# Agenda

**Transit Advisory Committee Meeting**

**Conroe-The Woodlands Urbanized Area**

**The Woodlands Township**

**Rooms 150 and 152**

**2801 Technology Forest Blvd.**

**The Woodlands, TX 77381**

**June 11, 2012 – 10:00 A.M. to 11:30 A.M.**

| 1.  | Introduction of Committee Appointees and Alternates (2 minutes) |
| 2.  | Election of Committee Chair and Vice Chair – Action Item (5 minutes) |
| 3.  | Consider Meeting Minutes from March 12, 2013 for Approval – Action Item (3 minutes) |
| 4.  | Public Comment (3 minutes per citizen) – Limited to items on the agenda |
| 5.  | Approved Bylaws – Review and Discussion (5 minutes) |
| 6.  | State of Transit in the Urbanized Area – Presentations and Discussion |
|     | - City of Conroe (5 minutes) |
|     | - The Woodlands Township (5 minutes) |
|     | - Montgomery County (5 minutes) |
|     | - Small Cities (5 minutes) |
|     | - The Friendship Center (5 minutes) |
|     | - Interfaith of the Woodlands (5 minutes) |
|     | - Houston-Galveston Area Council (10 minutes) |
| 7.  | FY 2013 Distribution of Federal Transit Formula Funds – Advise and Consult (5 minutes) |
| 8.  | Program of Projects – Advise and Consult (5 minutes) |
|     | - FY 2013 |
|     | - FY 2014 |
| 9.  | Demand Response Service – Presentation and Discussion (10 minutes) |
| 10. | Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities (FTA Section 5310) – Presentation and Discussion (5 minutes) |
| 11. | Adjourn |

Next Meeting: **September 10, 2013**

**City of Conroe**

**City Council Chambers**

**300 West Davis Street**

**Conroe, TX 77301**
Transit Advisory Committee
Introduction of Committee Appointees and Alternates (2 minutes)

Background

In accordance with the Transit Advisory Committee Bylaws under Membership and Terms of Office, appointments shall be approved by a body of elected officials representing each interest, such as city council, governing board or commissioners’ court. There is no limitation on the number of terms each appointee may serve, however the body of elected officials must appoint their Advisory Committee members annually except for the initial appointment, which will expire December 31, 2014. The primary appointees must be an elected official of the entity he or she represents. The alternate appointee may be an elected official or an employee of the entity. If a member of the Committee chooses to resign, the represented entity shall appoint a new representative to the Committee in a timely manner. A Committee member cannot be removed by the Committee before the end of a scheduled term; however changes of Committee members by the appointing body of elected officials may be made at any time. One Committee member shall be appointed by each of the following interests.

- The Woodlands Township
- City of Conroe
- Montgomery County
- Other Providers (As defined in ILA, this Committee member will be a single representative for all the small cities in the UZA.)

Each Advisory Committee member may have a designated alternate member who may serve at any Committee meeting in the regular member's absence. Alternate members must be appointed in the same manner as the regular member. Appointed alternate members will have the voting rights and privileges of regular members when serving in the absence of the regular member.

Purpose

To introduce the Committee appointees and alternates from the City of Conroe, The Woodlands Township and Montgomery County and to discuss the need for a single representative and alternate from the “Small Cities”, which are Cut and Shoot, Oakridge North, Panorama City, Shenandoah, Willis and Woodloch, and the actions required from the governing bodies of the “Small Cities” to appoint a Committee representative and alternate.

Attachments

1. Actions taken by the governing bodies of Conroe, The Woodlands and Montgomery County to appoint representatives to the Committee.
2. Sample language for a resolution appointing a Committee representative and alternate.
AGENDA ITEM 1

ATTACHMENTS
CERTIFICATE FOR RESOLUTION

I.

On the 9th day of May, 2013 the City Council of the City of Conroe, Texas, consisting of the following qualified members, to-wit: Webb K. Melder, Mayor; Mayor Pro Tem Guy Martin, Council Members Jim Gentry, Marsha Porter, Seth Gibson and Gil Snider, 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: __________. 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. 4073-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CONROE, TEXAS, REGARDING THE ADOPTION OF BYLAWS FOR THE CONROE - WOODLANDS URBANIZED AREA TRANSIT ADVISORY COMMITTEE.

III.

Upon motion of Council Member Snider, seconded by Council Member Gibson, all members present voted for adoption of the Resolution, except the following: 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 9th day of May, 2013.

[Signature]
MARLA J. PORTER, City Secretary
RESOLUTION NO. 4073-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CONROE, TEXAS, REGARDING THE ADOPTION OF BYLAWS FOR THE CONROE - WOODLANDS URBANIZED AREA TRANSIT ADVISORY COMMITTEE.

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

WHEREAS, the City of Conroe is a home rule municipality and political subdivision of the State of Texas, within the meaning of the Interlocal Cooperation Act, Chapter 791, Texas Government Code, as amended (the "Act"), and is authorized, pursuant the applicable provision of the charter of the City, and the general laws of the State of Texas, to enter into agreements with other political subdivisions of the State of Texas to perform duties and obligations in furtherance of governmental functions; and,

WHEREAS, the City of Conroe (City) and The Woodlands Township (The Township) have entered into an Interlocal Agreement, dated October 1, 2012, for the delineation of roles and responsibility related to their stewardship of the new Conroe-Woodlands Urbanized Area (UZA) as "dual" designated recipients for the purpose of receiving and expending Federal Transit Administration (FTA) Section 5307 formula program funding and other state and federal funding; and,

WHEREAS, the Intergovernmental Agreement calls for the creation of a Transit Advisory Committee (Advisory Committee) to provide input regarding the responsibilities of the designated recipients; and,

WHEREAS, the City and The Township have developed proposed Bylaws for the duties and responsibilities of the Advisory Committee; and,

WHEREAS, the governing bodies of the City and The Township must adopt the proposed Bylaws as part of their responsibility as dual designated recipients and pursuant to the Bylaws presented for approval herein, designate an elected official and non-elected alternate to serve on the Advisory Committee.

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

Section 1. That the City Council of the City of Conroe approves the proposed bylaws for the Conroe-Woodlands Urbanized Area Transit Advisory Committee, a copy of which bylaws is attached hereto and incorporated herein by reference, and
Section 2. That the City Council of the City of Conroe appoints the following to serve on the advisory committee:

Council Member Guy Martin and Larry Calhoun, as alternate.

PASSED AND APPROVED this the 9th day of May, 2013.

WEBB K. MELDER, Mayor

APPROVED AS TO FORM:
MARCUS L. WINBERRY, City Attorney

ATTEST:
MARLA J. PORTER, City Secretary
CONROE-THE WOODLANDS URBANIZED AREA
TRANSIT ADVISORY COMMITTEE BYLAWS

PURPOSE/MISSION: Advise and consult with the Designated Recipients on expenditure of transit formula grant funding related to planning, service delivery, administration, and oversight duties for the provision of public transportation services and related programs in the Conroe-The Woodlands Urbanized Area (UZA) while assuring an impartial and equitable approach to meeting the transit needs of all stakeholders of the UZA.

AUTHORIZATION: The Transit Advisory Committee (Advisory Committee) is created by Article II, Section II (2) of the Interlocal Agreement (ILA) between the City of Conroe and The Woodlands Township, who serve as the dual Designated Recipients for the Conroe-The Woodlands UZA.

DUTIES: Responsibilities shall include, but are not limited to, the following:

- Advise and consult with the Designated Recipients on an annual distribution of all federal transit formula funds and state transit funding received to the Designated Recipients;
- Advise and consult with the Designated Recipients on an annual Program of Projects for use of Federal Transit Administration (FTA) formula funds and state transit funding to the Designated Recipients;
- Advise and consult with the Designated Recipients for development of a financially constrained UZA Long-Range Transit Plan (10-year) for planning, operations, and capital expenditures;
- Elect Chair and Vice Chair;
- Receive progress updates from each member entity, as well as receive public comment;
- Notify public of all meetings;
- Comply with Title VI of the Civil Rights Act of 1964 requirements on Advisory Committee membership;
- Assist represented interests with additional pursuit of funding (not related to federal transit formula funds or State Transit Funds) for transit projects that will benefit the UZA.

