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## AGENDA

**TRANSIT ADVISORY COMMITTEE MEETING**

**CONROE-THE WOODLANDS URBANIZED AREA**

**CITY OF CONROE**

**GREATER CONROE ECONOMIC DEVELOPMENT COUNCIL**

**CHAMBER BOARDROOM**

505 WEST DAVIS STREET

CONROE, TX 77301

March 5, 2014 – 10:00 A.M. to 11:30 A.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 December 10, 2013 for Approval – <strong>Action Item</strong> (3 minutes)</td>
</tr>
<tr>
<td>3.</td>
<td>Public Comment – Limited to items on the agenda (3 minutes per citizen)</td>
</tr>
<tr>
<td>4.</td>
<td>Consider Public Presentation and Comment Regarding the 2014 Conroe-Woodlands UZA FTA Section 5307, Urbanized Area Formula Program, and 5339, Bus and Bus Facilities Program, Program of Projects (10 Minutes for presentation and 3 minutes per citizen)</td>
</tr>
<tr>
<td>5.</td>
<td>Consider a Resolution in Support of the City of Conroe and The Woodlands Township’s Pursuit of Funding from the Houston-Galveston Area Council for Transit Pilot Program and/or Fleet Expansion Program – <strong>Action Item</strong> (10 minutes)</td>
</tr>
<tr>
<td>6.</td>
<td>Consider an Update on State Public Transportation Appropriations for the Conroe-The Woodlands UZA – <strong>Discussion</strong> (10 minutes)</td>
</tr>
<tr>
<td>7.</td>
<td>Consider Quarterly Updates regarding:</td>
</tr>
<tr>
<td></td>
<td>a. Limited Eligibility Demand Response Transit Service in the Conroe-The Woodlands Urbanized Area – <strong>Discussion</strong> (10 minutes)</td>
</tr>
<tr>
<td></td>
<td>b. FTA Section 5310 Program, Enhanced Mobility of Seniors and Individuals with Disabilities – <strong>Discussion</strong> (10 minutes)</td>
</tr>
<tr>
<td></td>
<td>c. South Montgomery County Mobility Plan – <strong>Discussion</strong> (10 minutes)</td>
</tr>
<tr>
<td></td>
<td>d. The Woodlands Township Transit Plan – <strong>Discussion</strong> (10 minutes)</td>
</tr>
<tr>
<td>8.</td>
<td>Consider Setting the Quarterly Meeting Dates, Times and Locations – <strong>Action Item</strong> (3 minutes)</td>
</tr>
<tr>
<td>9.</td>
<td>Consider Potential Amendments to the Transit Advisory Committee Bylaws – <strong>Discussion</strong> (10 minutes)</td>
</tr>
<tr>
<td>10.</td>
<td>Adjourn</td>
</tr>
</tbody>
</table>

**Next Meeting:** **Date and time to be determined**

The Woodlands Township

2801 Technology Forest Blvd.

The Woodlands, TX  77381
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Introduction of Committee Appointees and Meeting Attendees (2 minutes)

Background

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

- City of Conroe
  - Guy Martin, Mayor Pro Tem
  - Alternate – Larry Calhoun, Executive Director, Greater Conroe Economic Development Council
- The Woodlands Township
  - Bruce Tough, Board 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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Transit Advisory Committee

**Agenda Item 2**

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

**Background**

The Transit Advisory Committee met formally in The Woodlands Township, 2801 Technology Forest Boulevard, on December 10, 2013.

**Purpose/Proposed Action**

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

**Attachment**

Meeting Minutes, December 10, 2013
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Agenda Item 2
Attachment
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The Transit Advisory Committee Meeting commenced at 10:00 a.m. on December 10, 2013.

The next meeting was set for 10:00 a.m. in Conroe, Texas, on March 11, 2014.

Attendees: See sign-in sheet (attached)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Introduction of Committee Members and Meeting Attendees</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Discussion</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Actions</strong></td>
<td>No formal action was taken.</td>
</tr>
<tr>
<td><strong>2. Consider Approving Meeting Minutes from September 10, 2013</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Discussion</strong></td>
<td>The Committee discussed the previous Transit Advisory Committee Meeting Minutes from September 10, 2013. James Kuykendall made a motion to approve the minutes. Guy Martin seconded the motion.</td>
</tr>
<tr>
<td><strong>Actions</strong></td>
<td>The meeting minutes were approved by a vote of 4 to 0.</td>
</tr>
<tr>
<td><strong>3. Public Comment</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Discussion</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Actions</strong></td>
<td>No formal action was taken.</td>
</tr>
<tr>
<td><strong>4. Resolution in Support for City of Conroe’s 5310 Designated Recipient Status</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Discussion</strong></td>
<td>The Committee discussed the action item to consider a Resolution supporting the City of Conroe’s status as the Designated Recipient of Section 5310 program funds, which has passed City Council and is supported by The Woodlands Township Board of Directors.</td>
</tr>
</tbody>
</table>
The City of Conroe will coordinate with H-GAC, the agency responsible for designating the recipient to FTA. Bruch Tough made a motion to approve the Resolution. James Kuykendall seconded the motion.

**Actions**
The Committee approved a Resolution (see attached) supporting the City of Conroe being named the Designated Recipient for Federal Transit Administration Section 5310 Program funds by a vote of 4 to 0.

