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# AGENDA

**TRANSIT ADVISORY COMMITTEE MEETING**

**CONROE-THE WOODLANDS URBANIZED AREA**

**CITY OF CONROE**

**GREATER CONROE ECONOMIC DEVELOPMENT CORPORATION**

**CHAMBER BOARDROOM**

505 WEST DAVIS STREET

CONROE, TX  77301

September 9, 2014 – 1:30 P.M to 3:00 P.M.

<table>
<thead>
<tr>
<th>1.</th>
<th>Introduction of Committee Appointees and Meeting Attendees  (2 minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Consider Meeting Minutes from June 10, 2014 for Approval – <strong>Action Item</strong> (3 minutes)</td>
</tr>
<tr>
<td>3.</td>
<td>Public Comment– Limited to items on the agenda (3 minutes per citizen)</td>
</tr>
</tbody>
</table>
| 4. | Consider a Presentation, Public Comment and Action Item Regarding the Conroe-The Woodlands UZA FTA Section 5310 Program, Enhanced Mobility of Seniors and Individuals with Disabilities:  
   a. Consider a Presentation Regarding the FTA Section 5310 Program – Discussion (10 minutes)  
   b. Consider Public Comment Regarding the FY 2013 and FY 2014 Program of Projects for FTA Section 5310 – Public Comment, if requested (3 minutes per citizen)  
   c. Consider a Resolution of Support of the Designated Recipient’s FY 2013 and FY 2014 Program of Projects for FTA Section 5310 – **Action Item** (10 minutes) |
| 5. | Consider an Update Regarding State Public Transportation Appropriations for the Conroe-The Woodlands UZA – Discussion (10 minutes) |
| 6. | Consider a Presentation Regarding H-GAC’s Proposed 2015-2018 TIP Project Call – Discussion (10 minutes) |
| 7. | Consider an Update Regarding The Woodlands Express and the H-GAC Transit Fleet Expansion Program – Discussion (10 minutes) |
| 8. | Consider Quarterly Updates Regarding:  
   a. Limited Eligibility Demand Response Transit Service in the Conroe-The Woodlands Urbanized Area – Discussion (10 minutes)  
   b. South Montgomery County Mobility Plan – Discussion (10 minutes)  
   c. The Woodlands Township Transit Plan – Discussion (10 minutes) |
| 9. | Adjourn |

**Next Meeting:** **December 9, 2014**

The Woodlands Township  
2801 Technology Forest Blvd.  
The Woodlands, TX  77381

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English and Spanish language public notices were published for the advisory committee meeting in the Courier of Montgomery County (Conroe) and the Woodland’s Villager during the week of September 1, 2014.
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Transit Advisory Committee

Introduction of Committee Appointees and Meeting Attendees (2 minutes)

Background

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

- City of Conroe
  - Guy Martin, Mayor Pro Tem
  - Alternate – Vacant

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

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

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

Purpose

To introduce the Committee members and alternates from the City of Conroe, The Woodlands Township, Montgomery County and the single representative and alternate from the “Small Cities”, which are City of Cut and Shoot, City of Oak Ridge North, City of Panorama City, City of Shenandoah, City of Willis and Town of Woodloch, as well as the meeting attendees.
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<table>
<thead>
<tr>
<th><strong>Transit Advisory Committee</strong></th>
<th><strong>Agenda Item 2</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Consider Meeting Minutes from June 10, 2014 for Approval – <strong>Action Item</strong> (3 minutes)</td>
<td></td>
</tr>
</tbody>
</table>

**Background**

The Transit Advisory Committee met formally at The Woodlands Township, 2801 Technology Forest Boulevard, on June 10, 2014.

**Purpose/Proposed Action**

To consider approving the meeting minutes from June 10, 2014.

**Attachment**

Meeting Minutes, June 10, 2014
Agenda Item 2
Attachment
The Transit Advisory Committee Meeting commenced at 10:00 a.m. on June 10, 2014.

The next meeting was set for 1:30 p.m. in Conroe, Texas, on September 9, 2014.