BYLAWS: The purpose of the Bylaws is to define the Advisory Committee’s purpose and mission, duties, membership and terms of office, voting members, officers, quorum requirement, meeting requirements, administrative support and bylaw amendment process. The Bylaws are adopted by the governing bodies of the City of Conroe and The Woodlands Township, who are
parties to the Conroe-Woodlands UZA ILA, as the dual Designated Recipients. The Committee shall comply with the Bylaws, but may recommend changes to the Bylaws in accordance with Amendments to Bylaws herein.

**MEMBERSHIP AND TERMS OF OFFICE:** Appointments shall be approved by a body of elected officials representing each interest, such as city council, governing board or commissioners’ court. There is no limitation on the number of terms each appointee may serve, however the body of elected officials must appoint their Advisory Committee members annually except for the initial appointment, which will expire December 31, 2014. The primary appointee must be an elected official of the entity he or she represents. The alternate appointee may be an elected official or an employee of the entity. If a member of the Committee chooses to resign, the represented entity shall appoint a new representative to the Committee in a timely manner. A Committee member cannot be removed by the Committee before the end of a scheduled term; however changes of Committee members by the appointing body of elected officials may be made at any time. One Committee member shall be appointed by each of the following interests.

- The Woodlands Township
- City of Conroe
- Montgomery County
- Other Providers (As defined in ILA, this Committee member will be a single representative for all the small cities in the UZA.)

Each Advisory Committee member may have a designated alternate member who may serve at any Committee meeting in the regular member’s absence. Alternate members must be appointed in the same manner as the regular member. Appointed alternate members will have the voting rights and privileges of regular members when serving in the absence of the regular member.

The Advisory Committee may also include Ex officio members from the following offices or interests, but the ex officio members do not have voting privileges.

- U.S. Congressional District 8 – Congressman Kevin Brady
- Texas Senate District 3 – Senator Robert Nichols
- Texas Senate District 4– Senator Tommy Williams
- Texas House District 3 – Representative Cecil Bell
- Texas House District 15 – Representative Steve Toth
- Texas House District 16 – Representative Brandon Creighton
- Houston-Galveston Area Council
- Brazos Transit District
• Montgomery County Committee on Aging, d/b/a The Friendship Center
• Interfaith of The Woodlands
• Texas Department of Transportation

Advisory Committee shall meet the following criteria as defined by Title VI of the Civil Rights Act of 1964:

“Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees or councils.”

VOTING: Each member of the Advisory Committee shall have an equal vote. Simple majority of all members present shall determine outcome of vote. If the initial vote results in a tie, the Chairman’s vote will be the deciding vote. Once an item has been voted upon, it may not be revisited in the same meeting.

OFFICERS: Officers shall be regular members, not alternates. Advisory Committee shall elect a Chair and a Vice Chair, each to serve for a term of two years. Elections shall be held at the last meeting of every other calendar year and the current Chair shall elicit nominations for a vote by Committee members. Chair shall preside over regular and special Committee meetings. In the event the Chair is unable to serve the entire term of office, the Vice Chair shall succeed to the office of Chair. In the event the Vice Chair is unable to serve the entire term of office, the Chair shall elicit nominations for a vote by Committee members at the next meeting to fill the unexpired term.

In the absence of the Chair and Vice Chair from a regular or special meeting of the Advisory Committee at which a quorum is present, the remaining members present shall elect a presiding officer who shall serve until the conclusion of that meeting or until the arrival of the Chair or Vice Chair.

QUORUM: The presence of 51 percent of the total appointed Advisory Committee membership of either regular or alternates shall constitute a quorum for the transaction of business at all meetings. Participation in regular meetings electronically (teleconferencing) will count toward quorum requirements.

MEETINGS: Advisory Committee shall meet quarterly at a rotating location proposed by each member of the Committee. Regular meeting dates and times may be changed by action of the Chair to accommodate desirable changes because of holidays or other reasons.

Special meetings may be called by the Chair or by an initiative of two or more Advisory Committee members petitioning the Chair.
Except as otherwise stated in these bylaws, the principles of Robert’s Rules of Order shall govern all meetings of the Committee. Chair shall, in a written notice of the meeting, designate the time and place and indicate in an official agenda the business to be transacted or considered. The agenda and available backup information shall be mailed or emailed to each member of the Committee at least one week prior to the meeting. Chair and Vice Chair are responsible for setting the agenda for each meeting.

All Advisory Committee meetings are open to the public. Public comment will be allowed only on agenda items.

**ADMINISTRATIVE SUPPORT:** The City of Conroe and The Woodlands Township shall equally provide administrative support to the Advisory Committee.

**AMENDMENTS TO BYLAWS:** Changes to these Bylaws may be recommended by a majority vote of the Advisory Committee members at any duly called meeting wherein an official quorum is present. Any such proposed amendments shall be fully set out in writing and furnished to each member seven (7) days in advance of the meeting where the action is to be taken. The Committee may consider amendments to the Bylaws annually.

If any proposed amendments are approved by the Advisory Committee, then the Committee shall fully set out in writing the proposed amendments and submit them to the City of Conroe and The Woodlands Township for consideration by the governing bodies. The governing bodies may consider the amendments in whole or in part, however the governing bodies of both parties must adopt the proposed amendments to the Bylaws.

**BYLAWS HISTORY:** Adopted <insert date>

**EXHIBIT:** The City of Conroe and The Woodlands Township Interlocal Agreement
THE WOODLANDS TOWNSHIP
The Woodlands, TX

EXECUTIVE SUMMARY

BOARD OF DIRECTORS MEETING DATE: 4/18/2013

SUBJECT MATTER: Receive, consider and act upon a recommendation from the Ad Hoc Transportation Committee regarding matters concerning the proposed Conroe/The Woodlands Urbanized Area Advisory Committee bylaws;

RECOMMENDED BOARD ACTION:
Approve the Conroe-The Woodlands Urbanized Area Transit Advisory Committee Bylaws as drafted and authorize the Board Chairman and President/General Manager to execute any documents, or take actions necessary, to implement the Bylaws.

RECOMMENDED BOARD ACTION APPROVED BY VOTE OF BOARD OF DIRECTORS ON APRIL 18, 2013
11. **Receive, consider and act upon recommendations from the Ad Hoc Transportation Committee as follows:**

   a) **Appoint the Board Chairman and/or his designee and the President/General Manager to represent The Woodlands Township on the Transit Advisory Committee defined in the Interlocal Agreement between the City of Conroe and The Woodlands Township for the designated Conroe/Woodlands Large Urbanized Area, and;**

   b) **Appoint the President/General Manager or his designee and a representative from The Woodlands Road Utility District No. 1 as Township representatives to participate on the City of Shenandoah’s Mobility Strategic Evaluation Committee;**

Don Norrell reviewed the recent meeting of the newly formed Ad Hoc Transportation Committee, wherein current and future transportation issues were discussed.

Board discussion followed.

**Motion by:** Peggy Hausman to:

   a) **Appoint the Board Chairman and/or his designee and the President/General Manager to represent The Woodlands Township on the Transit Advisory Committee defined in the Interlocal Agreement between the City of Conroe and The Woodlands Township for the designated Conroe/Woodlands Large Urbanized Area, and;**

   b) **Appoint the President/General Manager or his designee and to invite a representative from The Woodlands Road Utility District No. 1 as Township representatives to participate on the City of Shenandoah’s Mobility Strategic Evaluation Committee;**

**Second by:** Gordy Bunch

Motion passed unanimously (6-0).

