

MINUTES

Transportation Policy Committee
of the
Regional Planning Commission
for

Jefferson, Orleans, Plaquemines, St. Bernard and St. Tammany Parishes

August 14, 2012

Committee Members: John Young, Chairman, Elton Lagasse, John Shaddinger, Lee Giorgio, Jack Stumpf, Jacquelyn Clarkson, Jeffery Schwartz, Ronald Carrere, Byron Marinovich, Mike Ford, Ray Lauga, Jr., Casey Hunnicutt, Charles Ponstein, David Munn, Steve Stefancik, Reid Falconer, Richard Kelley, Maureen Clary, Sherri LeBas (designee: Mike Stack), Freddy Drennan, Larry Katz (designee: Carlton Dufrechou), Pat Gallwey, Natalie Robottom, Donald Villere, Barbara Major (designee: Stefan Marks) and Ryan Brown

Attendance: 24

Consultants: Ernest Burguieres, III, Legal Counsel

Staff: Walter Brooks, Jeffrey Roesel, Nicholas Silvey, Megan Leonard, Chris Laborde, et al



AGENDA

1. Consideration: Approval of July 10, 2012 Minutes
2. Consideration: Amendment to the New Orleans FY-12 Transportation Improvement Program, Highway & Transit Elements
3. Consideration: Approval of the FFY13-FFY16 Transportation Improvement Program, Transit Element
4. Consideration: Consultant Selection:
Transportation System Surveillance
(RPC Task No. B-2.13)
Amount \$50,000

5. Consideration: Consultant Selection:
Highway Functional Clarification Systems Update
St. Tammany Parish
(RPC Task MC-5.13 and Task S-5.13)
Amount \$40,000
6. Consideration: Authorization to enter into a Contract Agreement with
the Federal Railroad Administration for NOUPT Rail Yard
Improvements
Amount \$652,706
7. Presentation: Emergency Preparedness:
Contra-Flow and Re-Entry Planning
By: Captain Carl Saizan, Commander
& Captain Mark Richards
Troop B – Louisiana State Police
8. Consideration: Public Comment Period
9. Other Matters:



Mr. Young led everyone in the Pledge of Allegiance.

Following the roll call, a quorum was established and the Chairman called the Transportation Policy Committee meeting to order.

1. Consideration: Approval of July 10, 2012 Minutes

Mr. Stefancik made a motion to approve the minutes, seconded by Mr. Kelley and approved unanimously as noted by the Chairman.

2. Consideration: Amendments to the New Orleans FY-12 Transportation Improvement Program, Highway & Transit Element

Mr. Brooks referred the members to page 4 & 5 of the meeting packet for the amendments to the New Orleans TIP, Highway & Transit Elements, and provided a brief explanation of each item.

There being no questions or objections, the Chairman called for a motion to approve the New Orleans FY-12 TIP amendments for the highway & transit elements. It was so moved by Mr. Munn, seconded by Mr. Carrere and approved unanimously as noted by the Chairman.

3. Consideration: Approval of the FFY13-FFY16 Transportation Improvement Program, Transit Element

Mr. Brooks referred members to page 6 of the meeting packet for the FFY13-FFY16 Transportation Improvement Program, Transit element, and provided a brief overview.

There being no questions or objections, the Chairman called for a motion to approve the FFY13-FFY16 Transportation Improvement Program, Transit Element. It was so moved by Mr. Stefancik, seconded by Mr. Lauga, and approved unanimously as noted by the Chairman.

**4. Consideration: Consultant Selection:
Transportation System Surveillance
(RPC Task No. B-2.13)
Amount \$50,000**

Mr. Brooks explained that the scope of this study is to assist the Regional Planning Commission in the collection of Average Daily Traffic Counts (ADT), Turning Movement Counts (TMC), Travel Speed Study information and Vehicle Classification Study information on the New Orleans Congestion Management System network. This data will be used by the RPC to document system performance and provide input into the region's Transportation Demand Model and Congestion Management System Plan. This data also will be used by the RPC and La. DOTD for evaluating existing traffic conditions and identifying system preservation and transportation improvement needs. Mr. Brooks referred the members to page 14 which listed respondents to the Request for Qualifications. Following RPC staff review and ranking, ITS Regional, was recommended to undertake this project.