Attendees: See sign-in sheet (attached)

1. Introduction of Committee Members and Meeting Attendees

<table>
<thead>
<tr>
<th>Discussion</th>
<th>The meeting began with an introduction of meeting attendees, as well as committee members. For a detailed list of attendees, see the attached sign-in sheet.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actions</td>
<td>No formal action was taken.</td>
</tr>
</tbody>
</table>

2. Consider Approving Meeting Minutes from March 5, 2014

<table>
<thead>
<tr>
<th>Discussion</th>
<th>The Committee discussed the previous Transit Advisory Committee Meeting Minutes from March 5, 2014. Commissioner Noack made a motion to approve the Minutes. Mayor Kuykendall seconded the motion.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actions</td>
<td>The meeting minutes were approved by a vote of 4 to 0.</td>
</tr>
</tbody>
</table>

3. Public Comment

<table>
<thead>
<tr>
<th>Discussion</th>
<th>The Committee allowed time for the public comment. No one from the public gave comment. The meeting notice Affidavit of Publication in the Montgomery County Courier (Conroe) and the Woodlands Villager is attached.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actions</td>
<td>No formal action was taken.</td>
</tr>
</tbody>
</table>

4. Consider Presentations by The Friendship Center (TF) Regarding:
   A Quarterly Update on Limited Eligibility Demand Response Transit Service in the Conroe-The Woodlands Urbanized Area and The Provision of Limited Eligibility Demand Response Transit Service in the Conroe-The Woodlands Urbanized Area for FY 2015

<table>
<thead>
<tr>
<th>Discussion</th>
<th>The Committee discussed TFC’s current demand response service in the urbanized area. TFC capacity is based upon the routing software as well as the origins and destinations of the scheduled trips,</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actions</td>
<td>No formal action was taken.</td>
</tr>
</tbody>
</table>
making it difficult to determine overall capacity. In a handout provided by TFC, the demand response services showed very few trips from most of the small cities in the UZA. See handout attached.

TFC said that only a small amount of trips are not being fulfilled. One audience member said her uncle was turned down for weekly trips for dialysis. TFC said they were at capacity for subscription services. The Committee discussed the need to give preference to dialysis patients, but dialysis trips effect more than just one trip and also effect social service trips. Barry Goodman indicated that the City of Conroe’s (City) Section 5310 funding could be used to support this service, depending upon how the money was distributed. Guy Martin requested this topic to be placed on the next agenda.

TFC uses a taxi cab service for additional trips that TFC cannot facilitate. TFC said that about 400 trips were being made by the taxi service. The taxi service RFP is being re-issued, but it is difficult to get vehicles that have ADA capabilities.

The Committee also discussed TFC’s vehicle fleet. Last year in the budget, the City and The Woodlands Township (Township) gave TFC $20,000 each for operations and $7,500 for capital expenditures. TFC purchased two new buses, using TDCs instead of the capital expenditures funding. These two new vehicles will be added into the fleet instead of replacing a vehicle. TFC said that they need a healthy fleet with spares so that they do not have to cancel trips and expand service. The taxi service helps them expand in the short term.

**Actions**

No formal action was taken.

**5. Consider a Resolution in Support of Renewing, Extending or Amending the Agreement with The Friendship Center to Provide Limited Eligibility Demand Response Transit Service in the Conroe-The Woodlands Urbanized Area**

**Discussion**

After the discussion in Agenda Item #4, the Committee discussed the proposed resolution in support of TFC’s Limited Eligibility Demand Response Transit Services. TFC provides transit services to seniors and individuals with disability as
TFC is looking for ways to expand service to low income individuals in the future. There is still some demand that is unmet in the area.

An audience member asked by the Brazos Transit District (BTD) if TFC could do it at a much more effective cost per trip. Furthermore, the BTD, being a rural transit district, cannot operate within the urbanized area and provide general demand response service up to their capacity outside of the urbanized area.

A discussion of ADA Paratransit service followed. ADA Paratransit services are only required within a ¼ mile of a fixed route so only The Woodlands Trolley service in The Township has complementary paratransit available. TFC has never had a trip requested.

Mayor Kuykendall made a motion to approve the Resolution in support. Guy Martin seconded the motion. The Committee recommended that the City and The Township provide the amounts requested by TFC.

**Actions**
The Committee approved the Resolution (see attached) supporting the renewing, extending or amending of the agreement with The Friendship Center to Provide Limited Eligibility Demand Response Transit Service in the Conroe-The Woodlands Urbanized area by a vote of 4 to 0.

### 6. Consider an Update Regarding State Public Transportation Appropriations for the Conroe-The Woodlands UZA

**Discussion**
The State provides monetary support to areas that do not have an established sales tax base (such as Houston METRO) through the Texas Department of Transportation (TxDOT). Due to the changes in census status, state funds are available to the Conroe-Woodlands UZA due to the change from small urban (The Township) and rural (the City) to a
large urbanized area. TxDOT currently allocates these funds to BTD due to state statutes that require the funds be allocated to a transit district.