<table>
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<tr>
<th>Directors</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>Tough, Bruce (Chairman)</td>
<td>x</td>
<td></td>
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<tr>
<td>Hausman, Peggy (Vice Chairman)</td>
<td>x</td>
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<td>Robb, Ed (Secretary)</td>
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<td>Bunch, Gordy (Treasurer)</td>
<td>x</td>
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<td>Bass, Mike (Directors)</td>
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<td>Blair, Nelda Luce (Directors)</td>
<td></td>
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<tr>
<td>Long, Jeff (Directors)</td>
<td>x</td>
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12. **CLOSED MEETING (if applicable):**

   Board of Directors
   Regular Board Meeting
   December 6, 2012

5
RESOLUTION

WHEREAS, the 2010 U.S Census changes in urbanized area boundaries has resulted in the designation by the Federal Transit Administration ("FTA") of the Conroe-Woodlands area and adjacent areas as a new large Urbanized Area ("UZA") in the State of Texas; and

WHEREAS, portions of Montgomery County are located within the boundaries of the Conroe-Woodlands UZA; and

WHEREAS, the City of Conroe (City) and The Woodlands Township (The Township) have entered into an Interlocal Agreement, dated October 1, 2012, for the delineation of roles and responsibility related to their stewardship of the new Conroe-Woodlands Urbanized Area (UZA) as “dual” designated recipients for the purpose of receiving and expending Federal Transit Administration (FTA) Section 5307 formula program funding and other state and federal funding; and

WHEREAS, the Intergovernmental Agreement calls for the creation of a Transit Advisory Committee (“Advisory Committee”) to provide input regarding the responsibilities of the designated recipients; and

WHEREAS, the City and The Township have adopted Bylaws in Exhibit “A” for the duties and responsibilities of the Advisory Committee; and

WHEREAS, the adopted Bylaws call for the appointment of an elected official as a primary member and an elected official or an employee as an alternate member to the Advisory Committee by the Commissioners Court of Montgomery County annually.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners Court of Montgomery County, Texas, hereby appoints Commissioner Noack and Mark Mooney, as alternate, to serve on the Transit Advisory Committee.

SIGNED THIS 20TH DAY OF MAY, 2013.

Absent

Alan B. Sadler, County Judge

Mike Meador, Commissioner, Pct. 1

Jann Matl

James Noack, Commissioner, Pct. 3

Craig Doyal, Commissioner, Pct. 2

Ed Rinehart

Craig Doyal, Commissioner, Pct. 2

Attest:

Mark Turnbull, County Clerk
WHEREAS, the 2010 U.S Census changes in urbanized area boundaries has resulted in the designation by the Federal Transit Administration (“FTA”) of the Conroe-Woodlands area and adjacent areas as a new large Urbanized Area (“UZA”) in the State of Texas; and

WHEREAS, portions of <insert City or Town name> are located within the boundaries of the Conroe-Woodlands UZA; and

WHEREAS, the City of Conroe (City) and The Woodlands Township (The Township) have entered into an Interlocal Agreement, dated October 1, 2012, for the delineation of roles and responsibility related to their stewardship of the new Conroe-Woodlands Urbanized Area (UZA) as “dual” designated recipients for the purpose of receiving and expending Federal Transit Administration (FTA) Section 5307 formula program funding and other state and federal funding; and

WHEREAS, the Intergovernmental Agreement calls for the creation of a Transit Advisory Committee (“Advisory Committee”) to provide input regarding the responsibilities of the designated recipients; and

WHEREAS, the City and The Township have adopted Bylaws in Exhibit “A” for the duties and responsibilities of the Advisory Committee; and

WHEREAS, the “Small Cities” in the adopted Bylaws include City of Cut and Shoot, City of Oakridge North, City of Panorama City, City of Shenandoah, City of Willis and Town of Woodloch; and

WHEREAS, the adopted Bylaws call for the appointment of a single elected official as a primary member and a single elected official or an employee as an alternate member to the Advisory Committee by the “Small Cities” annually.

NOW, THEREFORE, BE IT RESOLVED, that the <insert name of the elected body>, Texas, does hereby appoint _________ and _________, as alternate, to serve on the Advisory Committee.

SIGNED THIS _____DAY OF __________, 2013.

____________________________________
_____________________________         ______________________________
_____________________________           ______________________________

Attest:

______________________________
Clerk
Background

In accordance with the Transit Advisory Committee Bylaws under Officers, officers shall be regular members, not alternates. Advisory Committee shall elect a Chair and a Vice Chair, each to serve for a term of two years. Elections shall be held at the last meeting of every other calendar year and the current Chair shall elicit nominations for a vote by Committee members. Chair shall preside over regular and special Committee meetings. In the event the Chair is unable to serve the entire term of office, the Vice Chair shall succeed to the office of Chair. In the event the Vice Chair is unable to serve the entire term of office, the Chair shall elicit nominations for a vote by Committee members at the next meeting to fill the unexpired term.

In the absence of the Chair and Vice Chair from a regular or special meeting of the Advisory Committee at which a quorum is present, the remaining members present shall elect a presiding officer who shall serve until the conclusion of that meeting or until the arrival of the Chair or Vice Chair.

Purpose/Proposed Action

To consider nominating and electing the Transit Advisory Committee Chair and Vice Chair.
Consider Meeting Minutes from March 12, 2013 for Approval – Action Item (3 minutes)

**Background**

The Transit Advisory Committee met informally at the Conroe City Hall on March 12, 2013.

**Purpose/Proposed Action**

To consider approving the meeting minutes from March 12, 2013.

**Attachment**

Meeting Minutes, March 12, 2013
AGENDA ITEM 3

ATTACHMENT
The first Transit Advisory Committee Meeting commenced at 10:00 a.m. on March 12, 2013.

The next meeting was set for 10:00 a.m. in The Woodlands, Texas, on June 11, 2013.

Attendees: See sign-in sheet (attached)

### 1. Background and Purpose of Committee

<table>
<thead>
<tr>
<th>Discussion</th>
<th>The Committee was created by an Interlocal Agreement between the City of Conroe and The Woodlands Township. The Purpose of the Committee is to create a collaborative process of dialogue between stakeholders, which include Conroe, The Woodlands, the cities of Oakridge North, Shenandoah, Cut and Shoot, and Panorama Village, Willis, the Town of Woodloch, Montgomery County and many other local and regional entities. For this to be a collaborative process that includes the public, future meetings will be published in The Villager and The Courier.</th>
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<tbody>
<tr>
<td>Actions</td>
<td>No formal action was taken.</td>
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### 2. Draft Bylaws

<table>
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<tr>
<th>Discussion</th>
<th>An important part of the Committee is to establish duties and responsibilities of the advisory committee. The attendees reviewed the draft bylaws and provided suggested changes. TGC will update the bylaws with the suggestions and coordinate the revised bylaws with the attendees. Conroe and The Woodlands will approve the final content and formally approve the bylaws by Council and Board action respectively. The advisory Committee does not have any decision making responsibilities as it relates to actions by the UZA designated recipients. The Committee’s responsibilities and duties are advisory.</th>
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</thead>
</table>
There are four committee members, including a representative from the small cities, the City of Conroe, The Woodlands Township, and Montgomery County. The primary member must be an elected representative, but the alternate may be non-elected. These representatives will be chosen in advance of the next meeting in June 2013.

Conroe and the Woodlands may consider adding members to the Committee in the future, but this action will require changing the ILA between the elected bodies of Conroe and The Woodlands.

Term limits were discussed. The term limits will be removed, but the elected bodies of the Committee members will appoint or re-appoint their members annually.

**Actions**

No formal action was taken.

**3. Framework for consideration of new transit services (legal, technical, financial capacity)**

**Discussion**

To implement transit services and/or programs with FTA funding, an entity must evidence to FTA the legal, financial and technical capability (grantee status) to carry out the service/program.

The designated recipients can provide FTA Section 5307 funding to entities within the UZA for transit services/programs, but the entities must meet the FTA grantee requirements.

The amount of funding available is contingent on appropriations approved by the president for transit and the amount of funding the entity generates with its population, as well as the amount of matching funds the entity can contribute.

Other sources of funding include state transit funding, H-GAC TIP, discretionary funding, TIGER and federally de-obligated funds. There may be new sources of nontraditional funding including a stimulus program.

To best determine how to include other entities in the overall UZA transit strategy requires
coordination with the regional planning process administered by H-GAC. H-GAC advises to keep in mind where you are headed and develop project ideas in advance of project calls.