### 5. Consider Representation on the H-GAC Regional Transit Coordination Subcommittee

**Discussion**
As the designated recipient of Section 5310 program funds, projects need to be part of a coordinated process through H-GAC.

A subcommittee referred to as the Regional Transit Coordination Subcommittee (RTCS) is responsible for promoting regional coordination among social services, public and private sector transportation providers and human service agencies for the 11 county region to ensure projects are included in H-GAC’s transit plan.

The benefit of becoming a member of the RTCS is early coordination and programming of transportation projects as they make their way through the H-GAC process, which includes Technical Advisory Committee evaluation then approval by the Transit Policy Committee.

There was a discussion about RTCS membership. Inclusion would require amending bylaws to increase membership or be included as a non-voting member of the public. The Goodman Corporation will collect more information related to H-GAC’s administrative process for committee representation.

**Actions**
No formal action was taken.

### 6. State Public Transportation Appropriations for Conroe – Woodlands UZA

**Discussion**
The State of Texas allocates funds to public transportation. Statutes mandate that funds can only be allocated to a rural or urban transit district. Brazos Transit District (BTD) is a recipient of State funds. In 2013 the entire amount was allocated to
**BTD towards The Woodlands Township transit operations.**

A tri-party agreement between Conroe, TWT, and BTD is necessary for 2014 through 2017 to allocate funds between Conroe and The Woodlands. Funds will be divided using the 5307 split. The Goodman Corporation will draft tri-party agreement.

Language to enable UZA access to State funds without using a transit district as a conduit will be introduced during the next Legislative session.

**Actions**
No formal action was taken.

**7. Update on Limited Eligibility Demand Response Services**

**Discussion**
The Friendship Center (TFC) took over demand response service from BTD on November 4, 2013. TFC delivered a Service Report and presented the results of data collected between October and November. The service is performing well and all issues have been resolved. TFC is working on several collaborative transportation projects. Updates will be provided.

There was a discussion on drafting Service Reports. Quarterly and monthly service reports will be provided by TFC. A request to separate Shenandoah and Oak Ridge data was made by Greg Smith. Access from the UZA to outside medical facilities (TMC, VA) and any potential funding implications requires further discussion.

**Actions**
No formal action was taken.

**8. Update on H-GAC RFP for Fleet Expansion**

**Discussion**
The UZA is in a non-attainment area for air quality. CMAQ funding supports projects that enable the region to reach attainment status. Transit vehicles can be purchased with CMAQ funds at an initial 50/50 basis (local/federal). The use of other federal funds to bring the total federal participation up to 80% is pending confirmed from H-GAC.

Conroe has requested use of pre-award authority for buses. A purchase order is on hold pending confirmation by H-GAC.

TWT and Conroe are interested in Express buses.
Conroe has received funds to construct the P&R facility. Both are candidate projects for CMAQ funds.

There was an update on the S. Montgomery County Study. Data is still being collected. The project is ahead of schedule. TWT is satisfied with First Class Tours performance but additional modifications to improve service efficiencies are ongoing. The Study will be a permanent agenda item.

<table>
<thead>
<tr>
<th>Actions</th>
<th>No formal action was taken.</th>
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<tbody>
<tr>
<td>9. Adjourn</td>
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</table>

**APPROVED** this the 5th day of March, 2014.

___________________________  
Bruce Tough  
Chairman, Transit Advisory Committee

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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>
<th>E-mail Address</th>
<th>Mailing Address and/or Phone Number (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Kuykendal</td>
<td>City of Oak Ridge North</td>
<td><a href="mailto:jkuykendal@ptiac.com">jkuykendal@ptiac.com</a></td>
<td></td>
</tr>
<tr>
<td>Anna Clare Croghan</td>
<td>The Friendship Center</td>
<td>acroghan@tfcsenior serviços.org</td>
<td></td>
</tr>
<tr>
<td>Shawn Johnson</td>
<td>City of Conroe</td>
<td><a href="mailto:sjohnson@cityofconroe.org">sjohnson@cityofconroe.org</a></td>
<td></td>
</tr>
<tr>
<td>Jim Webb</td>
<td>The Goddard Corp.</td>
<td><a href="mailto:jwebb@thegoddardcorp.com">jwebb@thegoddardcorp.com</a></td>
<td></td>
</tr>
<tr>
<td>John</td>
<td>CTFC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Greg Smith</td>
<td>City of Shenandoah</td>
<td></td>
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</tr>
<tr>
<td>Carlie Mullis</td>
<td>H-GMC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Missy Henderson</td>
<td>Interact Today Woodlands</td>
<td><a href="mailto:mherndon@woodlandstoday.org">mherndon@woodlandstoday.org</a></td>
<td></td>
</tr>
<tr>
<td>Mark Mooney</td>
<td>Montco</td>
<td><a href="mailto:mmooney@montco.org">mmooney@montco.org</a></td>
<td></td>
</tr>
<tr>
<td>Miles McKinney</td>
<td>The Woodlands Township</td>
<td><a href="mailto:mckinney@thewoodlandstwsp.org">mckinney@thewoodlandstwsp.org</a></td>
<td></td>
</tr>
<tr>
<td>David Bartels</td>
<td>Time Goodman Corporation</td>
<td><a href="mailto:dbartels@thegoodmancorp.com">dbartels@thegoodmancorp.com</a></td>
<td></td>
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</table>

December 10, 2013
TRANSIT ADVISORY COMMITTEE MEETING
CONROE-WOODLANDS URBANIZED AREA

Please Sign In

<table>
<thead>
<tr>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Bruce Tough</td>
<td>The Woodlands Township</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gay Martin</td>
<td>City of Conroe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paul Virgadano</td>
<td>City of Conroe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Don Norrell</td>
<td>The Woodlands Township</td>
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</table>

December 10, 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

4th day of December, 2013 Courier
5th day of December, 2013 Villager

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

Notary Public

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

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

The meeting will be held at 10:00 A.M. on Tuesday, December 10, 2013, at The Woodlands Township, 2801 Technology Forest Boulevard, The Woodlands, Texas, 77381. All interested parties are invited to attend.

