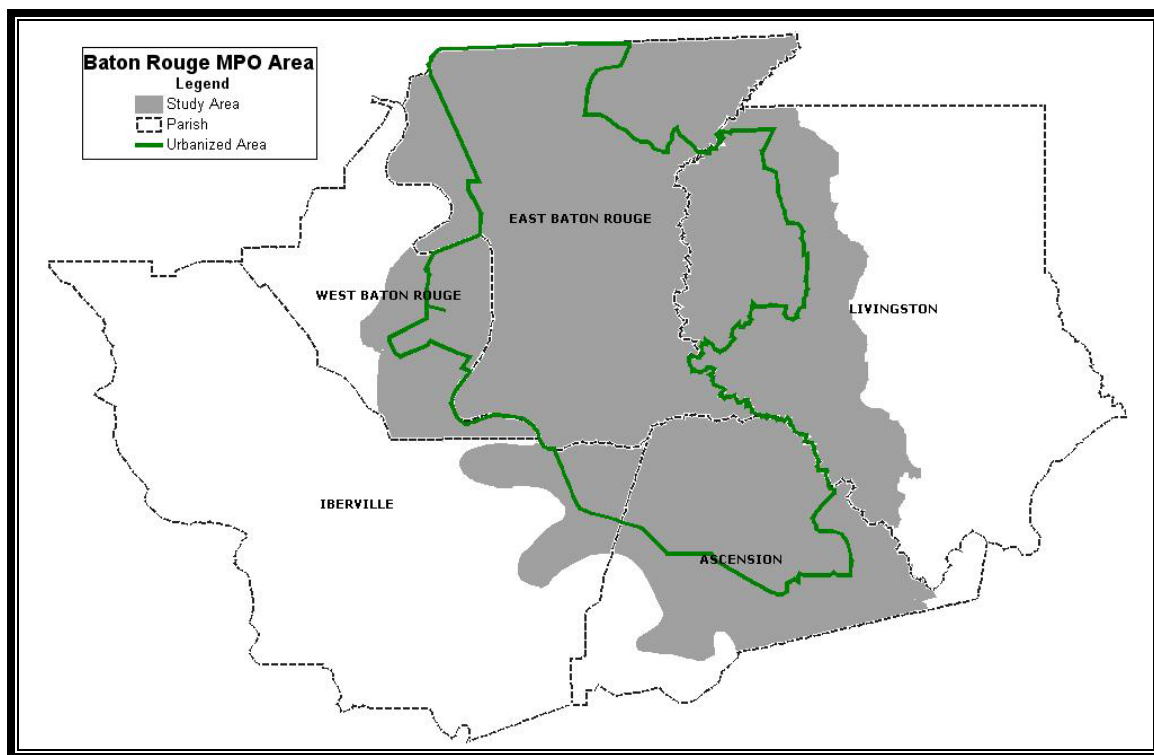


# BATON ROUGE TRANSPORTATION POLICY COMMITTEE BYLAWS

Adopted: April 28, 1995

Amended:  
February 16, 1999  
December 15, 2009



***Serving the Local Governments in the Baton Rouge  
Transportation Management Area***

***Prepared by:  
Capital Region Planning Commission (CRPC)***

*P.O.Box 3355, Baton Rouge, LA 70821  
(225) 383-5203 Fax: (225) 383-3804*

*Email: [crpc@brgov.com](mailto:crpc@brgov.com) Webpage: [www.crpc-la.org](http://www.crpc-la.org)*

**BYLAWS**  
**OF THE**  
**BATON ROUGE TRANSPORTATION POLICY COMMITTEE**

**INTRODUCTION**

The purpose of the Area-wide Transportation Policy Committee (TPC) in the Baton Rouge Transportation Management Area is to provide policy guidance for the development, coordination and implementation of a multi-modal Transportation Plan for the Baton Rouge Metropolitan Area. Under agreement between the State of Louisiana and the local governments, the Area-wide Transportation Policy Advisory Committee is hereby established by the Capital Region Planning Commission, acting in its capacity as the designated “Metropolitan Planning Organization” for the officially designated metropolitan area.

**ARTICLE I**  
**MEMBERSHIP**

The membership of the Baton Rouge Transportation Policy Committee, (hereafter referred to as the Policy Committee), shall consist of the following membership:

1. The chief elected official or designee from each of the local governments (parishes and municipalities) within the Baton Rouge Transportation Management Area. This includes the following:

East Baton Rouge Parish	Mayor-President
City of Baker	Mayor
City of Central	Mayor
City of Zachary	Mayor
Livingston Parish	President
City of Denham Springs	Mayor
City of Walker	Mayor
Ascension Parish	President
City of Gonzales	Mayor
Town of Sorrento	Mayor

West Baton Rouge Parish	President
City of Port Allen	Mayor
Town of Brusly	Mayor

Iberville Parish	President (for air quality actions)
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2. The Administrator (or designee) from the State District Office of the Federal Highway and Federal Transit Administration if applicable. (Currently no state office of the Federal Transit Administration exists.) This member shall be a non-voting member.
3. The Secretary (or his or her designee) from the Louisiana Department of Transportation and Development.
4. The Chief Executive Officer (or his or her designee) of the Capital Area Transit System.

