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AGENDA
TRANSIT ADVISORY COMMITTEE MEETING
CONROE-THE WOODLANDS URBANIZED AREA

THE WOODLANDS TOWNSHIP
2801 TECHNOLOGY FOREST BLVD.
THE WOODLANDS, TX  77381

December 10, 2013 – 10:00 A.M. to 11:30 A.M.

<p>| | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>1.</td>
<td>Introduction of Committee Appointees and Meeting Attendees  (2 minutes)</td>
</tr>
<tr>
<td>2.</td>
<td>Consider Meeting Minutes from September 10, 2013 for Approval – <strong>Action Item</strong>  (3 minutes)</td>
</tr>
<tr>
<td>3.</td>
<td>Public Comment – Limited to items on the agenda  (3 minutes per citizen)</td>
</tr>
<tr>
<td>4.</td>
<td>Consider a Resolution in Support of the City of Conroe’s Pursuit of Becoming the Conroe-The Woodlands Urbanized Area Designated Recipient of Federal Transit Administration (FTA) Section 5310 Program, Enhanced Mobility of Seniors and Individuals with Disabilities – <strong>Action Item</strong>  (10 minutes)</td>
</tr>
<tr>
<td>5.</td>
<td>Consider Representation on the Houston-Galveston Area Council’s Regional Transit Coordination Subcommittee – Discussion  (10 minutes)</td>
</tr>
<tr>
<td>6.</td>
<td>Consider an Update on State Public Transportation Appropriations for the Conroe-The Woodlands UZA – Discussion  (10 minutes)</td>
</tr>
<tr>
<td>7.</td>
<td>Consider an Update on Limited Eligibility Demand Response Transit Service in the Conroe-The Woodlands Urbanized Area – Discussion  (10 minutes)</td>
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<tr>
<td>8.</td>
<td>Consider an Update on the Houston-Galveston Area Council Request for Proposals for Fleet Expansion Projects – Discussion  (10 minutes)</td>
</tr>
<tr>
<td>9.</td>
<td>Adjourn</td>
</tr>
</tbody>
</table>

**Next Meeting:** **March 11, 2014 at 10 A.M.**
City of Conroe
Greater Conroe Economic Development Corporation
Chamber Boardroom
505 West Davis Street
Conroe, TX  77301

Public Notice: English and Spanish language public notices were published for the advisory committee meeting and proposed change to demand response service provider public hearing in the Conroe Courier and the Villager the week of December 2, 2013.
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Transit Advisory Committee

Introduction of Committee Appointees and Meeting Attendees (2 minutes)

Background

In accordance with the Transit Advisory Committee Bylaws, one Committee member and alternate was appointed by each of the following interests.

- City of Conroe
  - Guy Martin, Mayor Pro Tem
  - Alternate – Larry Calhoun, Executive Director, Greater Conroe Economic Development Council

- The Woodlands Township
  - Bruce Tough, Board President
  - Alternate – Don Norrell, President/General Manager

- Montgomery County
  - James Noack, Commissioner Precinct 3
  - Alternate – Mark Mooney, County Engineer

- Other Providers (As defined in ILA, this Committee member will be a single representative for all the small cities in the UZA.)
  - James Kuykendall, Mayor, City of Oak Ridge North
  - Alternate – Greg Smith, City Administrator, City of Shenandoah

Purpose

To introduce the Committee members and alternates from the City of Conroe, The Woodlands Township, Montgomery County and the single representative and alternate from the “Small Cities”, which are City of Cut and Shoot, City of Oak Ridge North, City of Panorama City, City of Shenandoah, City of Willis and Town of Woodloch, as well as the meeting attendees.
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### Transit Advisory Committee Agenda Item 2

**Consider Meeting Minutes from September 10, 2013 for Approval – Action Item** (3 minutes)

**Background**

The Transit Advisory Committee met formally in the Greater Conroe Economic Development Council Chamber Boardroom on September 10, 2013.

**Purpose/Proposed Action**

To consider approving the meeting minutes from September 10, 2013.

**Attachment**

Meeting Minutes, September 10, 2013
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Agenda Item 2
Attachment
The Transit Advisory Committee Meeting commenced at 10:05 a.m. on September 10, 2013.

The next meeting was set for 10:00 a.m. in The Woodlands Township, Texas, on December 10, 2013.

Attendees: See sign-in sheet (Attachment).

<table>
<thead>
<tr>
<th>1. Introduction of Committee Members and Meeting Attendees</th>
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<tbody>
<tr>
<td><strong>Discussion</strong></td>
</tr>
<tr>
<td><strong>Actions</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Appointment or Endorsement of Committee Members and Alternates</th>
</tr>
</thead>
</table>
| **Discussion** | As established in the Transit Advisory Committee bylaws, there are four committee members, including a representative from the small cities, the City of Conroe, The Woodlands Township, and Montgomery County. Each committee member has an alternate. 

The Woodlands Township’s representative is the President of the Board Bruce Tuff, with alternate Township President Don Norrell. Both were in attendance for this meeting.

The City of Conroe’s representative is the Mayor Pro Tem Guy Martin, with alternate Greater Conroe |
EDC Executive Director Larry Calhoun. Both were in attendance for this meeting.

Montgomery’s County’s representative is Commissioner Nowak, with alternate Montgomery County Engineer Mark Mooney. Commissioner Nowak was in attendance for this meeting.

The small cities include the cities of Oak Ridge North, Shenandoah, Cut and Shoot, Panorama Village and Willis, and the Town of Woodloch. The small cities’ representative is the Mayor of Oak Ridge North, James Kuykendall, with alternate City Manager of Shenandoah Greg Smith. Greg Smith was in attendance for this meeting.

**Actions**
No formal action was taken.

3. Consider Approving Meeting Minutes from March 12, 2013

**Discussion**
The Committee discussed the previous Transit Advisory Committee Meeting Minutes from March 12, 2013. Commissioner Nowak made a motion to approve the minutes. Greg Smith seconded the motion.

