1. Introduction of Committee Members and Meeting Attendees (3 minutes)

2. Appointment or Endorsement of Committee Members and Alternates – Discussion (2 minutes)

3. Consider Approving Meeting Minutes from March 12, 2013 – Action Item (3 minutes)

4. Consider Approving Meeting Minutes from June 11, 2013 – Action Item (3 minutes)

5. Public Comment – Limited to items on the agenda (3 minutes per citizen)

6. Proposed Change to Demand Response Service Provider – Action Item (20 minutes)
   a. Presentation Regarding a New Demand Response Service Provider in the UZA
   b. Public Hearing (3 minutes per citizen)
   c. Consider a Resolution of Support

7. Changes to The Woodlands Express Service – Discussion (15 minutes)

8. State Public Transportation Appropriations for the Conroe-Woodlands UZA – Discussion (10 minutes)

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 – Action Item (5 minutes)

10. Adjourn

Next Meeting: **December 10, 2013**
    The Woodlands Township
    2801 Technology Forest Blvd.
    The Woodlands, TX  77381

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 September 2, 2013.
Introduction of Committee Members and Meeting Attendees (3 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 is 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.
<table>
<thead>
<tr>
<th>Transit Advisory Committee</th>
<th>Agenda Item 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment and Endorsement of Committee Members and Alternates – Discussion (2 minutes)</td>
<td></td>
</tr>
</tbody>
</table>

**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 inform the Committee members that the governing bodies of the City of Conroe, The Woodlands Township, Montgomery County, City of Cut and Shoot, City of Oak Ridge North, City of Panorama City, City of Shenandoah and the City of Willis appointed or endorsed members and alternates. The Town of Woodloch has not passed a resolution endorsing the “Small Cities” appointee and alternate.
Transit Advisory Committee

Agenda Item 3

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)

<table>
<thead>
<tr>
<th>1. Background and Purpose of Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Discussion</strong></td>
</tr>
<tr>
<td>The Committee was created by an Interlocal</td>
</tr>
<tr>
<td>Agreement between the City of Conroe and The</td>
</tr>
<tr>
<td>Woodlands Township. The Purpose of the</td>
</tr>
<tr>
<td>Committee is to create a collaborative process</td>
</tr>
<tr>
<td>of dialogue between stakeholders, which include</td>
</tr>
<tr>
<td>Conroe, The Woodlands, the cities of Oakridge</td>
</tr>
<tr>
<td>North, Shenandoah, Cut and Shoot, and Panorama</td>
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<tr>
<td>Village, Willis, the Town of Woodloch,</td>
</tr>
<tr>
<td>Montgomery County and many other local and</td>
</tr>
<tr>
<td>regional entities.</td>
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<td></td>
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<tr>
<td>For this to be a collaborative process that</td>
</tr>
<tr>
<td>includes the public, future meetings will be</td>
</tr>
<tr>
<td>published in The Villager and The Courier.</td>
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<td></td>
</tr>
<tr>
<td><strong>Actions</strong></td>
</tr>
<tr>
<td>No formal action was taken.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Draft Bylaws</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Discussion</strong></td>
</tr>
<tr>
<td>An important part of the Committee is to</td>
</tr>
<tr>
<td>establish duties and responsibilities of the</td>
</tr>
<tr>
<td>advisory committee. The attendees reviewed</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>The advisory Committee does not have any</td>
</tr>
<tr>
<td>decision making responsibilities as it relates</td>
</tr>
<tr>
<td>to actions by the UZA designated recipients.</td>
</tr>
<tr>
<td>The Committee’s responsibilities and duties</td>
</tr>
<tr>
<td>are advisory.</td>
</tr>
</tbody>
</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 briefly 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>
<thead>
<tr>
<th>Actions</th>
<th>No formal action was taken.</th>
</tr>
</thead>
</table>

5. Future Meetings

Discussion

Attendees agreed to meet the 2nd Tuesday of every quarter at 10:30 A.M. starting in June 2013.