The geographic area to be served by the Capital Region Planning Commission shall be the transportation management area of the parishes of East Baton Rouge, West Baton Rouge, Ascension, Livingston and Iberville (for air quality actions) and the incorporated municipalities contained therein (See Attachment A).

## **ARTICLE II**

### **OFFICERS AND DUTIES**

**Section 1.** The elective officers of the Policy Committee shall consist of the Chairperson and Vice-Chairperson. The MPO staff shall act as Secretary to the Policy Committee and shall take and submit the minutes for review and approval at the subsequent meeting of the Policy Committee.

**Section 2.** The Chairperson shall have the authority to call meetings and hearings of the Policy Committee and appoint subcommittees as needed to perform the requirements under the Intermodal Surface Transportation Efficiency Act of 1991 as amended.

**Section 3.** The Executive Director of the MPO shall have the authority to carry-out and implement Federal and State policies, regulations, and procedures as it relates to the Policy Committee in its capacity as the technical planning staff of the Policy Committee.

**Section 4.** The Vice-Chairperson shall act for the Chairperson in his or her absence. If neither is present, the members present (if a quorum exists) shall elect the presiding officer for that meeting.

**Section 5.** Should the Chairpersons office be vacated, the Vice-Chairperson shall become the Chairperson for the remaining Chairpersons term of office. A new Vice-Chairperson shall be elected for the remaining term of office of the Vice-Chairpersons position.

**ARTICLE III**  
**ELECTION OF OFFICERS**

**Section 1.** Nomination of officers shall be made from the floor and officers shall be elected for two-year terms during the first regular Policy Committee meeting of even numbered years, i.e., 1996-1998-2000, etc.

**Section 2.** The candidate for each office receiving a majority vote of the voting membership in attendance when a quorum is present at the meeting referenced in Article III, Section 1 shall be declared elected for the two-year term.

**Section 3.** All officers shall be eligible to succeed themselves.

**Section 4.** Vacancies in office shall be filled from the current membership and shall be for the unexpired term by standard election procedures unless provided for in other parts of these bylaws such as in Article II Section 5.

**ARTICLE IV**  
**MEETINGS AND QUORUMS**

**Section 1.** The meetings of the Policy Committee shall be held at the discretion of the Chairperson, or as necessary to carry out business of the Metropolitan Planning Organization.

**Section 2.** A majority of the Policy Committee membership present shall constitute a quorum. A quorum shall be present before any formal business is transacted.

**Section 3.** The Chairperson may call special meetings. It shall be the duty of the Chairperson to call such meetings when requested to do so in writing by a majority of the members of the Policy Committee. The notice shall specify the purpose of such a meeting and no other business may be considered except by unanimous consent of the Committee.

**Section 4.** Each Policy Committee member shall have one vote unless specifically excluded from such a vote (see Article I Section 1). Each member has the right to designate one alternate representative who may serve in the absence of the regular member. The designee will be valid upon presentation of written authorization from the regular member.

**Section 5.** All meetings at which official action is taken shall be open to the general public.

**ARTICLE V**  
**HEARINGS**

**Section 1.** The Policy Committee may, at its discretion, hold public hearings when it deems appropriate in the public interest or when state or federal regulation requires it.

**Section 2.** Notice of such hearings shall be published in a newspaper of general circulation giving at least the minimum notice required by law or as set in the adopted Public Participation Plan for the Baton Rouge Transportation Management Area, whichever is longer.

**Section 3.** A record shall be kept of those speaking before the Policy Committee.

**ARTICLE VI**  
**AMENDMENTS TO THE BYLAWS**

**Section 1.** These Bylaws may be amended by a majority of the voting members present at any official session.

**December 15, 2009 Amendments:**

1. Design of Title page; Added amendment time records;
2. Added the part of "Introduction";
3. Added the list of voting members and added Town of Sorrento to Article I part 1;
4. Added the description of geographic area served by CRPC TPC at the end of Article I;
5. Attached the membership list dated November 9, 2009.
6. Removed Article IV Section 6, which authorized telephone surveys of the Policy Committee.

**CAPITAL REGION PLANNING COMMISSION  
TRANSPORTATION POLICY COMMITTEE MEMBERS**

January 19, 2012

**Hon. Melvin Kip Holden - Chairman  
Mayor-President** - East Baton Rouge  
PO Box 1471  
Baton Rouge, LA 70821-1471  
(225) 389-3100 **FAX:** (225) 389-5203  
e-mail: [MayorHolden@brgov.com](mailto:MayorHolden@brgov.com)

**Hon. Riley Berthelot - Vice-Chairman  
Parish President** - West Baton Rouge Parish  
PO Box 757  
Port Allen, LA 70767-0757  
(225) 383-4755 **FAX:** (225) 387-0218  
e-mail: [r.berthelot@wbrCouncil.org](mailto:r.berthelot@wbrCouncil.org)

**Hon. David Amrhein  
Mayor** - City of Zachary  
PO Box 310  
Zachary, LA 70791  
(225) 654-0287 **FAX:** (225) 654-1916  
e-mail: [mayer@cityofzachary.org](mailto:mayer@cityofzachary.org)

**Hon. Barney Arceneaux  
Mayor** - City of Gonzales  
120 South Irma Blvd.  
Gonzales, LA 70737  
(225) 647-2841 **FAX:** (225) 647-9557  
e-mail: [mayora@gonzalesla.com](mailto:mayora@gonzalesla.com)