**Actions**
The meeting minutes were approved by a vote of 4-0.

4. Consider Approving Meeting Minutes from June 11, 2013

**Discussion**
The Committee discussed the previous Transit Advisory Committee Meeting Minutes from June 11, 2013. Commissioner Nowak made a motion to approve the minutes. Guy Martin seconded the motion.

**Actions**
The meeting minutes were approved by a vote of 4-0.

5. Public Comment

**Discussion**
The Committee allowed time for the public comment. The Chairman announced that there would be time for a public hearing for Agenda Item #6 later in the meeting. No one from the public gave comment.

**Actions**
No formal action was taken.

6. Proposed Change to Demand Response Service Provider

**Discussion**
A. Presentation Regarding a New Demand Response Service Provider in the UZA
The Goodman Corporation gave a presentation
regarding the demand response services provided in Montgomery County by the Brazos Transit District, The Friendship Center, and Interfaith of The Woodlands. The Brazos Transit District provided 2,571 trips between April 2012 and March 2013 at a cost of between $70 and $120 per hour. The Friendship Center provided 26,500 trips for a year’s worth of data at a cost of $22 per hour. Interfaith of The Woodlands provided 711 round trips for a year’s worth of data at a cost of $22 per hour.

Due to U.S. Census changes in the area, some rural areas became urban. Brazos Transit District provided rural trips for Montgomery County, but The Friendship Center provide the best value for demand response trips within their service area, which included urban and rural areas.

There was discussion about the eligibility for the demand response transit service. Brazos Transit District provides general public demand response so everyone can use the service, but The Friendship Center service has a limited eligibility to include only seniors over 65 years old and individuals with a disability. There will be further discussion about current users of the Brazos Transit District’s service that do not meet the eligibility requirements and if they will be grandfathered into the new service. There were about 400 trips that were classified as “work” or “school” out of the 1800 trips that took place in the urbanized area. Some of these trips may not meet the limited eligibility requirements.

There was a discussion about the switch over time period and whether 30 or 60 days would be a better time period for public outreach.

The City of Conroe and The Woodlands Township will both pay $20,000 each for the service and $7,500 for a one-time equipment purchase.
B. Public Hearing (See attached sign-in sheet)
Ms. Anna Claire Croghan of The Friendship Center told the Committee that The Friendship Center has been working with The Goodman Corporation to further study the demand and working with Interfaith of the Woodlands and the Brazos Transit District.

Ms. Doris Golemon wanted further clarification about the possibility of grandfathering service to individual who may not quality for limited eligibility service. Ms. Golemon was asking specifically about students who use the service to get to public school and then to job study programs. The service was being used by disabled students. If these students do not qualify for The Friendship Center service, the Committee would look at this issue.

Ms. Missy Herndon of Interfaith of The Woodlands expressed her support for the partnership between the City of Conroe, The Woodlands Township with The Friendship Center. Interfaith does not qualify for the federal funding that The Friendship Center qualifies for.

C. Consider a Resolution of Support
The Committee discussed the consideration of a Resolution of Support of the Change in Demand Response Service Provider. Guy Martin made a motion to approve the resolution. Greg Smith seconded the motion.

**Actions**
The Committee approved a Resolution of Support of the Change in Demand Response Service Provider from the Brazos Transit District to The Friendship Center by a vote of 4-0. (See attached resolution)

7. Changes to The Woodlands Express Service

**Discussion**
The Woodlands Township is in the process of taking over control of The Woodlands Express Service from the Brazos Transit District, who will continue to be the operator. The Township originally procured buses with Coach USA, who went into bankruptcy. Another entity, Horizon, purchased their buses and renegotiated with The Township at a
higher hourly rate. On September 3, 2013, First Class Tours became the provider for all of The Woodlands Express facilities.

Due to First Class Tours becoming the operator at all three Park and Ride locations, operating costs have risen by approximately 67% since 2010. These increased costs have necessitated the need to consider a fare increase from $10 per round trip to $12.

This will allow the Woodlands Express to continue to operate without local taxpayer subsidy, ie, entirely through rider fees and FTA grant funding. The $12 fare would still be a competitive rate since in a car it would cost the individual $30 round trip with fees, tolls, and other associated costs.

There was a discussion about The Woodlands purchasing buses to be used for the park and ride services. This would cause their hourly rate to most likely drop back down to the original rate The Woodlands Township contracted for the service ($126). H-GAC may be coming out with a call for bus procurements where they would match up to 50 percent with grant funding. The Township could participate in the call.

There was also a discussion about other options like discontinuing to have the park and ride service. If they were to end the service, this would cause 800,000 cars back onto the I-45 corridor and significantly impact the whole region. Another option discussed was Conroe’s future role with The Township’s service, as either bringing people to The Township park and ride lots or as a competing service.

**Actions**

No formal action was taken.

**8. State Public Transportation Appropriations for the Conroe-Woodlands UZA**

**Discussion**

There was a discussion about the state funding dedicated to the Conroe-Woodlands UZA. Texas appropriated $452,000 in 2013 and $462,000 in 2014 for the urbanized area. There are two factors in
this appropriation: population and performance. For state funding, the formula caps population at 199,999.

The Woodlands Township and the City of Conroe have already agreed on a formula for the state funding as it stands currently. The Township will receive about 80 percent of the funding and the City about 20 percent, similar to the apportionment of the federal funding. These percentages may change when Conroe begins running their transportation services. The state allocation may also change when Conroe begins service due to a greater potential number of passenger miles for the UZA.

There was a discussion about the state statue where state funding must be directed towards a transit district, either urban or rural. Currently, the only entity that can receive the state funds in Montgomery County is the Brazos Transit District. The UZA will need to work with the Brazos Transit District on the distribution of the state funds so that they are allocated before the official deadline.