<table>
<thead>
<tr>
<th>Actions</th>
<th>No formal action was taken.</th>
</tr>
</thead>
</table>

6. Adjourn
<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>Donna Johnson</td>
<td>City of Conroe</td>
<td>johnsonEGrr@fgi</td>
<td>936-639-3534</td>
</tr>
<tr>
<td>KARA MCMANUS</td>
<td>TGC</td>
<td>McMANS K@THEGOODMANMCMANUS</td>
<td></td>
</tr>
<tr>
<td>Tommy Woolsey</td>
<td>City of Conroe</td>
<td><a href="mailto:TWOOLEY@cityofconroe.com">TWOOLEY@cityofconroe.com</a></td>
<td>936-522-3122</td>
</tr>
<tr>
<td>Bryan Brown</td>
<td>TGC</td>
<td><a href="mailto:bbrung@allegiantcorp.com">bbrung@allegiantcorp.com</a></td>
<td>(713) 951-7201</td>
</tr>
<tr>
<td>Don Norrell</td>
<td>The Woodlands Township</td>
<td><a href="mailto:Norrell@TheWoodlands.com">Norrell@TheWoodlands.com</a></td>
<td>781-710-3801</td>
</tr>
<tr>
<td>David Bartels</td>
<td>THE GOODMAN CORPORATION</td>
<td><a href="mailto:jbarcels@thegoodmancorp.com">jbarcels@thegoodmancorp.com</a></td>
<td>(512) 236-8002 x 307</td>
</tr>
<tr>
<td>BRUCE TOUGH</td>
<td>THE WOODLANDS TOWNSHIP</td>
<td><a href="mailto:tough@TheWoodlands.com">tough@TheWoodlands.com</a></td>
<td>281-681-0808</td>
</tr>
<tr>
<td>GREG SMITH</td>
<td>City of Shenandoah</td>
<td>737659_ SHENANDOAH @ YAHOO.COM</td>
<td></td>
</tr>
<tr>
<td>Vicky Rudy</td>
<td>City of Oakridge North</td>
<td><a href="mailto:Vrudy@oakridgenorth.com">Vrudy@oakridgenorth.com</a></td>
<td>832-381-3364</td>
</tr>
<tr>
<td>Wendy Weeden</td>
<td>Brazos Transit District</td>
<td><a href="mailto:wendy@btd.org">wendy@btd.org</a></td>
<td>979-450-2660</td>
</tr>
<tr>
<td>Miles Meekin</td>
<td>THE WOODLANDS TOWNSHIP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carlene Mullins</td>
<td>H-GAC</td>
<td><a href="mailto:Carlene_mullins@H-GAC.com">Carlene_mullins@H-GAC.com</a></td>
<td></td>
</tr>
</tbody>
</table>

March 12, 2013
<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 Baxley</td>
<td>City of Conroe</td>
<td><a href="mailto:Larry.baxley@corroes.org">Larry.baxley@corroes.org</a></td>
<td>281-767-8031</td>
</tr>
<tr>
<td>Doris Golemon</td>
<td>M.C. Judge</td>
<td><a href="mailto:doris.golemon@mcx.org">doris.golemon@mcx.org</a></td>
<td>936-539-7812</td>
</tr>
<tr>
<td>Margie Lucas</td>
<td>Brazos Transit District</td>
<td><a href="mailto:mgtas@dtd.org">mgtas@dtd.org</a></td>
<td>979-774-4494</td>
</tr>
<tr>
<td>Andrea C. Clark</td>
<td>T R C A C</td>
<td><a href="mailto:aclarke@hraac.com">aclarke@hraac.com</a></td>
<td></td>
</tr>
<tr>
<td>Larry G. Martin</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>
</tr>
</tbody>
</table>

March 12, 2013
<table>
<thead>
<tr>
<th>Name</th>
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<th>E-mail Address</th>
<th>Mailing Address and/or Phone Number (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Campbell</td>
<td>Sen Tommy Williams</td>
<td><a href="mailto:Kahren.campbell@state.tx.us">Kahren.campbell@state.tx.us</a></td>
<td></td>
</tr>
</tbody>
</table>

March 12, 2013
Transit Advisory Committee

Consider Meeting Minutes from June 11, 2013 for Approval – Action Item (3 minutes)

Background

The Transit Advisory Committee formally met at The Woodlands Township on June 11, 2013.

Purpose/Proposed Action

To consider approving the meeting minutes from June 11, 2013.