Technical capability is demonstrated with transportation studies. The H-GAC mobility study for south Montgomery County and north Harris County was discussed in detail, but does not include the entirety of the UZA. A transit study for the new UZA was briefing discussed. Studies are federally funded, but require local contributions (local match).

Extending transit service to other cities can happen one of two ways: extending current services from either The Woodlands or Conroe or the city can become an FTA grantee with concurrence of the designated recipients. As stated previously, the city must evidence to FTA the legal, financial and technical capability (grantee status) to carry out the service/program. Financial capability means contributing local funding.

### Actions
No formal action was taken.

## 4. Demand Response Service – Data analysis results

### Discussion
The Goodman Corporation is working with Brazos Transit District to compile numbers and data on demand response to better determine the area needs.

There was a discussion about the difference between demand response and Americans with Disabilities Act paratransit.

Taxi vouchers were discussed as an alternative to using buses for demand response service; however there are no local ordinances to regulate the taxi companies.

### Actions
No formal action was taken.

## 5. Program of Projects

### Discussion
As dual designated recipients, Conroe and The Woodlands are required to develop a Program of Projects (POP) for the projects funded out of FTA Section 5307. The POP is submitted to H-GAC for inclusion in the TIP/STIP and UPWP. Section 5307 can be used for construction, buses, operations and planning.
The Woodlands has an established transit program, so they will continue to submit their POP annually.

Conroe has a new transit program, so will initiate the POP in FY 2013 and submit POP in subsequent fiscal years.

<table>
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<tr>
<th>Actions</th>
<th>No formal action was taken.</th>
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5. **Future Meetings**

<table>
<thead>
<tr>
<th>Discussion</th>
<th>Attendees agreed to meet the 2\textsuperscript{nd} Tuesday of every quarter at 10:30 A.M. starting in June 2013.</th>
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<tbody>
<tr>
<td>Actions</td>
<td>No formal action was taken.</td>
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6. **Adjourn**
## TRANSIT ADVISORY COMMITTEE MEETING
**CONROE-WOODLANDS URBANIZED AREA**

*Please sign in.*

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>E-mail Address</th>
<th>Mailing Address and/or Phone Number (Optional)</th>
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</thead>
<tbody>
<tr>
<td>Shaun Johnson</td>
<td>City of Conroe</td>
<td><a href="mailto:johnson.egreg@ci.co.tx.us">johnson.egreg@ci.co.tx.us</a></td>
<td>936.539.3531</td>
</tr>
<tr>
<td>KARA MCMANUS</td>
<td>TGC</td>
<td><a href="mailto:k.mcmans@texasgmc.org">k.mcmans@texasgmc.org</a></td>
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<tr>
<td>Tommy Woolsey</td>
<td>City of Conroe</td>
<td><a href="mailto:t.woolley@ci.co.txus.com">t.woolley@ci.co.txus.com</a></td>
<td>936-522-3122</td>
</tr>
<tr>
<td>Bryan Brown</td>
<td>TGC</td>
<td><a href="mailto:b.d.brown@leoqueen.com">b.d.brown@leoqueen.com</a></td>
<td>(713) 951-7287</td>
</tr>
<tr>
<td>De Norell</td>
<td>The Woodlands Township</td>
<td><a href="mailto:d.norell@woodlandsca.gov">d.norell@woodlandsca.gov</a></td>
<td>781-719-3801</td>
</tr>
<tr>
<td>David Bartels</td>
<td>The Goodman Corporation</td>
<td><a href="mailto:d.bartels@thegoodman.com">d.bartels@thegoodman.com</a></td>
<td>(512) 236-8007 X 307</td>
</tr>
<tr>
<td>BRUCE TOUGH</td>
<td>THE WOODLANDS TOWNSHIP</td>
<td><a href="mailto:b.toough@thewoodlands.com">b.toough@thewoodlands.com</a></td>
<td>281.681.0808</td>
</tr>
<tr>
<td>GREG SMITH</td>
<td>CITY OF SHENANDOAH</td>
<td><a href="mailto:g.smith@shenandoahtx.us">g.smith@shenandoahtx.us</a></td>
<td></td>
</tr>
<tr>
<td>Vicky Rudy</td>
<td>CITY OF OAKRIDGE NORTH</td>
<td><a href="mailto:v.rudy@oakridgenorth.com">v.rudy@oakridgenorth.com</a></td>
<td>832-381-3364</td>
</tr>
<tr>
<td>Wendy Weede</td>
<td>Brazos Transit District</td>
<td><a href="mailto:w.weede@btd.com">w.weede@btd.com</a></td>
<td>979-450-2650</td>
</tr>
<tr>
<td>Miles Meekin</td>
<td>THE WOODLANDS TOWNSHIP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carleen Mullins</td>
<td>H-4AC</td>
<td><a href="mailto:c.mullins@h-4ac.com">c.mullins@h-4ac.com</a></td>
<td></td>
</tr>
</tbody>
</table>

**March 12, 2013**
## TRANSIT ADVISORY COMMITTEE MEETING
**CONROE-WOODLANDS URBANIZED AREA**

*Please sign in.*

<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>Larry Calhoun</td>
<td>City of Conroe</td>
<td>[email protected]</td>
<td>281-767-8031</td>
</tr>
<tr>
<td>Doris Golem</td>
<td>M.C. Judge</td>
<td><a href="mailto:doris.golem@mtx.org">doris.golem@mtx.org</a></td>
<td>936-539-7812</td>
</tr>
<tr>
<td>Margie Lucas</td>
<td>Brazos Transit District</td>
<td><a href="mailto:murcas@btn.org">murcas@btn.org</a></td>
<td>979-778-4454</td>
</tr>
<tr>
<td>Allen Clark</td>
<td>T I C A C</td>
<td>[email protected]</td>
<td></td>
</tr>
<tr>
<td>Allie Lowery</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mary Carras</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Todd Stephens</td>
<td>Congressman Kevin Brady</td>
<td><a href="mailto:todd.stephens@mail.house.gov">todd.stephens@mail.house.gov</a></td>
<td>936-441-5700</td>
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March 12, 2013
TRANSIT ADVISORY COMMITTEE MEETING
CONROE-WOODLANDS URBANIZED AREA

*Please sign in.*

<table>
<thead>
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<th>Organization</th>
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<th>Mailing Address and/or Phone Number (Optional)</th>
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</thead>
<tbody>
<tr>
<td>Karen Campbell</td>
<td>Sen Tommy Williams</td>
<td><a href="mailto:Karen.campbell@state.tx.us">Karen.campbell@state.tx.us</a></td>
<td></td>
</tr>
</tbody>
</table>

March 12, 2013
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.
Transit Advisory Committee  Agenda Item 5
Approved Bylaws – Review and Discussion

Background

The City of Conroe and The Woodlands Township, as the “designated recipients” for receipt of Federal Transit Administration Urbanized Area Formula Program (FTA Section 5307) funding, have established the Transit Advisory Committee through an Interlocal Agreement (ILA). The Committee includes all political sub-divisions within the Conroe – Woodlands Urbanized Area (UZA) and other stakeholders that have a direct interest in the provision of public transit services. Subsequently, the governing bodies of the City and The Township approved the Transit Advisory Committee Bylaws

The Bylaws define the Committee’s purpose and mission, duties, membership and terms of office, voting members, officers, quorum requirement, meeting requirements, administrative support and bylaw amendment process.

Purpose

To communicate the purpose/mission and duties of the Advisory Committee to the Committee members.

Attachment

Conroe-Woodlands Urbanized Area Transit Advisory Committee Bylaws, which were adopted by the Conroe City Council on May 9, 2013 and approved by The Woodlands Township Board of Directors on April 18, 2013.
AGENDA ITEM 5
ATTACHMENT
PURPOSE/MISSION: Advise and consult with the Designated Recipients on expenditure of transit formula grant funding related to planning, service delivery, administration, and oversight duties for the provision of public transportation services and related programs in the Conroe-The Woodlands Urbanized Area (UZA) while assuring an impartial and equitable approach to meeting the transit needs of all stakeholders of the UZA.