Anuncio de Una Reunión del Comité Asesor de Tránsito

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

Una reunión se llevará a cabo a partir de a.m. 10:00 el día martes, 10 de diciembre de 2013 en la oficina de The Woodlands Township, 2801 Technology Forest Blvd., The Woodlands, TX 77381. Se invita a todos las partes interesadas a asistir.
CC 12/04, WV 12/05
RESOLUTION NO. 2013- 03

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

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

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

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

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

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

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

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

NOW, THEREFORE,

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

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

Bruce Tough
Chairman, Transit Advisory Committee

ATTEST:

Guy Martin
Vice Chairman, Transit Advisory Committee
Transit Advisory Committee

Agenda Item 3

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. The public comment for Item 4, Consider Public Presentation and Comment Regarding the FY 2014 Conroe-Woodlands UZA FTA Section 5307, Urbanized Area Formula Program, and Section 5339, Bus and Bus Facilities Program, Program of Projects, will be held with the agenda item.

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

Consider Public Presentation and Comment Regarding the 2014 Conroe-The Woodlands UZA FTA Section 5307, Urbanized Area Formula Program, and Section 5339, Bus and Bus Facilities Program, City of Conroe Sponsored Program of Projects (10 Minutes for presentation and 3 minutes per citizen)

<table>
<thead>
<tr>
<th>Transit Advisory Committee</th>
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</thead>
<tbody>
<tr>
<td>Agenda Item 4</td>
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</tbody>
</table>

**Background**

As dual designated recipients of the Urbanized Area Formula Program (FTA Section 5307) and Bus and Bus Facility Formula Program (FTA Section 5339) for the Conroe-The 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), as well as meeting the public participation requirements.

The Houston-Galveston Area Council (H-GAC) announced a change to its public participation policy that will affect designated recipients in the Houston-Galveston region. Designated recipients will no longer be allowed to rely on the H-GAC TIP development process to meet the public participation requirements for FTA formula funding programs. The designated recipients of the Conroe-The Woodlands UZA will rely on the Transit Advisory Committee to meet public participation requirements for its FTA formula funded programs for funds allocated beginning FY 2014. (See Attachment – H-GAC memo dated February 4, 2014.)

The designated recipients each developed their respective FY 2013 and 2014 Section 5307 and Section 5339 Program of Projects (POP) in consultation with regional providers and presented their POPs to this body at its June 11, 2013 meeting. The POPs subsequently were submitted to the H-GAC for inclusion within the TIP and FY 2013 projects were programmed by amendment (TIP Amendment 46 dated October 25, 2013).

H-GAC will program FY 2014 Conroe-sponsored activities upon completing this local public participation process. H-GAC has determined that The Woodlands has met its public participation requirement for its 2014 POP since it will be utilizing funds apportioned in FY 2011 and FY 2012. Projects using The Woodland’s portion of funds apportioned in FY 2014 will be programmed at a later date.

The FTA has not allocated the FY 2014 FTA Section 5307 and 5339 funding even though the President signed the FY 2014 transportation appropriation into law. Based on the approval of the transportation appropriation for FY 2013 and the authorization for FY 2014, the designated recipients assume funding for FY 2014 will be at the same level as FY 2013, which is $3,335,711. Of this amount, the City and the Township have agreed to a sub-allocation of $646,832 for the City of Conroe. Activities included in the Conroe-sponsored FY 2014 Section 5307 POP are:
• Operating – Third-party contract for fixed route service within the City of Conroe;
• Capital – Construction of associated transportation improvements and transportation security and the purchase of vehicles for public transportation; and
• Planning – Transit related planning activities.

The FTA Section 5339 program provides grants to UZAs to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities. Based on the approval of the transportation appropriation for FY 2013 and the authorization for FY 2014, the designated recipients will assume funding for FY 2014 will be at the same level as FY 2013, which is $382,623. Of this amount, the City and the Township have agreed to a sub-allocation of $66,521 for the City of Conroe. The Conroe-sponsored FY 2014 Section 5339 POP is:

• Capital – Purchase of vehicle for fixed route service.

**Purpose**

To take public comment on the Conroe-sponsored POP FY 2014 as follows:

**City of Conroe FY 2014 Program Section 5307 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>$378,003</td>
<td>$179,405</td>
</tr>
<tr>
<td>Capital Expenditures</td>
<td>$484,283</td>
<td>$339,427</td>
</tr>
<tr>
<td>Planning Expenditures</td>
<td>$160,000</td>
<td>$128,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$1,022,286</td>
<td>$646,832</td>
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</table>

**City of Conroe FY 2014 Program Section 5339 of Projects**

<table>
<thead>
<tr>
<th>Project</th>
<th>Total Cost</th>
<th>Federal Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Expenditures</td>
<td>$83,151</td>
<td>$66,521</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$83,151</td>
<td>$66,521</td>
</tr>
</tbody>
</table>

**Action by Others**

Public comment, as provided under this agenda item.

