger flip seats), 1 Driver, 6 Wheelchair Spaces

One (Type 6-1MV) Mini-Van – Capacity: 6 Passengers and 1 Driver, 1 Wheelchair Space with lockdowns and ramp, 1-2 passenger flip seat

Our draft application for an Elderly & Disabled Program grant will be completed by December 17, 2010, and a copy will be sent to your organization for review.

A letter is needed from your organization, stating that this project, if approved by the Louisiana Department of Transportation and Development for funding, will be included in the annual element of the Transportation Improvement Program and Coordinated Public Transit-Human Services Transportation Plan. This letter is needed prior to the submission of our application to DOTD's Public Transportation Section before the **deadline date of February 2, 2011.**

If I can respond to any questions regarding this matter, please contact me at: 985-447-6214.

Sincerely,

A handwritten signature in cursive script that reads "George D. Stack".

George D. Stack
Executive Director

October 29, 2010

Date

Board of Directors

Richard J. Bouterie, President • J. C. Plaisance, Vice President • Dr. James R. Peltier, Secretary/Treasurer
Dr. James L. Danos • Janice B. Ordoyne • Greg Borne • Wayne B. Touns



**LAFOURCHE AREA AGENCY ON AGING
LAFOURCHE COUNCIL ON AGING, INC.**

4876 Hwy. 1 Mathews, LA 70375
P. O. Box 500
Raceland, LA 70394

(985) 532-0457 • (985) 888-879-4400 • (985) 532-0462 Fax



United Way
for South Louisiana

October 20, 2010

Kevin Belanger, CEO
South Central Planning and Development
Post Office Box 1870
Gray, LA 70359

ACCOUNTING

OCT-26-2010

Received

Dear Mr. Belanger:

Please be advised that the Lafourche Council on Aging, Inc., is applying for an Elderly and Disabled Capital Assistance Grant, to purchase the following equipment.

1 Bus Type 12-2-B

INTERIOR WHEELCHAIR LIFT

CAPACITY: 12 PASSENGERS, 1 DRIVER 2 WHEELCHAIR SPACES

ESTIMATED COST: \$ 47,000

Our draft application for an Elderly & Disabled Programs grant will be completed by December 15, 2010, and a copy will be sent to your organization for review.

A letter is needed from your organization, stating that this project, if approved by the Louisiana Department of Transportation and Development for funding, will be included in the annual element of the Transportation Improvement Program. This letter is needed before the deadline day of February 2, 2011.

If I can respond to any questions, regarding this matter, please contact me at (985)532-0457.

Sincerely,

LAFOURCHE AREA AGENCY ON AGING
LAFOURCHE COUNCIL ON AGING, INC.

Charlene R. Rodriguez
Executive Director

**SCPDC Transportation Division and HTMPO
2011 Meeting Calendar**
www.htmppo.org

Meeting	Time & Day
HTMPO Policy Committee	<u>11:30 to 2:00</u>
2 nd Thursday of <u>first</u> month in each quarter – in RED	Jan 27, 2011
Leo Marretta (Leo@scpd.org)	April 14, 2011
	July 14, 2011
	Oct 13, 2011
HTMPO Technical Advisory Committee	
2 nd Thursday of <u>last</u> month in each quarter – in BLUE	<u>10:00 to 12:00</u>
Josh Manning (Josh@scpd.org)	March 10, 2011
	June 9, 2011
	Sept 8, 2011
	Dec 8, 2011
Transit Committee (CHSTP)	
2 nd Wednesday of <u>last</u> month in each quarter – in GREEN	<u>10:00 to 12:00</u>
Scott Leger (Scott@scpd.org)	March 9, 2011
Need SCPDC Board to Adopt	June 8, 2011
	Sept 14, 2011
	Dec 14, 2011
Safe Community Partnership	
3 rd Thursday of the <u>middle</u> month of each quarter – in YELLOW	<u>9:00 to 12:00</u>
Need SCPDC Board to Adopt	Feb 17, 2011
	May 19, 2011
TRANSPORTATION SAFETY SUMMIT – July 13, 2011	July 13, 2011
	Aug 18, 2011
	Nov 17, 2011
Active Transportation Committee	
2 nd Wednesday of the <u>middle</u> month of each quarter – in PINK	<u>10:00 to 12:00</u>
	Feb 9, 2011
	May 11, 2011
	Aug 10, 2011
	Nov 9, 2011

January							February							March						
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23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

Transportation Division Staff Meeting every Wednesday from 11:00 – noon.

SCPDC Transportation Division and HTMPO
2011 Meeting Calendar
www.htmpto.org

RIVER PARISHES TRANSIT AUTHORITY
2011 MEETING SCHEDULE
SECOND THURSDAY OF THE MONTH

January 13
February 10
March 10
April 14
May 12
June 9
July 14
August 11
September 8
October 13
November 10
December 8