Conroe-The Woodlands UZA was allocated about $450,000 to $460,000. The City was allocated 19.42 percent of that total amount and has been trying to access Fiscal Year 2013, 2014 and 2015 funding through the BTD and TxDOT. If the City enters into an Interlocal agreement with BTD as a third-party contract, this can be accomplished. BTD can then program the funding on behalf of the City into a program of projects so that the money can be spent on fixed route buses and then to facilitate operating assistance for fixed route services. BTD will have to ask TxDOT to reallocate the funding since the match will now be 80/20 versus a 50/50 match.

**Actions**  
No formal action was taken.

### 7. Consider an Update Regarding a Proposed Transportation Center and Parking Structure in The Woodlands Town Center

**Discussion**  
The Township and BTD are working on a grant application with the FTA since the funds will lapse in June 2014. The Township has $1.8 million in Section 5309 funding, $3.6 million total. This grant will be only applied to this project. The Township owns the underlying property and intends to use it as a transportation center.

The proposed facility will have a parking structure and may support other modes of transportation. The Township is waiting on the outcome of the current transit study, underway by H-GAC and the Township, prior to moving forward with any preliminary engineering.

**Actions**  
No formal action was taken.

### 8. Consider an Update Regarding the Proposed Expanded/Enhanced Trolley Service in The Woodlands Known as the Hughes Landing Express

**Discussion**  
The Township is proposing the expansion of the existing trolley route to Hughes Landing within The Woodlands Town Center. This trolley service will be a peak hour express service primarily from 10 a.m. to 2 p.m., which will provide additional transit choices to workers and shoppers. Additionally, The
Township is looking at reducing the Waterway Trolley headways to 5-9 minute headways, which will require the purchase of additional rolling stock. BTD has currently purchased six additional trolleys which will be delivered sometime in December.

| Actions | No formal action was taken. |

9. **Consider Quarterly Updates Regarding:** FTA Section 5310 Program, Enhanced Mobility of Seniors and Individuals with Disabilities, South Montgomery County Mobility Plan, and The Woodlands Township Transit Plan

| Discussion | Last December, H-GAC’s Transportation Advisory Committee supported the City of Conroe in becoming the designated recipient for FTA Section 5310 Program. The City will develop a Program of Projects for Section 5310 funds. Public outreach and outreach to key stakeholders will occur. Once the program is created, the City will notify TxDOT, who will then notify the FTA, at which point funding can then be accessed by the urbanized area. Section 5310 Funding has to have 55 percent used for capital at an 80/20 match. Up to 45 percent can be used towards the operating side at a 50/50 match. The City will also be looking for transportation development credits for a program total amount of $193,000.

Since December, the South Montgomery County Mobility Plan has been collecting data from public meetings, traffic counts, and blue tooth readers. There has been no steering committee meeting since May. They have been working on the regional roadway network and running them through H-GAC data to see how the demographics and average daily traffic data look for 2040.

The Woodlands Township Transit Plan has been conducting meetings with five focus groups, and Steer Davises Gleave has come up with three separate scenarios to review. An online survey is available for anyone who lives, works, shops, or plays in The Township to fill out and watch an information video on the project’s website. In less than a week, there have been 800 people who have taken the survey. Next steps are to narrow scenarios down to what is feasible and present the results.
<table>
<thead>
<tr>
<th>Actions</th>
<th>No formal action was taken.</th>
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</thead>
<tbody>
<tr>
<td>10. Adjourn</td>
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**APPROVED** this the 9th day of September, 2014.

________________________________
Bruce Tough
Chairman, Transit Advisory Committee

ATTEST:

___________________________
Guy Martin
Vice Chairman, Transit Advisory Committee
# TRANSIT ADVISORY COMMITTEE MEETING
## CONROE-WOODLANDS URBANIZED AREA

