

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, September 12, 2012 10:00 AM

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

**In Attendance**

<b>Committee:</b>	Wendell Voisin, Terrebonne Parish Consolidated Government Rosa Lou Molaison, Assumption COA Kyle Soignet, Lafourche ARC Linda Pertuit, Lafourche COA Ellen Daigle, Assumption ARC Marvin Schwartzenburg, Assumption ARC Terry Arabie, Lafourche Parish Government Mona Danos, Lafourche Special Education District No. 1 Charlene Rodriguez, Lafourche COA Peggy Krieg, Lafourche ARC Rose Grabert, SED #1 Keri Walker, St. James Parish Darla Cantrelle, Terrebonne COA Harold Beck, LADOTD
<b>Absent:</b>	Roger Shelton, Terrebonne ARC, informed SCPDC that he was unable to attend due to the LADOTD bus conference in Chicago.
<b>Staff:</b>	Leo Marretta, SCPDC Josh Manning, SCPDC Scott Leger, SCPDC Cassie Parker, SCPDC

**Call to Order**

S. Leger called the meeting to order at approximately 10:00 a.m. on Wednesday, September 12, 2012 at South Central Planning and Development Commission Pelican Room in Houma, LA.

**Agenda Item # 1**

*Introductions took place*

**Agenda Item # 2**

*Approval of the June 13, 2012 Meeting Minutes*

***Rosa Lou Molaison motions to approve the June 13, 2012 meeting minutes, Charlene Rodriguez seconds the motion. Motion carried unanimously.***

**Agenda Item # 3 & #4**

*HTMPO Transit website demo – ideas on how to market website  
Transportation agency contact information*

J. Manning presents the HTMPO Transit website demonstration to the Transit Committee. He requests that a representative from each agency complete a new Transportation Service Information Form if there is any information that needs to be updated. It was suggested to add links to each agency's website and hurricane evacuation information. J. Manning informed the committee that there is also a call center number that will be posted on the website. At this time, if an individual were to call the number, it transfers the caller to SCPDC's Transportation division staff's telephone lines. However, the overall goal is to create an automated answering system. The caller will be prompted to press certain numbers to reach the individual or agency he/she is attempting to contact.

He then requests that the committee members share their ideas on how to market the website once it is completed and placed online. Discussion ensued regarding the best way to market the site. It was suggested to create a brochure with the multiple agencies information and services and distribute them.

**Agenda Item # 5**

*LPTA Conference rescheduled – November 28, 29 and 30 2012*

S. Leger informs the committee members that the registration form and flyer for the Louisiana Public Transit Conference (LPTA) is included in the meeting packet. The conference takes place November 28-30, 2012 in Baton Rouge, LA. H. Beck added that if an individual was registered prior to the rescheduling, he/she does not need to re-register for the conference, but does need to reserve his/her hotel room.

H. Beck informed everyone that DOTD has a Compressed Natural Gas (CNG) vehicle, MB 1, on state contract. W. Voisin stated that Terrebonne Parish has been discussing the conversion of the Good Earth Transit buses to CNG. H. Beck informed the committee that LADOTD has recently hired a new Program Manager, Mr. Casey Lewis, and Assistant Program Manager, Ms. Jamie Ainsworth.

**Agenda Item # 6**

*Discussion of STARRS implementation*

H. Beck states that the manual paperwork must continue to be completed and sent in until further advised. Those agencies with grant funds from 5310 should have begun inputting their information into the STARRS program, but should continue completing the paperwork manually too. Some committee members stated that the program is confusing at times. Certain named problems include the input of the financial information and the lack of a location to include further detailed information. H. Beck then discusses scheduling a STARRS training to assist the agencies with the program. L. Marretta offers to hold the STARRS training at SCPDC.

**Agenda Item # 7**

*DOTD Mandatory Trainings - NTD on Tuesday, September 18, 2012 in B.R. and Drug and Alcohol on Wednesday, October 17, 2012 in N.O.*

L. Marretta states that the emails regarding the trainings are included in the packet. He also states that there is a list of the agencies that are required to attend. Included in that list are some agencies that receive funds from 5309 and 5310, as well as, all agencies that receive 5311 funds.

**Agenda Item # 8**

*CHSTP update – funding, Need/GAP analysis, Lafourche rural transit need*

L. Marretta informs the committee that SCPDC has not been required to update the plan at this time. However, when it was created, it was stated that it would be a living document and that the committee would update the document regularly. He then asks the committee for input on how to move forward. There are no comments made. H. Beck reminds the agencies that DOTD has a large amount of funding available. However, it is the local jurisdiction's responsibility of providing a 50/50 local match with regards to operating the buses.

**Agenda Item # 9**

*HTMPO transit planning grant match – local match needed by MPO members on pro rata basis  
Hurricane Isaac*

S. Leger informed the committee members that the new numbers were recently given with regards to the new urbanized area based off of the 2010 Census. It was pointed out that the urbanized area has grown and has been expanded further into Napoleonville. L. Marretta states that the MPO receives Federal Transit Administration (FTA) dollars in order to perform transit planning in the urbanized area. He informs the committee members that the MPO receives just under \$39,540.00 per year from the FTA, which is 80% of the available funds that the MPO has available in order to perform transit planning in urbanized areas. He adds that the other 20%, which equates to \$9,885.00, must come from a local match. L. Marretta reminds everyone that the local match had been waived for the past three years due to Hurricane Katrina; however, that provision expired on July 1, 2012. He then explains the 20% breakdown of each jurisdiction. H. Beck reminds all that if the entity is planning on being reimbursed for rural transportation, then the trip must originate in a rural area. If the trip originates in an urbanized area, then DOTD will not reimburse the entity.

**Agenda Item # 10**

*Hurricane Isaac*

It was requested that a Regional Transit Committee contact list be created and dispersed to all agencies. C. Parker stated that she would create a list and email it to all agencies. There were discussions regarding the difficulty with contacting individuals that could possibly need transit services during a hurricane evacuation due to the public not updating their contact information regularly. Agencies are considering asking individuals to re-register for services to avoid these issues in the future. There were also discussions regarding the issue with the amount of property individuals chose to bring with him/her.

**Agenda Item # 11**

*New GET route maps – TPCG website update of new GET route maps*

S. Leger informed the committee that he and W. Voisin collaborated in order to update Good Earth Transit (GET) route maps.

**Agenda Item # 12**

*COA/ARC letters and actual grant funding*

L. Marretta requested that those agencies that applied for grants inform SCPDC in order for the information to be included in the Transportation Improvement Program (TIP). J. Manning explains the process of how agency information is included in the TIP, as well as the importance of including the information. **The deadline for the submission of COA/ARC letters is December 07, 2012.**

**Agenda Item # 13**

*Other Business*

*There was no other business.*

**Agenda Item # 14**

*The next regularly scheduled meeting will take place on **December 12, 2012** at 10:00 a.m.*

**Agenda Item # 15**

*Adjournment*

***C. Rodriguez motions to adjourn the meeting at approximately 12:40 p.m., R. Grabert seconds the motion. Motion carried unanimously.***