**Hon. James E. "Jimmy" Durbin  
Mayor** - City of Denham Springs  
PO Box 1629  
Denham Springs, LA 70727-1629  
(225) 665-8121 **FAX:** (225) 667-1581  
e-mail: [JimmyDurbin@bellsouth.net](mailto:JimmyDurbin@bellsouth.net)

**Hon. Bobby Font  
Mayor** -Town of Walker  
PO Box 217  
Walker, LA 70785-0217  
(225) 665-4356 **FAX:** (225) 667-9075  
e-mail: [b.font@walker-la.gov](mailto:b.font@walker-la.gov)

**Hon. Layton Ricks  
Parish President** - Livingston Parish  
PO Box 427  
Livingston, LA 70754-0427  
(225) 686-2266 **FAX:** (225) 686-7079  
e-mail: [lricks@lpgov.com](mailto:lricks@lpgov.com)

**Hon. Roger Bergeron  
Mayor** - City of Port Allen  
PO Box 468  
Port Allen, LA 70767  
(225) 346-5670 **FAX:** (225) 346-5684  
e-mail: [mayer@portallen.org](mailto:mayer@portallen.org)

**Hon. Tommy Martinez  
Parish President** - Ascension Parish  
PO Box 1659  
Gonzales, LA 70737-1659  
(225) 621-5709 **FAX:** (225) 621-8567  
e-mail: [tmartinez@apgov.us](mailto:tmartinez@apgov.us)

**Hon. Joey Normand  
Mayor** - Town of Brusly  
PO Box 510  
Brusly, LA 70719-0510  
(225) 749-2909 **FAX:** (225) 749-3874  
e-mail: [Jnormand@bruslyla.com](mailto:Jnormand@bruslyla.com)

**Hon. Harold Rideau  
Mayor** - City of Baker  
PO Box 707  
Baker, LA 70714  
(225) 778-0300 **FAX:** (225) 775-5598  
e-mail: [Hrideau@cityofbakerla.com](mailto:Hrideau@cityofbakerla.com)

**Hon. "Mac" Watts  
Mayor** - City of Central  
13421 Hooper Rd., Ste. 8  
Baton Rouge, LA 70818  
(225) 261-5988 **FAX:** (225) 261-0811  
e-mail: [mwatts@centralgov.com](mailto:mwatts@centralgov.com)

**Mr. Brian Marshall  
CEO**  
Capital Area Transit System  
2250 Florida Blvd.  
Baton Rouge, LA 70802  
(225) 389-8920 **FAX:** (225) 389-8919  
e-mail: [bmarshall@brgov.com](mailto:bmarshall@brgov.com)

**Hon. Wilson Longanecker  
Mayor** - Town of Sorrento  
PO Box 65  
Sorrento, LA 70778  
(225) 675-5337 **FAX:** (225) 675-8745  
e-mail: [sorrentotn@eatel.net](mailto:sorrentotn@eatel.net)

**Mr. Ronnie Robinson  
LA DOTD District 61**  
PO Box 831  
Baton Rouge, LA 70821-0831  
(225) 231-4100 **FAX:** (225) 379-1861  
e-mail: [Ronnie.L.Robinson@LA.GOV](mailto:Ronnie.L.Robinson@LA.GOV)

**Ms. Connie Standige (Non-Voting-Advisory)**  
**District Administrator**, Dist. 62  
LA DOTD  
685 North Morrison Blvd.  
Hammond, LA 70401-2309  
(985) 375-0100 **FAX:** (985) 375-0260  
e-mail: [Connie.Standige@la.gov](mailto:Connie.Standige@la.gov)

**Jamie Setze (Non-Voting Advisory)**  
**Planning & Research Engineer**  
Federal Highway Administration  
5304 Flanders Dr., Ste. A  
Baton Rouge, LA 70808  
Email: [Jamie.setze@fhwa.dot.gov](mailto:Jamie.setze@fhwa.dot.gov)

**CAPITAL REGION PLANNING COMMISSION  
TRANSPORTATION POLICY COMMITTEE  
NON-MEMBERS (But Receive Notice of Meetings)**

**Hon. Jody Amedee, Dist. 18**  
**Senator** – State of Louisiana  
2109 S. Burnside Ave., Ste. A  
Gonzales, LA 70737  
(225) 644-1526  
e-mail: [amedeej@legis.state.la.us](mailto:amedeej@legis.state.la.us)

**Hon. Regina Barrow, Dist. 29**  
**Representative** – State of Louisiana  
3552 Monterrey Dr.  
Baton Rouge, LA 70814  
(225) 362-5837 **FAX:** (225) 362-5839  
e-mail: [larep029@legis.state.la.us](mailto:larep029@legis.state.la.us)

**Hon. Carroll Paul Bourgeois**  
**Mayor** - Town of Addis  
PO Box 237  
Addis, LA 70710  
(225) 687-4844 **FAX:** (225) 687-6813  
e-mail: [mayor@addisla.org](mailto:mayor@addisla.org)

**Hon. Sharon Broome**  
**Senator** - State of Louisiana  
e-mail: [lasen15@legis.state.la.us](mailto:lasen15@legis.state.la.us)