The City of Conroe will submit public comments regarding its 2014 Programs of Projects to H-GAC so the Conroe-sponsored 2014 POP can be included in the TIP/STIP and UPWP.

**Attachment**

H-GAC Memo, Public Participation for FTA Formula Funding Programs of Projects, February 4, 2014
Agenda Item 4
Attachment
This page intentionally left blank.
I am writing to advise you of a change in policy which may affect your responsibilities as FTA grantees.

Over the last few years we have worked with all of you to respond to requests from FTA and their contract auditors for information during your triennial reviews. In particular, this has focused on documentation of outreach for the annual Section 5307 program of projects (POP).

As you are aware, we have carried language in our public participation plan (PPP) and TIP since 2010 which asserts that the TIP process satisfies the public participation requirements under 49 USC 5307.

Upon further review of the statutory language and our TIP process we do not believe we are in a position to make this assertion going forward. While there is language in FTA circular 9030.1E which contemplates and provides for a combined process, our TIP process does not address the statutorily required steps for development of a program of projects, as shown under 49 USC 5307 (b).

We intend to initiate required public comment on revisions to our PPP which remove this language within 30 days and bring an action to the Transportation Policy Council at their April 2014 meeting.

After this change is made, you will not be able to rely on the TIP development process and our public outreach to satisfy your individual and/or joint responsibilities for public participation in the development of programs of projects under Sec. 5307 and other formula programs which have the same statutory grant requirements (5310, 5339, etc.).

We have attached a summary of the statutory requirements for the development of programs of projects under these formula programs to assist you in developing a process best suited to your agency.

If you have any questions regarding this change in policy, or would like to discuss what it means for your agency, please do not hesitate to contact me.

Sincerely,

Alan C. Clark
MPO Director

P.S. Consistent with the 2010 Memorandum of Understanding on Metropolitan Transportation Planning Responsibilities, we will continue to include a proposed program of projects in the draft TIP for informational purposes during public participation should grant recipients reach consensus with the other transit providers within their respective UZAs. This inclusion is in support of and is not a replacement for public outreach and consultation performed by grantees as required under 49 USC 5307.
FTA Formula Funding Programs of Projects (POP)/Public Participation Requirements

Under paragraph (b) of 49 USC 5307, seven requirements are identified for the development of programs of projects by recipients of formula funds which must satisfy section 5307 grant requirements. This includes Sections 5310 and 5339, as modified by MAP-21.

While H-GAC staff has attempted to summarize the statutory requirements below, this document is not legal advice. Grant recipients are strongly encouraged to review the statutory language and FTA Circular 9030.1E themselves and to consult with FTA Region VI to address questions specific to their circumstances.

As substantial flexibility exists within the federal requirements for recipients to tailor the development of programs of projects to local circumstances, it is critical that adequate documentation (e.g. legal notices, meeting agendas and minutes, public comments and responses thereto, etc.) be developed and retained to establish the adequacy of the local process during FTA triennial reviews.

1. Develop a draft program of projects (POP) in consultation with providers of public transportation, including private providers, and other interested parties (local governments, human service organizations, etc.) within the relevant urbanized area or portion(s) thereof;

   Neither FTA nor H-GAC prescribe the process by which the designated recipient works with relevant partners to develop the program of projects, so long as the process satisfies federal planning requirements [see 23 CFR 450 Subpart C, particularly §450.324 (j)].

2. Consult with H-GAC to ensure that the proposed POP is consistent with the Regionally Coordinated Transportation Plan.

3. Formally notify the public of the amount of funds available for use and the proposed POP that will be implemented using the funds.

   Beyond requiring that an opportunity for a public hearing be afforded, the manner and format of this publication, including the duration comments will be accepted prior to action, is not prescribed by FTA or H-GAC. However, recipients should ensure that current and potential transit users, transportation providers, local elected officials and other affected individuals will reasonably have an opportunity to review the publication and understand how they can provide feedback to the relevant decision-making body. The statute further identifies this as an opportunity to comment on the performance of the recipient;

4. Consider comments received and approve a final program of projects.

5. Make the final POP available to the public and transmit it to H-GAC for revision into the Transportation Improvement Program.

   The manner in which the final POP must be made available to the public is not prescribed by FTA or H-GAC and should suit local circumstances. H-GAC may impose requirements on the format used to transmit POP information and supporting documentation necessary for consideration by Transportation Policy Council.
Consider a Resolution in Support of the City of Conroe and The Woodlands Township’s Pursuit of Funding from the Houston-Galveston Area Council for Transit Pilot Program and/or Fleet Expansion Program – Action Item (10 minutes)

Background

The Houston-Galveston Area Council (H-GAC) released a Request for Proposals (RFP) on August 2, 2013, to provide unique and innovative transit services for commuters in the Houston-Galveston Transportation Management Area (TMA). The purpose of the program is to provide new services that reduce vehicle trips and/or vehicle miles travelled in the region, thereby reducing source emissions. Funds under this program must be obligated by December 31, 2014.

Informally, H-GAC has indicated that it will release a similar RFP for subsequent rounds of CMAQ funding for Fleet Expansion. H-GAC is holding discussions to finalize the details of this future RFP.

