

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, January 23rd, 2018 10:00 AM

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

In Attendance

Committee:	<p><u>Assumption ARC</u> Sarah Olivo Ellen Daigle</p>	<p><u>St. James Parish</u> Melvin Moses</p>
	<p><u>Assumption COA</u> Angel Authement</p>	<p><u>Arc of St. Mary</u> Kristal Hebert</p>
	<p><u>Lafourche ARC</u> Edna Foret Kyle Soignet Anita Webb</p>	<p><u>St. Mary CAA</u> Tishoma Loston</p>
	<p><u>Lafourche COA</u> Linda Pertuit Marilyn Collins</p>	<p><u>Terrebonne ARC</u> Amanda Domangue Rodger Sheldon</p>
	<p><u>SED #1</u> Mona Danos Torie Lee</p>	<p><u>Terrebonne COA</u> Kayla Dardar Randy Manning</p>
	<p><u>SED #1</u> Mona Danos Torie Lee</p>	<p><u>Terrebonne Parish Consolidated Government Transit</u> Gayle Vaughn Wendell Voisin</p>
Other Attendees:	<p>Adam Lefort, LPG Melissa Cormier, LADOTD Gary Gisclair, LADOTD Rebecca Brupbacher, Fletcher Community College</p>	
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 July 25th, 2017 and October 30th, 2017 Meeting Minutes

It was noted on the July 25th, 2017 meeting minutes Arc of St. Mary was correct. A. Authement stated that she did not believe Shirley Jones was in attendance for the July 25th meeting. M. Cazaubon reassured her that she would double check the sign in sheet for that meeting and if a correction was needed it would be made.

It was motioned by A. Domangue, seconded by G. Vaughn to approve the Regional Transit Committee meeting minutes of July 25th, 2017 as amended. There being no objections, motion passed.

It was noted on the October 30th, 2017 meeting minutes Kay Domangue was listed under the Assumption COA and should be listed under Assumption ARC.

It was motioned by A. Authement seconded by K. Hebert to approve the Regional Transit Committee meeting minutes of October 30, 2017 as amended. There being no objections, motion passed.

Agenda Item # 3

LA DOTD Updates – Melissa Cormier, LADOTD

M. Cazaubon introduced M. Cormier to the Committee. M. Cormier relayed that grant applications were due February 1, 2018. If anyone has any questions on the 5311 Application they can contact Stephanie Barthelemy and for 5310 they can contact Christina Athalone. Award letters will be mailed at the end of April, contracts will follow. Match will not be requested until August. FTA has not provided any additional templates for safety and security. Each agency will be asked to recertify their existing plan. The signature page is being updated to reflect the recertification and will be provided through email as well as STTARS. It will be due to LADOTD by April 2018. The Administrative Handbook is currently being revised. PASS Training manuals should be requested 30 days prior to the training. An updated Drug/Alcohol training will be held on February 26th and 27th for 5311 grantees at the Crowne Plaza in Baton Rouge. An OMV Circular training will be held, date and location to be announced.

Agenda Item # 4

Training Program Needs – Information on Various Training Programs Offered in the Region

M. Cazaubon stated there was a calendar included within the meeting packet that lists DOTD training dates. Also, included was a Driver Training Programs and Options handout which lists driving training options offered throughout the Region. M. Cazaubon relayed she had met with R. Brupbacher of Fletcher Community College. At one time, the regional area Workforce Commission was providing tuition needed to persons interested in obtaining a Class B CDL. However, now they are only doing Class A CDLs. M. Cazaubon stated if the local demand for Class B CDLs can be documented, tuition assistance for Class B CDLs may be reinstated. LE Fletcher Community College is looking into branching out with their CDL program and would like to begin expanding their certification to include transit drivers (Class B CDLs). They are researching the local need for Class B CDL drivers. Within the meeting packet was a Transit Questionnaire on Job Openings and Training Needs. This questionnaire will help to assess and document the needs within the Region.

Michael Watts will return to complete his ADA presentation. A date has yet to be set.

Agenda Item # 5

CHSTP Update- Questionnaire/Operator Survey

The 2018 South Central Louisiana Transit Agency Survey was included within the meeting packet. M. Cazaubon requested Committee Members to complete and return the survey to her. This survey will help with the updating of the Regional CHSTP. The State has yet to release their CHSTP update.

Agenda Item # 6

Regional Transit Promotion and Website

M. Cazaubon has been working on updating agency information and marketing of transit services within the region. She would like to begin updating the www.southlatransit.org website and asked for Committee Members to review the online information and provide input.

Agenda Item # 7

Southern Rail Commission/Amtrak Update

P. Gordon informed the Committee that the Amtrak Station Feasibility Study Scope of Services has been submitted to LADOTD and they are awaiting LADOTD's response. Once the project has been approved by LADOTD, the local jurisdictions will need a local match of 20% to match 80% funding from the Federal Government for the study. Amtrak will open its service to Florida from New Orleans this spring.

Agenda Item # 8

Agency Reports

Lafourche ARC: Working on applications. Waiting on (1) van and (1) bus from FY2017-18 and (1) van from FY2016-17.

TARC: Waiting on (2) busses which should be in between March and May. Been working on MPO letters.

Assumption ARC: Waiting on (3) busses and (1) mini-van.

GET: Short of drivers and mechanics. Plan to acquire (5) vehicles in the upcoming fiscal year. Beginning to review their TAM Plan. May edit their TAM Plan to include rehab program on their Heavy Duty Buses. Will hold a DBE meeting on March 1st, at SCPDC.

Terrebonne COA: waiting on busses.

St. James: In need of drivers.

Lafourche COA: Disposed of (7) busses; waiting on (6) new busses. Still using "disposed" busses until new busses arrive.

Agenda Item # 9

Other New Business

There being no other business to discuss, G. Voisin motioned, A. Authement seconded to adjourn the meeting. Motion carried unanimously.

The next meeting date is April 24th, 2018.