There being no questions or objections, the Chairman called for a motion to approve the consultant selection and to authorize the Chairman and/or Executive Director to execute any documents in connection with this project. It was so moved by Mr. Lauga, seconded by Mr. Stumpf, and approved unanimously as noted by the Chairman.

**5. Consideration: Consultant Selection:
Highway Functional Clarification Systems Update
St. Tammany Parish
(RPC Task No. MC 5.13 and Task S-5.13)
Amount \$40,000**

Mr. Brooks explained that the scope of this study will be to analyze and update the Highway Functional Classification system of the St. Tammany Parish roadway network according to the concepts, criteria, and procedures outlined by the Federal Highway Administration (FHWA). This analysis will be performed through consultation with the St. Tammany Parish government, the Louisiana Department of Transportation and Development (LaDOTD), the Federal Highway Administration, and the Regional Planning Commission. The results of the study will be a set of recommendations to the LaDOTD and FHWA as to the functional classification inventory of roadways in the Parish.

Mr. Brooks referred the members to page 15 which listed respondents to the Request for Qualifications. Following RPC staff review and ranking, Richard C. Lambert Consultants, LLC was recommended to undertake this project.

There being no questions or objections, the Chairman called for a motion to approve the consultant selection and to authorize the Chairman and/or Executive Director to execute any documents in connection with this project. It was so moved by Mr. Stefancik, seconded by Mr. Kelley, and approved unanimously as noted by the Chairman.

**6. Consideration: Authorization to enter into a Contract Agreement with the Federal Railroad Administration for NOUPT Rail Yard Improvements
Amount \$652,706**

Mr. Brooks explained that the project includes design services for track improvements that will accommodate future activities and improve efficiencies at the NOUPT rail yard.

There being no questions or objections, the Chairman called for a motion to approve the contract agreement and to authorize the Chairman and/or Executive Director to execute any documents in connection with this project. It was so moved by Mr. Stefancik, seconded by Mrs. Clarkson, and approved unanimously as noted by the Chairman.

**7. Presentation: Emergency Preparedness:
Contra-Flow and Re-Entry Planning
By: Captain Carl Saizan, Commander
& Captain Mark Richards
Troop B – Louisiana State Police**

Chris Laborde, RPC's Senior Transportation & Incident Management Planner, introduced Captain Mark Richards. Captain Richards began his presentation by explaining the standard operating procedure for credentialing and all hazards access. The procedure was established in 2006. The Captain went over all identification requirements and reentry protocol. Captain Richards explained the tiered reentry approach. Tier 1 is SRT Personal, Infrastructure and Utilities repair personnel, damage assessment teams and others decided by: municipal government, parish government or state government. Tier 2 is relief workers (red cross, catholic charities & united way), banking and insurance, and critical businesses. Tier 3 is non-tier 2 business and residents. The Chairman thanked Captain Richards for his presentation.

8. Consideration: Public Comment Period

The Chairman asked if there was any public comment. There was none.

9. Other Matters:

There being no other matters to discuss, the Chairman adjourned the meeting and proceeded to the Regional Planning Commission Meeting.

MINUTES

Regional Planning Commission
for
Jefferson, Orleans, Plaquemines, St. Bernard and St. Tammany Parishes

August 14, 2012

Committee Members: John Young, Chairman, Elton Lagasse, John Shaddinger, Lee Giorgio, Jack Stumpf, Jacquelyn Clarkson, Jeffery Schwartz, Ronald Carrere, Byron Marinovich, Mike Ford, Ray Lauga, Jr., Casey Hunnicutt, Charles Ponstein, David Munn, Steve Stefancik, Reid Falconer, Richard Kelley, Maureen Clary, and Sherri LeBas (designee: Mike Stack)

Attendance: 17

Administrative Consultants: Ernest Burguieres, Legal Counsel

Staff: Walter Brooks, Jeffrey Roesel, Nicolas Silvey, Megan Leonard, et al



AGENDA

1. Consideration: Approval of July 10, 2012 Minutes
2. Committee Reports: (a) Budget and Personnel Committee
(b) Other Committee Reports
3. Consideration: Financial Report
(a) Balance Sheet of Local Activities
(b) Monthly Budget Report
4. Consideration: FY2013 RPC Local Activities Budget including Agreement with Adams and Reese
5. Consideration: FY2013 RPC Operating Budget
6. Consideration: Amendment to the New Orleans FY-12 Transportation Improvement Program, Highway & Transit Element