<table>
<thead>
<tr>
<th>Actions</th>
<th>No formal action was taken.</th>
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9. Consider a Resolution Supporting the Friendship Center’s Grant Applications for the Enhanced Mobility of Seniors and Individuals with Disabilities (FTA Section 5310) Funding

<table>
<thead>
<tr>
<th>Discussion</th>
<th>The Committee discussed the action item to consider a resolution supporting the Friendship Center’s Grant Applications for the Enhanced Mobility of Seniors and Individuals with Disabilities, which was mentioned in Item #6. There were no questions or discussion. Greg Smith made a motion to approve the resolution. Guy Martin seconded the motion.</th>
</tr>
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<tr>
<th>Actions</th>
<th>The Committee approved a Resolution Supporting the Friendship Center’s Grant Applications for the Enhanced Mobility of Seniors and Individuals with Disabilities by a vote of 4-0. (See attached resolution)</th>
</tr>
</thead>
</table>

10. Adjourn
• Transit Advisory Committee Meeting Sign-in Sheet
• Proposed Change to Demand Response Service Provider Public Hearing Sign-in Sheet
• Resolution of Support of the Change in Demand Response Service Provider
• Resolution Supporting the Friendship Center’s Grant Applications for the Enhanced Mobility of Seniors and Individuals with Disabilities (FTA Section 5310) Funding
• Affidavit of Publication
  o Transit Advisory Committee Meeting Public Notice
  o Proposed Change to Demand Response Service Provider Public Hearing Notice
<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>E-mail Address</th>
<th>Mailing Address and/or Phone Number (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greg Smith</td>
<td>City of Shenandoah</td>
<td><a href="mailto:gsmith@shenandoahhills.com">gsmith@shenandoahhills.com</a></td>
<td></td>
</tr>
<tr>
<td>Todd Stephens</td>
<td>Congressman Kevin Brady</td>
<td><a href="mailto:todd.stephen@mail.house.gov">todd.stephen@mail.house.gov</a></td>
<td></td>
</tr>
<tr>
<td>Guy Martin</td>
<td>City of Conroe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miles McKinney</td>
<td>The Woodlands Township</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shawn Johnson</td>
<td>City of Conroe</td>
<td><a href="mailto:gjohnson@cityofconroecity.org">gjohnson@cityofconroecity.org</a></td>
<td></td>
</tr>
<tr>
<td>Dan Norrell</td>
<td>Woodlands Township</td>
<td><a href="mailto:dnorrell@the.woodlands.township">dnorrell@the.woodlands.township</a></td>
<td>200 N. Bell St. Willis, TX 77378</td>
</tr>
<tr>
<td>Hector Fonesoti</td>
<td>City of Willis, TX</td>
<td><a href="mailto:hfonester@ci.willis.texas.us">hfonester@ci.willis.texas.us</a></td>
<td></td>
</tr>
<tr>
<td>Vicky Rudy</td>
<td>City of Oak Ridge North</td>
<td><a href="mailto:vrudy@oakridge.north.com">vrudy@oakridge.north.com</a></td>
<td>832-361-3301</td>
</tr>
<tr>
<td>Missy Herndon</td>
<td>Interfaith of the Woodlands</td>
<td><a href="mailto:mherndon@woodlandsinterfaith.org">mherndon@woodlandsinterfaith.org</a></td>
<td>832-615-8208</td>
</tr>
<tr>
<td>Bryan Brown</td>
<td>The Goodman Corp.</td>
<td><a href="mailto:bbrown@thegoodman.com">bbrown@thegoodman.com</a></td>
<td>(713) 957-7951</td>
</tr>
<tr>
<td>David Bartels</td>
<td>The Goodman Corp.</td>
<td><a href="mailto:dbartels@thegoodman.com">dbartels@thegoodman.com</a></td>
<td>(512) 236-8002 &amp; 304</td>
</tr>
<tr>
<td>Justin Schamborst</td>
<td>Precinct 3</td>
<td><a href="mailto:jschamborst@metx.org">jschamborst@metx.org</a></td>
<td>281-367-3977</td>
</tr>
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September 10, 2013
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<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>E-mail Address</th>
<th>Mailing Address and/or Phone Number (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matthew Beasley</td>
<td>Precinct Three</td>
<td><a href="mailto:Matthew.Beaasley@actx.org">Matthew.Beaasley@actx.org</a></td>
<td>281-367-3677</td>
</tr>
<tr>
<td>Jim Webb</td>
<td>The Goodman Corp.</td>
<td><a href="mailto:jwebb@thegoodman.com">jwebb@thegoodman.com</a></td>
<td>713-951-7951</td>
</tr>
<tr>
<td>Margie Lucas</td>
<td>Brazos Transit District</td>
<td><a href="mailto:Mucias@btd.org">Mucias@btd.org</a></td>
<td>979-778-4994</td>
</tr>
<tr>
<td>Janet Stieber</td>
<td>Sen. Tommy Williams</td>
<td><a href="mailto:janet.stieber@state.tx.us">janet.stieber@state.tx.us</a></td>
<td>281-364-9426</td>
</tr>
<tr>
<td>Carlene Mullins</td>
<td>Houston-Galveston Area Council</td>
<td><a href="mailto:carlene.mullins@hgcoc.com">carlene.mullins@hgcoc.com</a></td>
<td></td>
</tr>
<tr>
<td>Doris M. Coleman</td>
<td>M. County</td>
<td><a href="mailto:Doris.Coleman@mctx.org">Doris.Coleman@mctx.org</a></td>
<td></td>
</tr>
<tr>
<td>Amy Leenenbeck</td>
<td>The Friendship Center</td>
<td><a href="mailto:aleyenbeck@hfc-seniorservices.org">aleyenbeck@hfc-seniorservices.org</a></td>
<td></td>
</tr>
<tr>
<td>Anne Claire Cragan</td>
<td>The Friendship Center</td>
<td><a href="mailto:acraghan@hfc-seniorservices.org">acraghan@hfc-seniorservices.org</a></td>
<td>936.756.5828 x 43</td>
</tr>
</tbody>
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September 10, 2013
### SIGN IN FOR PUBLIC HEARING