The Houston-Galveston-Brazoria area has been designated a severe nonattainment area for ozone under the 1990 Federal Clean Air Act Amendments. H-GAC, as the Metropolitan Planning Organization (MPO), is responsible for developing plans to improve air quality and comply with these federal standards. The agency has received federal Congestion Mitigation and Air Quality (CMAQ) funds that are to be used to support transportation projects that help the area meet the federal air quality standards. Only new services are eligible for CMAQ funding. Matching funds will be provided by project sponsors. In addition to the commuter and transit services, the program allows for the purchase of new transit fleet with CMAQ funding. Current and former pilot projects funded through H-GAC’s commuter and transit pilot program may be eligible for funding to expand their transit fleet.

The Conroe Fixed Route Service is a new transit service that will reduce emissions by converting single occupancy vehicle trips to transit trips. The City of Conroe is requesting a resolution in support of its pursuit of CMAQ funding from the H-GAC Commuter and Transit Services program. These funds would support a percentage of the cost for approximately 15,000 hours of local fixed route service, to be provided by a third-party contractor, and limited marketing and administrative support.

If the City of Conroe’s application for transit services is approved for CMAQ funding, Conroe will submit a second application under the Fleet Expansion portion of the program. To be eligible for CMAQ funding for Fleet Expansion, the project sponsor must be operating a service that is a current or former Commuter and Transit Services Pilot Project, and the service must demonstrate that the current ridership exceeds the program’s current capacity. Conroe will request support for the purchase of up to four, 21-passenger vehicles for the fixed route service.

The Woodlands Township and the City of Conroe will pursue funding under the yet-to-be-released (future) Fleet Expansion program for Park and Ride vehicles (commuter service). These

CONROE - THE WOODLANDS URBANIZED AREA
vehicles will allow The Woodlands Township to enter into a mixed partial/full-turnkey contract with a transit provider. The ability to purchase buses will defray initial capital costs and allow for reduced operating costs through the utilization of a partial turnkey contract. The Woodlands Township intends to apply for funding to purchase up to 32 vehicles. The amount of vehicles purchased will be dependent upon the funding amount provided by H-GAC. Similarly, the City of Conroe will pursue funding for four (4) vehicles under the future Fleet Expansion for its Park and Ride service.

**Purpose**

To consider approving a resolution (attached) supporting the pursuit of CMAQ funding by the City of Conroe for the purchase of local transit service and four, 21-passenger vehicles; and the The Woodlands Township and the City of Conroe for the purchase of commuter vehicles.

**Attachments**

1. Houston-Galveston Area Council Request for Proposals for Commute Solutions, Commuter and Transit Services Pilot
2. Conroe-The Woodlands UZA Transit Advisory Committee Resolution
Agenda Item 5
Attachments
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RESOLUTION NO. 2014-___

A RESOLUTION OF TRANSIT ADVISORY COMMITTEE OF THE CONROE-THE WOODLANDS URBANIZED AREA IN SUPPORT OF THE CITY OF CONROE AND THE WOODLANDS TOWNSHIP PURSUIT OF CONGESTION MITIGATION AIR QUALITY FUNDING FROM THE HOUSTON-GALVESTON AREA COUNCIL.

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 Houston-Galveston-Brazoria area has been designated a severe nonattainment area for ozone under the 1990 Federal Clean Air Act Amendments; and

WHEREAS, the Houston-Galveston Area Council receives federal Congestion Mitigation and Air Quality (CMAQ) funds that are to be used to support transportation projects that help the Houston-Galveston-Brazoria area meet the federal air quality standards; and

WHEREAS, the Houston-Galveston Area Council issued a Request for Proposals for Commuter and Transit Service Pilot Program Projects and related Fleet Expansion in August 2013 for federal CMAQ funds received; and

WHEREAS, the Houston-Galveston Area Council anticipates issuing a similar Request for Proposals for a subsequent round of CMAQ funding; and

WHEREAS, the provision of public transit services by the City of Conroe and The Woodlands Township improves air quality by reducing single occupancy auto trips; and

WHEREAS, the City of Conroe has expressed its intent to pursue CMAQ funding through the current H-GAC Commuter and Transit Service Pilot Program for the provision of local transit services and the purchase of vehicles to support that service; and

WHEREAS, the City of Conroe and The Woodlands Township have expressed their intent and interest in the pursuit of subsequent rounds of CMAQ
funding through the H-GAC for the purchase of vehicles for Park and Ride services.

NOW, THEREFORE,


PASSED and ADOPTED this the 5th day of March, 2014.

______________________________________________
Bruce Tough
Chairman, Transit Advisory Committee

ATTEST:

_____________________________
Guy Martin
Vice Chairman, Transit Advisory Committee
HOUSTON-GALVESTON AREA COUNCIL
METROPOLITAN PLANNING ORGANIZATION

REQUEST FOR PROPOSALS

For

Commute Solutions
Commuter and Transit Services
Pilot Program Projects
PROCUREMENT PROCESS

Project Description: Commuter and Transit Services Pilot Program

Department Manager: Alan Clark, Manager of Transportation and Air Quality

Contract Administrator: Aquina Grover, Financial Grants Specialist

Program Manager: Shelley A. Whitworth, Air Quality Program Manager

Project Manager: Veronica Baxter-Lamb, Transportation Program Coordinator

3-Year Procurement Period: August 5, 2013 through August 4, 2016

Format: Typewritten, bound/stapled, and signed. The Proposal itself is limited to 25 single sided pages and should adhere to the format specified in the Proposal Contents section of this RFP. Appendices will not count towards the 25 page limit. An electronic copy of the complete proposal (including all appendices) must be submitted on a Compact Disc.

