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## **LOUISIANA TRUCKING RESEARCH AND EDUCATION COUNCIL**

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Meeting location:  
Breazeale, Sasche, & Wilson  
301 Main St  
24<sup>th</sup> Floor  
Baton Rouge, LA 70801

**MEETING NOTICE**  
Tuesday, March 3, 2020  
10:00 AM  
Boardroom

**I. CALL TO ORDER**

**II. ROLL CALL**

- a. Glen Guillot – Present
- b. Pat Hay – Present
- c. John Austin – Present
- d. Kary Bryce – Present
- e. Bruce Busada – Present
- f. Gary Gobert – Present
- g. Andy Guinn – Absent
- h. Stephen Holliday – Present
- i. Josh McAllister – Present
- j. Quintin Taylor – Present
- k. David Templeton – Present
- l. Jessica Vallelungo – Present
- m. Douglas Williams – Present

A quorum was present.

**III. APPROVAL OF MINUTES**

- a. Minutes from the previous meeting dated 12/4/19 were unanimously approved.

**IV. NEW BUSINESS**

- a. Presentation on Public Meetings Procedure and Other Requirements
  - i. Mr. McNeely, LMTA Foundation Director, provided a presentation informing Council members on best practices to comply legal requirements associated with conducting official business of the Council. Chairman Guillot requested that Mr. McNeely send all necessary ethics forms and information to members of the Council to ensure compliance.
- b. Legislative and Administrative Progress Report on Funding Remittance
  - i. Mr. McNeely, LMTA Foundation Director, explained that the Revenue Estimating Conference had still not met and that – consequently – LTREC was not included in the supplemental appropriations bill for the current fiscal year. He

stated that once REC meets, he expects the supplemental to be amended to include LTREC. He stated that next year's budget legislation did include LTREC with \$900,000 of budget authority, which is less than OMV most recently projects. There was discussion about why the Legislature selected a lower number than OMV collected. Chairman Guillot expressed concern and requested that Mr. McNeely work to have this budget authority increased to a number that exceeds the actual revenue projection. Mr. McNeely stated that he would work with the legislature to ensure LTREC is accommodated in both the supplemental and regular appropriations bills, but also stated increasing the budget authority in excess of the projection would be a challenge given the standard budgeting procedures of the executive and legislative branches. No action was needed or taken at this time.

c. Update from Office of Motor Vehicles

i. Collections to Date

1. Mr. McNeely stated that OMV is reported less than \$300,000 collected to date, which is not unexpected given that renewals take place in the late spring and summer each year. Mr. Guillot discussed legislation that had been filed to provide that renewal schedule be modified to anniversary instead of calendar date, which would provide for more steady cash flow throughout the year. Mr. McNeely gave an update on the legislation, HB 704. There was additional discussion about the logistics of the transition from calendar to anniversary date, including the benefits and consequences to trucking companies. There was agreement that implementation would need to grandfather-in existing trucks.

ii. CEA Review

1. Mr. McNeely stated that he met with OMV the previous week in person to discuss the CEA. Officials from OMV indicated the CEA would be executed during the month of May to ensure all mechanisms would be in place for remittance of funds once the Governor signs the supplemental appropriations bill.

d. Review and Discussion of Projects for 2020 – The Council deliberated over to what extent it could make decisions on projects given the absence of funds. The Council decided to task Mr. McNeely with only efforts requiring no immediate capital expense.

Mr. McNeely was directed only to spend his time and no funds working on the following:

- i. Public Education & Awareness Campaign – The Council directed Mr. McNeely to develop a scope of work for such a program and to have preliminary conversations with firms as he saw fit, provided there were no obligations on anyone's part.
- ii. Touch a Truck – Chairman Guillot provided an update to the Council, informing them that he fulfilled the Council's obligation to Baton Rouge Junior League for its sponsorship through the form of a loan. Given the Council's previous approval of the project and the execution of a contract with BR Junior League, Mr. Guillot felt compelled to fulfil the obligation as Chairman. Members of the Council expressed appreciation for his decision and reiterated the directive to Mr. McNeely to forgo any future cash expenditures or obligations at this time.

- iii. Safety Seminars – Mr. McNeely stated that seminars could be planned for later in the year. He was authorized to proceed with preliminary planning, but no expenditures or contracts could be signed at this time.
- iv. Highway Safety Campaign – Mr. McNeely reminded the Council that various radio opportunities exist for this effort and could be pursued in the future.
- v. ATRI Research – Mr. McNeely briefly explained the various types of projects that ATRI could take on for LTREC. He clarified costs to members, which is that a single item has a cost of \$50,000. Mr. Bryce led a discussion about the best items for ATRI to research for Louisiana. It was generally agreed upon that Louisiana Comprehensive Truck Speed and Congestion study would be the best option of those available. No action was taken given the unavailability of funds.
- vi. Chairman Guillot stated he would pass over the other projects given the lack of funding available, and asked Mr. McNeely if there was anything in the list that needed to be discussed. Mr. McNeely brought everyone’s attention to the legal and administrative support item. A conversation among the Council members took place regarding how to best handle legal and administrative support. It was determined and agreed upon that the LMTA Foundation, Inc., pursuant to the CEA, has fiduciary and other responsibilities for properly managing the Council’s affairs. It was further determined and agreed upon that Chairman Guillot, who possesses audit experience, will meet with the LMTA Foundation Board and report back to the Council on his comfort level with Foundation plans and processes.

**V. OTHER BUSINESS**

- a. Mr. McNeely brought the Council’s attention to the invoices provided in the packet. He requested feedback on the formatting and content level. Chairman Guillot and others expressed satisfaction with the invoices and requested that Mr. McNeely continue to track his time in the same manner.

**VI. PUBLIC COMMENT**

- a. There was no public comment.

**VII. ADJOURNMENT**

- a. Adjournment by unanimous consent.

Approved by vote of the LTREC on \_\_\_\_\_

Certified by Secretary Treasurer \_\_\_\_\_