**Item 6.c. Proposed Change to Demand Response Service Provider**

Transit Advisory Committee Meeting  
Conroe-The Woodlands Urbanized Area

<table>
<thead>
<tr>
<th>Name</th>
<th>Home Address</th>
<th>E-mail Address (Optional)</th>
<th>Phone Number (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anna Claire Croghan</td>
<td>14 N. Hilde Yaupon Circle</td>
<td><a href="mailto:acroghan@tfc-seniorgservices.org">acroghan@tfc-seniorgservices.org</a></td>
<td>936-756-5859 x43</td>
</tr>
<tr>
<td></td>
<td>The Woodlands, TX 77381</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doris M. Golemon</td>
<td></td>
<td><a href="mailto:dgolemon@outlook.com">dgolemon@outlook.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:Doris.Golemon@Mcghx.com">Doris.Golemon@Mcghx.com</a></td>
<td></td>
</tr>
<tr>
<td>Missy Hernon</td>
<td>130 Meadow, Point</td>
<td><a href="mailto:mherndon@woodland3interfaith.org">mherndon@woodland3interfaith.org</a></td>
<td>832-615-3203</td>
</tr>
<tr>
<td></td>
<td>102 TW, TX 77381</td>
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September 10, 2013
RESOLUTION NO. 2013-01

A RESOLUTION OF THE TRANSIT ADVISORY COMMITTEE OF THE CONROE-THE WOODLANDS URBANIZED AREA, EXPRESSING SUPPORT FOR CHANGING THE DEMAND RESPONSE TRANSIT SERVICE PROVIDER IN THE CONROE-THE WOODLANDS URBANIZED AREA TO THE FRIENDSHIP CENTER.

WHEREAS, the Transit Advisory Committee of the Conroe-The Woodlands UZA is comprised of one representative from each the City of Conroe, The Woodlands Township, Montgomery County and other cities in the Large Urban Area; and

WHEREAS, it is a stated goal of the Transit Advisory Committee to support improved and expanded public transportation services throughout the Large Urban Area and Montgomery County; and

WHEREAS, The Friendship Center is a provider of public transportation service for seniors and persons with disabilities throughout Montgomery County; and

WHEREAS, the City of Conroe and The Woodlands Township will consider entering into agreements with The Friendship Center for the provision of demand response transit service within the Conroe-The Woodlands UZA for seniors and persons with disabilities.

NOW, THEREFORE,

BE IT RESOLVED BY THE TRANSIT ADVISORY COMMITTEE OF THE CONROE-THEWOODLANDS UZA:

1. THAT the Transit Advisory Committee of the Conroe-The Woodlands UZA hereby supports the selection of The Friendship Center as the demand response transit service provider within the Conroe-The Woodlands UZA for seniors and persons with disabilities.

2. THAT the Transit Advisory Committee of the Conroe-The Woodlands UZA, hereby urges the City of Conroe and The Woodlands Township to approve of any and all agreements required
to formally select The Friendship Center as the demand response transit service provider within the Conroe-The Woodlands UZA for seniors and persons with disabilities.

PASSED and APPROVED this the 10th day of September, 2013.

Bruce Tough
Chair, Transit Advisory Committee

ATTEST:

Guy Martin
Vice Chair, Transit Advisory Committee
RESOLUTION NO. 2013-02

A RESOLUTION OF THE TRANSIT ADVISORY COMMITTEE OF THE CONROE-THE WOODLANDS UZA, EXPRESSING SUPPORT FOR THE FRIENDSHIP CENTER'S APPLICATION FOR FEDERAL TRANSIT ADMINISTRATION SECTION 5310 GRANT FUNDS.

WHEREAS, the Transit Advisory Committee of the Conroe-The Woodlands UZA is comprised of one representative from each the City of Conroe, The Woodlands Township, Montgomery County and other cities in the Large Urban Area; and

WHEREAS, it is a stated goal of the Transit Advisory Committee to support improved and expanded public transportation services throughout the Large Urban Area and Montgomery County; and

WHEREAS, The Friendship Center is a provider of public transportation service for seniors and persons with disabilities throughout Montgomery County; and

WHEREAS, The Friendship Center is an eligible applicant and recipient of Federal Transit Administration Section 5310 funding; and

WHEREAS, The Friendship Center will make application in pursuit of Federal Transit Administration Section 5310 funds to enabled continued provision of public transportation services to seniors and persons with disabilities in both rural and urban areas in Montgomery County.

NOW, THEREFORE,

BE IT RESOLVED BY THE TRANSIT ADVISORY COMMITTEE OF THE CONROE-THE WOODLANDS UZA:

1. THAT the Transit Advisory Committee of the Conroe-The Woodlands UZA hereby supports the efforts The Friendship Center in pursuit of Federal Transit Administration Section 5310 funds for the provision of public transportation services for seniors and persons with disabilities in Montgomery County.
2. THAT the Transit Advisory Committee of the Conroe-The Woodlands UZA hereby urges approval of any and all transportation grant requests made by The Friendship Center to outside funding sources to facilitate the provision of public transportation services for seniors and persons with disabilities in Montgomery County.

PASSED and APPROVED this the 10th day of September, 2013.

Bruce Tough
Chairman, Transit Advisory Committee

ATTEST:

Guy Martin
Vice Chairman, Transit Advisory Committee
STATE OF TEXAS  
COUNTY OF MONTGOMERY  

Personally appeared before the undersigned, a Notary Public within and for said County and State, __Jennifer Underferth__, Representative for __Jason Joseph__, General Manager and Publisher of the The Conroe Courier and Woodlands Villager, newspapers of general circulation in the County of Montgomery, State of Texas. Who being duly sworn, states under oath that the report of Legal Notices, a true copy of which is hereto annexed was published in said newspapers in its issue(s) of the

4th day of September, 2013  
5th day of September, 2013  

Publishers Representative

Sworn to and subscribed before me this 5th day of September, 2013  

Notary Public

My commission expires on (stamp)
Notice of Transit Advisory Committee Meeting

A Transit Advisory Committee Meeting will be held by The Conroe-Woodlands Urbanized Area Transit Advisory Committee to discuss planning, service delivery, administration and oversight for the provision of public transportation services and related programs in the Conroe-Woodlands Urbanized Area.

The meeting will be held at 10:00 A.M. on Tuesday, September 10, 2013, in the Greater Conroe Economic Development Council Chamber Boardroom, 505 West Davis St., Conroe, TX 77301. All interested parties are invited to attend.