- 7. Consideration: Approval of the FFY13-FFY16 Transportation Improvement Program, Transit Element
- 8. Consideration: Consultant Selection:
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- 9. Consideration: Consultant Selection:
Highway Functional Clarification Systems Update
St. Tammany Parish
(RPC Task MC-5.13 and Task S-5.13)
Amount \$40,000
- 10. Consideration: Authorization to enter into a Contract Agreement with the Federal Railroad Administration for NOUPT Rail Yard Improvements
Amount \$652,706
- 11. Presentation: Regional Air Quality Update / Ozone Advance Program
By: Michael Vince, MPA
DEQ Air Permits Division
Louisiana Department Environmental Quality
- 12. Consideration: Travel Authorizations
- 13. Consideration: Contract Extensions
- 14. Consideration: Consultant Billings
- 15. Consideration: Other Matters



The Chairman called the meeting to order and noted the existence of a quorum.

1. Consideration: Approval of July 10, 2012 Minutes

The minutes from the meeting of July 10, 2012 were approved upon a motion by Mr. Lauga, seconded by Mr. Ponstein and approved unanimously as noted by the Chairman.

**2. Committee Reports: (a) Budget & Personnel
(b) Other Committee Reports**

Mr. Silvey explained that the committee reports would come under regular agenda items.

3. Consideration: Financial Report
(a) Balance Sheet of Local Activities
(b) Monthly Budget Report

Mr. Silvey then referred the members to page 16 of the meeting packet for the balance sheet for the month ending June 30, 2012. He indicated that the RPC's total Assets and Liabilities, which include the Fund Balance) in the amount of \$3,366,092.91 with all parishes up-to-date with their support to the Commission programs.

There being no questions or objections, the Chairman called for a motion to approve the balance sheet. It was so moved by Mr. Kelley, seconded by Mr. Stumpf and approved unanimously as noted by the Chairman

Mr. Silvey then referred the members to page 17 of the meeting packet for the budget compared to actual expenditures dated June 30, 2012 and there were 3 budget revisions.

There being no questions or objections, the Chairman called for a motion to approve the Budget Compared to Actual Report and the requested budget revisions. It was so moved by Mr. Munn, seconded by Mr. Kelley and approved unanimously as noted by the Chairman.

4. Consideration: FY2013 RPC Local Activities Budget including agreement with Adams & Reese

Mr. Silvey reminded the Commission that the RPC adopts two budgets for each fiscal year, and the 2013 Fiscal Year is no exception. The first budget, the Local Revenues / Expenditures Budget details the support RPC receives from member parishes and how those funds are spent. The Local Activities Budget it will include the following:

- The total financial support from all member parishes will not change. The support from the parishes of Jefferson, Orleans and St. Tammany will be based on the 2010 Census effective January of 2013. The support from Plaquemines, St. Bernard, St. Charles and St. John parishes will remain as in the past.
- The Commission has approved an agreement with Adams and Reese to represent RPC in Washington, D.C. running through April of 2013. The timing of the agreement with Adams and Reese does not coincide with either the Commission's fiscal year (July – June) or the member parishes, which follow a calendar fiscal year.
- To facilitate the budgeting of the Adams and Reese agreement, and based on the recommendation of the Budget & Personnel Committee, R would revise the timing of the Adams and Reese agreement to a calendar year agreement.
- Therefore, the current agreement with Adams and Reese will end at December 31, 2012, at \$5,000 per month with no compensation for "Out of Pocket" expenses. Additionally, the member parishes will not be invoiced for the period of July through December of 2012 for the Adams and Reese agreement. Instead, RPC will fund this period utilizing the "Out

of Pocket” escrow and RPC providing the balance to fund the agreement through December of 2012.

- Effective January, 1, 2013, and based on the Budget & Personnel Committee’s recommendation, there will be a new agreement with Adams & Reese for the period of January through December of 2013; and, the member parish pro-rata financial support for the 2013 Adams and Reese agreement will be combined with the quarterly invoicing for support to RPC programs.

There being no questions or objections, the Chairman called for a motion to approve the FY 2013 RPC Local Activities Budget including the Agreement with Adams & Reese. It was so moved by Mr. Lauga, seconded by Mr. Giorgio and approved unanimously as noted by the Chairman.