AUTHORIZATION: The Transit Advisory Committee (Advisory Committee) is created by Article II, Section II (2) of the Interlocal Agreement (ILA) between the City of Conroe and The Woodlands Township, who serve as the dual Designated Recipients for the Conroe-The Woodlands UZA.

DUTIES: Responsibilities shall include, but are not limited to, the following:

- Advise and consult with the Designated Recipients on an annual distribution of all federal transit formula funds and state transit funding received to the Designated Recipients;
- Advise and consult with the Designated Recipients on an annual Program of Projects for use of Federal Transit Administration (FTA) formula funds and state transit funding to the Designated Recipients;
- Advise and consult with the Designated Recipients for development of a financially constrained UZA Long-Range Transit Plan (10-year) for planning, operations, and capital expenditures;
- Elect Chair and Vice Chair;
- Receive progress updates from each member entity, as well as receive public comment;
- Notify public of all meetings;
- Comply with Title VI of the Civil Rights Act of 1964 requirements on Advisory Committee membership;
- Assist represented interests with additional pursuit of funding (not related to federal transit formula funds or State Transit Funds) for transit projects that will benefit the UZA.

BYLAWS: The purpose of the Bylaws is to define the Advisory Committee’s purpose and mission, duties, membership and terms of office, voting members, officers, quorum requirement, meeting requirements, administrative support and bylaw amendment process. The Bylaws are adopted by the governing bodies of the City of Conroe and The Woodlands Township, who are
parties to the Conroe-Woodlands UZA ILA, as the dual Designated Recipients. The Committee shall comply with the Bylaws, but may recommend changes to the Bylaws in accordance with Amendments to Bylaws herein.

**MEMBERSHIP AND TERMS OF OFFICE:** Appointments shall be approved by a body of elected officials representing each interest, such as city council, governing board or commissioners’ court. There is no limitation on the number of terms each appointee may serve, however the body of elected officials must appoint their Advisory Committee members annually except for the initial appointment, which will expire December 31, 2014. The primary appointees must be an elected official of the entity he or she represents. The alternate appointee may be an elected official or an employee of the entity. If a member of the Committee chooses to resign, the represented entity shall appoint a new representative to the Committee in a timely manner. A Committee member cannot be removed by the Committee before the end of a scheduled term; however changes of Committee members by the appointing body of elected officials may be made at any time. One Committee member shall be appointed by each of the following interests.

- The Woodlands Township
- City of Conroe
- Montgomery County
- Other Providers (As defined in ILA, this Committee member will be a single representative for all the small cities in the UZA.)

Each Advisory Committee member may have a designated alternate member who may serve at any Committee meeting in the regular member's absence. Alternate members must be appointed in the same manner as the regular member. Appointed alternate members will have the voting rights and privileges of regular members when serving in the absence of the regular member.

The Advisory Committee may also include Ex officio members from the following offices or interests, but the ex officio members do not have voting privileges.

- U.S. Congressional District 8 – Congressman Kevin Brady
- Texas Senate District 3 – Senator Robert Nichols
- Texas Senate District 4– Senator Tommy Williams
- Texas House District 3 – Representative Cecil Bell
- Texas House District 15 – Representative Steve Toth
- Texas House District 16 – Representative Brandon Creighton
- Houston-Galveston Area Council
- Brazos Transit District
• Montgomery County Committee on Aging, d/b/a The Friendship Center
• Interfaith of The Woodlands
• Texas Department of Transportation

Advisory Committee shall meet the following criteria as defined by Title VI of the Civil Rights Act of 1964:

“Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees or councils.”

VOTING: Each member of the Advisory Committee shall have an equal vote. Simple majority of all members present shall determine outcome of vote. If the initial vote results in a tie, the Chairman’s vote will be the deciding vote. Once an item has been voted upon, it may not be revisited in the same meeting.

OFFICERS: Officers shall be regular members, not alternates. Advisory Committee shall elect a Chair and a Vice Chair, each to serve for a term of two years. Elections shall be held at the last meeting of every other calendar year and the current Chair shall elicit nominations for a vote by Committee members. Chair shall preside over regular and special Committee meetings. In the event the Chair is unable to serve the entire term of office, the Vice Chair shall succeed to the office of Chair. In the event the Vice Chair is unable to serve the entire term of office, the Chair shall elicit nominations for a vote by Committee members at the next meeting to fill the unexpired term.

In the absence of the Chair and Vice Chair from a regular or special meeting of the Advisory Committee at which a quorum is present, the remaining members present shall elect a presiding officer who shall serve until the conclusion of that meeting or until the arrival of the Chair or Vice Chair.

QUORUM: The presence of 51 percent of the total appointed Advisory Committee membership of either regular or alternates shall constitute a quorum for the transaction of business at all meetings. Participation in regular meetings electronically (teleconferencing) will count toward quorum requirements.

MEETINGS: Advisory Committee shall meet quarterly at a rotating location proposed by each member of the Committee. Regular meeting dates and times may be changed by action of the Chair to accommodate desirable changes because of holidays or other reasons.

Special meetings may be called by the Chair or by an initiative of two or more Advisory Committee members petitioning the Chair.
Except as otherwise stated in these bylaws, the principles of Robert’s Rules of Order shall govern all meetings of the Committee. Chair shall, in a written notice of the meeting, designate the time and place and indicate in an official agenda the business to be transacted or considered. The agenda and available backup information shall be mailed or emailed to each member of the Committee at least one week prior to the meeting. Chair and Vice Chair are responsible for setting the agenda for each meeting.

All Advisory Committee meetings are open to the public. Public comment will be allowed only on agenda items.

**ADMINISTRATIVE SUPPORT:** The City of Conroe and The Woodlands Township shall equally provide administrative support to the Advisory Committee.

**AMENDMENTS TO BYLAWS:** Changes to these Bylaws may be recommended by a majority vote of the Advisory Committee members at any duly called meeting wherein an official quorum is present. Any such proposed amendments shall be fully set out in writing and furnished to each member seven (7) days in advance of the meeting where the action is to be taken. The Committee may consider amendments to the Bylaws annually.

If any proposed amendments are approved by the Advisory Committee, then the Committee shall fully set out in writing the proposed amendments and submit them to the City of Conroe and The Woodlands Township for consideration by the governing bodies. The governing bodies may consider the amendments in whole or in part, however the governing bodies of both parties must adopt the proposed amendments to the Bylaws.

**BYLAWS HISTORY:** Approved by the Conroe City Council on May 9, 2013 and The Woodlands Township Board of Directors on April 18, 2013.

**EXHIBIT:** The City of Conroe and The Woodlands Township Interlocal Agreement
INTERLOCAL AGREEMENT

This Interlocal Agreement (the “Agreement”) is made and entered into as of this 1st day of October, 2012, by and between the City of Conroe, Texas (the “City”), a Texas home rule municipality, and The Woodlands Township (the “Township”), a political subdivision of the State of Texas duly created and operating pursuant to Chapter 289, Acts of the 73rd Texas Legislature, Regular Session, 1993, as amended, for the purpose of continuing, facilitating and enhancing public transit programs and services (“Transit Programs”) within the newly designated Conroe/Woodlands Large Urbanized Area (the “UZA”).

Preamble

WHEREAS, the 2010 U.S. Census changes in urbanized area boundaries has resulted in the designation by the Federal Transit Administration (“FTA”) of the Conroe/Woodlands area and adjacent areas as a new UZA in the State of Texas; and

WHEREAS, the City and the Township encompass the two largest population centers within the UZA and have proposed and/or ongoing federal and state funded Transit Programs that will, as of October 1st, 2012, become part of the UZA; and

WHEREAS, the initiation and improvement of Transit Programs within the UZA, both within and adjacent to the boundaries of the City and the Township, will facilitate and enhance economic development, mobility and traffic movement, air quality and the general welfare of the public within the City, the Township and the entire UZA; and

WHEREAS, in order to provide for the timely and proper administration, receipt, allocation and distribution of future federal and state funding in support of Transit Programs within the UZA and the preservation of previously appropriated or authorized federal and state funding in support of Transit Programs within and adjacent to the Township, the parties have determined to enter into this Agreement; and
WHEREAS, the City and the Township are each units of local government, within the meaning of the Interlocal Cooperation Act, Chapter 791, Texas Government Code, as amended (the "Act"), and are each authorized, pursuant the applicable provision of the charter of the City, the enabling legislation of the Township, the Act and the general laws of the State of Texas, to enter into and preform their respective duties and obligations hereunder in furtherance of their respective governmental functions; and

WHEREAS, the parties have been duly authorized to enter into, execute, deliver and preform this Agreement by all requisite actions of their respective governing bodies;

NOW, THEREFORE, for and in consideration of the mutual promises, agreements and undertakings set forth herein and the mutual benefits to be realized hereunder, the City and the Township contract and agree as follows:

I. Designations

1. Dual Designated Recipients. The City and the Township agree to immediately take, individually and jointly, all reasonable and necessary actions to seek and secure designation by the Governor of Texas of the City and the Township as dual designated recipients for the UZA for federal and state funding of Transit Programs and to cooperate with and support the other party in the pursuit of such dual designations.