Anuncio de Una Reunión del Comité Asesor de Tránsito

Una reunión del comité asesor de tránsito se llevará a cabo por el urbanizado comité asesor de tránsito del área Conroe-Woodlands para discutir la planificación, prestación de servicios, administración y supervisión de la prestación de servicios de transporte público y programas relacionados con el área urbanizada de Conroe-Woodlands.

Una reunión se llevará a cabo a partir de a.m. 10:00 el día martes, 10 de septiembre de 2013 en la sala de juntas de desarrollo económico de Conroe (Greater Conroe Economic Development) 505 West Davis St., Conroe, TX 77301. Se invita a todos las partes interesadas a asistir.

Notice of Transit Advisory Committee Public Hearing

A Public Hearing will be held by The Conroe-Woodlands Urbanized Area Transit Advisory Committee to seek public comment regarding changes to the Demand Response Service in the Conroe-Woodlands Urbanized Area. A presentation regarding the changes will be provided before the hearing.

The Public Hearing will be held at 10:00 A.M. on Tuesday, September 10, 2013, in the Greater Conroe Economic Development Council Chamber Boardroom, 505 West Davis St., Conroe, TX 77301. All interested parties are invited to comment.

Anuncio de Una Audiencia Pública del Comité Asesor de Tránsito

Una audiencia pública se llevará a cabo por el urbanizado comité asesor de tránsito del área Conroe-Woodlands para buscar comentarios públicos sobre los cambios en la demanda de servicios en el área urbanizada de Conroe-Woodlands. Una presentación sobre los cambios que se dará antes de la audiencia.

Una audiencia pública se llevará a cabo a partir de a.m. 10:00 el día martes, 10 de septiembre de 2013 en la sala de juntas de desarrollo económico de Conroe (Greater Conroe Economic Development) 505 West Davis St., Conroe, TX 77301. Se invita a todas las partes interesadas a asistir.

CC 09/04 WV 09/05
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Public Comment – Limited to items on the agenda (3 minutes per citizen)

Background

In accordance with the Transit Advisory Committee Bylaws under Meetings, all Advisory Committee meetings are open to the public. Public comment will be allowed only on agenda items.

Comments are limited to three (3) minutes per citizen per agenda item.

Purpose

To provide Committee members with public comment related to agenda items that are under consideration by the Committee.
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Transit Advisory Committee

Consider a Resolution in Support of the City of Conroe’s Pursuit of Becoming the Conroe-The Woodlands Urbanized Area Designated Recipient of Federal Transit Administration (FTA) Section 5310 Program, Enhanced Mobility of Seniors and Individuals with Disabilities – Action Item (10 minutes)

Background

This program is intended to enhance mobility for seniors and persons with disabilities by providing funds for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services. FTA allocates funds pursuant to Section 5310 and other provisions for public transportation capital projects, projects exceeding Americans with Disabilities Act requirements, projects improving access to fixed-route service and decreasing reliance on complementary paratransit, alternatives to public transportation, New Freedom projects and the operation of public transit services. For the Conroe-The Woodlands UZA, the formula is calculated using the number of seniors and individuals with disabilities within the UZA. Based on the FY 2013 Congressional appropriation, the FTA allocated $71,611 to the UZA in FY 2013. The allocation for FY 2014, which is dependent on the FY 2014 Congressional appropriation, is estimated to be approximately the same amount.

Moving Ahead for Progress in the 21st Century (MAP-21) created some significant changes in the administration of FTA Section 5310. In the past, the state (TxDOT) administered and oversaw the program for the entire state including rural, small urban and large urban areas. Under MAP-21, designated recipients for large urban areas are apportioned the funds for this program directly and not the state; however the designated recipients are not required to administer the program. FTA has asked the Houston-Galveston Area Council (H-GAC) to initiate a collaborative process among the region’s stakeholders to select an FTA Section 5310 Designated Recipient. With the concurrence of the City of Conroe and The Woodlands Township, the Houston-Galveston Area Council designated the Texas Department of Transportation (TxDOT) as the FY 2013 designated recipient of FTA Section 5310 Program for the Conroe-The Woodlands UZA. TxDOT distributed approximately half of the FY 2013 allocation to The Friendship Center based on the results of a competitive TxDOT project call for the FY 2013 FTA Section 5310 program. Approximately half of the FY 2013 allocation remains to be distributed.

On October 17, 2013, the Board of Directors of The Woodlands Township adopted a resolution (attached) that the Township supports the designation of the City of Conroe as the FTA Section 5310 designated recipient for the Conroe-The Woodlands UZA.

On November 14, 2013, the City Council of the City of Conroe adopted a resolution (attached) in support of the City being named the designated recipient for FTA Section 5310 program funding appropriated for the Conroe-The Woodlands UZA.
Purpose
To consider approving a resolution (attached) supporting the City of Conroe’s pursuit of becoming the Conroe-The Woodlands UZA designated recipient of the Federal Transit Administration (FTA) Section 5310 Program.

Attachments
- The Woodlands Township Board of Directors Resolution of Support, October 17, 2013.
- The Conroe City Council Resolution of Support, November 14, 2013.
- Proposed Transit Advisory Committee Resolution of Support.
Agenda Item 4
Attachment
RESOLUTION NO. 016-13

A RESOLUTION BY THE BOARD OF DIRECTORS OF THE WOODLANDS TOWNSHIP IN SUPPORT OF THE CITY OF CONROE'S PURSUIT OF BECOMING THE CONROE-THEWOODLANDS URBANIZED AREA DESIGNATED RECIPIENT OF FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5310 PROGRAM, ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES.

WHEREAS, in July 2012 Congress passed Moving Ahead for Progress in the 21st Century (MAP-21); and

WHEREAS, this legislation modifies this 5310 Enhanced Mobility Program to include New Freedom (NF) activities that provide access beyond the ADA and requires that large urbanized areas (population over 200,000) designate a recipient for the administration of the program; and

WHEREAS, the Federal Transit Administration (FTA) has requested the Houston-Galveston Area Council (H-GAC) to initiate discussions on identifying a Designated Recipient for the Conroe—The Woodlands UZA as soon as possible, with the Texas Department of Transportation being named the interim Designated Recipient; and

WHEREAS, the City of Conroe has expressed their intent and interest in becoming the 5310 Enhanced Mobility Program Designated Recipient beginning in Fiscal Year 2014, therefore:


PASSED AND ADOPTED this 17th day of October, 2013

Chairman, Board of Directors

ATTEST:

Secretary, Board of Directors
CERTIFICATE FOR RESOLUTION

I.

