

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, July 25th, 2017 10:00 AM

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

In Attendance

Committee:	<p><u>Assumption ARC</u> Kay Dominique Sherry Douglas</p> <p><u>Assumption COA</u> Angele Authement Shirley Jones</p> <p><u>Lafourche ARC</u> <i>No Representative Present</i></p> <p><u>Lafourche COA</u> Linda Pertuit Marilyn Collins</p> <p><u>SED #1</u> Mona Danos Torie Lee</p>	<p><u>St. James Parish</u> Cassandra Bailey Melvin Moses</p> <p><u>Arc of St. Mary unsure if this is correct</u> Kristal Hebert</p> <p><u>St. Mary CAA</u> Tishoma Loston</p> <p><u>Terrebonne ARC</u> Amanda Domangue</p> <p><u>Terrebonne COA</u> Kayla Dardar Randy Manning</p> <p><u>Terrebonne Parish Consolidated Government Transit</u> Gayle Vaughn Wendell Voisin</p>
Other Attendees:		
Staff:	<p>Martha Cazaubon, SCPDC Pat Gordon, SCPDC Josh Manning, SCPDC Emma Bergeron, SCPDC</p>	

M. Cazaubon welcomed everyone to the meeting.

Agenda Item # 1

Introductions

Introductions took place.

Agenda Item # 2

Adoption of the May 31st, 2017 Meeting Minutes

M. Cazaubon requested the Committee review the meeting minutes from May 31st, 2017.

S. Douglas motioned to approve the May 31st, 2017 meeting minutes, L. Pertuit seconded the motion. Motion carried unanimously.

Agenda Item # 3

Agency Reports

M. Cazaubon gave a brief update from JD Allen of Alliance Transportation and J. Ainsworth of DOTD. M. Cazaubon relayed from JD Allen that the final draft of the State's CHSTP was in the review process. In October a ½ day training for Coordinators will be held. J. Ainsworth was unable to attend the meeting; however, M. Cazaubon relayed for that the annual compliance report was released and is due November 1, 2018. Grant applications will be released early November and due February 1st, 2018. The State Conference is set to be held in Shreveport, November 6th – 8th.

Assumption ARC – One bus was in the shop for AC repair.

Terrebonne Council on Aging - All is well.

TARC – Normal bus repairs. Trying to hire a driver. They had questions for DOTD pertaining to the new DBE regulations on invoicing and approval timing. They would like to know when a PO is created, if they can submit it at the point and to whom? Also, clarification was needed on submittal deadlines: online submittal due by the 10th of each month, hard copy by the 15th.

Assumption COA – Everything is fine.

Good Earth – Still experiencing a shortage of drivers. Positions available are: Senior Bus Driver, Regular Bus Drivers, and Mechanic. Their newly hired maintenance supervisor has been doing a good job maintaining Good Earth's equipment. In FY18, Good Earth plans to replace the City of Thibodaux busses and 2 paratransit vehicles for Terrebonne. The City of Thibodaux busses are used on a fixed route service. State contract now offers more options for fixed route service busses. Also, the City of Thibodaux has requested five (5) bus shelters because they no longer have any in inventory and one short in the field. P. Gordon stated Terrebonne Parish was interested in creating more bus locations and offered to assist the Parish with finding locations and the DOTD permitting process.

St. James Parish – They are in need of (3) three part-time drivers. Looking for input from other members who may be experiencing issues with wheelchair clients whose wheelchairs are not in safety compliance. It was suggested to place specific guidelines for ridership within the company policy. M. Cazaubon suggested hosting an ADA training.

St. Mary CAA – No issues or concerns to report.

Lafourche COA – AC units went out on older busses and one newer model bus.

Lafourche ARC- Received disposition on thirteen (13) vehicles which leaves eight (8) on the books with DOTD. They have been utilizing 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.

TARC – Waiting on new vehicles.

SED #1 – Waiting on vans.

Agenda Item # 4

CHSTP Update

The final draft was in the review stage before submittal to DOTD

Agenda Item # 5

Vendor List/Contact List and Public Notices

Members were given the current Vendor List for review. M. Cazaubon requested that members review, update, and provide input on vendors which they may use. Please send updates to M. Cazaubon and/or C. Parker.

Agenda Item #6

Southern Rail Commission/Amtrak Update

P. Gordon reported that J. Manning has completed the Stage 0 Feasibility Study and will be presenting it to the HT-MPO Policy Committee. Copies of the Feasibility Study were provided for those interested.

Agenda Item #7

Adjournment

M. Cazaboun announced there was a new 5010 Award Management Requirements Circular available online. Copies of the recent Transit Safety and Oversight Spotlight was provided for those who may not receive it. Also, distributed was a handout with information from LDEQ on the Volkswagen Clean Air Act Civil Settlement.

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