*Please Sign In*

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
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<th>Mailing Address and/or Phone Number (Optional)</th>
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</thead>
<tbody>
<tr>
<td>Attendees missing from sign-in sheet</td>
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</tr>
<tr>
<td>Guy Martin</td>
<td>City of Conroe</td>
<td><a href="mailto:martinp4@cityofconroe.org">martinp4@cityofconroe.org</a></td>
<td></td>
</tr>
<tr>
<td>Don Norrell</td>
<td>The Woodlands Township</td>
<td><a href="mailto:Don.Norrell@thewoodlandstownship-tx.gov">Don.Norrell@thewoodlandstownship-tx.gov</a></td>
<td></td>
</tr>
<tr>
<td>James Noack</td>
<td>Montgomery County</td>
<td><a href="mailto:commissionernoack@mctx.org">commissionernoack@mctx.org</a></td>
<td></td>
</tr>
<tr>
<td>James Kuykendall</td>
<td>City of Oak Ridge North</td>
<td><a href="mailto:jkuykendall@oakridgenorth.com">jkuykendall@oakridgenorth.com</a></td>
<td></td>
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<tr>
<td>Paul Virgadamo</td>
<td>City of Conroe</td>
<td><a href="mailto:pvirgadamo@cityofconroe.org">pvirgadamo@cityofconroe.org</a></td>
<td></td>
</tr>
<tr>
<td>Barry Goodman</td>
<td>The Goodman Corporation</td>
<td><a href="mailto:barry@thegoodmancorp.com">barry@thegoodmancorp.com</a></td>
<td></td>
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<tr>
<td>Jim Webb</td>
<td>The Goodman Corporation</td>
<td><a href="mailto:jwebb@thegoodmancorp.com">jwebb@thegoodmancorp.com</a></td>
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<td>Kellie Buchanan</td>
<td>The Goodman Corporation</td>
<td><a href="mailto:kbuchanan@thegoodmancorp.com">kbuchanan@thegoodmancorp.com</a></td>
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<tr>
<td>Mike Bass</td>
<td>The Woodlands Township</td>
<td><a href="mailto:MBass@thewoodlandstownship-tx.gov">MBass@thewoodlandstownship-tx.gov</a></td>
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*June 10, 2014*
<table>
<thead>
<tr>
<th>Name</th>
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<th>Zip Code</th>
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<tbody>
<tr>
<td>Dawn Johnson</td>
<td>City of Conroe</td>
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</tr>
<tr>
<td>Thomas Wacley</td>
<td>TFC</td>
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</tr>
<tr>
<td>Allison Hulet</td>
<td>TFC</td>
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<tr>
<td>Amy Legenreit</td>
<td>BTD</td>
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<tr>
<td>Wendy Weedon</td>
<td>Interfaith &amp; The Woodlands</td>
<td>77381</td>
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<tr>
<td>Misty Herndon</td>
<td>Individual from Conroe</td>
<td>77301</td>
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<tr>
<td>Bonnie Ardizzone</td>
<td>H-GAC</td>
<td>77027</td>
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<tr>
<td>Carlene Mullins</td>
<td>Commissioner Precinct 3</td>
<td>77304</td>
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<td>Justin Schamhoft</td>
<td>Congressman Kevin Brady</td>
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<tr>
<td>Todd Stephens</td>
<td>Woodlands Township</td>
<td>77381</td>
</tr>
<tr>
<td>Chris Leblue</td>
<td>NDR</td>
<td>77002</td>
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<tr>
<td>Scott Barker</td>
<td>The Villager</td>
<td>77006</td>
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<tr>
<td>Jonathan Gurea</td>
<td>THE GOODMAN CORPORATION</td>
<td></td>
</tr>
<tr>
<td>David Barzels</td>
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</tbody>
</table>
STATE OF TEXAS  
COUNTY OF MONTGOMERY  

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

4th day of June, 2013  
5th day of June, 2013  

Publisher's Representative

Sworn to and subscribed before me this 5th 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-The Woodlands Urbanized Area.

The meeting will be held at 10:00 A.M. on Tuesday, June 10, 2014, at The Woodlands Township, 2801 Technology Forest Boulevard, The Woodlands, Texas, 77381. All interested parties are invited to attend.

Anuncio de Reunión del Comité Asesor de Tránsito
El Comité Asesor de Tránsito del área urbanizada de Conroe-The Woodlands llevará a cabo una reunión con el fin de discutir la planificación, prestación de servicios, administración y supervisión de la prestación de servicios de transporte público y otros programas relacionados en el área urbanizada de Conroe-The Woodlands.

La reunión se llevará a cabo el día martes, 10 de junio del 2014, a las 10:00 de la mañana en la oficina de The Woodlands Township, 2801 Technology Forest Boulevard, The Woodlands, TX 77381. Se invita a todas las partes interesadas a asistir a la reunión.