5. Consideration: FY 2013 RPC Operating Budget

Mr. Silvey presented the 2013 Operating Budget to the members of the Commission, noting that it almost mirrors the FY 2012 Operating Budget, and has been recommended for adoption by the Budget & Personnel Committee.

There being no questions or objections, the Chairman called for a motion to approve the 2013 Operating Budget. It was so moved by Mr. Stefancik, seconded by Mr. Lauga and approved unanimously as noted by the Chairman.

6. Consideration: Amendments to the New Orleans FY-12 Transportation Improvement Program, Highway & Transit Element

7. Consideration: Approval of the FFY13-FFY16 Program Transportation Improvement, Transit Element

**8. Consideration: Consultant Selection:
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**9. Consideration: Consultant Selection:
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**10. Consideration: Authorization to enter into a Contract Agreement with the
Federal Railroad Administration for NOUPT Rail Yard
Improvements
Amount \$652,706**

Mr. Brooks requested concurrence of items 6-10 which were recommended for approval by the members of the Policy Committee.

There being no questions or objections, the Chairman called for a motion to approve items 6 -10 in globo. It was so moved by Mr. Stefancik, seconded by Mr. Giorgio and approved unanimously as noted by the Chairman.

11. Presentation: Regional Air Quality Update / Ozone Advance Program
By: Michael Vince, MPA
DEQ Air Permits Division
Louisiana Department Environmental Quality

Mr. Jeffrey Roesel introduced Mr. Vince to the Commission. Mr. Vince began his presentation, EPA's Ozone Advance Program – What Participation Could Mean for New Orleans Metro Area. Ozone Advance is a collaborative effort by EPA, states, tribes and local governments to encourage emission reductions in ozone attainment areas, to help them continue to meet the National Ambient Air Quality Standard (NAAQS). The goals of the program are to help attainment areas take action in order to keep ozone levels below the level of the standard to ensure continued health protection, better position areas to remain in attainment, and efficiently direct available resources toward actions to address ozone problems quickly. Mr. Vince explained who could participate and what the criteria for program eligibility are. Mr. Vince finished his presentation by supplying contact information for DEQ and EPA if anyone should have any questions.

12. Consideration: Travel Authorizations

Mr. Silvey referred Members to page 20 of the packet and pointed out that a staff member (Rebecca Otte) is requesting to attend the 2012 U.S. EPA Region 6 Partners Forum, September 18-20, 2012, Oklahoma City, OK.

There being no questions or objections, the Chairman called for a motion to approve the travel requests. It was so moved by Mr. Kelley seconded by Mr. Carrere and approved unanimously as noted by the Chairman.

13. Consideration: Contract Extensions

Mr. Silvey directed the members to page 21 for the complete list of contracts to be extended with no changes to the compensation for the contracts.

There being no questions or objections, the Chairman called for a motion to approve the contract extensions. It was so moved by Mr. Stefancik, seconded by Mr. Kelley and approved unanimously as noted by the Chairman.

14. Consideration: Consultant Billings

Mr. Silvey referred the members to a summary list of the consultant bills on page 22 in the meeting packet, noting that staff had reviewed each of them and favorably recommended them for approval.

There being no questions or objections, the Chairman called for a motion to approve the consultant billings. It was so moved by Mr. Kelley, seconded by Mr. Giorgio and approved unanimously as noted by the Chairman.

15. Consideration: Other Matters

Ms. Maggie Woodruff reported that St. Tammany Parish President Pat Brister requested that RPC staff extend her personal invitation to members and their respective communities' businesses to participate in a Small Business Summit to be held on September 22nd. The Summit will be co-hosted by St. Tammany Parish President Brister and U.S. Senator Mary Landrieu. It will feature presentations by the co-hosts as well as U.S. Small Business Administration officials at the national and regional level. Specific information, advice and resources for small businesses will be offered during the half-day summit. Ms. Woodruff noted that though the meeting is to be held in St. Tammany, the content is relevant for businesses in all parishes in the region. She referred members to the handout in their packet containing registration form and contact information.

There being no other matters to discuss, the Chairman called for a motion to adjourn. It was so moved by Mr. Stefancik, seconded by Mr. Kelley and approved unanimously as noted by the Chairman