



**MINUTES**  
**LAKE CHARLES URBANIZED AREA METROPOLITAN PLANNING**  
**ORGANIZATION**  
**TECHNICAL ADVISORY COMMITTEE (TAC)**  
**February 23, 2017 AT 9:00 AM**  
**2<sup>ND</sup> FLOOR, BOARDROOM**  
**SEED CENTER**  
**4310 RYAN ST., LAKE CHARLES, LOUISIANA, 70605**

**MEMBERS PRESENT (QUORUM):**

Tim Conner (CPPJ) (Chair)  
John Cardone (City of Lake Charles)  
Todd Landry (DOTD District 7)  
Mike Daigle (City of Sulphur Public Works)  
Mary Bass-Fontenot (Calcasieu Parish School Board)  
Gary Williams (City of Westlake Public Works)  
Heath Allen (Lake Charles Regional Airport)

**IMCAL STAFF:**

Cheri Soileau (Executive Director/MPO Director)  
Walter Council (Transportation Planner III)  
Megan Romero (Safety Coalition Coordinator)  
J.D. Allen (MPO Consultant)

**GUESTS:**

Mike Heath (Alliance Transportation Group, Inc)  
Mike Huber (City of Lake Charles Planning Department)  
Byron Racca (Meyer & Associates)

**Roll Call**

Mr. Tim Conner called the meeting to order. Mr. Walter Council stated there was a quorum

**I. Review and Adoption of Minutes from Previous Meeting (January 19, 2017)**

Mr. John Cardone motioned to accept the minutes, seconded by Mr. Gary Williams.  
Motion carried unopposed.

**II. FOR INFORMATION: Revised 2017 Dates for TAC Meeting Schedule.**

Ms. Cheri Soileau explained that the increase in MPO projects in the pipeline this year, along with staff communication with TPC Chair Mayor Chris Duncan,

prompted the TAC and TPC to convene the 3<sup>rd</sup> Thursday of every month from 9 am – 11 am, for the remainder of 2017. If projects slow down, then meetings can return regular meeting dates, the 3<sup>rd</sup> Thursday of every odd numbered month.

### III. Old Business

**A. FOR ACTION: Request for recommendation to update the MPO Consultant Selection process document, including setting the Disadvantaged Business Enterprise (DBE) participation at 6% for MPO projects.** Ms. Soileau explained that 6% seems to be reasonable percentage, and that LaDOTD and FHWA are reviewing the document. Mr. J.D. Allen explained that DBE rates range from 2% – 12%.

- Ms. Soileau and Mr. Allen explained that a consultant has to show due diligence was conducted to locate DBE's.
- Mr. Allen added that DBEs have to be registered. LaDOTD maintains the Unified Reporting Agency, which keeps the entire DBE database for the state of Louisiana, representing a variety of industries and companies.
- DBE training is available for staff.
- Mr. Cardone motioned, seconded by Mr. Landry. Motion carried unopposed.

**B. FOR ACTION: Request for recommendation to approve a new scope for federally required, regular Long Range Transportation Plan update.** Ms. Soileau noted that LaDOTD would typically have a 50/50 split in cost of the document.

- Sections on Calcasieu and Cameron need to be delineated, from the Lake Charles Urbanized Area.
- Need to use guiding principles of the FAST Act and MAP 21.
- Need to examine freight, airports and performance measures. The performance measures need to be reasonable and attainable goals.
- TAC is expected to be part of the process.
- TAC had edits that wanted to see to the document. It was suggested that the weighting factors are removed, in favor of raw numbers that add up to 100. It was also recommended that the RFP show a definite commencement and ending to the project. It was suggested consultants submit a schedule of existing projects being undertaken as opposed to just citing workload.
- Mr. Cardone motioned, seconded by Mr. Landry. Motion carried unopposed.

**C. FOR DISCUSSION: TIP Project Updates.** STP<200K and Non-STP<200K project updates.

- Regular STP<200K and Non-STP<200K projects were not discussed.
- LaDOTD requested that the Responsible Charge, for the design phase of Westlake's John Stine Road project (H.007130), present the anticipated



date for submitting the revised survey packet. LaDOTD's chief engineers need to the to sign off on the document by 3/17/17.

- Byron Racca from Meyer and Associates, Inc, the consultant for the project, explained that all documents would be submitted in the next few days. The delay was a result of new deliverables requested by LaDOTD
- Mr. Allen and Mr. Conner stated this is a critical project.

**D. FOR INFORMATION: HSTP/Transit and Lake Charles Transit Service Plan.**

- Mr. Council noted that he attended South West Transit Association Conference in Baton Rouge, LA, February 12 – 15, 2017. He gained insight on forthcoming federal mandates, transit asset management (TAM), safety management systems (SMS), and transit coordination.
- TPC met with Jacquelin Greene of Calcasieu Council on Aging to discuss coordination. In response, a special meeting was held on 2/21/17, which identified various tools to intensify coordination: an FTA survey assessment tool, utilize 211 as a dispatch system, interfacing with other human/social service agencies, non-profits, and businesses.

**E. FOR INFORMATION: Governor's Task Force for Transportation Infrastructure Investment.** Ms. Soileau noted that staff created a summary brief of the Governor's Task Force for Transportation Infrastructure Investment, requested at the TPC 1/25/17 meeting.

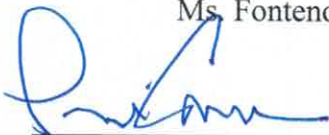
- Waiting for Governor's response and policy action.
- Report does discuss mega-projects.
- I-10 bridge environmental work still on-going along with litigation.

**IV. New Business**

**A. FOR REVIEW: FY 2017-18 Unified Planning Work Program (UPWP).** Ms. Soileau explained staff is requesting TAC review of a draft update of the FY 2017-18 UPWP. The document provides a description of the planning work and funding allocation to each task staff will conduct over the fiscal year. In accordance with the document update procedures, as an amendment to the UPWP, it requires a 14-day Public Review and Hearing period, staff will initiate on 3/7/17.

**V. Adjournment**

Ms. Fontenot motioned to adjourn, seconded by Mr. Heath Allen.



Tim Conner  
Chair



Cheri Soileau  
Executive/MPO Director