Transit Advisory Committee
Agenda Packet
March 21, 2017
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1. Introduction of Committee Appointees and Meeting Attendees (2 minutes)

2. Consider Meeting Minutes from January 17, 2017 for Approval – **Action Item** (3 minutes)

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

4. Consider an Update Regarding the Countywide Urban and Rural Transportation Implementation Strategy for Seniors, Persons with Disabilities, Veterans, Persons with Low Income, and the General Public – Discussion (10 minutes)

5. Consider a Resolution of Support for developing a Countywide Urban and Rural Transportation Strategy for Seniors, Persons with Disabilities, Veterans and Persons with Low Incomes, and the General Public – **Action Item** (5 minutes)

6. Consider Potential Amendments to the Conroe-The Woodlands UZA Transit Advisory Committee Bylaws
   a. Consider a Resolution Approving an Amendment to the Bylaws for Renaming the Transit Advisory Committee – **Action Item** (5 minutes)
   b. Consider a Resolution Approving an Amendment to the Bylaws for Establishing Subcommittees – **Action Item** (5 minutes)

7. Consider Modifications to the Conroe-The Woodlands UZA Committee Transit Advisory Committee Meeting Public Notice Procedures - **Action Item** (5 minutes)

8. Consider a Presentation Regarding the Conroe-The Woodlands UZA FTA Section 5307 Urbanized Area Formula Program and FTA Section 5339 Bus and Bus Facilities Program Apportionments – Discussion (10 minutes)

9. Consider a Presentation Regarding the Use of the Conroe-The Woodlands UZA FTA Section 5310 Program, Enhanced Mobility of Seniors and Individuals with Disabilities Funds – Discussion (10 minutes)

10. Consider Presentations Regarding Quarterly Transit Reports:
    a. Presentation Regarding the City of Conroe – Discussion (5 minutes)
    b. Presentation Regarding The Woodlands Township – Discussion (5 minutes)
    c. Presentation Regarding Limited Eligibility Demand Response Transit Service Provided by Senior Rides in the Conroe-The Woodlands Urbanized Area – Discussion (5 minutes)

11. Consider Announcements Regarding Other Regional Transportation Planning Activities – Discussion (5 minutes)

12. Adjourn

**Next Meeting: June 6, 2017**
   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 – Paul Virgadamo, City Administrator
- The Woodlands Township
  - Gordy Bunch, Chairman
  - Alternate – Don Norrell, President/General Manager
- Montgomery County
  - Jim Clark, Commissioner Precinct 4
  - 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>Transit Advisory Committee</th>
<th>Agenda Item 2</th>
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<tbody>
<tr>
<td>Consider Meeting Minutes from January 17, 2017 for Approval – Action Item (3 minutes)</td>
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</table>

**Background**

The Transit Advisory Committee met formally at The Woodlands Township, 2801 Technology Forest Blvd., The Woodlands, TX 77381, on January 17, 2017.

**Purpose/Proposed Action**

To consider approving the meeting minutes from January 17, 2017.

**Attachment**

1. Minutes
2. Sign-In Sheet
3. Affidavit of Publication
Agenda Item 2
Attachment
The Transit Advisory Committee Meeting commenced at 10:30 a.m. on January 17, 2017.

The Quarterly UZA Meeting was set for March 21, 2017 in Conroe, Texas.

Attendees: See sign-in sheet (attached)

<table>
<thead>
<tr>
<th>1. Introduction of Committee Members and Meeting Attendees</th>
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<tbody>
<tr>
<td><strong>Discussion</strong></td>
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<tr>
<td><strong>Actions</strong></td>
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<table>
<thead>
<tr>
<th>2. Election of Committee Chair and Vice Chair – Action Item (5 minutes)</th>
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<tr>
<td><strong>Discussion</strong></td>
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<td><strong>Actions</strong></td>
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<table>
<thead>
<tr>
<th>3. Consider Meeting Minutes and Workshop Summary for Approval</th>
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<tbody>
<tr>
<td><strong>a. Quarterly Meeting on September 20, 2016 – Action Item (3 minutes)</strong></td>
</tr>
<tr>
<td><strong>b. Workshop on October 18, 2016 – Action Item (3 minutes)</strong></td>
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<tr>
<td><strong>Discussion</strong></td>
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<td><strong>Actions</strong></td>
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<tr>
<th>4. Public Comment</th>
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<tr>
<td><strong>Discussion</strong></td>
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<td><strong>Actions</strong></td>
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<tr>
<th>5. Consider an Update Regarding the Countywide Urban and Rural Transportation</th>
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</table>

English and Spanish public notices were published in the Montgomery County Courier (Conroe) and the Woodlands Villager. The Affidavit of Publication is attached.
### Implementation Strategy for Seniors, Persons with Disabilities, Veterans, and Persons with Low Income – Discussion (10 minutes)

**Discussion**  
By way of updating the new UZA committee member, in east and west Montgomery County there is a need for transportation. There are areas beyond the service area of providers that do not have needed transportation. Transportation resources to get people to prevention medical appointments or early intervention can avoid $2,000 ambulance trips and the medical costs. Many people are on the cusp of being self-sufficient and would go to work if they had transportation.