Attachment

Meeting Minutes, June 11, 2013
Agenda Item 4
Attachment
The Transit Advisory Committee Meeting commenced at 10:02 a.m. on June 11, 2013.

The next meeting was set for 10:00 a.m. in the City of Conroe, Texas, on September 10, 2013.

Attendees: See sign-in sheet (attached).

<table>
<thead>
<tr>
<th>1. Introduction of Committee Appointees and Alternates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Discussion</strong></td>
</tr>
<tr>
<td>There are four committee members, including a representative from the small cities, the City of Conroe, The Woodlands Township, and Montgomery County.</td>
</tr>
<tr>
<td>The Woodlands Township’s representative is the President of the Board Bruce Tuff, with alternate Township President Don Norrell.</td>
</tr>
<tr>
<td>The City of Conroe’s representative is the Mayor Pro Tem Guy Martin, with alternate Greater Conroe EDC Executive Director Larry Calhoun.</td>
</tr>
<tr>
<td>Montgomery’s County’s representative is Commissioner Nowak, with alternate Montgomery County Engineer Mark Mooney, who was in attendance for this meeting.</td>
</tr>
<tr>
<td>The small cities include the cities of Oak Ridge North, Shenandoah, Cut and Shoot, and Panorama Village, 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, who was in attendance for this meeting.</td>
</tr>
</tbody>
</table>

**Actions**
No formal action was taken.

<table>
<thead>
<tr>
<th>2. Election of Committee Chair and Vice Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Discussion</strong></td>
</tr>
<tr>
<td>Guy Martin nominated Mr. Bruce Tuff for Chair of the Committee. The Committee was polled and there was unanimous approval of the nomination.</td>
</tr>
<tr>
<td><strong>Bruce Tuff nominated Guy Martin for Vice Chair of the Committee. Mark Mooney seconded the motion. The Committee was polled and there was unanimous approval of the nomination.</strong></td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td><strong>Actions</strong></td>
</tr>
<tr>
<td>Bruce Tuff was elected Chair and Guy Martin was elected Vice Chair of the Transit Advisory Committee.</td>
</tr>
<tr>
<td><strong>3. Consider Meeting Minutes from March 12, 2013 for Approval</strong></td>
</tr>
<tr>
<td><strong>Discussion</strong></td>
</tr>
<tr>
<td>The Committee discussed the previous Transit Advisory Committee Meeting Minutes from March 12, 2013. Bruce Tuff made a motion to approve the minutes. Guy Martin seconded the motion. Mark Mooney abstained from voting since he was not at the meeting. The approval of the minutes will be voted on again at the next meeting.</td>
</tr>
<tr>
<td><strong>Actions</strong></td>
</tr>
<tr>
<td>There was not a quorum of voting individuals for approval of the meeting minutes. No action was taken.</td>
</tr>
<tr>
<td><strong>4. Public Comment</strong></td>
</tr>
<tr>
<td><strong>Discussion</strong></td>
</tr>
<tr>
<td>The Committee allowed time for the public comment. No one from the public gave comment.</td>
</tr>
<tr>
<td><strong>Actions</strong></td>
</tr>
<tr>
<td>No formal action was taken.</td>
</tr>
<tr>
<td><strong>5. Approved Bylaws – Review and Discussion</strong></td>
</tr>
<tr>
<td><strong>Discussion</strong></td>
</tr>
<tr>
<td>The Committee Bylaws were approved by the Conroe City Council on May 9, 2013, and The Woodlands Township Board of Directors on April 18, 2013. Created through an Interlocal agreement between the two designated recipients, the City of Conroe and The Woodlands Township, the Advisory Committee created bylaws to define the committee’s purpose and mission. The Committee was established to advise and consult the designated recipients on the following issues: the annual distribution of federal transit formula funds and state funding; the annual program of projects for use of FTA formula and state funds; and the development of a financially constrained urbanized area long range transit plan. The other responsibilities of the Committee include electing the Chair and Vice Chair, assisting with pursuit of funding, and recommending amendments to the bylaws.</td>
</tr>
</tbody>
</table>
There was a discussion of the availability of attending committee meetings electronically. Teleconferencing will be available in the future for virtual attendance for member who cannot attend a meeting.

**Actions**

No formal action was taken.

