

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 16, 2014 10:00 AM

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

In Attendance

Committee:	<u>Assumption ARC</u> Sherry Douglas Ellen Daigle	<u>SED #1</u> Rose Grabert Mona Danos	
	<u>Assumption COA</u> Rosa Lou Molaison	<u>St. James Parish</u> Sheila Clayton Bedar Warren Ingrid LeBlanc	
	<u>LADOTD</u> Stephanie Barthelemy Jamie Ainsworth	<u>Terrebonne ARC</u> Roger Shelton	
	<u>Lafourche ARC</u> Lester Adams Peggy Krieg	<u>Terrebonne COA</u> Kayla Dardar Randy Manning	
	<u>Lafourche COA</u> Charlene Rodriguez Linda Pertuit	<u>Terrebonne Parish Consolidated Government Transit</u> Yolanda Scott Reed	
	<u>Lafourche Parish Government</u> Brenda Toups		
	Other Attendees:	<i>none</i>	
	Staff:	Joshua Manning, SCPDC Scott Leger, SCPDC Cassie Parker, SCPDC Adam Tatar, SCPDC	

Call to Order

S. Leger called the meeting to order at approximately 10:15 a.m. on Tuesday, September 16, 2014 at South Central Planning and Development Commission Pelican Room in Houma, LA.

Agenda Item # 1

Introductions

Introductions took place. S. Leger introduced A. Tatar as a new staff member and transportation planner at SCPDC. S. Leger indicated that A. Tatar will be taking over the Transit Committee in the coming months.

Agenda Item # 2

Approval of the June 17, 2014 Meeting Minutes

S. Leger requested that the committee review the meeting minutes from June 17, 2013. He noted that there were problems with the recording devices at that meeting.

R. Shelton indicated a problem with Agenda Item 3 regarding chauffeur's licenses – and that the response was provided by M. Watts. R. Shelton said he would have to bring the minutes back to his agency to ensure that M. Watts discussed Agenda item 3.

Discussion ensued regarding the qualifications for a chauffeurs license versus a CDL including passenger limits, weight and fare considerations. It was suggested that clarification from DOTD be provided.

S. Leger motions to adopt the June 17, 2014 meeting minutes, R. Shelton seconds the motion. Motion carried unanimously.

Agenda Item # 3

Local Agency Reports

R. Shelton recently started training at the Council on Aging - wheelchair familiarization and wheelchair securement and passenger securement which are technically called tie downs. Waiting on LADOTD to get vehicles approved but has been 8 months or better – they want to buy 12 passenger vehicles. FTA has not awarded yet on contracts.

S. Leger and Y. Reed discussed that the Good Earth buses were running smoothly. S. Leger wanted to meet with GET in a few days to discuss the bus signs.

P. Kreig indicated that their housing project would probably open within months. It has been in the works for four years.

S. Clayton from St. James Parish just hired two new part time drivers and they are in training right now.

G. Hadnott from Lafourche Parish was attending his first CHSTP meeting.

C. Rodriguez and L. Pertruit discussed problems they were having with muffler clamps. Discussion ensued about maintenance issues with lifts, and the use of a bungee cord as a quick fix. Banging noise was of concern to the bus drivers. R. Shelton suggested that one reason may be that the lifts were installed too close to the door, and that drift shocks may need to be replaced.

S. Barthelemy said that DMA believed that vehicle contracts would be released this week. They are in the final stage – that means for those with applications pending that they can order buses. 5311s with questions should direct them to her or J. Ainsworth. 5310s should direct questions to Tina or Jessica – Jessica is the new assistant program manager for 5310 program.

For those at the last meeting for STARRS training, the feature in STARRS let you track everything funded from ARRA, Mike Watts is delving into that program and tracking all that equipment. They have not been given the order yet to begin using STARRS.

New applications –Nov. 5, 6, 7 are one-day training on new online application. They will all be in Baton Rouge. Location has not been set yet. But JB and Curtis who created the system will be there for training as will all the staff. When they get that notification, they will probably be told what day to attend. If that date is not good, please ask Dortha for another option. All applications received will be online from here going forward. The application will look very similar to ones done in the past – if you have ever applied for more than one funding source you do not need to do another applications.

For new applications, you can apply during this open cycle due February 1st, you can also apply any time. G. Hadnott asked for some examples of what could be applied for. J. Ainsworth informed him that he was told they could spend some time on the specifics of which funding sources will be eligible for use. J.A. informed that annual questionnaires were up and running on STARRS - it was a Word version that could be downloaded, printed out and mailed. It was the '14-'15 annual questionnaire, due November 1st. It can be found in the "DOTD Files" tab in STARRS. Additional discussion ensued regarding annual questionnaires, online applications, and changes due to MAP-21.

St. James Parish has been nominated for a national transit award. The focus of the award is the diversity in transportation – they are the only agency in the state that operates under 10, 11, JARC and New Freedom.

R. Grabert brought up the issue of PASS Training, and inquired about online training. Additionally, she wanted to know if in the future there would be another "train the trainer." S. Barthelemy confirmed that online training has historically been sufficient. Due to the high numbers of drivers, online training would have to be accepted.

Agenda Item # 4

TIP letters due at December 16, 2014

S. Leger informed the committee that TIP letters were due on December 16th.

Agenda Item # 5

Upcoming workforce summit – "Reimagining the Delta Workforce: Louisiana"

A. Tatar informed the committee about the workforce summit being held at Nicholls State University and that the agenda was available online.

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Agenda Item # 6

Metropolitan Transportation Plan

J. Manning explained that the HTMPO was working on its long range transportation plan. The MPO has done a lot of outreach, but had not gained as much input from transit as he would have liked. Josh then summarized the consultation worksheet in each attendant's packet. Attendants were encouraged to write on the worksheets and had them back in. Verbal comments were accepted as well.

Agenda Item # 7

Next meeting, December 16, 2014

S. Leger informed the committee of the next meeting date.

S. Leger motions to adjourn the meeting at approximately 11:20 a.m., R. Shelton seconds the motion. Motion carried unanimously.