On the 14th day of November, 2013, the City Council of the City of Conroe, Texas, consisting of the following qualified members, to-wit: Mayor Pro Tem Guy Martin, Council Members Gil Snider, Seth Gibson, Jim Gentry, and Marsha Porter did convene in public session in the Council Chambers of the City Hall at 300 West Davis in Conroe, Texas. The roll being first called, a quorum was established, all members being present except the following, to wit: Webb K. Melder, Mayor. The Meeting was open to the public and public notice of the time, place and purpose of the Meeting was given, all as required by Chapter 551, Texas Government Code.

II.

WHEREUPON, AMONG OTHER BUSINESS transacted, the Council considered adoption of the following written Resolution, to-wit:

RESOLUTION NO. 4105-13

A RESOLUTION IN SUPPORT OF THE CITY OF CONROE BEING NAMED THE DESIGNATED RECIPIENT FOR FEDERAL TRANSIT ADMINISTRATION SECTION 5310 PROGRAM FUNDING APPROPRIATED FOR THE CONROE/WOODLANDS URBANIZED AREA AND, THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.

III.

Upon motion of Council Member Porter, seconded by Council Member Gentry, all members present voted for adoption of the Resolution, except the following: All present. No one voted against and no one abstained. A majority of those Council Members present having voted for adoption, the presiding officer declared the Resolution passed and adopted.

IV.

A true, full and correct copy of the Resolution adopted at the Meeting is attached to and follows this Certificate.

SIGNED AND SEALED this 14th day of November, 2013.

MARLA J. PORTER, City Secretary
RESOLUTION NO. 4105-13

A RESOLUTION IN SUPPORT OF THE CITY OF CONROE BEING NAMED THE DESIGNATED RECIPIENT FOR FEDERAL TRANSIT ADMINISTRATION SECTION 5310 PROGRAM FUNDING APPROPRIATED FOR THE CONROE/WOODLANDS URBANIZED AREA AND, THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION

* * * * * * * * * * * * *

WHEREAS, the City of Conroe and The Woodlands have been designated as a new large urbanized area pursuant to the 2010 U.S. Census results; and

WHEREAS, the City of Conroe and The Woodlands Township have been named designated recipients for Federal Transit Administration (FTA) Section 5307 Program funding as of October 1, 2012; and

WHEREAS, the Conroe/Woodlands Urbanized Area receives a formula allocation of FTA Section 5310 Program funding to support enhanced mobility of seniors and individuals with disabilities; and,

WHEREAS, the City of Conroe has determined, with concurrence from the Woodlands Township, that it is desirable that the City be named the designated recipient of FTA Section 5310 Program funding beginning with the FY 2014 timeframe; and,

WHEREAS, the federal guidelines associated with the Section 5310 Program enable the designated recipient to utilize up to 10% of Section 5310 allocations to support reimbursement of 100% of administrative expenses.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CONROE,

Section 1. That the City Administrator be authorized to transmit this resolution and all necessary support documentation and information to the chairman of the Houston – Galveston area council transportation policy council, Texas Department of Transportation and Federal Transit Administration requesting that the city of Conroe be named the designated recipient of the FTA Section 5310 program for the fiscal year commencing October 1, 2013.

Section 2. This Resolution shall take effect immediately from and after its adoption and it is accordingly so ordered.
PASSED AND APPROVED this the 14th day of November, 2013.

WEBB K. MELDER, Mayor

APPROVED AS TO FORM:

MARCUS L. WINBERRY, City Attorney

ATTEST:

MARLA J. PORTER, City Secretary
RESOLUTION NO. 2013-____

A RESOLUTION OF TRANSIT ADVISORY COMMITTEE OF THE CONROE-THE WOODLANDS URBANIZED AREA IN SUPPORT OF THE CITY OF CONROE BEING NAMED THE DESIGNATED RECIPIENT FOR FEDERAL TRANSIT ADMINISTRATION SECTION 5310 PROGRAM FOR THE CONROE-THE WOODLANDS URBANIZED AREA.

WHEREAS, the City of Conroe and The Woodlands Township have been designated as a new large urbanized area pursuant to the 2010 U.S. Census; and

WHEREAS, Congress passed Moving Ahead for Progress in the 21st Century (MAP-21) authorizing the Federal Transit Administration (FTA) Section 5310 with new rules for apportioning program funds directly to newly chosen designated recipients and not directly to the state; and

WHEREAS, the FTA has requested the Houston-Galveston Area Council to initiate a collaborative process among the regions stakeholders to select a Section 5310 designated recipient for the Conroe-The Woodlands UZA; and

WHEREAS, the Conroe-The Woodlands Urbanized Area receives a formula allocation of FTA Section 5310 Program funding to support enhanced mobility of seniors and persons with disabilities; and

WHEREAS, the Transit Advisory Committee of the Conroe-The Woodlands UZA is comprised of one representative from each the City of Conroe, The Woodlands Township, Montgomery County and other cities in the Large Urban Area; and

WHEREAS, it is a stated goal of the Transit Advisory Committee to support improved and expanded public transportation services throughout the Large Urban Area and Montgomery County; and

WHEREAS, the City of Conroe has formally expressed their intent and interest, with the formal support of The Woodlands Township, in becoming the FTA Section 5310 designated recipient.

NOW, THEREFORE,

BE IT RESOLVED BY THE TRANSIT ADVISORY COMMITTEE OF THE CONROE-THE WOODLANDS UZA THAT THE TRANSIT ADVISORY COMMITTEE SUPPORTS THE DESIGNATION OF THE CITY OF CONROE AS DESIGNATED
RECIPIENT FOR FEDERAL TRANSIT ADMINISTRATION 
SECTION 5310 PROGRAM FOR THE CONROE-THE 
WOODLANDS URBANIZED AREA.

PASSED and ADOPTED this the 10th day of December, 2013.