Resolution for requesting funding from various partners to create a Strategic Implementation Action document. The County has indicated, subject to Commissioner Court approval, they would provide $40,000 to serve as local share to match federal funding. Discussions with Brazos Transit District have indicated they would contribute rural federal dollars up to $40,000 and Conroe has said subject to Council approval they would contribute urban federal dollars up to $40,000. Additional funding would be applied on a pro rata basis and would be used to reduce the amount of the existing funding commitments. Funding, federal allocation or local funds, could be provided from other stakeholders including The Woodlands Township, small cities or other stakeholders such as economic development corporations or the Montgomery County Hospital District.

It was suggested that the Resolution be updated with the current boards support, adding The Woodlands Township support to this idea would be valuable. The UZA is not about a specific geography but the county as a whole and an issue that has a trickledown effect impacting everybody.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Motion was made to update the Resolution with current board members. Motion passed 4 to 0.</th>
</tr>
</thead>
</table>

### Consider Potential Amendments to the Conroe-The Woodlands UZA Transit Advisory Committee Bylaws

6. **Discussion**
   - Renaming the Transit Advisory Committee – Discussion (5 minutes)
   - Establishing a Countywide Subcommittee – Discussion (5 minutes)

   a. In the discussion of a new committee name, it was discussed that the word transit has a negative connotation. The proposed new name is Mobility Advisory Committee. The Committee will consider at the new name at the next meeting. The proposed name change, as in accordance with the bylaws, has to be sent back to The Woodlands Township and City of Conroe and then presented to the UZA Committee 7 days prior to the next meeting.

   b. Establishing and naming a Countywide Subcommittee and giving the Committee authority to appoint subcommittee members. This proposed
action will also have to be approved by the elected boards of The Woodlands Township and City of Conroe. The number of members and who the members might be dependent on the task. Alternates to the UZA Committee members and other stakeholders could be members of the subcommittee. Potential stakeholders have been identified and the list will be provided as well as recommended bylaw language and recommended committee names for consideration 7 days before the next quarterly meetings.

**Actions**

No formal action was taken.

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

#### Discussion

The Board agreed to hold quarterly meetings the first Tuesday of last month of each quarter. The first meeting in March 2017 will be adjusted to March 21st to accommodate Spring Break vacations that would impact board member participation. The 2017 Transit Advisory UZA Committee Meeting Dates are the following:

- **March 21, 2017** 10:30 am to 12:00 pm City of Conroe
- **June 6, 2017** 10:30 am to 12:00 pm The Woodlands Township
- **September 5, 2017** 10:30 am to 12:00 pm City of Conroe
- **December 5, 2017** 10:30 am to 12:00 pm The Woodlands Township

**Actions**

No formal action was taken.

### 8. Consider a Presentation Regarding the Conroe-The Woodlands UZA FTA Section 5307 Urbanized Area Formula Program and FTA Section 5339 Bus and Bus Facilities Program Apportionments and the State Public Transportation Appropriations for FY 2017 – Discussion (10 minutes)

#### Discussion

Informational item to let the committee know at the next quarterly meeting we will discuss the FY 2017 federal apportionments which are projected to be released in early February.

TxDOT is proposing adding to the public transportation budget a new category of state transit funding for entities formerly rural/small-urban that became a newly designated urban area. This may increase the state funding available to the UZA.

**Actions**

No Formal Action was taken.

### 9. Consider a Presentation Regarding the Use of the Conroe-The Woodlands UZA FTA Section 5310 Program, Enhanced Mobility of Seniors and Individuals with Disabilities Funds – Discussion (10 minutes)

#### Discussion

A summary was provided of the activities occurring under the FY 2013 and FY 2014, FY 2015 and FY 2016 Program of Projects (POP) for Section 5310 in the Conroe-The Woodlands UZA.