CG-0914 WV 0605
For the month of: February, 2014

Total one-way trips: 949
Conroe: 402
Willis: 65
Woodlands: 482

Complaints received: 0
Breakdowns: 0
Days of Service: 20
Hours of Service: 469.5
Declined trips: 25
Avg trips per day: 47.45
Avg trips per hour: 2.02

For the month of: March, 2014

Total one-way trips: 939
Conroe: 419
Willis: 63
Woodlands: 451
Shenandoah: 6
Oak Ridge North: 0

Complaints received: 0
Breakdowns: 0
Days of Service: 21
Hours of Service: 460.25
Declined trips: 43
Avg trips per day: 44.71
Avg trips per hour: 2.04
Quarterly Summary

UZA Demand-Response Service

For the month of: April 2014
Total one-way trips: 1202
Conroe: 535
Willis: 58
Woodlands: 599
Shenandoah: 8
Oak Ridge North: 2
Complaints received: 2
Breakdowns: 0
Days of Service: 21
Hours of Service: 577
Declined trips: 27
Avg trips per day: 57.24
Avg trips per hour: 2.08

For the month of: May 2014
Total one-way trips: 1122
Conroe: 508
Willis: 43
Woodlands: 569
Shenandoah: 2
Oak Ridge North: 0
Complaints received: 0
Breakdowns: 1
Days of Service: 21
Hours of Service: 603
Declined trips: 20
Avg trips per day: 53.43
Avg trips per hour: 1.86
Average Trips Per Hour

Revenue Miles Per Month
Transit Advisory Committee

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

**Background**

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

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

**Purpose**

To provide Committee members with public comment related to agenda items that are under consideration by the Committee.
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Consider a Presentation, Public Comment and Action Item Regarding the Conroe-The Woodlands UZA FTA Section 5310 Program, Enhanced Mobility of Seniors and Individuals with Disabilities:

a. Consider a Presentation Regarding the FTA Section 5310 Program – Discussion (10 minutes)
b. Consider Public Comment Regarding the FY 2013 and FY 2014 Program of Projects for FTA Section 5310 – Public Comment, if requested (3 minutes per citizen)
c. Consider a Resolution of Support of the Designated Recipient’s FY 2013 and FY 2014 Program of Projects for FTA Section 5310 – Action Item (10 minutes)

Background

Designated Recipient

On July 15, 2014, the Texas Department of Transportation notified the Federal Transit Administration (FTA) of its concurrence with the City of Conroe’s (City) request to become the Section 5310 Designated Recipient. The following actions were required for the City to receive this designation:

- The Transit Advisory Committee passed a resolution supporting the City’s request to be named the Designated Recipient on December 10, 2013 and the City subsequently submitted its request to be selected as the Designated Recipient to the Houston-Galveston Area Council (H-GAC).
- The Transportation Policy Council (TPC) approved the Section 5310 designation on April 25, 2014 and subsequently H-GAC recommended to TxDOT that Conroe be named the Section 5310 Designated Recipient.

Program Management Plan

FTA requires each Section 5310 Designated Recipient to document its policies and procedures regarding the administration of its 5310 program in a Program Management Plan (PMP), which includes a public process for requesting, evaluating, coordinating, certifying, selecting and monitoring eligible projects. The PMP was approved by: the H-GAC Regional Transportation Subcommittee (RTCS) on July 17, 2014; the Technical Advisory Committee (TAC) on August 13, 2014; and the Transportation Policy Council on August 22, 2014. Conroe submitted the PMP to the FTA for review, comment, and approval on July 24, 2014. The PMP must be approved by the FTA prior to programming funds in grants.

Public Participation

During the June 10, 2014, Transit Advisory Committee meeting, the City initiated the Public Participation Process to create a Program of Projects by announcing the planned
consultation with health and human service providers, providers of public transportation and the public. On July 8, 2014, the City held a meeting of health and human service providers, transportation providers and the public to take comment and consult on the needs for transportation for seniors and individuals with disabilities and the resources available to deliver service to them. At the meeting, the City announced and distributed applications for the available funding. There were 31 attendees. In advance of the meeting, the City published notices in local newspapers and on-line announcing the meeting and the availability of Section 5310 funds. The FY 2013 and 2014 Section 5310 appropriations for the Conroe-The Woodlands UZA are shown as follows:

<table>
<thead>
<tr>
<th>Section 5310</th>
<th>FY 2013</th>
<th>FY 2014</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriation</td>
<td>$37,245</td>
<td>$156,359</td>
<td>$193,604</td>
</tr>
<tr>
<td>Less 10% Admin*</td>
<td>$3,724</td>
<td>$15,635</td>
<td>$19,359</td>
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<tr>
<td>Project Finding</td>
<td>$33,521</td>
<td>$140,724</td>
<td>$174,245</td>
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</table>

* Up to 10% of the appropriation can be used for program administration expenses.