### 6. State of Transit in the Urbanized Area – Presentations and Discussion

**Discussion**

- **City of Conroe**
  The City of Conroe is working on getting the funds dispersed to get as much transit activity in Conroe. The City is working on establishing a fixed route bus service that will service the lower income areas and connect them with important destination in the city, grocery stores and the hospital.

- **The Woodlands Township**
  The Woodlands Township is planning to take over full responsibility for their three park and ride facilities that run from the Sawdust, Sterling Ridge, and Research Forrest Park and Ride lots. With the park and ride operations, The Woodlands Township is looking at the possibilities of the reverse commute with the opening of the Exxon Mobil offices near The Woodlands. They operate a trolley service and a waterway cruiser service that serve the Town Center, but the Township is also looking at other transit options for the growing area around the Town Center. The Woodlands Township is partnering with H-GAC to develop a transit plan for the area and look at the long-term needs of the community. This plan will look at the needs for the Town Center, but also in the surrounding areas of Shenandoah and Oak Ridge North.

- **Montgomery County**
  Montgomery County does not provide transit for the County, but are looking forward to working with the Transit Advisory Committee to improvement movement throughout the area.

- **Small Cities**
  The City of Shenandoah is experiencing great
growth and looking at the long range plans for connectivity with The Woodlands. The City is currently working to improve pedestrian infrastructure, especially for areas that connect the City to The Woodlands.

The City of Willis is also growing and working with the City of Conroe on numerous projects. The City recently issued $6 million in debt to improve the area of 1097 between IH 45 and IH 75. The City is also working with The Friendship Center to improve transit of the elderly for medical appointments.

- **The Friendship Center**
  The Friendship Center briefed the Committee on their demand response services, which provide the elderly, individuals with disabilities, and low income and disenfranchised individuals with free transportation. The Friendship Center has been advocated for individuals in need of transportation in Montgomery County and working with various agencies around the area to improve transit services.

  The Friendship Center also told the committee several highlights about its services. The service provided 26,506 demand response trips last fiscal year. The Friendship Center operates their own fleet of nine ADA-compliant buses and trains their own hired drivers to be in compliance with 5310 requirements. The Friendship Center operates in both the urban and rural areas of Montgomery County. The service offers different types of trips, including medical, essential, and life enhancement trips. The Friendship Center offers a competitive cost per trip and utilizes multiple sources of funding for their service.

- **Interfaith of The Woodlands**
  Interfaith of the Woodlands provides demand response services for seniors in the South Montgomery County area and North Harris County area. They provide medical, essential,
and non-essential trips to transportation dependent seniors. Interfaith utilizes trained volunteers, taxis, and medical transport for trips. The service is growing greatly and is on track to double the number of trips provided in 2012.

- **Houston-Galveston Area Council**
  H-GAC briefed the Committee on a variety of projects involving or will be beneficial to the Conroe-Woodlands Urbanized Area. H-GAC recently added to the transportation improvement program a small amount of formula funds submitted by The City of Conroe and The Woodlands Township to support the South Montgomery County Transit plan and the implementation of some transit services. Also approved was the Conroe Park and Ride.

There are some new options to help connect The Woodlands Park and Ride riders with the Galleria area due to a new bus way that is going to be implemented in the Uptown Houston area.

There was a discussion about the changes in 5310 federal funds due to MAP-21 and choosing the designated recipient for the Conroe-Woodlands Urbanized Area.

There was also a discussion of H-GAC’s development of a new process to receive transportation development credits.

**Actions**

No formal action was taken.

**7. FY 2013 Distribution of Federal Transit Formula Funds – Advise and Consult**

**Discussion**

There are three federal programs that are available for formula funds. The first program is FTA Section 5307, which is the urbanized area formula funding program. The next program is the FTA Section 5310, which is funding to enhance mobility of seniors and individuals with disabilities. The last program is the FTA Section 5339, which is funding for bus facilities programs.

Since the money is designated for the one urban area of Conroe-Woodlands, an Interlocal agreement was
drafted between the two entities to sub-allocate these funds. The City of Conroe and The Woodlands Township agreed to use FTA’s formula for determining allocations, based on population density and transit program performance.

