

Houma – Thibodaux
Metropolitan Planning Organization
Regional Transit Committee
(CHSTP)

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

Regional Transit Committee Meeting

Date: Tuesday, September 17, 2013 10:00 AM

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

In Attendance

Committee:	<u>Assumption ARC</u> Marvin Schwartzburg	<u>SED #1</u> Rose Grabert Mona Danos
	<u>Assumption COA</u> Rosa Lou Molaison	<u>St. James Parish</u> Sheila Clayton Melvin Moses
	<u>LADOTD</u> Jamie Ainsworth	<u>Terrebonne ARC</u> No representation
	<u>Lafourche ARC</u> Peggy Krieg	<u>Terrebonne COA</u> Kayla Dardar Diana Edmonson
	<u>Lafourche COA</u> Linda Pertuit Charlene Rodriguez	<u>Terrebonne Parish Consolidated Government Transit</u> Wendell Voisin
Other Attendees:	Randall Domingue, LA Workforce Commission Lorey Owens, Work Connection Inc. Jeffery Leuenberger, LPF	
Staff:	Scott Leger, SCPDC Rudynah Capone, SCPDC Leo Marretta, SCPDC Cassie Parker, SCPDC	

Call to Order

S. Leger called the meeting to order at approximately 10:00 a.m. on Tuesday, September 17, 2013 at South Central Planning and Development Commission Pelican Room in Houma, LA.

Agenda Item # 1

Introductions

Introductions took place.

Agenda Item # 2

Approval of the June 18, 2013 Meeting Minutes

R. Grabert motions to approve the June 18, 2013 meeting minutes, C. Rodriguez seconds the motion. Motion carried unanimously.

Agenda Item # 3

DOTD Transit Coordination Training (July 23-25, 2013) in Shreveport Recap

S. Leger stated that he attended the training and stated that there is guidance with regards to agencies attending the Regional Transit Committee meeting. In order to receive DOTD funding, an agency must attend two of the four quarterly meetings. He also informed the committee that there is no funding available to update the Coordinated Human Services Transportation Plan (CHSTP). During the training, it was encouraged that communication between agencies takes place, as well as Regional Grant trainings. L. Marretta stated that SCPDC will be glad to facilitate trainings for the Regional Transit Committee. Other topics discussed were as follows:

1. Build a maintenance barn in each region
2. The ability to purchase off of state contract through DOTD
3. Present presentations to local government bodies that will show importance and need for transit. Include success stories from other parts of the state in those presentations.
4. DOTD should communicate directly with MPO's when requesting that the MPO's attend workshops.

L. Marretta reminds the committee that if their agency purchases off of state contract, request documentation from the state's Office of Purchasing for your records to avoid penalty from the Federal Transit Administration. L. Marretta stated that he will email everyone the FTA procurement checklist after the meeting.

S. Leger asked the agencies what type of trainings are required. L. Pertuit stated that the following trainings are necessary: CPR, First Aid, Defensive Driving, and Passenger Assistance Safety Securement (PASS). It was stated that Irwin Siegel Insurance company offers PASS training online. L. Pertuit stated that Lafourche COA contacts Falck for defensive driving training (www.falckalford.com).

S. Leger asked the committee if they are interested in a Regional Grant Application Workshop. It was suggested that, instead of a formal workshop with a curriculum, it may be more productive if the agencies meet in order to complete the grant applications. The committee agreed that a less formal workshop amongst the local transit agencies would be more beneficial. After a short discussion, it was decided to schedule the workshop on October 23, 2013 from 9:00 AM to 2:00 PM.

Agenda Item # 4

TIP letters must be submitted by Friday, December 6, 2013

S. Leger reminded the committee that the Transportation Improvement Plan (TIP) letters must be submitted by Friday, December 6, 2013 in order for the Technical Advisory Committee (TAC) to review the letters and recommend that the Policy Committee approve those letters. The committee was informed that the next TAC meeting is on December 12, 2013, and the Policy Committee will meet on January 23, 2014.

Agenda Item # 5

2010 Urban Boundaries

Discussion ensued about the urban and rural boundaries in the region. W. Voisin mentioned that a program that could bridge the gap between the boundaries would be helpful. J. Ainsworth stated that she will check into JARC and New Freedom grants to see if they could assist across urban, rural and/or parish boundaries. She reminded that JARC and New Freedom grants are limited to employment based riders.

S. Leger informed the committee that he and J. Manning have been working on a new application from ARC GIS. He explained that there is a new ARC GIS program online that will allow them to map out the urbanized area and place it on a website. The transit agencies would then be sent a link that would take them to the website and allow the agency to view their area. He stated that a particular location can be determined as urban or rural by using the address.

S. Leger presented the first Good Earth Transit (GET) bus stop location and route map to the committee. He stated that he would also like to eventually include attributes for each bus stop and estimated time of arrivals. W. Voisin stated that, in the future, GET will have the ability to connect their GPS location of the bus into some sort of system.

L. Marretta informed the committee that J. Manning is at an ITS convention, but just emailed questioning the possibilities of placing GPS units on GET transit buses and push it publically available website or phone app in order for riders to know the bus locations. W. Voisin explained that the buses currently have three GPS locators that are used to gather different information. L. Marretta informed the committee that SCPDC's IT department offers GPS Tracking Solutions.

Agenda Item # 6

Transit Call Center and Website (SouthLouisianaTransit.org) Update

C. Parker informed the committee that IT is in the process of making a few modifications. Once those modifications are done, the agencies will have access to the website.

Agenda Item # 7

Local Agency Reports

There were no local agency reports.

Agenda Item # 8

Other business

A. Contact Information Updates/New Contact List

C. Parker stated that there have been no new contact updates.

B. Bayou Area Readiness and Recovery Committee Meetings

C. Parker stated that BARR is a coalition that was formed after Hurricane Andrew to assist with hurricane relief. She informed the committee that meetings are held at Terrebonne Council on Aging. The next meeting is on November 13, 2013 at 12:00 PM.

C. TrAMS – FTA's Next Generation of TEAM

C. Parker stated that there is information regarding TrAMS in the meeting packet. J. Ainsworth stated that she understands if an agency is currently a TEAM member then they will become a TrAMS member.

D. Webinars on Section 5310 Elderly & Disabled Program Proposed Changes presented on September 4th or 5th

C. Parker informed the committee that next steps slides from the Section 5310 Elderly & Disabled Program Proposed Changes webinar presentation were included in the packet. She stated that she would email the full version of the presentation if there is anyone that is interested.

E. United We Ride is sharing a Department of Veterans Affairs Press Release -- VA Grants Will Expand Transportation in Highly

C. Parker stated that the deadline to apply for the VA grants has been extended to October 9, 2013.

F. Upcoming Webinars from NTI

C. Parker informed the committee that NTI is offering a free Demand/Responsive Transit webinar that will take place on October 10, 2013.

Agenda Item # 9

Future Meeting Dates: December 17, 2013, March 18, 2014, and June 16, 2014

Agenda Item # 10

Adjournment

S. Douglas motions to adjourn the meeting at approximately 12:20 p.m., W. Voisin seconds the motion. Motion carried unanimously.