Number of Copies: Ten (10), including Original, nine (9) copies and one (1) electronic copy

Submit To: Alan C. Clark, Manager of Transportation and Air Quality
            Houston-Galveston Area Council
            Mail to: P.O. Box 22777, Houston, TX 77227-2777
            Deliver to: 3555 Timmons Lane, Suite 120, Houston, TX 77027
            Phone: 713-627-3200
            Fax: 713-993-4508

Procurement Period: 3 years (through October 2016)

Contract Type: Professional Services

DBE Goal: 24 percent

Insurance: Certificate of Liability Insurance required naming H-GAC as an additional insured is required for such Contractors that are not self-insured for all claims for which they may be responsible under the Texas Tort Claims Act.

Note: Project sponsors are expected to be familiar with the contents of this RFP and to be highly involved in the application process. Project sponsors are to be present at and active participants in all meetings and conversations with H-GAC, including discussion of preliminary application feedback, oral interviews, and contract negotiation. Project sponsors whose projects are selected for implementation are expected to remain actively involved during the initial three year implementation period.
<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>SCHEDULE/TIMELINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Request for Proposal and Qualifications</td>
<td>June 10, 2013</td>
</tr>
<tr>
<td>Advertise the RFP on the H-GAC Website</td>
<td>June 10, 2013</td>
</tr>
<tr>
<td>Advertise the RFP in the Houston Chronicle</td>
<td>June 13, 2013</td>
</tr>
<tr>
<td>Pre-Application Meeting at the H-GAC Office</td>
<td>Week of June 24 - 28, 2013</td>
</tr>
<tr>
<td>H-GAC Staff Evaluate the Preliminary Application and Make a Pre-Screening Determinationº</td>
<td>No sooner than three weeks after the submission of the Preliminary Application</td>
</tr>
<tr>
<td>Project Sponsor(s) Receiving a Positive Pre-Screening Determination are Invited to Submit a Full Proposal</td>
<td>Following the Pre-screening Determination</td>
</tr>
<tr>
<td>Review Committee Evaluation &amp; Recommendation</td>
<td>No sooner than one month after H-GAC’s receipt of full proposal(s)</td>
</tr>
<tr>
<td>Oral Interview(s)</td>
<td>Following staff review and evaluation of full proposal(s)</td>
</tr>
<tr>
<td>H-GAC Board Approval to Negotiate Contract(s)</td>
<td>TBA</td>
</tr>
<tr>
<td>H-GAC issues a letter outlining the Project Budget, Local Share, and Direct State Costs as estimated¹ for the 3-year period</td>
<td>Following approval by the H-GAC Board of Directors² of the negotiation of an initial one-year contract</td>
</tr>
<tr>
<td>Completion of H-GAC’s Pre-Contract Review Process</td>
<td>No sooner than two weeks after receipt of all requested documentation</td>
</tr>
<tr>
<td>Contract Negotiation with Selected Proposer(s)</td>
<td>Following the completion of H-GAC’s Pre-Contract Review Process</td>
</tr>
<tr>
<td>Execute Contract and Issue Notice to Proceed</td>
<td>Following the completion of contract negotiation with selected proposer(s)</td>
</tr>
</tbody>
</table>

º Submissions must meet the CMAQ cost-effectiveness threshold to proceed to the review committee.

¹ The three year budget for Commuter and Transit Service Pilot Projects will be based on projections for a three year performance period. In addition to the initial one-year performance period (beginning with the issuance of a “Notice to Proceed”) this Procurement also contains two (one-year) option periods; the exercising of these options will be based on contractor performance and funding availability, at the discretion of the H-GAC Board of Directors. Estimates will be adjusted as necessary for subsequent years to reflect revised ridership projections and other cost variables.

² Board approvals will be made for one-year performance periods with the option of contracting for up to three years in total.
OBJECTIVES

The Houston-Galveston Area Council (H-GAC) is requesting proposals to provide unique and innovative transit services for commuters in the Houston-Galveston Transportation Management Area (TMA). The purpose of this project is to provide new services that reduce vehicle trips and/or vehicle miles traveled in the region, thereby reducing mobile source emissions. Proposed services must be new services and cannot replace or duplicate existing services. Proposals for fleet expansion can consist of transit vehicle acquisitions. **Only projects that provide direct services resulting in trip and emission reductions will be considered.**

BACKGROUND

The Houston-Galveston-Brazoria area has been designated as a severe nonattainment area for ozone under the 1990 Federal Clean Air Act Amendments. H-GAC, as the Metropolitan Planning Organization (MPO), is responsible for developing plans to improve air quality and comply with these federal standards. The agency has received federal Congestion Mitigation and Air Quality (CMAQ) funds that are to be used to support transportation projects that help the area meet the federal air quality standards. **Only new services are eligible for CMAQ funding.** Innovative financing options are encouraged, including public/private partnerships and transportation development credits.

Matching funds and TxDOT’s direct state costs will be provided by the project sponsors. In addition to the commuter and transit services, the passage of Moving Ahead for Progress in the 21st Century (MAP-21), the new federal highway legislation, allows for the purchase of new transit fleet with CMAQ dollars. Current and former pilot projects funded through H-GAC’s commuter and transit pilot program that have ridership that exceeds their capacity may be eligible for funding to expand their transit vehicle fleet.

