

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, October 16<sup>th</sup>, 2018 10:00 AM

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

**In Attendance**

<b>Committee:</b>	<u><b>Assumption ARC</b></u> Ellen Daigle Sarah Olivo	<u><b>St. James Parish</b></u> Shanitea Jasmine Melvin Moses	
	<u><b>Assumption COA</b></u> Shirley Jones	<u><b>Arc of St. Mary</b></u> Kristal Hebert	
	<u><b>Lafourche ARC</b></u> Edna Foret	<u><b>St. Mary CAA</b></u> Tishoma Loston	
	<u><b>Lafourche COA</b></u> Linda Pertuit Charlene Rodriguez	<u><b>Terrebonne ARC</b></u> Amanda Domangue Rodger Shelton	
	<u><b>SED #1</b></u> Mona Danos	<u><b>Terrebonne COA</b></u> Kayla Dardar Randy Manning	
		<u><b>Terrebonne Parish Consolidated Government Transit</b></u> Wendell Voisin	
	<b>Other Attendees:</b>	Rebecca Brupbacher, Fletcher Technical Community College	
	<b>Staff:</b>	Pat Gordon, SCPDC Josh Manning, SCPDC Emma Bergeron, SCPDC	

In M. Cazaubon's absence P. Gordon welcomed everyone to the meeting.

**Agenda Item # 1**

***Introductions***

Introductions took place.

**Agenda Item # 2**

***Adoption of the July 24, 2018 Meeting Minutes***

P. Gordon gave the Committee time to review the July 24, 2018 CHSTP Committee Meeting Minutes. ***It was motioned by C. Rodriguez, seconded by W. Voisin to approve the Regional Transit Committee Meeting Minutes of July 24, 2018. There being no objections, motion passed.***

**Agenda Item # 3**

***Update of Vendor's List***

P. Gordon requested for Committee Members to review the Vendor's List for current vendors, non-current vendors, or excluded vendors. Please email M. Cazaubon with any corrections and additions.

**Agenda Item # 4**

***Transit Asset Management Update***

J. Manning reported the State has recently completed its Statewide Transit Management Group Plan. He will email Committee Members a copy of the Statewide Group Plan. He explained how transit agencies that own, operate, or manage capital assets must develop a Transit Asset Management Plan. This plan will be used as a tool that will help to assess current conditions of vehicles, determine the condition and performance of the vehicles, identify risks, and prioritize funding towards improving vehicle conditions.

**Agenda Item # 5**

***LA DOTD Updates***

There weren't any representatives from LADOTD present to provide an update.

**Agenda Item # 6**

***Training Programs***

P. Gordon reviewed upcoming Training opportunities which Committee Members may be interested in attending.

***a. LA DOTD Conference in New Orleans October 31 – November 2, see attached***

***b. Microsoft Word Training – Current Schedule, see attached***

***i. November 27-28 – Bossier City, LA***

***ii. December 4-5 – Monroe, LA***

***iii. December 11-12 – Alexandria, LA***

M. Cazaubon is currently trying to coordinate a Microsoft Training to be held at SCPDC for local Transit Providers. Ten participants is required in order for the training to be held. This training is open to transit staff. If interested in having a training held at SCPDC, please email M. Cazaubon.

***c. Reminder: QStraint Training at SCPDC on November 29<sup>th</sup> 9:00am to 12:00pm***

P. Gordon reminded the Committee QStraint Training will be held at SCPDC on November 29<sup>th</sup>. Twenty-four participants have registered, there are six available spots remaining. Email M. Cazaubon to register.

**Agenda Item # 7**

***CHSTP Update***

The CHSTP Update is available on SCPDC's website for review.

**Agenda Item # 8**

***Southern Rail Commission/Amtrak Update***

P. Gordon stated efforts are still being made to have the Sunset Limited service reinstated from Florida to Los Angeles. J. Manning relayed that DOTD has approved the Scope he submitted. It has been decided to postpone the HT-MPO Stage 0 Feasibility Study until DOTD's study is complete. Even though the HT-MPO study goes a bit further than DOTD's, he and P. Gordon feel it is important to see the results of DOTD's study first and then incorporate those findings into the HT-MPO's final report, rather than duplicating efforts.

**Agenda Item # 9**

***Future Meeting Topics and/or Guest Speakers?***

It was suggested to more than one QStraint Training so all transit drivers can receive the training. P. Gordon suggested the possibility of bringing the Trainer to the Transit Provider so drivers could be trained.

**Agenda Item # 10**

***Agency Reports***

Terrebonne COA: Experienced a big turnaround of drivers; however, it seems to be leveling off. Received all buses; however, they have been experiencing a license plate issue. Temporary tags have been received from LADTOD so they can begin to utilize their new buses.

GET: Experiencing turnovers in personnel. Ordered their new cut-away fleet. They plan to replace the three City of Thibodaux buses plus two paratransit buses. Currently working on an IFB for bus shelters. Beginning to research potential vendors for their bus rebuilding program they are going to begin in 2019. They have begun rebuilding their heavy duty 2008 fleet.

TARC: Drivers steady. Received two transit buses. One new shuttle is in the repair shop, all others on the road. Working on grant application.

Assumption ARC: Received buses. One of the new buses received has been out of service since September 10<sup>th</sup> due to a broken driver's seat. Another new bus received has been experiencing lift issues.

St. Mary CAA: In need of a driver.

Lafourche ARC: Short of drivers, working on grant application. Three of their mini-vans have recalls.

Fletcher: Will post driver job advertisements for transit providers. Currently working on a Defensive Driving Training. They have the instructor and curriculum, just awaiting on approval from LADOTD.

SED #1: Still waiting on vehicles.

St. James Parish: Ordered two new buses.

**Agenda Item # 11**

***Other New Business***

***There being no other business to discuss, it was unanimously decided to adjourn the meeting.***

The next meeting date is January 22, 2019 at 10:00am.