Application(s)

The deadline for applications was 5:00 p.m., Friday, August 15, 2014. One application was submitted by The Friendship Center (TFC) for the following eligible expenses:

<table>
<thead>
<tr>
<th>Description</th>
<th>Federal</th>
<th>Local</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preventative Maintenance</td>
<td>$32,948</td>
<td>$8,237</td>
<td>$41,185</td>
</tr>
<tr>
<td>Purchase of Service</td>
<td>$33,297</td>
<td>$8,325</td>
<td>$41,622</td>
</tr>
<tr>
<td>Purchase of 2 Vehicles</td>
<td>$108,000</td>
<td>$27,000</td>
<td>$135,000</td>
</tr>
<tr>
<td>Total</td>
<td>$174,245</td>
<td>$43,562</td>
<td>$217,807</td>
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</tbody>
</table>

More specifically, the funds were proposed to be used for performing regularly scheduled maintenance on TFC’s fleet of vehicles, purchasing service from a third-party contractor for difficult to serve trips within the UZA and purchasing two (2) Americans with Disabilities (ADA) accessible transit vehicles with 15 seats and space for two (2) wheelchairs. The application is available on request from the Designated Recipient.
In accordance with the draft PMP, representatives from the Designated Recipient, Ms. Shawn Johnson, City of Conroe Transit Administrator, and the Transit Advisory Committee, Mr. Chris LaRue, The Woodlands Township Transit Program Manager, reviewed and scored the application. Both reviewers recommended approving the application. The completed evaluation forms are available on request from the Designated Recipient.

Program of Projects

During the week of September 1, 2014, the City published notices in local newspapers and on-line with the proposed Program of Projects, shown below, and the opportunity for the public to provide comment at the Transit Advisory Committee meeting on September 9, 2014 or submit written comments by September 26, 2014.

<table>
<thead>
<tr>
<th>Description</th>
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<td>$174,245</td>
<td>$43,562</td>
<td>$217,807</td>
</tr>
</tbody>
</table>

The proposed Program of Projects will be presented to the governing board of the Designated Recipient, Conroe City Council, for its consideration in October 2014. The public will have another opportunity to comment on the POP at this City Council meeting.

Transportation Development Credits

Transportation Development Credits (TDCs) are a non-cash source of local match for Section 5310 projects. In the past, TDCs were awarded by the Texas Department of Transportation to eligible Section 5310 project sponsors for operating and capital projects. H-GAC has issued new policy for all programs including transit programs that focuses on ensuring local cash contributions and a preference for capital projects. The policy does not prohibit requesting TDCs from TxDOT. In response to informal support from the Transit Advisory Committee members and formally from the Montgomery County Commissioners Court, the City submitted a request for TDCs to the H-GAC to match Section 5310 funding. The purpose of pursuing TDCs is to allow for more funding
flexibility should discretionary FTA funding be allocated to the City under the Ladders of Opportunity Notice of Funding Availability.

**Purpose**

The purpose of this agenda item is to consider a presentation, public comment and a resolution regarding the FY 2013 and FY 2014 Program of Projects (POP) for the Conroe-The Woodlands UZA FTA Section 5310

**Attachment**

Letter from TxDOT to FTA Regarding Designated Recipient Status, 5310 Program, Conroe-The Woodlands UZA.

A resolution of the Transit Advisory Committee of the Conroe-The Woodlands Urbanized Area in support of the Designated Recipients proposed Program of Projects for FY 2013 and FY 2014 Federal Transit Administration Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Program.
Agenda Item 4
Attachment
Robert C. Patrick, Regional Administrator  
Federal Transit Administration, Region 6  
819 Taylor Street, Room 8A36  
Fort Worth, TX 76102

RE: Designated Recipient Status, §5310 Program, Conroe-The Woodlands UZA

Dear Mr. Patrick:

The Texas Department of Transportation (TxDOT) has received communication from the Houston-Galveston Area Council (H-GAC), representing the Conroe-The Woodlands urbanized area, requesting that the City of Conroe be selected as the designated recipient for the FTA §5310 program in the Conroe-The Woodlands urbanized area.

In addition, TxDOT has received concurrence of this request from Brazos Transit District and The Woodlands Township, and an opinion of counsel certifying the City of Conroe’s capacity to carry out the §5310 program. All additional documentation pertaining to this authorization is being maintained in official TxDOT records.