Since Conroe has yet to establish a fixed route bus program, The Woodlands Township allocation of federal funding was significantly higher. For the 5307 funding, the formula determined that The Woodlands Township would receive 80%, or $2.6 million, and the City of Conroe would receive 20%, or $640,000. For the 5339 funding, the formula determined that The Woodlands Township would receive 82%, or $316,000, and the City of Conroe would receive 17%, or $66,000.

The 5310 funding for the entire urbanized area is $71,611, which compared to a previous request from The Friendship Center of $360,000 is significantly less. While there is a TxDOT call for census impact funding for this year that could help mitigate this impact, there will need to be further discussion on other ways to help with reduction of 5310 funding in the area.

While the population component will not change until the next census in 2020, the performance component could change due to the service starting in Conroe soon. Also funding changes could occur with different federal authorizing bills that are drafted.

**Actions**

No formal action was taken.

**8. Program of Projects – Advise and Consult**

**Discussion**

The FTA Section 5307 has some specific requirements tied to it, including the development of a program of projects that state how the sub-allocation of funds will be spent. The 5307 program is eligible to be used for capital investment, for planning, and for operating assistance.

The City of Conroe and The Woodlands Township have received the allocation for the fiscal year 2013, and the allocation for 2014, which has not occurred, is assumed to have a similar allocation as 2013. The
Conroe-Woodlands program of project is broken down by the previously mentioned capital, planning, and operating categories for both fiscal year 2013 and 2014 and will be submitted to H-GAC to be included in the TIP.

Operating expenditures can be reimbursed with federal funds up to 50 percent of the costs. Capital expenditure can be reimbursed with federal funds up to 80 percent of the costs. Planning expenditures can be reimbursed with federal funds up to 50 percent of the costs.

The total cost for the operating expenditures in Conroe is $378,000, with a $179,000 federal share. The capital expenditure for 2013 for Conroe is $484,000, with an expectation of a $387,000 federal share. The planning expenditures total cost is $160,000 with an $80,000 federal share.

The Woodlands operating side has almost $2.9 million in total cost, with a $1.4 million federal share. The capital expenditures of The Woodlands is about $1.4 million, with a $1.1 million local share. On the planning expenditures, The Woodlands have approximately $201,000, with a $125,000 federal share.

Funds listed in the program of projects must be expended within 4 years of the program date and are not required to be spent in the program fiscal year.

**Actions**  
No formal action was taken.

**9. Demand Response Service – Presentation and Discussion**

**Discussion**  
The Goodman Corporation has been working with the Brazos Transit District, The Friendship Center, and Interfaith of The Woodlands to compile numbers and data on demand response need in the area. Each organization sent a 12-month sample of demand response trips.

The transit providers provided The Goodman Corporation with over 30,000 trips. The Brazos Transit District provided around 2,600 unlinked trips within a 12-month period. The Interfaith of The Woodlands has 711 round trips, or 1,400 unlinked trips.
trips, within a 12-month period. The Friendship Center provided 26,500 unlinked trips within a 12-month period.

These trip samples were studied by The Goodman Corporation in relation to different geographical boundaries, such as the Conroe-Woodlands Urbanized Area, Conroe City Limits, The Woodlands Township Limits, and ADA geographic eligibility areas. The ADA geographic eligibility area is a ¾ mile radius from fixed route bus services.

There was a discussion of eligibility for ADA paratransit service versus limited eligibility, where seniors and individuals with disabilities receive service. The Friendship Center offers limited eligibility demand response services.

**Actions**
No formal action was taken.

**10. Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities (FTA Section 5310) – Presentation and Discussion**

**Discussion**

The 5310 program provides funding for a limited eligibility group, senior individuals and persons with disabilities, which are the eligible individuals for service with The Friendship Center.

Under Map 21 there were a number of changes to 5310. One of those changes was to take the responsibility away from the state for this program and placed it on the designated recipients for large urban areas. Instead of being able to compete at the state level with other providers, large urban areas have formularized funds, driven by total populations and total population of persons with disabilities and elderly. This reduced funding for the Conroe-Woodlands Urbanized area.