2. Direct Recipients. In order to facilitate direct management and control of federal and state funding for Transit Programs, the City and the Township agree to immediately take all reasonable and necessary actions to each seek and secure FTA direct recipient/federal grantee status, and each party agrees to cooperate with and support the other party in the pursuit of such designation for each party.
3. **Support of Commissioners Court.** The City and the Township agree to individually and jointly seek adoption by the Commissioners Court of Montgomery County, Texas, of a resolution and related documentation in support of such dual designated recipient status for the City and the Township.

4. **Support of Transportation Policy Council.** The City and the Township agree to individually and jointly seek adoption by the Transportation Policy Council of the Houston-Galveston Area Council of a resolution and related documentation in support of such dual designated recipient status for the City and the Township.

5. **Addition to Transportation Policy Council.** The City and the Township agree to individually and jointly support and encourage the prompt designation of the Township as a voting member of the Transportation Policy Council of the Houston-Galveston Area Council.

**II. Administration**

1. **General.** The City and the Township agree to furnish such facilities, funds, in-kind services, administrative and clerical services, and related support services as may be reasonable and necessary for carrying out the duties and responsibilities of designated recipients for the UZA, including the general administration of the UZA and facilitating the receipt, allocation and distribution of federal and state funding for Transit Programs for the City, the Township and current or future providers of Transit Programs ("Other Providers"), within the UZA. To the extent practicable, the burdens and expenses of such general administrative functions shall be shared equally between the City and the Township. Except to the extent otherwise agreed to by either party by separate written instrument, nothing herein shall be deemed or construed to obligate either the City or the Township to bear all or any portion of the costs of, or the financial or performance responsibility for, any Other Provider in applying for.
pursuing, receiving, using, reporting on or accounting for any specific grant or loan of federal or state funds to such Other Provider.

2. **Transit Advisory Committee.** The parties agree to work cooperatively with and to engage Other Providers, including, without limitation, incorporated municipalities, Montgomery County, special districts or authorities and other future providers of Transit Programs within the UZA, in the development of annual and longer range Transit Programs within the UZA. In particular, the parties agree to support and undertake to organize a transit advisory committee for the UZA to periodically review and consult with the City and the Township concerning existing and proposed Transit Programs in the UZA. Such transit advisory committee shall include at least one (1) representative each from the City, the Township and Montgomery County and at least one (1) additional representative from all Other Providers in the UZA.

3. **Primary Geographical Responsibilities.** For purposes of facilitating coordination with Other Providers in the UZA, the parties agree that each party shall be primarily, but not exclusively, responsible for coordination as a designated recipient for Transit Programs of Other Providers located within the areas designated in Exhibit "A" attached hereto.

### III. Funding and Allocation

1. **Previous Funding.** The parties agree to take all reasonable and necessary action to preserve and protect all previously obligated or uncommitted federal and state funding for Transit Programs within or adjacent to the Township.

2. **Other Providers.** The parties further agree to take all reasonable and necessary actions that they deem feasible and prudent, taking into account the legal, technical and financial capabilities of the affected providers, to apply for, or to facilitate application by Other Providers within the UZA, for future federal and state formula and discretionary federal and state funding.
necessary to establish, improve, expand and maintain Transit Programs within and for the UZA, so long as each such provider is willing to participate financially in the costs of such Transit Programs to the extent required by applicable law or the terms and conditions of such funding as may become available.

3. **Formula Funding.** Unless otherwise required by applicable law or agreed to in writing by separate instrument, the parties agree that any future state or federal formula 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. When feasible, the parties will look to the state or federal agency responsible for determining the allocation of funds to the UZA to determine the share of the reallocation attributable to each party. The City and the Township recognize that the particular needs of the parties and limits on the permissible use of formula funds may make it advantageous to enter into separate written agreement(s) to deviate from the standard reallocation procedure established by this Paragraph 3.

4. **Discretionary Funding.** Discretionary federal or state funding allocated to the UZA shall be distributed according to the terms and conditions specifically applicable to such funding, but in the absence of such specific terms and conditions, shall be allocated by mutual agreement of the parties.

5. **Uncommitted Funds.** Unless otherwise agreed in writing, any federal or state funding allocated to the UZA for Transit Programs of Other Provider(s), including formula and discretionary funding, which remains uncommitted or unused due to the inability or unwillingness of such Other Provider(s) to financially participate in a timely manner, shall be
reallocated between the City and the Township pursuant to the applicable federal or state funding
formula for formula funding, or by mutual agreement of the parties for discretionary funding, but
in any case subject to the specific terms and conditions of such funding.

IV. Term and Termination

1. Term. Unless renewed, extended or amended by the requisite actions of both parties, this Agreement shall expire on October 1, 2017.

2. Terminating by Notice. This Agreement may be terminated by either party, with or without cause, by providing advance written notice of such termination to the other party not less than 180 days in advance of such termination date. Termination shall not affect any allocation of funds established by application of this Agreement prior to the effective date of the termination.

3. Failure of Condition Precedent. Either party may terminate this Agreement upon written notice to the other party in the event that either party fails to receive direct recipient/federal grantee status or designated recipient status within 180 days of the effective date of this Agreement.

V. Notices and Addresses

1. Notice. All notices, demands, or requests from one party to another shall be in writing and shall be personally delivered, sent by mail, certified, registered, express or overnight, postage prepaid, or sent by facsimile transmission, to the addresses set forth in paragraph 2. of this section, or to such other addresses as the parties may from time to time direct in writing.
2. **Addresses.** The current addresses of the parties for purposes of this Agreement are as follows:

City Administrator    President
City of Conroe        The Woodlands Township
P.O. Box 3066         2801 Technology Forest Blvd.
Conroe, Texas 77305   The Woodlands, Texas 77381

3. **Change of Address.** The addresses of either party for purposes of this Agreement may be changed effective upon delivery to the other party of a written notice specifying such new address of such party.

**VI. General**

1. **Captions.** The descriptive captions in this Agreement are for informational purposes only and shall in no way limit or effect the terms or conditions of the provisions hereof.

2. **Non-Severability.** The sections, paragraphs, sentences, clauses, and phrases of this Agreement are not severable and, if any portion hereof shall be declared invalid or unenforceable by the final judgment or decree of any court of competent jurisdiction, this Agreement shall likewise be considered invalid and unenforceable in its entirety.

3. **Current Revenues.** All sums which may become due and payable from one party to the other as consideration for the performance of governmental functions or services contemplated by this Agreement shall be paid from current revenues available to the paying party.

4. **Successors.** The provisions of this Agreement shall be binding on any successor entity of either party.

5. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and replaces any and all prior agreements, oral or
written. All amendments to this Agreement must be in writing and duly authorized and executed by both parties.

6. **Counterparts.** This Agreement may be executed in any number of counterparts, and each counterpart is deemed to be an original instrument, but all such counterparts together constitute but one Agreement.

7. **Effective Date.** When duly authorized, executed and delivered by both parties hereto, this Agreement shall take effect as of the date set forth in the first paragraph hereof.

