

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, May 31st, 2017 10:00 AM

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

In Attendance

Committee:	<u>Assumption ARC</u> Ellen Daigle	<u>St. James Parish</u> Melvin Moses
	<u>Assumption COA</u> Angele Authement	<u>Arc of St. Mary unsure if this is correct</u> Kristal Hebert
	<u>Lafourche ARC</u> Edna Foret Kyle Soignet	<u>St. Mary CAA</u> <i>No Representative Present</i>
	<u>Lafourche COA</u> Linda Pertuit Charlene Rodriguez	<u>Terrebonne ARC</u> Amanda Domangue Rodger Shelton
	<u>SED #1</u> Mona Danos	<u>Terrebonne COA</u> <i>No Representative Present</i>
		<u>Terrebonne Parish Consolidated Government Transit</u> Wendell Voisin
Other Attendees:	Alyssa Avet, Nurse Family Partnership	
Staff:	Martha Cazaubon, SCPDC Pat Gordon, SCPDC Josh Manning, SCPDC Emma Bergeron, SCPDC	

M. Cazaubon welcomed everyone to the meeting.

Agenda Item # 1

Introductions

Introductions took place.

Agenda Item # 2

Adoption of the March 21st, 2017 Meeting Minutes

M. Cazaubon requested the Committee review the meeting minutes from March 21st, 2017.

C. Rodriguez motioned to approve the March 21st, 2017 meeting minutes as amended, A. Domangue seconded the motion. Motion carried unanimously.

Agenda Item # 3

Agency Reports

M. Cazaubon gave a brief update from J. Ainsworth of DOTD and JD Allen of Alliance Transportation. M. Cazaubon relayed from J. Ainsworth that all operating contracts have been mailed for signatures. If an agency has not received one to please call their program managers. Also, capital contracts were being finalized and should be mailed out for signatures early June. If capital contracts or decline letters are not received by July 1st to call Stephanie for 5311 vehicles and Tina for 5310 vehicles. July 17th and 18th there will be a director's meeting held in Baton Rouge. If emails are not being received from DOTD, please check email in STTARS. Some agencies have reported DOTD emails going to junk/spam folders. On November 6th, 7th, and 8th the Annual Transit Conference will be held in Shreveport this year. From JD Allen, M. Cazaubon received an email stating that the Self-Assessment Tool should be turned into DOTD within the upcoming two weeks.

Good Earth – Their Triennial Review has been completed. Five deficiencies were found; (3) three with procurement and (2) two with DBE's. They were considering meeting with SCPDC for DBE guidance. The City of Thibodaux has requested an additional Bus Shelter. All bus shelters which were originally procured for the City of Thibodaux have been installed and are in use. Another procurement for bus shelters may be in the near future. They were in the process of reviewing their FY18 Budget. They would like to replace their parish transit fleet. The City of Thibodaux was due for a fleet replacement as well.

Lafourche ARC- Received disposition on thirteen (13) vehicles which leaves eight (8) on the books with DOTD. They have been utilizing for the LARC's privately owned vehicles as well. They were still waiting on new vehicles. K. Soignet stated the LARC has a 2016 12B 12 passenger bus with less than 20,000 miles that was in need of front end repair work. This bus is not handicap accessible. He inquired as to whether one of the other organizations was experiencing the same repair issue.

St. James Parish – They have been holding safety training for their drivers due to recent safety issues with passengers slipping down the steps. They stress for passengers to utilize the handrail when stepping on or off the bus. Also, they have been experiencing issues with passengers who do not have wheelchair restraints. It was suggested that brakes, seatbelt, foot rests be required on wheelchairs in order to ride the bus.

Assumption ARC – Inquired as to where an appraisal on busses can be made. Brewer Wholesale, Lafourche Ford, Barbera in Napoleonville was suggested. They were still waiting on their new vehicles.

TARC – Waiting on new vehicles.

Nurse Family Partnership – In attendance for informative reasons.

Assumption COA – A. Authement inquired as to where she could find a copy of the Blood Borne Pathogen Training Video. The Organizations present stated their staff nurses provided the training video.

Lafourche COA – Waiting on busses.

SED #1 – Waiting on vans.

M. Cazaubon inquired on which trainings the Committee members were interested in. Some suggestions were: Safety, Seat Belts, PASS, STTARS, and First Aid. It was stated that CPR and First Aid trainings were offered at St. Ann Hospital in Raceland at no charge. Those who interested may contact Mae Hitt at St. Ann Hospital, 985/537-6841.

Agenda Item # 4

Amtrak Update

P. Gordon gave a brief update on the Amtrak Working Group efforts. He and J. Manning met with UNO's Land Use and Transportation Class for an analysis and recommendations at the station. The results of the student's work were included in the meeting packet. The student's final recommendation was not to focus on attracting Amtrak, but to focus more on creating a destination point for travelers. The Amtrak Focus Group recommended that local jurisdictions within the MPO sponsor a Feasibility/Planning study for the development of a Multi-Modal center at the station. It was suggested to set aside \$50,000 in TIP funds for this study with local entities covering a 20% match. (\$10,000 total, or \$5K from Terrebonne and \$5K from Lafourche).

Agenda Item # 5

Contact List and Self-Assessment Tool Status

M. Cazaubon relayed she was waiting on JP Allen for the status on the Self-Assessment Tool.

Agenda Item #6

Schedule Meetings for 2017-18 Fiscal Year

It was decided upon to hold meetings on the fourth Tuesday of the month at 10am. The next meeting will take place on Tuesday, July 25th, 2017. A calendar will be emailed out to Committee members.

Agenda Item #7

Adjournment

There being no other new business to discuss W. Voisin motioned to adjourn the meeting, A. Domangue seconded. Motion carried unanimously.