COMMUTER AND TRANSIT SERVICES

All commuter and transit services must be coordinated with taxing authorities such as local governments, existing transit authorities and transportation providers within the proposed service areas. Coordination efforts must be thoroughly documented in the proposal.

During this Call for Projects, H-GAC is proposing to fund selected projects for one year, with an option to qualify projects for second and third year funding. These projects must meet their ridership and emissions reduction goals, as well as the CMAQ cost-effectiveness threshold, and other evaluation criteria identified in the RFP, contingent upon the availability of funding. The primary target areas for these projects are major employment and activity centers as well as other major travel corridors within the eight-county region with limited or no public transportation service.

For Commuter and Transit Service Pilot Projects, Federal CMAQ funds will be provided for net operating expenses at a level of up to seventy percent (70%) of net operating costs in year one and at a level of up to fifty percent (50%) of net operating costs in years two and three. The level of CMAQ funding in year one will be based on the service’s projected ability to meet the cost-effectiveness threshold set by H-GAC, of no more than $275,000 in CMAQ funding per ton of NOx reduced annually as averaged over the first five years of the project. The level of funding in years two and three will be determined on the basis of the project’s performance to date and upon funding availability. CMAQ funds may only be utilized to fund operations for the first three (3) years of the project; however, monthly reporting to H-GAC shall be continuous throughout
the first five (5) years. If performance falls such that the project fails to meet the cost-effectiveness threshold for a sustained period, as determined by H-GAC, then federal funding will be reduced until the cost-effectiveness threshold is met.

For Fleet Expansion Projects, CMAQ funds will be provided at a level of up to eighty percent (80%) of the cost to purchase a transit bus. Pilot projects using fleet expansion funds may receive reimbursement for operation and maintenance expenses only during the initial three years of the project. CMAQ funds will not be available to fund the operation and maintenance of fleet expansion vehicles after the initial operating period is complete.

ELIGIBLE PILOT PROGRAM APPLICANTS

Transit agencies, local governments, TMOs, non-profit organizations, other public transportation service providers, and private enterprises (provided that coordination with public entities is demonstrated) may respond to this submittal request. Proposed projects must serve the areas identified above and must be available to the public.

ELIGIBLE PILOT PROGRAM PROJECTS

Eligible projects will provide a new service and will provide evidence of funding commitments for a five year period. Eligible projects will primarily target commutes to work; however, projects with additional trip purposes will be considered for funding. Types of projects that could meet the requirements of this pilot program include, but are not limited to, the following:

1) **Fixed Route Transit** – This service would transport people traveling within a specific congested activity center based upon pre-defined schedule and stops.

2) **Express Bus Service** - A fixed route, point to point service such as park and ride routes. This service generally operates for longer distances connecting residential areas to a major employment center.

3) **Deviated Fixed Route Service** – Transit service that operates along a fixed alignment or path at generally fixed times, but may deviate from the route alignment to collect or drop off passengers who have requested the deviation.

4) **Transit Investments** – These transit investments can include the expansion of transit vehicle fleets for current and former pilot programs.

Other innovative services may be proposed but these services must be available to the general public. Proposals will be evaluated and funded on a first-come, first-serve basis until all funds have been committed.

ELIGIBLE PILOT PROGRAM COSTS

The available CMAQ funds for Commuter and Transit Service Pilot Projects are solely for operations, marketing and advertising in support of the service start-up, leasing or purchase of vehicles, staff
wages/salaries, fuel costs, and fleet expansion. Other eligible costs include installation of signage for marketing purposes, and stripping and lighting if parking spaces are donated at no cost.

**INELIGIBLE PILOT PROGRAM COSTS**

The available CMAQ funds are solely for operations and the purchase of vehicles and cannot be used for construction activity that would require environmental clearance, right of way acquisition, and landscaping. If a project sponsor identifies state or local funding for the purchase of vehicles, these funds can be used as local match. Projects whose primary activities do not include service operation and/or fleet expansion will be disqualified under this RFP. Also, planning activities will be ineligible for CMAQ funding under this RFP.

**SERVICE AREA**

Proposed projects should provide services that benefit major employment and activity centers or other major travel corridors with limited or no public transportation service. The service area must lie entirely within the Houston-Galveston TMA, which includes Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, and Waller Counties. In programs that serve long distance commuters, the entire trip must originate and end within the eight county Houston-Galveston TMA. A map of the TMA service area is included in Figure 1 of this RFP.

![Figure 1: MPO Service Area](image)

**ELIGIBLE FLEET EXPANSION APPLICANTS**

To be eligible for CMAQ funding for Fleet Expansion, the project sponsor must be operating a service that is a current or former Commuter and Transit Services Pilot project, and the service must demonstrate that the current ridership exceeds the program’s current capacity. If it is determined that a current or former pilot
project is eligible to receive funding for fleet expansion, CMAQ funds will be provided at a funding level of up to 80%. Pilot projects using fleet expansion funds may receive reimbursement for operation and maintenance expenses only during the initial three years of the project. CMAQ funds will not be available to fund the operation and maintenance of fleet expansion vehicles after the initial operating period is complete.