**Hon. Stephen F. Carter, Dist. 68**  
**Representative** – State of Louisiana  
3115 Old Forge  
Baton Rouge, LA 70808  
(225) 362-5305  
e-mail: [carters@legis.state.la.us](mailto:carters@legis.state.la.us)

**Hon. Bill Cassidy**  
**Congressman** - State of Louisiana  
5555 Hilton Ave., Ste. 100  
(225) 929-7711 **FAX:** (225) 929-7688

**Hon. Yvonne Dorsey, Dist. 14**  
**Senator** – State of Louisiana  
1520 Thomas Delpit Dr.  
Baton Rouge, LA 70802  
(225) 342-2040 **FAX:** (225) 342-9700  
e-mail: [dorseyy@legis.state.la.us](mailto:dorseyy@legis.state.la.us)

**Hon. Dale M. Erdey, Dist. 13**  
**Senator** - State of Louisiana  
PO Box 908  
Livingston, LA 70754  
(225) 686-2881 **FAX:** (225) 686-7353  
e-mail: [erdeyd@legis.state.la.us](mailto:erdeyd@legis.state.la.us)

**Hon. George L. Grace, Sr.**  
**Mayor** – City of St. Gabriel  
PO Box 597  
St. Gabriel, LA 70776  
(225) 642-9600 **FAX:** (225) 642-9670  
e-mail: [mayor@stgabriel.us](mailto:mayor@stgabriel.us)

**Hon. Hunter V. Green, Dist. 66**  
**Representative** - State of Louisiana  
11281 Old Hammond Hwy. Bldg C.  
Baton Rouge, LA 70816  
(225) 927-9455 **FAX:** (225) 924-2500  
e-mail: [larep66@legis.state.la.us](mailto:larep66@legis.state.la.us)

**Hon. Toni Guitrau**  
**Mayor** – Village of French Settlement  
PO Box 3  
French Settlement, LA 70733  
(225) 698-6100 **FAX:** (225) 698-3007  
e-mail: [frenchsettlement@hotmail.com](mailto:frenchsettlement@hotmail.com)

**Hon. Michael Jackson, Dist. 61**  
**Representative** - State of Louisiana  
660 N. Foster, Ste. A-214  
Baton Rouge, LA 70806  
(225) 342-0774 **FAX:** (225) 922-1060  
e-mail: [larep061@legis.state.la.us](mailto:larep061@legis.state.la.us)

**Hon. Derral Jones**  
**Mayor** – Town of Livingston  
PO Box 430  
Livingston, LA 70754  
(225) 686-7153 **FAX:** (225) 0688  
e-mail: [derraljones@townoflivingston.com](mailto:derraljones@townoflivingston.com)

**Hon. Eddie Lambert, Dist. 59**  
**Representative** – State of Louisiana  
P.O. Box 241  
Gonzales, LA 70707  
e-mail: [larep059@legis.state.la.us](mailto:larep059@legis.state.la.us)

**Hon. Robert Marionneaux, Jr., Dist. 17**  
**Senator** - State of Louisiana  
PO Box 577  
Livonia, LA 70755-0577  
(225) 637-3623 **FAX:** (225) 637-3124  
e-mail: [lasen17@legis.state.la.us](mailto:lasen17@legis.state.la.us)

**Hon. Thomas McVea, Dist. 62**  
**Representative** – State of Louisiana  
P.O. Box 217  
Jackson, LA 70748  
(225) 634-7470  
e-mail: [larep062@legis.state.la.us](mailto:larep062@legis.state.la.us)

**Hon. Wilson Longanecker**  
**Mayor** – Town of Sorrento  
PO Box 65  
Sorrento, LA 70778  
(225) 675-5337 **FAX:** (225) 675-8745  
e-mail: [sorrentotn@eatel.net](mailto:sorrentotn@eatel.net)

**Hon. J. Mitchell Ourso**  
**Parish President** - Iberville Parish  
PO Box 389  
Plaquemine, LA 70765-0389  
(225) 687-5190 **FAX:** (225) 687-5250  
e-mail: [jburleigh@ibervilleparish.com](mailto:jburleigh@ibervilleparish.com)

**Hon. Erich E. Ponti, Dist. 69**  
**Representative** – State of Louisiana  
7341 Jefferson Hwy., Ste. J  
Baton Rouge, LA 70806  
e-mail: [pontie@legis.state.la.us](mailto:pontie@legis.state.la.us)

**Hon. J. Rogers Pope, Dist. 71**  
**Representative** – State of Louisiana  
P.O. Box 555  
Denham Springs, LA 70727  
(225) 667-3588  
e-mail: [popper@legis.state.la.us](mailto:popper@legis.state.la.us)

**Hon. Clifton R. Richardson, Dist. 65**  
**Representative** – State of Louisiana  
P.O. Box 78280  
Baton Rouge, LA 70837  
(225) 261-5739  
e-mail: [richardc@legis.state.la.us](mailto:richardc@legis.state.la.us)

**Hon. Laura Savoy**  
**Mayor** – Village of Port Vincent  
18235 Hwy. 16  
Port Vincent, LA 70726  
(225) 698-9891 **FAX:** (225) 698-9036  
e-mail: [vpvmayor@eatel.net](mailto:vpvmayor@eatel.net)