There was a discussion of which designated recipient should receive these funds and how the two designated recipients would work together to distribute these funds. The designated recipient would be responsible for entering information under the TEAM, which is the grant management program for FTA. The designated recipient would also be responsible for doing the oversight on the
competitive process, if necessary, for distributing the funds and on the oversight for the nonprofit organizations that receive the funds, including making sure the organization is in compliance with the certifications and assurances.

<table>
<thead>
<tr>
<th>Actions</th>
<th>No formal action was taken.</th>
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<tr>
<td><strong>11. Adjourn</strong></td>
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<tr>
<td>Name</td>
<td>Organization</td>
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<tr>
<td>-------------------</td>
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</tr>
<tr>
<td>David Bartels</td>
<td>The Goodman Corporation</td>
</tr>
<tr>
<td>Matt Beasley</td>
<td>Pet. J</td>
</tr>
<tr>
<td>Mark Mooney</td>
<td>Mont. Co.</td>
</tr>
<tr>
<td>Amy Leyenbeek</td>
<td>The Friendship Center</td>
</tr>
<tr>
<td>Ana Claire Crogan</td>
<td>The Friendship Center</td>
</tr>
<tr>
<td>CJ Haynes</td>
<td>The Friendship Center</td>
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<tr>
<td>Carlene Mullins</td>
<td>H-GAC</td>
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<tr>
<td>Missy Herndon</td>
<td>Interfaith: The Woodlands</td>
</tr>
<tr>
<td>Miles McKinney</td>
<td>The Woodlands Township</td>
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<tr>
<td>Janet Steibe</td>
<td>Sen. Tommy Williams</td>
</tr>
<tr>
<td>Lane Thompson</td>
<td>City of Conroe</td>
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<tr>
<td>Todd Stephens</td>
<td>Congressman Kevin Brady</td>
</tr>
<tr>
<td>Shawn Johnson</td>
<td>City of Conroe</td>
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June 11, 2013
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<tr>
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<th>E-mail Address</th>
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</thead>
<tbody>
<tr>
<td>Hector Forestin</td>
<td>City of Willis</td>
<td><a href="mailto:hforestin@willis.tx.us">hforestin@willis.tx.us</a></td>
<td>200 W. Bell Willis To 773 78</td>
</tr>
<tr>
<td>Larry Bachus</td>
<td>City of Conroe</td>
<td>c.bern @ goodco.org</td>
<td>281-717-2091</td>
</tr>
<tr>
<td>Marc Winberry</td>
<td>Conroe</td>
<td>mwinberry@cityofconroe. org</td>
<td></td>
</tr>
<tr>
<td>David Rodgers</td>
<td>Goodman Corp.</td>
<td><a href="mailto:drodgers@thegoodmancorp.com">drodgers@thegoodmancorp.com</a></td>
<td>713 951 7951</td>
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June 11, 2013
HOUSTON COMMUNITY NEWSPAPERS

AFFIDAVIT OF PUBLICATION

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

5th day of June, 2013 Conroe Courier
6th day of June, 2013 Woodlands Villager

Sworn to and subscribed before me this 6th day of June, 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 P.M. on Tuesday, June 11, 2013, in Rooms 150 and 152 of The Woodlands Township, 2801 Technology Forest Boulevard, The Woodlands, Texas 77381. All interested parties are invited to attend.

CC 0605 WY 0206
Transit Advisory Committee  
Agenda Item 5

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.
Proposed Change to Demand Response Service Provider – Action Item (20 minutes)

Background

Existing demand response service within the Conroe–The Woodlands Urbanized Area (UZA) is provided by the Brazos Transit District (BTD) through an interlocal agreement with the City of Conroe. The agreement with Conroe, which dates back to September 1, 2012, was initiated to provide a “buffer” for existing passengers who might otherwise have been left without a service option due to the 2010 U.S. Census change, which created the new Conroe–The Woodlands UZA.

An analysis of demand-response trip data provided by BTD, The Friendship Center (TFC) and Interfaith of The Woodlands resulted in the following:

- The 2,500 annual demand response trips provided by BTD within Montgomery County range in cost from $70 to $120 per hour and meet all federal and state requirements related to equipment and driver qualifications for general public (seniors and persons with disabilities) service;
- The 27,000 annual demand response trips provided by TFC cost $22 per hour and meet all federal and state requirements related to equipment and driver qualifications for limited eligibility (seniors and persons with disabilities) service; and
- The 1,200 annual demand response trips provided by Interfaith cost approximately $22 per hour, but are limited to seniors and others traveling from The Woodlands area throughout the region, which does not qualify for federal or state public transportation programs.