Pursuant to §§5302 and 5310 of Title 49, United States Code, TxDOT concurs with this request under the authority designated by the governor. Please make this designation effective as soon as possible.

On September 10, 2011, Governor Rick Perry designated the Executive Director of Texas Department of Transportation with the authority to sign this certification. The Executive Director of TxDOT has delegated authority to sign such certifications to Division Directors.

Sincerely,

Eric L. Gleason  
Director, Public Transportation Division

cc: The Honorable Rick Perry, Governor of Texas  
Texas Transportation Commission  
LtGen J.F. Weber, USMC (Ret.), Executive Director, TxDOT  
The Honorable Ed Emmett, Harris County Judge and Chair, Transportation Policy Council, Houston-Galveston Area Council  
Paul Virgadamo, Jr., City Administrator, City of Conroe  
Don Norrell, President/General Manager, The Woodlands Township  
John M. McBeth, President/CEO, Brazos Transit District  
Alan Clark, MPO Director, Houston-Galveston Area Council  
Travis Madison, Public Transportation Coordinator, TxDOT
RESOLUTION NO. 2014-____

A RESOLUTION OF THE TRANSIT ADVISORY COMMITTEE OF THE
CONROE-THE WOODLANDS URBANIZED AREA IN SUPPORT OF THE
DESIGNATED RECIPIENTS PROPOSED PROGRAM OF PROJECTS FOR FY
2013 AND FY 2014 FEDERAL TRANSIT ADMINISTRATION SECTION 5310
ENHANCED MOBILITY FOR SENIORS AND INDIVIDUALS WITH
DISABILITIES PROGRAM.

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

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

WHEREAS, the Texas Department of Transportation notified the Federal
Transit Administration (FTA) naming the City of Conroe as the Conroe-The
Woodlands Urbanized Area (UZA) Designated Recipient for the Section 5310
Enhanced Mobility for Seniors and Individuals with Disabilities Program; and

WHEREAS, the FTA has apportioned $174,245 for FY 2013 and FY
2014 to the Conroe-The Woodlands UZA FTA Section 5310 Program; and

WHEREAS, the Designated Recipient has initiated a Public Participation
Process to announce the availability of funding, identifying transportation needs
of seniors and individuals with disabilities within the Conroe-The Woodlands
UZA, consulting with health and human providers, public transportation providers
and the public and requesting applications for project funding; and

WHEREAS, the Designated Recipient received an application from The
Friendship Center for $174,245, which constitutes a proposed Program of Projects
as outlined in Table 1; and

<table>
<thead>
<tr>
<th>Table 1: Proposed FY 2013 and FY 2014 Program of Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td>Preventative Maintenance</td>
</tr>
<tr>
<td>Purchase of Service</td>
</tr>
<tr>
<td>Purchase of 2 Vehicles</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>
WHEREAS, designees from the Designated Recipient and the Transit Advisory Committee have reviewed The Friendship Center’s application and recommend approval of the resulting proposed Program of Projects.

NOW, THEREFORE,

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

That the Committee approves a resolution in support of the Designated Recipient’s proposed Program of Projects for FY 2013 and FY 2014 Federal Transit Administration Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Program.

PASSED and APPROVED this the 9th day of September, 2014.

___________________________
Bruce Tough
Chairman, Transit Advisory Committee

ATTEST:

___________________________
Guy Martin
Vice Chairman, Transit Advisory Committee
Transit Advisory Committee

Consider an Update Regarding State Public Transportation Appropriations for the Conroe-The Woodlands UZA – Discussion (10 minutes)

**Background**

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

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

<table>
<thead>
<tr>
<th>Designated Recipient</th>
<th>FY 2013</th>
<th>FY 2014</th>
<th>FY 2015</th>
<th>Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conroe</td>
<td>$89,748</td>
<td>$89,852</td>
<td>$87,984</td>
<td>19.4%</td>
</tr>
<tr>
<td>The Woodlands</td>
<td>$372,870</td>
<td>$373,304</td>
<td>$365,540</td>
<td>80.6%</td>
</tr>
<tr>
<td>Total</td>
<td>$462,618</td>
<td>$463,156</td>
<td>$453,524</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

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

On July 24, 2014, the Conroe City Council approved an interlocal agreement between Conroe and Brazos Transit District for access to state funding and subsequently submitted a State Public Transportation Appropriations Program of Projects to The District for FY 2013, FY 2014 and FY 2015.