**Hon. M.J. “Mert” Smiley Jr., Dist. 88**  
**Representative** – State of Louisiana  
18590 Hwy. 16, Ste. 5  
Port Vincent, LA 70726  
(225) 698-9694  
e-mail: [larep088@legis.state.la.us](mailto:larep088@legis.state.la.us)

**Hon. Patricia Haynes Smith**  
525 Florida Blvd., 3<sup>rd</sup> Floor  
300G & 300H  
Baton Rouge, LA 70802  
(225) 342-7106 **FAX:** (225) 342-7117  
e-mail: [smithp@legis.state.la.us](mailto:smithp@legis.state.la.us)

**Hon. Karen St. Germain**  
**Representative** - State of Louisiana  
58025 Meriam  
Plaquemine, LA 70764  
(225) 687-2410 **FAX:** (225) 687-6272  
e-mail: [larep060@legis.state.la.us](mailto:larep060@legis.state.la.us)

**Hon. Leroy Sullivan**  
**Mayor** – City of Donaldsonville  
PO Box 470  
Donaldsonville, LA 70346  
(225) 473-4247 **FAX:** (225) 473-0630  
e-mail: [mayorofc@donaldsonville.brcoxmail.com](mailto:mayorofc@donaldsonville.brcoxmail.com)

**Hon. Mack “Bodi” White, Dist. 64**  
**Representative** – State of Louisiana  
35055 LA. Hwy. 16, Ste. 2 A  
Denham Springs, LA 70706  
(225) 791-2199  
e-mail: [larep064@legis.state.la.us](mailto:larep064@legis.state.la.us)

**Hon. Mike Walker**  
**Councilman** - East Baton Rouge Parish  
140 McGehee Dr.  
Baton Rouge, LA 70815  
(225) 272-9088 **FAX:** (225) 272-9782  
e-mail: [jmikewal@bellsouth.net](mailto:jmikewal@bellsouth.net)

**Mr. Ara Arman**  
Gulf Engineering Consultants  
9357 Interline Ave.  
Baton Rouge, LA 70809  
(225) 612-3000 **FAX:**  
e-mail: [aarman@gecinc.com](mailto:aarman@gecinc.com)

**Ms. Gwen Aymond**  
e-mail: [gaymond@wilbursmith.com](mailto:gaymond@wilbursmith.com)

**Ms. Lisa Babin**  
Mayor Barney Arceneaux’s Asst.  
e-mail: [lisa@gonzalesla.com](mailto:lisa@gonzalesla.com)

**Mr. Butch Babineaux**  
Vice President  
Wilbur Smith Associates  
(713)785-0080 ext. 38 **FAX:**(713) 785-8797  
e-mail: [bbabineaux@wilbursmith.com](mailto:bbabineaux@wilbursmith.com)

**Mr. Bruce L. Badon**

Exec. VP  
Burk-Kleinpeter, Inc.  
4176 Canal St.  
New Orleans, LA 70119  
(504) 486-5901 **FAX:** (504) 488-1714  
e-mail: [bbadon@bkiusa.com](mailto:bbadon@bkiusa.com)

**Mr. Wilfred Barry, P.E., P.L.S.**

**President - SJB Group**  
PO Box 1751  
Baton Rouge, LA 70821  
(225) 769-3400 **FAX** (225) 769-3957  
e-mail: [WBarry@SJBGroup.com](mailto:WBarry@SJBGroup.com)

**Mr. Brad Barth**

PSI  
6022 Crestmount Dr.  
Baton Rouge, LA 70809  
(225) 293-8378 **FAX:** (225) 292-8132  
e-mail: [brad.barth@psiusa.com](mailto:brad.barth@psiusa.com)

**Ms. Lea Anne Batson**

Parish Attorney's Office  
222 St. Louis St., Rm. #902  
Baton Rouge, LA 70801  
(225) 389-3114 **FAX:** (225) 389-5554  
e-mail: [Lbatson@brgov.com](mailto:Lbatson@brgov.com)

**Ms. Cyndi Bohrer**

Legislative Coordinator  
Parish Attorney's Office  
PO Box 1471  
Baton Rouge, LA 70821-1471  
(225) 389-3114 **FAX:** (225) 389-5554  
e-mail: [Cbohrer@brgov.com](mailto:Cbohrer@brgov.com)

**Mr. Curt Boniol**

Office of Planning & Programming  
LA DOTD – Section 85  
PO Box 94245  
Baton Rouge, LA 70804-9245  
(225) 379-1852 **FAX:** (225) 379-1807  
e-mail: [Curt.Boniol@la.gov](mailto:Curt.Boniol@la.gov)

**Ms. Emily Braswell, AICP**

Director of Business Development, Southwest  
WilburSmith Associates  
9800 Richmond Ave., Suite 400  
Houston, TX 77042  
(713) 785-0080 **FAX:** (713) 785-8797  
e-mail: [EBraswell@WilburSmith.com](mailto:EBraswell@WilburSmith.com)

**Ms. Kim Braud**

Secretary to Parish President Tommy Martinez  
e-mail: [kbraud@apgov.us](mailto:kbraud@apgov.us)

