

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 17, 2013 10:00 AM

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

In Attendance: 18

Committee:	<u>Assumption ARC</u> No representation	<u>SED #1</u> Mona Danos
	<u>Assumption COA</u> Bonnie Gravois	<u>St. James Parish</u> Sheila Clayton
	<u>LADOTD</u> Harold Beck (via conference call)	<u>Terrebonne ARC</u> Rodger Shelton
	<u>Lafourche ARC</u> Peggy Krieg Lester Adams Kyle Soignet	<u>Terrebonne COA</u> Kayla Dardar Randy Manning
	<u>Lafourche COA</u> Charlene Rodriguez Linda Pertuit	<u>Terrebonne Parish Consolidated Government Transit</u> No representation
Other Attendees:	Jeffery Leuenberger, LPF	
Staff:	Leo Marretta, SCPDC Scott Leger, SCPDC Cassie Parker, SCPDC Jo-anna Jones, SCPDC Ryan Hutchinson, SCPDC	

Call to Order

S. Leger called the meeting to order at approximately 10:00 a.m. on Tuesday, December 17, 2013 at South Central Planning and Development Commission Pelican Room in Houma, LA.

Agenda Item # 1

Introductions

Introductions took place.

Agenda Item # 2

Approval of the September 17, 2013 Meeting Minutes

C. Rodriguez motions to approve the September 17, 2013 meeting minutes, P. Krieg seconds the motion. Motion carried unanimously.

Agenda Item # 3

Approval of October 23, 2013 Grant Workshop Meeting Minutes

C. Rodriguez motions to approve the October 23, 2013 Grant Workshop meeting minutes, L. Pertuit seconds the motion. Motion carried unanimously.

Agenda Item # 4

Local Agency Reports

Linda Pertuit requested that a list be compiled of service providers used by all of the agencies. Discussion ensued. The committee unanimously agreed that a vendors list would be very useful. All agencies agreed to email their vendor list to C. Parker; she will then compile the lists and distribute the regional list during the March 18, 2014 meeting. There were questions with regards to the level of certification service providers must have. L. Marretta suggested that P. Jones be contacted and further investigation of this concern take place. L. Marretta also suggested that, in the future, the Regional Transit Committee agencies research contracting as a whole with a service provider, and possibly have that provider travel to their agencies in order to make repairs and complete maintenance.

Agenda Item # 5

Grant Application Workshop Feedback

C. Parker requested feedback from the committee regarding the Grant Application Workshop held on October 23, 2014 at South Central Planning and Development Commission. Discussion ensued. The committee members stated that they would like to have another workshop next year prior to the submission of grant applications.

Agenda Item # 6

2013 LPTA Conference Discussion

L. Marretta stated that it was C. Parker's first time attending the conference and requested that she begin the discussion. C. Parker indicated that she enjoyed the conference and learned new aspects of transit. She added that she learned more about the other transit agencies and MPO's during the Urban Roundtable breakout session. P. Krieg stated that she attended the STARRS session, but found that it was geared towards 5311. H. Beck stated that the next conference date was moved to spring of 2015.

Agenda Item # 7

2014 TIP Letters and Grant Applications

L. Marretta announced that the following TIP request letters were received by the MPO:

- Assumption ARC
- Assumption COA
- Lafourche ARC
- Lafourche COA

- Lafourche SED #1
- Terrebonne ARC
- Terrebonne COA

S. Clayton stated that she submitted a request letter. C. Parker stated that, while she had not received it, she will try and locate the letter and contact S. Clayton with the results. S. Leger reviewed the letters with the committee. L. Marretta requested that, in the future, agencies state the specific item(s) they are requesting grant funding for in the TIP requests letter. R. Shelton asked for confirmation that Terrebonne ARC's grant application was received. C. Parker confirmed.

Discussion ensued with regards to the response TIP letter from the MPO. J. Manning explained that the TIP request letters will be presented to the Policy Committee during the January 23, 2014 meeting. Once the Policy Committee accepts those letters, the agencies will receive their MPO letter for their grant application. H. Beck stated that the agencies do not have to wait on the MPO letter to submit their applications. He explained that the agencies could submit their applications for preliminary review and submit the letters once the agencies have received them. J. Manning suggested that the TIP letters approved by the MPO Policy Committee be emailed directly to H. Beck after the January 23, 2014 meeting in order to make the February 3, 2014 deadline.

H. Beck stated that it would be fine for the MPO to email the letters directly to him. C. Parker stated that she would email H. Beck and the agencies a scanned MPO letter on the afternoon of January 23, 2014.

Agenda Item # 8

Urban Boundary Update

S. Leger stated that he and J. Manning have been working with an ARC GIS online program that will assist in determining what locations are within the urban boundary. He explained that it is free to use. S. Leger demonstrated how the program is used and stated that a link would be sent to all agencies.

H. Beck stated that DOTD discussed the possibility of "old money" continuing to fund small urban trips. He stated that those trips would not be eligible for funding from the "new money".

Agenda Item # 9

GPS Tracking Solutions Presentation (Ryan Hutchinson, SCPDC)

Ryan Hutchinson presented GPS Tracking Solutions Presentation for the committee.

Agenda Item # 10

Feasibility Study for Transit Services in Lafourche Parish

L. Marretta informed the committee that the Lafourche Parish Council passed a resolution authorizing South Central Planning and Development Commission to apply for a grant on their behalf in order to conduct a transit feasibility study for the parish of Lafourche. He stated that the maximum amount of funding is \$150,000.00 and requires a 20% local match. L. Adams requested that Lafourche ARC be included in further discussions regarding this effort.

Agenda Item # 11

Transit Funding through DOTD/FHWA for Transit Capital Improvements

L. Marretta commented that he was informed by Dawn Sholmire that DOTD has \$500,000.00 for each MPO, at an 80/20 split, for urban transit projects. He stated that the project must be a capital improvement, such as bus shelters, sidewalks, or conversion of fleets to CNG. J. Manning added that the MPO will begin updating their current Metropolitan Transportation Plan (MTP), which is the long-range plan. He stated that there is a transit element to the

plan, and he would like to program transit funds similar to the way highway funds are programmed in the document. He encouraged all committee members to attend the meetings and give their input.

Agenda Item # 12

Other Business

a. Contact List Update

C. Parker stated that she has updated the Regional Transit Committee contact list and provided members with a copy.

b. Transit for Veteran's

C. Parker informed the committee that she spoke with Preston Magee with Start Corporation and was informed that one service the agency provides is transportation for individuals that are homeless, disabled, and/or veterans. She encouraged the committees to take a brochure and contact Preston Magee if they are aware of any clients that fall into one of these categories.

L. Marretta stated that he received an email from Chester Wilmot with LSU and the Local Technical Assistance Program (LTAP). LSU and LTAP were given a \$200,000.00 grant in order to create a database of coastal public transit providers that can be utilized during emergencies.

Agenda Item # 13

Future Meeting Dates: March 18, 2014 and June 16, 2014

Agenda Item # 14

Adjournment

P. Krieg motions to adjourn the meeting at approximately 12:20 p.m., C. Rodriguez seconds the motion. Motion carried unanimously.