**Purpose**

To discuss the progress made pursuing options for coordinating the expenditure of State funds in accordance with local priorities in the Conroe-The Woodlands UZA.
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**Background**

The next Call for Projects, which will complete programming of the 2015-2018 Transportation Improvement Program (TIP), represents an opportunity to incorporate federal direction on performance based planning and address existing issues in development of the TIP.

**Purpose**

To discuss the latest information regarding the upcoming Call for Projects.
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Consider an Update Regarding The Woodlands Express and the H-GAC Transit Fleet Expansion Program – Discussion (10 minutes)

Background

The Woodlands Township was awarded a grant to purchase 25 new buses for The Woodlands Express, the commuter transit system which provides weekday service from The Woodlands to destinations in Houston. The competitive grant, which is administered by the Houston-Galveston Area Council and funded by the Federal Transit Administration, is intended to help transit providers improve and expand transit service, reduce congestion, and improve regional air quality.

The Woodlands Express is widely regarded as one of the most successful commuter bus services in the country, accounting for over 26 million passenger miles annually. According to officials, The Woodlands Township will use the funding to purchase and own the majority of the vehicles in its fleet. Historically, the buses utilized to operate The Woodlands Express have been leased through a third-party operator. Owning the vehicles, officials say, will provide operational savings allowing them to improve and expand their service.

A study being conducted by H-GAC and the Township is currently underway and will provide options to The Township for improving future transit service operations. Alternatives being considered include reverse-commute service from Houston to The Woodlands area and new commuter service to the Uptown-Galleria area. With congestion growing in the Houston area, and large companies like ExxonMobil relocating their businesses north, demand for alternative modes of commuting has never been higher.

“This opportunity couldn’t have come at a better time,” said Chris LaRue, Transit Program Manager for The Woodlands Township. “We have one of the most successful systems in the country. Being able to build on that success and provide a safe and streamlined commute to new destinations is a win-win.”

The competitive grant, known as the H-GAC Transit Fleet Expansion Program, will provide over $14 million in funding over three years. The Township has committed approximately $3 million to the total as a local funding match and will continue to fund the operations and maintenance of the fleet through grant funds and user fees. The cost of the Township grant match is expected to be repaid over a 4 year period using costs savings achieved through Township bus ownership.

The Woodlands Express was previously operated by the Brazos Transit District. As a result of the 2010 Census, the Township became a direct recipient of FTA grant funding and assumed responsibility for park and ride operations. The Township continues to contract with Brazos to provide day to day management and oversight of the park and ride operations.

Initial orders for the new coaches are expected to be made in late 2014. The Township anticipates the first vehicles to be delivered in 10 to 12 months.
Purpose
To discuss the latest information regarding The Woodlands Express and the H-GAC Transit Fleet Expansion Program.
### Agenda Item 8

<table>
<thead>
<tr>
<th>Transit Advisory Committee</th>
<th>Consider Quarterly Updates regarding:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>a. Limited Eligibility Demand Response Transit Service in the Conroe-The Woodlands Urbanized Area – Discussion (10 minutes)</td>
</tr>
<tr>
<td></td>
<td>b. South Montgomery County Mobility Plan – Discussion (10 minutes)</td>
</tr>
<tr>
<td></td>
<td>b. The Woodlands Township Transit Plan – Discussion (10 minutes)</td>
</tr>
</tbody>
</table>

**a. Limited Eligibility Demand Response Transit Service in the Conroe-The Woodlands Urbanized Area**

**Background**

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

**Purpose**

To provide an update about performance of the limited eligibility DRT service during the last quarter and present trip data for FY 2012, FY 2013 and FY 2014 (year to date).

**b. South Montgomery County Mobility Plan Update**

**Background**

H-GAC, TxDOT, and the local governments located in South Montgomery County have been developing a planning study to improve the efficiency of the roadway network in South Montgomery County. Bicycle and pedestrian improvements are also being evaluated as part of the study. The study is being conducted by consultant Brown & Gay.
Study Area

Purpose
To provide an update on plan progress.

c. The Woodlands Township Transit Plan Update

Background
Developed concurrently with the South County Mobility Plan, The Township Transit Plan is underway to determine existing and future transit needs for The Woodlands Township. The study is evaluating existing services (Park and Ride, Trolley, Waterway Cruiser, as well as different modes of transit such as vanpools, car pools, and express bus services. The study is being conducted by consultant Steer Davies Gleave.
Study Area

Purpose
To provide an update on plan progress.