**Mr. Peter Breaux**

12074 Newcastle Ave. #708  
Baton Rouge, LA 70816  
(225) 293-2303  
e-mail: [pjb0604@hotmail.com](mailto:pjb0604@hotmail.com)

**Mr. J. Brandon Brewer**

e-mail: [JBrandonBrewer@aol.com](mailto:JBrandonBrewer@aol.com)

**Mr. Jim Brewer**

e-mail: [brewergroupllc@aol.com](mailto:brewergroupllc@aol.com)

**Mr. Dan Broussard**

Office of Planning & Programming  
LA DOTD – Section 85  
PO Box 94245  
Baton Rouge, LA 70804-9245  
(225) 379-1924 **FAX:** (225) 379-1807  
e-mail: [Dan.Broussard@la.gov](mailto:Dan.Broussard@la.gov)

**Ms. Penny Brown**

(225) 928-8899 ext. 162  
e-mail: [Pbrown@1012corridor.com](mailto:Pbrown@1012corridor.com)

**Mr. Mike Bruce**

ABMB Engineers, Inc.  
9229 Bluebonnet Blvd.  
Baton Rouge, LA 70810  
(225) 765-7400 **FAX:** (225) 765-7244  
e-mail: [mbruce@abmb.com](mailto:mbruce@abmb.com)

**Mr. Donald Burgess**

Planning Director, Livingston Parish  
PO Box 427  
Livingston, LA 70754  
(225) 686-3062 **FAX:** (225) 686-3061  
e-mail: [burgessdonald@bellsouth.net](mailto:burgessdonald@bellsouth.net)

**Mr. Carl Capone**

City of Donaldsonville  
e-mail: [clcapone@cox.net](mailto:clcapone@cox.net)

**Mr. Bryan Costello, E.I.**

Operations Supervisor  
Telvent Farradyne, Inc.  
LADOTD ITS Group – Baton Rouge TMC  
3773 Harding Blvd.  
Baton Rouge, LA 70807  
(225) 389-2380 CELL (225) 362-9955  
e-mail: [bryan.costello@dotd.la.gov](mailto:bryan.costello@dotd.la.gov)

**Mr. Justin Crossie**  
Regional Director  
Congressman Steve Scalise (LA-01)  
e-mail: [justin.crossie@mail.house.gov](mailto:justin.crossie@mail.house.gov)

**Mr. Ron Crum**  
URS Corp.  
10550 Airline Hwy.  
Baton Rouge, LA 70816  
(225) 229-5757 FAX: (225) 922-4451  
e-mail: [ron\\_crum@urscorp.com](mailto:ron_crum@urscorp.com)

**Dr. Olin Dart, TAC Chairman**  
8775 Airline Highway  
Baton Rouge, LA 70807  
(225) 924-6356 FAX: (225) 926-5711  
e-mail: [Okdjrpe@aol.com](mailto:Okdjrpe@aol.com)

**Mr. Juba Diez**  
Marketing Representative  
Volkert & Associates, Inc.  
3466 Drusilla Lane, Suite A  
Baton Rouge, LA 70809  
(225) 218-9440 FAX: (225) 218-9471  
e-mail: [jdiez@volkert.com](mailto:jdiez@volkert.com)

**Mr. Kevin Durbin**  
Director of Administration  
West Baton Rouge Parish Council  
PO Box 757  
Port Allen, LA 70767-0757  
(225) 336-2434 FAX: (225) 336-1840  
e-mail: [Kevin.durbin@wbrCouncil.org](mailto:Kevin.durbin@wbrCouncil.org)

**Ms. Clarice Eichelberger**  
150 Third St., #129  
Baton Rouge, LA 70801  
(225) 219-7550  
email: [clarice.eichelberger@la.gov](mailto:clarice.eichelberger@la.gov)

**Ms. Emily Efferson**  
Grants & Procurement Director  
Capital Area Transit System  
2250 Florida Blvd.  
Baton Rouge, LA 70802-3125  
(225) 389-8920 FAX: (225) 383-8919  
e-mail: [EEfferson@brgov.com](mailto:EEfferson@brgov.com)

**Mr. Ervie Ellender**  
9999 Goodwood Blvd.  
Baton Rouge, LA 70815  
e-mail: [eaellender@cox.net](mailto:eaellender@cox.net)

**Ms. Jan L. Evans, P.E.**  
Volkert & Associates, Inc.  
Drusilla Lane, Suite A  
Baton Rouge, LA 70809  
(225) 218-9440 FAX: (225) 218-9471  
e-mail: [jevans@volkert.com](mailto:jevans@volkert.com)

**Ms. Charlotte Ferguson**  
Secretary to Mayor Watts of Central  
e-mail: [charlotte.ferguson@centralcitygov.com](mailto:charlotte.ferguson@centralcitygov.com)

**Mr. John Fu**  
e-mail: [john.fu@la.gov](mailto:john.fu@la.gov)

**Mr. Ricky Goff**  
e-mail: [rickygooff@cox.net](mailto:rickygooff@cox.net)

**Ms. Erica Goostrey**  
e-mail: [egoostrey@atlasengineering.com](mailto:egoostrey@atlasengineering.com)

**Mr. Glen Graham**  
Gulf Engineering Consultants  
9357 Interline Ave.  
Baton Rouge, LA 70809  
(225) 612-3000 FAX: (225) 612-3016  
e-mail: [ggraham@gecinc.com](mailto:ggraham@gecinc.com)