[Signature pages follow]
THE WOODLANDS TOWNSHIP

BY: BRUCE TOUGH, CHAIRMAN
BOARD OF DIRECTORS

BY: DON NORRELL, PRESIDENT

CITY OF CONROE, TEXAS

BY: WEBB K. MELDER, MAYOR

ATTEST:

MARLA J. PORTER, CITY SECRETARY

MARCUS L. WINBERRY, CITY ATTORNEY
<table>
<thead>
<tr>
<th>Transit Advisory Committee</th>
<th>Agenda Item 6</th>
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<tbody>
<tr>
<td>State of Transit in the Urbanized Area – Presentations and Discussion</td>
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**Presentations**

- City of Conroe (5 minutes)
- The Woodlands Township (5 minutes)
- Montgomery County (5 minutes)
- Small Cities (5 minutes)
- The Friendship Center (5 minutes)
- Interfaith of the Woodlands (5 minutes)
- Houston-Galveston Area Council (10 minutes)
FY 2013 Distribution of Federal Transit Formula Funds – Advise and Consult (5 minutes)

Background

In the Interlocal Agreement between the City of Conroe and The Woodlands Township, the City and The Township agreed to reallocate (sub-allocate) Federal Transit Administration (FTA) formula funding within the Conroe-Woodlands Urbanized Area (UZA) in accordance with the applicable FTA funding formulas. Also in accordance with the ILA, the City and The Woodlands may deviate from this standard sub-allocation of FTA allocated funding if they determine that the particular needs of the parties and limits on the permissible use of the funds make it advantageous to the parties. A written agreement is required to deviate from the standard sub-allocation procedure established by the ILA.

When the City and The Township reach an agreement on the sub-allocation of the formula funding, they will notify the FTA in a “split letter”, which establishes the sub-allocation of the UZA’s formula funding.

FY 2013 FTA Allocation of Formula Program Funding

The federal transportation bill, which was signed into law last year, authorized and appropriated funding to the Conroe-Woodlands UZA under FTA Urbanized Area Formula Program (FTA Section 5307), Enhanced Mobility of Seniors and Individuals with Disabilities Program (FTA Section 5310) and Bus and Bus Facilities Program (FTA Section 5339). The law authorized Moving Ahead for Progress in the 21st Century (MAP-21) for two (2) years and appropriated funding for these specific programs and others for six (6) months. Subsequently, funding for the entire FY was appropriated in May 2013. FTA allocated formula funding to the Conroe-Woodlands UZA for FY 2013 as follows.

<table>
<thead>
<tr>
<th>Program</th>
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<tbody>
<tr>
<td>5307</td>
<td>$ 3,335,711</td>
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<tr>
<td>5310</td>
<td>$ 71,611</td>
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<tr>
<td>5339</td>
<td>$ 382,623</td>
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</table>

Allocation of FTA Section 5307 Funding

The Federal Transit Administration (FTA) allocates Urbanized Area Formula Program (FTA Section 5307) funding pursuant to Section 5307 and other provisions for public transportation capital, planning, job access and reverse commute projects and, in some instances, the operation of public transit services within large urbanized areas, which are urbanized areas with a population of 200,000 or more. For the Conroe-Woodlands Urbanized Area (UZA), the formula is based on a combination of bus vehicle revenue miles, bus passenger miles and operating
expense, as well as population, population density and the number of low-income individuals (individuals whose family income is at or below 150 percent of the poverty line) residing in the UZA.

Allocation of FTA Section 5310 Funding

FTA allocates Enhanced Mobility of Seniors and Individuals with Disabilities Program (FTA Section 5310) funds pursuant to Section 5310 and other provisions to enhance mobility for seniors and persons with disabilities by providing funds for public transportation capital, 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-Woodlands UZA, the formula is based on the number of seniors and individuals with disabilities within the UZA.

Allocation of FTA Section 5339 Funding

FTA allocates Bus and Bus Facilities Program (FTA Section 5339) funds pursuant to Section 5339 and other provisions for public transportation capital including replacement, rehabilitation and purchase of buses and related equipment and construction of bus-related facilities. For the Conroe-Woodlands UZA, the formula is based on a combination of bus vehicle revenue miles, bus passenger miles and operating expense, as well as population and population density in the UZA.

Purpose

To advise and consult on the sub-allocation of UZA formula funding based on the allocation formula used by the FTA as follows:

FTA Section 5307 Sub-allocation

<table>
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<tr>
<th>Designated Recipient</th>
<th>FY 2013</th>
<th>Share of Total Allocation</th>
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<tbody>
<tr>
<td>Conroe</td>
<td>$ 646,832</td>
<td>19.4%</td>
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<tr>
<td>The Woodlands</td>
<td>$ 2,688,879</td>
<td>80.6%</td>
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<tr>
<td>Total Allocation</td>
<td>$ 3,335,711</td>
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FTA Section 5310 Sub-allocation

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 funds for the Conroe-Woodlands UZA.
TxDOT will distribute the funding based on the results of a competitive project call for the FY 2013 FTA Section 5310 program funding.

FTA Section 5339 Sub-allocation

<table>
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<th>Designated Recipient</th>
<th>FY 2013</th>
<th>Share of Total Allocation</th>
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<tr>
<td>Conroe</td>
<td>$ 66,521</td>
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<tr>
<td>The Woodlands</td>
<td>$ 316,103</td>
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</tr>
<tr>
<td>Total Allocation</td>
<td>$ 382,623</td>
<td>100.0%</td>
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Action by Others

The City of Conroe and The Woodlands Township will send a “split letter” to FTA stating the sub-allocation of the FTA formula funding within the Conroe-Woodlands UZA.
Background

The FTA Section 5307 program provides grants to Urbanized Areas (UZA) for public transportation capital, planning, job access and reverse commute projects, as well as operating expenses in certain circumstances. These funds constitute a core investment in the enhancement and revitalization of public transportation systems in the nation’s urbanized areas, which depend on public transportation to improve mobility and reduce congestion. The FY 2013 allocation of FTA Section 5307 funding is $3,335,711. The FTA has not allocated the FY 2014 FTA Section 5307 funding because the President has not signed the FY 2014 transportation appropriation into law. Based on the approval of the transportation authorization for FY 2013 and FY 2014, the designated recipients will assume funding for FY 2014 will be at the same level as FY 2013, which is $3,335,711.

As dual designated recipients of the Urbanized Area Formula Program (FTA Section 5307) for the Conroe-Woodlands Urbanized Area (UZA), the City of Conroe and The Woodlands Township are responsible for identifying and selecting transit projects (capital, planning and/or operating) for inclusion in the Program of Projects (POP), Regional Transportation Plan (RTP), Transportation Improvement Plan (TIP), State TIP and/or Unified Planning Work Program (UPWP) and meeting the public participation requirements.

Purpose

To advise and consult on the UZA POP for FY 2013 and FY 2014 as follows:

City of Conroe FY 2013 Program of Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Total Cost</th>
<th>Federal Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Expenditures</td>
<td>$ 378,000</td>
<td>$ 179,405</td>
</tr>
<tr>
<td>Capital Expenditures</td>
<td>$ 484,284</td>
<td>$ 387,427</td>
</tr>
<tr>
<td>Planning Expenditures</td>
<td>$ 160,000</td>
<td>$ 80,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$ 1,022,284</strong></td>
<td><strong>$ 646,832</strong></td>
</tr>
</tbody>
</table>

The Woodlands Township FY 2013 Program of Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Total Cost</th>
<th>Federal Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Expenditures</td>
<td>$ 2,890,000</td>
<td>$ 1,445,087</td>
</tr>
<tr>
<td>Capital Expenditures</td>
<td>$ 1,398,490</td>
<td>$ 1,118,792</td>
</tr>
<tr>
<td>Planning Expenditures</td>
<td>$ 201,000</td>
<td>$ 125,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$ 4,489,490</strong></td>
<td><strong>$ 2,688,879</strong></td>
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</tbody>
</table>
City of Conroe FY 2014 Program of Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Total Cost</th>
<th>Federal Share</th>
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<tr>
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</tbody>
</table>

The Woodlands Township FY 2014 Program of Projects

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<tr>
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<th>Total Cost</th>
<th>Federal Share</th>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$ 4,489,490</strong></td>
<td><strong>$ 2,688,879</strong></td>
</tr>
</tbody>
</table>

Action by Others

The City of Conroe and The Woodlands Township will submit the 2013 and 2014 Programs of Projects to H-GAC for public participation and inclusion in the TIP/STIP and UPWP.
Background

The Friendship Center (TFC), the Brazos Transit District (The District) and Interfaith of the Woodlands (Interfaith) provide demand response transit service within Montgomery County, which includes the Conroe-Woodlands Urbanized Area (UZA), under various agreements with the City of Conroe, the Woodlands Township, Montgomery County and others. As shown in the following diagram, demand response transit service is a paratransit service comprised of vehicles operating in response to calls from passengers to the transit operator, who then dispatches a vehicle to pick up the passengers at various origins and transport them to various destinations. Demand response operations can be characterized by vehicles that do not operate over a fixed route or on a fixed schedule and that typically are dispatched to pick up several passengers at different locations and take them to their respective destinations. Trips may be interrupted to pick up other passengers.