__________________________________________
Bruce Tough
Chairman, Transit Advisory Committee

ATTEST:

__________________________________________
Guy Martin
Vice Chairman, Transit Advisory Committee
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Background
Designated recipients of Federal Transit Administration (FTA) Section 5310 funds are required to certify that projects selected are derived from a locally developed, coordinated public transit-human services transportation plan developed through a process that includes representatives of public, private, and non-profit transportation and human service providers, participation by the public, and representatives addressing the needs of older adults and individuals with disabilities. The coordinated plan identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, provides strategies for meeting those local needs, and prioritizes transportation services for funding and implementation. Projects identified in the coordinated planning process, and selected for FTA funding must be incorporated into both the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP) in urbanized areas with populations of 50,000 or more.

For the 13-county Gulf Coast Planning Region, where the Conroe-The Woodlands Urbanized Area (UZA) is located, the coordinated public transit-human services transportation plan is called the Coordinated Regional Public Transportation Plan. The Houston-Galveston Area Council (H-GAC) was designated as the lead agency for coordinating regional public transportation planning. H-GAC facilitates this regional public transportation planning through a subcommittee of the Technical Advisory Committee (TAC), which is called the Regional Transit Coordination Subcommittee (RTCS). The purpose of the RTCS is:

- Provide guidance related to the implementation of regional transit coordination pilot projects that were identified in the regional transit coordination action plan;
- Assist with tasks related to the development of regional transit planning initiatives that focus on identifying opportunities for expanding transit services in the region for all, as well as improving the efficiency and effectiveness of the current regional transit system;
- Promote regional coordination among existing and future public and private transportation providers, social service and health and human service agencies.

Additional information regarding the RTCS meeting schedule, membership, bylaws and current membership are attached to this agenda item.

Purpose
Discuss the advantages to the Conroe-The Woodlands UZA of representation on the RTCS if the City of Conroe is named the designated recipient of Section 5310 funds.

Attachments
- Background – Regional Transit Coordination Subcommittee (RTCS)
- By-laws for Houston-Galveston Area Council (H-GAC) Technical Advisory Committee (TAC) Subcommittees
- Membership – 2012 Regional Transit Coordination Subcommittee (RTCS)
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Agenda Item 5
Attachment
REGIONAL TRANSIT COORDINATION SUBCOMMITTEE (RTCS)

**Purpose**
The Regional Transit Coordination Subcommittee’s purpose is to:
- Provide guidance related to the implementation of regional transit coordination pilot projects that were identified in the regional transit coordination action plan;
- Assist with tasks related to the development of regional transit planning initiatives that focus on identifying opportunities for expanding transit services in the region for all, as well as improving the efficiency and effectiveness of the current regional transit system;
- Promote regional coordination among existing and future public and private transportation providers, social service and health and human service agencies.

**Schedule**
Meetings will be scheduled at H-GAC every quarter or more frequently as needed.

**Membership**
The RTCS subcommittee membership will include appointees from the TAC for each of the implementing transit agencies in the region and representatives of social service agencies as well as other transit professionals. A maximum of *seventeen (17) voting members shall comprise the Subcommittee.

Table 5: Membership of the RTCS Subcommittee

<table>
<thead>
<tr>
<th>Category or Organization</th>
<th>Appointing Agency</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transit</td>
<td>Transit Agencies</td>
<td>7</td>
</tr>
<tr>
<td>State Government</td>
<td>TxDOT (Houston, Beaumont, Yoakum, &amp; Bryan Districts)</td>
<td>4</td>
</tr>
<tr>
<td>Local Governments</td>
<td>Cities and/or Counties</td>
<td>3</td>
</tr>
<tr>
<td>Social Services/HHS Agencies</td>
<td>TAC and/or H-GAC</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Members</strong></td>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

**Staff Contact**
Kari Hackett
Manager, Special Studies
(713) 993-4576
kari.hackett@h-gac.com
By-laws for TAC Subcommittees

A. Voting Membership
Each subcommittee shall be comprised of members of the Technical Advisory Committee (TAC), their representatives or persons nominated to serve who have expertise or interest in transportation planning and related issues.

Membership should reflect the diversity of transportation modes and interests affected by transportation policy decisions to assure transportation planning decisions are considered in their broadest context. Meetings of TAC subcommittees shall be open to public attendance. The voting membership for each subcommittee shall not exceed a maximum of 17 members with the exception of the Transportation Air Quality Subcommittee.

Members shall serve at the pleasure of the appointing agency for a term of one year. Membership shall be appointed or confirmed by majority vote of the Technical Advisory Committee (TAC) in attendance at a regularly scheduled meeting with a quorum of TAC members.

B. Officers
Each subcommittee shall elect a Chair and Vice-Chair, each to serve for a term of one year. Preferably, the Chair and Vice-Chair will be members of the Technical Advisory Committee. In the event the Chair is unable to serve the entire term of office, the Vice Chair shall succeed to the office of Chair and the new Chair shall appoint a subcommittee member to serve as Vice Chair for the remainder of the term. This appointment shall be subject to approval by the majority of the subcommittee members present at the next called meeting.

C. Vacancies
Each member shall be eligible to serve during the term as long as the member occupies the position held at the time of his or her appointment to the subcommittee. In the event that a voting member becomes ineligible or unable to serve, a new member must be appointed in the same manner as the previous voting member.

D. Quorum
Fifty-one percent (8 voting members) of the total committee voting membership shall constitute a quorum for the transaction of business at all meetings.

E. Meetings
Robert’s Rules of Order shall govern all meetings. Each subcommittee shall meet at least quarterly or more frequently as need arises. Written notice of each meeting shall be mailed to each member at least one week prior to the meeting. Opportunities for public comments shall be provided subject to the guidelines of the Technical Advisory Committee.