**Mr. Doug Gremillion**  
Wilber Smith Assoc.  
5555 Hilton, Ste. 325  
Baton Rouge, LA 70808  
(225) 928-6340 FAX: (225) 928-6343  
e-mail: [Dgremillion@wilbursmith.com](mailto:Dgremillion@wilbursmith.com)

**Mr. Paul Griggs**  
e-mail: [pgriggs@volkert.com](mailto:pgriggs@volkert.com)

**Mr. Carmelo Gutierrez**  
KLL Consultants  
251 Florida St.  
Baton Rouge, LA 70802  
(225) 387-0590 FAX: (225) 387-0591  
e-mail: [cgutierrez@kllconsultants.com](mailto:cgutierrez@kllconsultants.com)

**Ms. Jennifer Hall**  
STBP Architect  
10621 N. Oak Hills Pkwy., Ste. B  
Baton Rouge, LA 70810  
(225) 763-6222 FAX: (225) 761-0505  
e-mail: [jhall@stbparch.com](mailto:jhall@stbparch.com)



**Mr. Adam Moncivaez, P.E.**  
Statewide Operations Management  
Telvent Farradyne, Inc.  
LADOTD ITS Group – Baton Rouge TMC  
3773 Harding Blvd.  
Baton Rouge, LA 70807  
e-mail: [Adam.Moncivaez@telvent.abengoa.com](mailto:Adam.Moncivaez@telvent.abengoa.com)

**Mr. William Daniel**  
Director  
EBR-DPW  
PO Box 1471  
Baton Rouge, LA 70821-1471  
e-mail: [Pnewkirk@brgov.com](mailto:Pnewkirk@brgov.com)

**Mr. Tony Ogboli**  
FTA Community Planner  
e-mail: [tony.ogboli@dot.gov](mailto:tony.ogboli@dot.gov)

**Mr. Mike Palamone**  
e-mail: [mpalamone@urbansystems.com](mailto:mpalamone@urbansystems.com)

**Ms. Mrutyunjaya “Joy” Pani**  
Sr. Supervising Structural Engineer  
Parsons, Brinckerhoff, Quade & Douglas, Inc.  
3801 Canal St., Ste. 225  
New Orleans, LA 70119  
(504) 488-1158 **FAX:** (504) 488-3202  
e-mail: [pani@pbworld.com](mailto:pani@pbworld.com)

**Ms. Terri Parnell**  
e-mail: [tparnell@brgov.com](mailto:tparnell@brgov.com)

**Mr. Ingolf Partenheimer**  
Chief Engineer, EBR - DPW  
329 Chippewa Street  
Baton Rouge, LA 70805  
(225) 389-3246 **FAX:** (225) 389-7633  
e-mail: [ipartenheimer@brgov.com](mailto:ipartenheimer@brgov.com)

**Ms. Susan Patton, AICP**  
Ecology and Environment, Inc.  
11550 Newcastle Ave., Ste. 250  
Baton Rouge, LA 71316  
(225) 298-5080 **CELL:** (318) 792-0522  
e-mail: [spatton@ene.com](mailto:spatton@ene.com)

**Dr. Herodotos Pentas, P.E.**  
Sr. Vice President  
Atlas Engineering Inc.  
990 N. Corporate Dr., Ste. 102  
Harahan, LA 70123  
(504) 734-2747 **FAX:** (504) 734-2767  
e-mail: [hpentas@atlasengineering.com](mailto:hpentas@atlasengineering.com)

**Mr. Ken Perret**  
e-mail: [kenp@fenstermaker.com](mailto:kenp@fenstermaker.com)

**Mr. Rhett Phillips**  
Shaw Group  
Baton Rouge, LA  
(225) 987-7378 **FAX:**  
email: [Rhett.Phillips@shawgrp.com](mailto:Rhett.Phillips@shawgrp.com)

**Mr. Henry Picard**  
Burk-Kleinpeter, Inc.  
8641 United Plaza Blvd., Ste. 301  
Baton Rouge, LA 70809-7002  
(225) 925-0930 **FAX:** (225) 925-8909  
e-mail: [hpicard@bkiusa.com](mailto:hpicard@bkiusa.com)

**Ms. Lauren Picou**  
Transportation Analyst  
IEM  
8550 United Plaza Blvd., Ste. 501  
Baton Rouge, LA 70809-0200  
(225) 526-8809 **FAX:** (225) 526-8920  
e-mail: [Lauren.picou@iem.com](mailto:Lauren.picou@iem.com)

**Mr. Brad Ponder**  
e-mail: [Ponder@csrsonline.com](mailto:Ponder@csrsonline.com)

**Mr. Don Powers**  
Powers Brewers, LLC  
7926 Wrenwood Blvd., Ste. C  
Baton Rouge, LA 70809  
(225) 922-9502 **FAX:** (225) 922-9503  
e-mail: [Don@powersbrewer.com](mailto:Don@powersbrewer.com)

**Ms. Alison Pryor**  
Research Analyst  
PO Box 44486  
Baton Rouge, LA 70804-4486  
(225) 219-4332 **FAX:** (225) 342-0464  
e-mail: [pryora@legis.state.la.us](mailto:pryora@legis.state.la.us)