CMAQ funding for Fleet Expansion will be provided through a cost reimbursement agreement between the applicant and H-GAC. These funds will not be transferred to the FTA; selected applicants will be treated as sub recipients. In order to take advantage of the funding for Fleet Expansion it is necessary that the transit vehicles ordered with these funds be both received and accepted by the applicant prior to the funds’ expiration in December 2014.

Any fleet purchased under this pilot program are required to meet the heavy-duty engine certified 0.2 NOx level and the Buy America requirements.

**PROPOSAL REQUIREMENTS**

Applicants not submitting all of the required proposal information will be considered non-responsive and the proposal will be returned. Proposals should be limited to no more than 25 single sided 8 ½” x 11” pages. Appendices will not count towards the 25 page limit.

Proposals should adhere to the format specified in the Proposal Contents section of this RFP. The complete proposal should include four appendices as specified in the Proposal Contents section of this RFP.

In addition to the original proposal and the nine (9) complete copies of the proposal, the application package must include one (1) electronic copy of the complete proposal (including all appendices) on a compact disc.
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Transit Advisory Committee

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

Background

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

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

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

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

Purpose

To discuss the progress made pursuing options for coordinating the expenditure of State funds in accordance with local priorities in the Conroe-The Woodlands UZA.
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Consider Quarterly Updates regarding:

a. Limited Eligibility Demand Response Transit Service in the Conroe-The Woodlands Urbanized Area – Discussion (10 minutes)

b. FTA Section 5310 Program, Enhanced Mobility of Seniors and Individuals with Disabilities – Discussion (10 minutes)

c. South Montgomery County Mobility Plan – Discussion (10 minutes)

d. The Woodlands Township Transit Plan – Discussion (10 minutes)

a. Limited Eligibility Demand Response Transit Service Update

**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.

b. FTA Section 5310 Program Update

**Background**

On December 10, 2013, the Transit Advisory Committee passed a resolution supporting the City of Conroe’s request to be named the Designated Recipient for Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities. On January 8, 2014, the City of Conroe submitted its request to the Houston-Galveston Area Council (H-GAC). On February 4, 2014, representatives from the City of Conroe met with H-GAC staff to discuss the status of the City’s request, and to seek clarification on changes to public participation plan (PPP) requirements and H-GAC’s role in the programming of Section 5310 funds. H-GAC has initiated the process to designate the City as the Conroe-The Woodlands UZA designated recipient for Section 5310 Program.

H-GAC issued a policy change regarding the PPP requirement for FTA formula funding Program of Projects. Designated Recipients will no longer be able to rely upon the H-GAC Transportation Improvement Program process to meet PPP requirements. Consequently, Conroe as the Designated Recipient of Section 5310 funding, will undertake a local process to ensure that PPP requirements are met.
H-GAC encouraged Conroe to coordinate its public participation process in order to complete a Program of Projects for all formula funding sources (Section 5307, 5339, and 5310) in parallel. Due to the change in Designated Recipient, the Program of Projects has not been completed for the Section 5310 funds. (Public comment is being taken for the Section 5307 and Section 5339 Program of Projects as discussed under Agenda Item #4.) It is the intent of Conroe as the presumed Designated Recipient to begin a PPP process which meets the statutory requirements, beginning with the consultation with providers of public transportation and interested parties to draft a proposed Program of Projects for future public comment. The Section 5310 funds available for programming are:

<table>
<thead>
<tr>
<th>Program</th>
<th>FY 2013</th>
<th>FY 2014</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 5310</td>
<td>$37,245</td>
<td>$71,611</td>
<td>$108,856</td>
</tr>
</tbody>
</table>

Transportation Development Credits (TDCs) are a non-cash source of local match. 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.

**Purpose**

To announce the availability of Section 5310 funds for programming and provide an update on the Section 5310 program.

c. **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.

d. 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.
Consider Setting the Quarterly Meeting Dates, Times and Locations – **Action Item** (3 minutes)

**Background**

According to the Bylaws, the 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.

Over the course of the last year, the Advisory Committee has met quarterly on the second Tuesday of the month from 10:00 AM to 11:30 AM with the exception of today’s meeting, which was rescheduled at the request of the Chairman. The location of the meeting has switched back and forth between the City of Conroe and The Woodlands Township on a quarterly basis.

If the meetings continue as initiated above, the dates, times and locations are as follows:

<table>
<thead>
<tr>
<th>DATE (Tuesdays)</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 10, 2014</td>
<td>10:00 AM to 11:30 AM</td>
<td>The Woodlands Township</td>
</tr>
<tr>
<td>September 9, 2014</td>
<td>10:00 AM to 11:30 AM</td>
<td>City of Conroe</td>
</tr>
<tr>
<td>December 9, 2014</td>
<td>10:00 AM to 11:30 AM</td>
<td>The Woodlands Township</td>
</tr>
<tr>
<td>March 10, 2015</td>
<td>10:00 AM to 11:30 AM</td>
<td>City of Conroe</td>
</tr>
</tbody>
</table>

**Purpose**

To set the meeting dates, times and locations for the next four (4) meetings.
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Consider Potential Amendments to the Transit Advisory Committee Bylaws – Discussion (10 minutes)

**Background**

According to the Bylaws, changes to the 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 same proposed amendments to the Bylaws.

**Purpose**

To discuss any potential changes to the Bylaws. (If any changes are identified for further consideration by the committee, then the procedures, as stated in the Bylaws, shall be followed.)