Based on the results of the analysis and meetings held with the existing service providers, representatives of The Woodlands Township, the City of Conroe, TxDOT, and others, the City and The Township are ready to implement the following actions for FY 2014:

- Enter into an interlocal agreement with TFC for the provision of limited eligibility (seniors and persons with disabilities) demand response service within the Conroe-Woodlands UZA.
- Share equally the annual cost of $40,000 for the service provided and a one-time cost of $15,000 for TFC’s acquisition of two demand response vehicles to serve the UZA (the City and The Township will both own an equitable interest in the vehicles).
- Transition demand response service from BTD to TFC on or about October 21, 2013, which is approximately 30 days after the execution of the interlocal agreements between the City, The Woodlands and TFC. The 30 days will provide adequate notification from BTD and TFC to existing riders within the UZA regarding the change in service providers and new qualifications for eligibility.
Purpose/Proposed Action

a. Consider a Presentation Regarding a New Demand Response Service Provider in the UZA

b. Consider Public Comment during a Public Hearing (3 minutes per citizen)

c. Consider a Resolution of Support

Attachment

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.
Agenda Item 6
Attachment
RESOLUTION NO. 2013-____

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
AGENDA ITEMS
September 10, 2013

Transit Advisory Committee

Changes to The Woodlands Express Service – Discussion (15 minutes)

Background

Existing park & ride service for The Woodlands Township is provided through Brazos Transit District, which utilizes a turnkey service provider to support operations from the Rayford/Sawdust, Research Forest, and Sterling Ridge park & ride facilities. There has been significant disruption over the last few years within the private bus industry and, thus, several changes in operators for The Woodlands’ service. Horizon Coach Lines recently notified BTD that it would cease providing park and ride service as of the end of August 2013. As a result, BTD has engaged First Class Tours (FCT) in a new two-year contract for park & ride service and as of September 3, 2013, FCT is the service provider for all three park & ride facilities. FCT has brought new transit vehicles and superior service to the former service provider, Horizon, but at a higher cost.

The provision of park & ride service by FCT for the approximately 30,000 annual hours of operation comes with a price increase in excess of the existing hourly rate, which will result in a further increase in annual cost for the park & ride service. The added cost increase will utilize the older funds that remain from prior fiscal year federal funding in existing FTA grants awarded to BTD and newer federal funding to be included in The Township’s initial FTA application for Section 5307 formula funding more rapidly. The FCT cost increase will likely result in the need for a higher Township local share, which would require a fare increase, of the park & ride service in FY2014.

Purpose

To discuss the potential impacts of the change to the service provider on The Woodlands Express service.
Transit Advisory Committee

AGENDA ITEMS
September 10, 2013

State Public Transportation Appropriations for the Conroe-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>
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<th>Designated Recipient</th>
<th>FY 2013</th>
<th>FY 2014</th>
<th>Share</th>
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<tr>
<td>Conroe</td>
<td>$ 89,707</td>
<td>$ 89,852</td>
<td>19.4%</td>
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<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>
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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 possible options for coordinating the expenditure of State funds in accordance with local priorities in the Conroe-Woodlands UZA.
Consider a Resolution Supporting the Friendship Center’s Grant Applications for the Enhanced Mobility of Seniors and Individuals with Disabilities (FTA Section 5310) Funding – Action Item (5 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 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.

Prior to MAP-21, The Friendship Center (TFC) was very successful in applying for and receiving funding under the FTA Section 5310 Program, which was administered by TxDOT. With the changes under MAP-21, TFC will need to apply to the state for funding for their rural operations and the Conroe-Woodlands UZA and the Houston UZA for funding their urban operations.

**Purpose/Proposed Action**

To consider a Resolution of Support.

**Attachment**

A Resolution of the Transit Advisory Committee of the Conroe-The Woodlands Urbanized Area, Expressing Support for The Friendship Center’s Application for Federal Transit Administration Section 5310 Grant Funds.
Agenda Item 9
Attachment
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 enable 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