

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, December 15, 2015 10:00 AM

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

**In Attendance**

<b>Committee:</b>	<p><u><b>Assumption ARC</b></u> Sherry Douglas</p> <p><u><b>Assumption COA</b></u> Angel Authement</p> <p><u><b>Lafourche ARC</b></u> Lester Adams Kyle Soignet Peggy Krieg</p> <p><u><b>Lafourche COA</b></u> Linda Pertuit</p> <p><u><b>SED #1</b></u> Mona Danos</p>	<p><u><b>St. James Parish</b></u> Melvin Moses Cassandra Bailey</p> <p><u><b>St. Mary CAA</b></u> Jeffery Beverly Tishoma Coston</p> <p><u><b>Terrebonne ARC</b></u> Mikki Lodrigue Rodger Shelton</p> <p><u><b>Terrebonne COA</b></u> Kayla Dardar Randy Manning</p> <p><u><b>Terrebonne Parish Consolidated Government Transit</b></u> Wendell Voisin</p>
<b>Other Attendees:</b>	<p>John Schweitzer, LWC/LRS Catherine Dunlap, TEEM Academy Troy Huffstetler, TEEM Academy</p>	
<b>Staff:</b>	<p>Scott Leger, SCPDC Cassie Parker, SCPDC Joshua Manning, SCPDC Emma Bergeron, SCPDC</p>	

S. Leger welcomed everyone to the meeting. He explained that A. Tatar and L. Marretta were at a training for the Triannual Review.

**Agenda Item # 1**

*Introductions*

Introductions took place.

**Agenda Item # 2**

*Approval of the September 15, 2015 Meeting Minutes*

S. Leger requested that the committee review the meeting minutes from September 15, 2015. It was stated under the Agency Reports for Lafourche ARC it was noted that Pre-Katrina they made trips to New Orleans but stopped doing so once the VA closed. In fact, it was the Lafourche COA which took such trips. The information was notated under the wrong agency. Also, Assumption ARC received one bus and 2 minivans. E. Bergeron stated she would make the corrections.

***P. Krieg motioned to approve the September 15, 2015 meeting minutes as amended, S. Douglas seconded the motion. Motion carried unanimously.***

**Agenda Item # 3**

*Agency Reports*

Good Earth – The Good Earth Transit System has been having issues with personnel. Their maintenance crew have returned to full staff. There were four to five bus driver positions open. They were still operating on a reduced schedule due to the labor shortage. They plan to upgrade their fare collection system, a vendor from Canada was coming in to install new equipment.

Lafourche COA – Still waiting on busses; they have received the VIN numbers for two of the busses.

SED #1 – Still awaiting the arrival of new busses and now have a 3<sup>rd</sup> bus out of commission.

Lafourche Arc – He inquired whether it was true or not that DOTD has a requirement that tires on the vehicles be no more than 5yrs old. Many stated they had never heard of such requirement. He also asked about the chauffeur's license are required for LA Transit vans. Some stated they did not believe so unless a fare was being charged or was being used for medical transport purposes. It was stated that DHH may require it but not DOTD. At one time, DOTD required all 5310 vehicles have chauffeur licensed drivers. About a year ago, it was questioned and was ruled that vans were not required to have chauffeur licensed drivers.

It was requested the vendor list for various repairs and third party inspections which SCPDC's compiles to be updated. They suggested for A. Tatar to email it to the Committee for input. St. Mary Parish has a few vendors they would like to add to the list.

P. Krieg stated Laforuche ARC has received their bus from the 2013 application. Assistance with the camera was needed. She inquired about appraisals on vehicles when they have reached the end of its useful life and who does them. Many stated they use local dealerships (Barbera Chevrolet, Robichaux Ford, Lafourche Ford) for appraisals. Also recommended was Brewer Wholesale in Houma.

St. James – They have two new busses.

TARC – Due to the delay of information coming from DOTD they were still working on grants for operations and capital. They have received an award letter, sent DOTD a check, and were waiting on their shuttle type 16 passenger vehicle. In operations they applied for two vehicles in operations.

Terrebonne COA – Their new Fleet Complete GPS software was up and running. It has greatly improved production.

TEEM Academy - They have clients who could possibly become drivers for the participating entities. Also, they are searching for the best resources to help their clients who cannot drive get to work.

LRS/LWC – There are three cities that are accessing technology for direct customer awareness of on demand services called Auto Ability. It's a hardware company which services small minivan transit systems for both public

and private providers. If anyone was applying for JARC or 5310 grants, LRS/LWC would write support letters on their behalf. Also, LRS/LWC has access to people who are knowledgeable with employment statics in this region.

Assumption ARC – Inquired if anyone has signed up to be reimbursed through Southeast Trans and having difficulty making contact with them. M. Moses suggested email. A. Authement replied she has tried. Also, she relayed that the Assumption ARC board has requested for her to conduct a salary range research of COA's for all positions. The board would like to see if they were competitive or not.

#### **Agenda Item # 4**

##### *TIP Letters*

A few of the TIP letters have not been received. Terrebonne COA and the Assumption ARC turned their TIP letters in at the meeting. Terrebonne ARC and Lafourche ARC sent in two letters. St. Mary CAA were going to send theirs in. J. Manning stated the Policy Committee will be held on January 24<sup>th</sup>, 2016 where the TIP letters will be voted upon. Immediately following the TIP letters will be mailed and emailed to everyone. It was requested for the TIP letters to be emailed to DOTD on behalf of the entities as well. C. Parker stated the MPO would be happy to do so. He reminded the providers to send a copy of the completed grant application to the MPO.

#### **Agenda Item # 5**

##### *CHSTP Update*

S. Leger informed the Committee the MPO was in the process of updating the CHSTP. It was last updated in 2007. They will continue to follow the guidance for SafetyLu. A Transit Provider Survey will be sent to all transit providers. In the packet was a draft of the survey for all to review. Once the CHSTP Draft has been completed the members will be invited to review and adopt the updated plan.

#### **Agenda Item #6**

##### *Misc. Items*

S. Leger asked how everyone liked the DOTD Transit Conference. They agreed there were more vendors present than in years past and not many topics of discussion on the agenda.

#### **Agenda Item #5**

##### *Agency Reports*

St. Mary Parish – Happy to be a part of this organization and would like to explore their unmet need of extending services of bringing St. Mary residents to Chabert Medical Center in Houma. They only do 5311 services.

Assumption COA – They do travel into Houma and beyond with clients who have medical appointments.

The DOTD Conference has been scheduled for November 17<sup>th</sup>, 18<sup>th</sup>, and 19<sup>th</sup> in Baton Rouge at the Crowne Plaza. It is not mandatory to attend. The National Transit Database has made some changes. In November additional information may be needed from the entities present for the NTD.

*Next Meeting – March 15, 2016*

***L. Pertuit motioned to adjourn the meeting, S. Douglas seconded. Motion carried unanimously.***