All three types of demand response service, as shown on the diagram, are currently provided in Montgomery County and the UZA. TFC provides limited eligibility service to seniors and persons with disabilities, The District provides general public and Americans with Disabilities Act paratransit services and Interfaith provides limited eligibility service. Prior to the creation of the Conroe-Woodlands UZA, The District provided general public service to the rural areas that are now part of the UZA using rural transit funding.

With the expansion of the Woodlands UZA, the City and the Township must decide what level of demand response service to provide within the UZA. At a minimum, ADA paratransit service must be provided within three-quarters of a mile of all fixed routes, which is a complementary ADA paratransit service required under FTA Section 5307 for fixed route transit service.
Purpose
To present the results of the demand response data analysis and discuss what level of demand response service to provide within the UZA.

Action by Others
Conroe and The Woodlands must provide Complementary ADA Paratransit with new fixed route service and existing fixed route service. Conroe and The Woodlands will discuss with the existing transit providers the outcome of the Committee’s discussion about demand response service.

Attachments
1. Brazos Transit District Data, April 2012 – March 2013
   - Trip Origins within Montgomery County and Trip Purpose
   - Trip Origins inside UZA
   - Trip Origins outside UZA
   - Trip Origins North of FM 1488 within UZA
   - Trip Origins South of FM 1488 within UZA
2. The Friendship Center Data, October 2011 – September 2012
   - Trip Origins within Montgomery County and Trip Purpose
   - Trip Origins inside UZA
   - Trip Origins outside UZA
   - Trip Origins North of FM 1488 within UZA
   - Trip Origins South of FM 1488 within UZA
3. Interfaith of the Woodlands Data, January 2012 – December 2012
   - Trip Origins within Montgomery County and Trip Purpose
   - Trip Origins inside UZA
   - Trip Origins South of FM 1488 within UZA
AGENDA ITEM 9

ATTACHMENTS
TRIP ORIGINS BY NUMBER OF TRIPS WITHIN MONTGOMERY COUNTY

<table>
<thead>
<tr>
<th>AREA</th>
<th>NUMBER OF TRIPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WITHIN MONTGOMERY COUNTY</td>
<td>2,571</td>
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<tr>
<td>WITHIN CITY OF CONROE CITY LIMITS</td>
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<table>
<thead>
<tr>
<th>PURPOSE</th>
<th>COUNT</th>
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<tbody>
<tr>
<td>BANKS</td>
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</tr>
<tr>
<td>DIALYSIS</td>
<td>187</td>
</tr>
<tr>
<td>EMPLOYMENT</td>
<td>604</td>
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<tr>
<td>GROCERY STORE</td>
<td>116</td>
</tr>
<tr>
<td>HOSPITAL</td>
<td>7</td>
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<tr>
<td>MEDICAL</td>
<td>441</td>
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<tr>
<td>NUTRITION</td>
<td>159</td>
</tr>
<tr>
<td>OTHER</td>
<td>843</td>
</tr>
<tr>
<td>PERSONAL</td>
<td>200</td>
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<tr>
<td>PUBLIC SCHOOLS/UNIVERSITIES</td>
<td>12</td>
</tr>
<tr>
<td>TOTAL</td>
<td>2571</td>
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</table>
BRAZOS TRANSIT DISTRICT DATA

Trip Origins Inside Urbanized Area – 2,193

Trip Origins Outside Urbanized Area – 377
BRAZOS TRANSIT DISTRICT DATA

Trip Origins North of FM 1488 within UZA – 1,210

Trip Origins South of FM 1488 within UZA – 984
THE FRIENDSHIP CENTER DATA
October 2011 – September 2012

TRIP ORIGINS BY NUMBER OF TRIPS WITHIN MONTGOMERY COUNTY

<table>
<thead>
<tr>
<th>AREA</th>
<th>NUMBER OF TRIPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WITHIN MONTGOMERY COUNTY</td>
<td>26,506</td>
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<tr>
<td>WITHIN CITY OF CONROE CITY LIMITS</td>
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<tbody>
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<td>CENTER</td>
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<tr>
<td>ESSENTIAL</td>
<td>815</td>
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<tr>
<td>HOME</td>
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<tr>
<td>MEDICAL</td>
<td>2,393</td>
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<tr>
<td>RECREATIONAL</td>
<td>976</td>
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<tr>
<td>SHOPPING</td>
<td>1,114</td>
</tr>
<tr>
<td>VA HOUSTON</td>
<td>139</td>
</tr>
<tr>
<td>TOTAL</td>
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</tbody>
</table>

A "center" trip is to one of the six Friendship Center activity centers for a congregate meal, games, and socialization. "Essential" trips are those to the bank, social service offices, etc. "Recreational" trips are field trip outings or special events, that might be hosted by an activity center. “Home” is the return trip to client's home regardless of pick up location.
THE FRIENDSHIP CENTER DATA

Trip Origins Inside Urbanized Area – 17,319

Trip Origins Outside Urbanized Area – 9,085
THE FRIENDSHIP CENTER DATA

Trip Origins North of FM 1488 within UZA – 10,683

Trip Origins South of FM 1488 within UZA – 6,636
TRIP ORIGINS BY NUMBER OF TRIPS WITHIN MONTGOMERY COUNTY

<table>
<thead>
<tr>
<th>AREA</th>
<th>NUMBER OF TRIPS</th>
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</thead>
<tbody>
<tr>
<td>WITHIN MONTGOMERY COUNTY</td>
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<tr>
<td>WITHIN CITY OF CONROE CITY LIMITS</td>
<td>0</td>
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<tr>
<td>WITHIN THE WOODLANDS TOWNSHIP BOUNDARY</td>
<td>689</td>
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<table>
<thead>
<tr>
<th>PURPOSE</th>
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<tbody>
<tr>
<td>ESSENTIAL</td>
<td>5</td>
</tr>
<tr>
<td>GROCERY</td>
<td>54</td>
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<tr>
<td>MEDICAL</td>
<td>650</td>
</tr>
<tr>
<td>NON-ESSENTIAL</td>
<td>1</td>
</tr>
<tr>
<td>VA MEDICAL</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>711</td>
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</table>
INTERFAITH OF THE WOODLANDS DATA

Trip Origins Inside Urbanized Area – 711

Trip Origins South of FM 1488 within UZA – 711
<table>
<thead>
<tr>
<th>Transit Advisory Committee</th>
<th>Agenda Item 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities (FTA Section 5310) – Presentation and Discussion (5 minutes)</td>
<td></td>
</tr>
</tbody>
</table>

**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 FTA Section 5310 funds pursuant to Section 5310 and other provisions to enhance mobility for seniors and persons with disabilities by providing funds for public transportation capital, 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-Woodlands UZA, the formula is based on the number of seniors and individuals with disabilities within the UZA.

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 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-Woodlands UZA. TxDOT will distribute and administer the funding based on the results of a competitive project call for the FY 2013 FTA Section 5310 program. The FTA allocated $71,611 to the UZA in FY 2013 for FTA Section 5310.

**Purpose**

To discuss the possible designated recipients for FTA Section 5310 in FY 2014 and future fiscal years.