**Mr. Fred Raiford**  
(Alt. – Mayor Bobby Font)  
Chief of Staff – City of Walker  
10136 Florida Blvd.  
P.O. Box 217  
Walker, LA 70785  
(225) 665-4356 **FAX:** (225) 667-9075  
e-mail: [f.raiford@walker-la.gov](mailto:f.raiford@walker-la.gov)

**Ms. Laura Riggs**

Urban Systems Project Manager  
LA DOTD  
1201 Capitol Access Road, Cubicle 601N  
Baton Rouge, LA 70802-4438  
e-mail: [Laura.Riggs@la.gov](mailto:Laura.Riggs@la.gov)

**Mr. Mike Schiro**

Highway Programs Engineer, Section 11  
LA DOTD  
PO Box 94245  
Baton Rouge, LA 70804  
(225) 379-1956 FAX: (225) 379-1227  
e-mail: [Mike.Schiro@la.gov](mailto:Mike.Schiro@la.gov)

**Mr. Roy Schmidt**

**District Engineer Administrator**  
LA DOTD District 61  
PO Box 831  
Baton Rouge, LA 70821-0831  
(225) 231-4100 FAX: (225) 379-1861  
e-mail: [Roy.Schmidt@la.gov](mailto:Roy.Schmidt@la.gov)

**Mr. Bob Schmidt**

HNTB  
e-mail: [bschmidt@hntb.com](mailto:bschmidt@hntb.com)

**Mr. Atri Sen**

Manager  
Transportation & GeoSpatial Tech. Div.  
IEM, Inc.  
8550 United Plaza Blvd., Ste. 501  
Baton Rouge, LA 70809-0200  
(225) 952-8234 FAX: (225) 526-8920  
e-mail: [Atri.Sen@iem.com](mailto:Atri.Sen@iem.com)

**Ms. Dawn Sholmire**

e-mail: [Dawn.Sholmire@la.gov](mailto:Dawn.Sholmire@la.gov)

**Mr. Ricky Simon**

e-mail: [rsimon@aquaterraeng.com](mailto:rsimon@aquaterraeng.com)

**Ms. Genevieve E. Smith**

Transportation Planner  
FHWA – LA Division Office  
5304 Flanders Dr., Ste. A  
Baton Rouge, LA 70808  
(225) 757-7622 FAX: (225) 757-7601  
e-mail: [Genevieve.Smith@dot.gov](mailto:Genevieve.Smith@dot.gov)

**Ms. Lisa D. Smith**

Client Development  
Aquaterra Engineering  
(225) 344-6042 CELL: (225) 715-3842  
e-mail: [LDSmith@terracon.com](mailto:LDSmith@terracon.com)

**Ms. Lauren Stuart**

LSU Center for Energy Studies  
e-mail: [lstuar3@lsu.edu](mailto:lstuar3@lsu.edu)

**Mr. Thomas Swanson**

e-mail: [tswanson@kllconsultants.com](mailto:tswanson@kllconsultants.com)

**Ms. Jean Thompson**

Legislative Analyst  
Baton Rouge, LA 70804  
(225) 342-7478 FAX: (225) 342-0464  
e-mail: [thomje@legis.state.la.us](mailto:thomje@legis.state.la.us)

**Mr. Gregory Trahan**

e-mail: [Gregory.Trahan@aecom.com](mailto:Gregory.Trahan@aecom.com)

**Mr. Jerry Trumps**

Neel-Schaffer, Inc.  
626 S. Buchanan St.  
Lafayette, LA 70501  
(337) 232-6111 FAX: (337) 232-6166  
e-mail: [jtrumps@neel-schaffer.com](mailto:jtrumps@neel-schaffer.com)

**Ms. Ginger Vann**

Secretary - Mayor Harold Rideau – City of Baker  
e-mail: [gvann@cityofbakerla.com](mailto:gvann@cityofbakerla.com)

**Mr. Kiran Vemuri**

Capital Area Transit System  
2250 Florida Blvd.  
Baton Rouge, LA 70802-3125  
(225) 389-8920 FAX: (225) 383-8919  
e-mail: [Kvemuri@brgov.com](mailto:Kvemuri@brgov.com)

**Ms. Charlynn White**

e-mail: [charlynn@brac.org](mailto:charlynn@brac.org)

**Mr. Yasoob Zia**

Mobile Sources Senior Scientist  
LDEQ  
PO Box 82178  
Baton Rouge, LA 70884-2178  
(225) 219-3569 FAX: (225) 219-3513  
e-mail: [Yasoob.zia@la.gov](mailto:Yasoob.zia@la.gov)

**TPC/MPO Staff**

**Huey Dugas**

**Executive Director, CRPC**

PO Box 3355

Baton Rouge, LA 70821-3355

(225) 383-5203 **FAX:** (225) 383-3804

e-mail: [Hdugas@brgov.com](mailto:Hdugas@brgov.com)

**R.J. Goebel**

**Director of Planning, CRPC**

PO Box 3355

Baton Rouge, LA 70821-3355

(225) 383-5203 **FAX:** (225) 383-3804

e-mail: [Rgoebel@brgov.com](mailto:Rgoebel@brgov.com)

# Attachment A