F. Minutes
Minutes of all meetings shall be kept and recorded by H-GAC staff furnished to the Subcommittee for this purpose.
2012 Regional Transit Coordination Subcommittee (RTCS)

Primary Member
Amar Mohite, City of Houston
Anthony Cochran, TxDOT-Beaumont
Chamane Barrow, Brazoria County Center
for Independent Living
Darla Walton, Bryan-District
Ken Fickes, Harris County Transit, Chair
Kurt Luhrs, METRO
James Hollis, Gulf Coast Center/Connect Transit
Lisa Kocich-Meyer, City of Sugar Land
Margie Lucas, Brazos Transit District
Michael Worthy, Galveston Island Transit
Paulette Shelton, Fort Bend County
Rebecca Jasso, United Way of Greater Houston
Travis Madison, TxDOT-Houston
Valerie Marvin, City of Missouri City
Vastene Olier, Colorado Valley Transit, Vice Chair
Wanda Carter-Dyer, TxDOT-Yoakum District

Alternate Member
Paresh Lad, City of Houston
(Missing)
Maria Palacios, Houston Center for Independent Living
(Vacant)
Vernon Chambers, Harris County Transit
Michael Leonard, METRO
Rick Elizondo, Gulf Coast Center/Connect Transit
Karen Coglianese, City of Webster
Wendy Weedon, Brazos Transit District
Pat Walsh, P.E., City of Sugar Land
Steve Atchison, American Red Cross
Jon Branson, City of Pearland
(Vacant)
(Vacant)
(Vacant)
Consider an Update on State Public Transportation Appropriations for the Conroe-The Woodlands UZA – Discussion (10 minutes)

**Background**

The Texas Legislature appropriated $60,682,135 for public transportation grants under the General Appropriations Act during the 82nd and 83rd Texas Legislative sessions. The Texas Transportation Commission awarded $462,618 in FY 2013 and $463,256 in FY 2014 to the Conroe-Woodlands Urbanized Area. These grants can only be received by a rural or urban transit district, as established by state statute. The Brazos Transit District is the only entity that can receive these grants for The Conroe-Woodlands UZA.

In accordance with the interlocal agreement between the City of Conroe and The Woodlands Township, “Unless otherwise required by applicable law or agreed to in writing by separate instrument, the parties agree that any future direct federal or state funds Allocated to the UZA for fiscal years commencing on or after September 1, 2012, including funds made available under the Urbanized Area Funding Program (49 U.S.C. 5307), shall be reallocated among the City, the Township and any Other Providers within the UZA according to the funding formula applicable to such funds in the fiscal year the funds are allocated to the UZA.” Based on the state formula, the City and The Township allocations are:

<table>
<thead>
<tr>
<th>Designated Recipient</th>
<th>FY 2013</th>
<th>FY 2014</th>
<th>Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conroe</td>
<td>$ 89,707</td>
<td>$ 89,852</td>
<td>19.4%</td>
</tr>
<tr>
<td>The Woodlands</td>
<td>$372,911</td>
<td>$373,304</td>
<td>80.6%</td>
</tr>
<tr>
<td>Total</td>
<td>$462,618</td>
<td>$463,256</td>
<td>100%</td>
</tr>
</tbody>
</table>

These funds are critical to the success of transit in The Conroe-Woodlands UZA because funding appropriated by the state can be used as “local” match for all federal transit grants.

**Purpose**

To discuss the progress made pursuing options for coordinating the expenditure of State funds in accordance with local priorities in the Conroe-Woodlands UZA.
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Transit Advisory Committee

<table>
<thead>
<tr>
<th>Agenda Item 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consider an Update on Limited Eligibility Demand Response Transit Service in the Conroe-The Woodlands Urbanized Area – Discussion (10 minutes)</td>
</tr>
</tbody>
</table>

**Background**

On November 4, 2013, the service provider for demand response transit (DRT) service within the Conroe–The Woodlands Urbanized Area (UZA) was changed from the Brazos Transit District (District) to The Friendship Center (Center). In addition, the eligibility to use the service changed from general public to individuals 65 years and older and persons with disabilities, which is also referred to as limited eligibility.

**Purpose**

To discuss the performance of the limited eligibility DRT service after the change of service provider to The Friendship Center.
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Transit Advisory Committee

Consider an Update on the Houston-Galveston Area Council Request for Proposals for Fleet Expansion Projects – Discussion (10 minutes)

Background

The Houston-Galveston Area Council (H-GAC) is preparing a Request for Proposals (RFP) for Fleet Expansion Projects. Based on a draft copy of the Fleet Expansion RFP, H-GAC is allocating three years of Congestion Mitigation Air Quality funds for the acquisition of new transit vehicles that will be used to reduce vehicle trips and/or vehicle miles traveled in the region, thereby reducing mobile source emissions. CMAQ funds will be provided at a level of up to fifty percent (50%) of the cost to purchase transit vehicles. Fleet expansion funds are intended to be used to procure vehicles for services that will be run long term by the project sponsor. The purchase of transit vehicles using fleet expansion funds does not preclude the receipt of further CMAQ funding for the operation of these transit vehicles.

To be eligible for fleet expansion funding, the project sponsor must adequately demonstrate one of the following: the transit system does not have sufficient transit vehicles to meet current demand; a lack of transit vehicles is preventing the transit system from increasing service as planned; or cost inefficiencies from leasing transit vehicles threaten current or needed levels of service.

Vehicles procured under this program will be required to operate in the Houston-Galveston-Brazoria Non-attainment area, which includes the Conroe-The Woodlands UZA, for the five years following vehicle purchase. RFP respondents will be required to evidence funding commitments for both service and maintenance for the five-year period.

Only transit vehicles that will be immediately used to provide service in the region will be considered. Because these vehicles will be purchased with air quality funds, manufacturing emission credits cannot be used in lieu of the 0.2 grams per brake horsepower-hour NOx emission standard.

Project sponsors will be responsible for fully complying with all applicable Federal Transit Administration (FTA)/federal requirements related to rolling stock (bus) procurement including Third Party Contracting Guidance, Grant Management and Buy America. CMAQ funding for Fleet Expansion will be provided through a cost reimbursement agreement between the project sponsor, subrecipient, and H-GAC, recipient, who will be responsible for administering the grant directly with FTA.

Purpose

To discuss the potential eligibility of Conroe-The Woodlands UZA fleet expansion projects including fixed route buses for the City of Conroe and commuter buses for both the City and The Woodlands Township.