The 5310 Program two program segments are for 2013-2014 and 2015-
2016. Typically, Senior Rides uses 5310 funds for the purchase of vehicles, preventive maintenance and purchase of service. There have been reimbursements – two vehicles have been purchased and funds used for preventive maintenance. This funding program now allows Senior Rides to have a spare vehicle for rural service and urban service. For 2015 and 2016 Senior Rides and New Danville are sub-recipients. 5310 funds have been used by Senior Rides to purchase service from Harris County Rides.

<table>
<thead>
<tr>
<th>10. Consider Presentations Regarding Quarterly Transit Reports:</th>
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<tbody>
<tr>
<td>a. Presentation Regarding the City of Conroe – Discussion (5 minutes)</td>
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<tr>
<td>b. Presentation Regarding The Woodlands Township – Discussion (5 minutes)</td>
</tr>
<tr>
<td>c. Presentation Regarding Limited Eligibility Demand Response Transit Service Provided by Senior Rides in the Conroe-The Woodlands Urbanized Area – Discussion (5 minutes)</td>
</tr>
</tbody>
</table>

**Discussion**

a. Presentation Regarding the City of Conroe

*The Conroe Connection Ridership Summary for the Second Quarter of Federal FY 2016 (January 1, 2015 – March 31, 2016)* was attached to the agenda packet.

b. Presentation Regarding The Woodlands Township

*The Woodlands Township Transit Service Ridership Summary for the Second Quarter of Federal FY 2016 (January 1, 2015 – March 31, 2016)* was attached to the agenda packet.

c. Presentation Regarding Limited Eligibility Demand Response Transit Service (Senior Rides)

*The Senior Rides Transit Service Ridership Summary for the Second Quarter of Federal FY 2016 (January 1, 2015 – March 31, 2016)* was attached to the agenda packet.

10. Consider Announcements Regarding Other Regional Transportation Planning Activities

**Discussion**

There was no discussion

11. Consider Announcements Regarding Other Regional Transportation Planning Activities – Discussion (5 minutes)

**Discussion**

There was no discussion

12. Adjourn
APPROVED this the 21\textsuperscript{st} day of March 2017.

________________________________
Chair, Transit Advisory Committee

ATTEST:

___________________________
Vice Chair, Transit Advisory Committee
<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>E-mail Address</th>
<th>Mailing Address and/or Phone Number (Optional)</th>
</tr>
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<tbody>
<tr>
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<td>713-931-7931</td>
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<td></td>
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<tr>
<td>Ron Carter</td>
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<td>Alton Rodenstein</td>
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<td>Jim Kayfendall</td>
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<td>713-408-2880</td>
</tr>
<tr>
<td>Ray Stettler</td>
<td>Small Cities</td>
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<tr>
<td>Jim Clasen</td>
<td>MC PC 74</td>
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<tr>
<td>Guy Martin</td>
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January 17, 2017
<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>E-mail Address</th>
<th>Mailing Address and/or Phone Number (Optional)</th>
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</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>
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 Breitenbach, Representative for Brenda Miller-Ferguson, General Manager and Publisher of The Conroe Courier and The Woodlands Villager a newspaper 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

11 day of January 2017

day of .................................. 2017

day of .................................. 2017

day of .................................. 2017

day of .................................. 2017

Sworn to and subscribed before me this 11 day of January 2017.

Notary Public

My commission expires on (stamp)
LEGAL NOTICES

R

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INVITATION TO BIDDERS

INFORMATION TO BIDDER

1. A sealed proposal shall be submitted to the Montgomery County Municipal Utility District No. 47, its General Partner on behalf of East Montgomery County Municipal Utility District No.7 for Construction of the Water, Sanitary Sewer, and Storm Water Sewer Project.

2. A copy of the Plans and Specifications may be obtained from the Engineer.

3. The Montgomery County Municipal Utility District No. 47 reserves the right to reject any and all bids. The Successful Bidder, if any, will be the responsible Bidder which in the best and most economical completion of the Project. (Texas Water Code 49.273)

4. The Montgomery County Municipal Utility District No. 47 will hold an on-site proposal opening on Wednesday, January 18, 2017. Montgomery County Municipal Utility District No. 47 will hold an on-site proposal opening at 2:30 p.m., Wednesday, January 18, 2017.

5. SEALED PROPOSALS addressed to Montgomery County Municipal Utility District No. 47 for Construction of the Water, Sanitary Sewer, and Storm Water Sewer Project, shall be received at the Katy office of LJA Engineering, Inc., 1220 SW Highway 6, Katy, Texas 77494, until 2:30 p.m., Wednesday, January 18, 2017.

6.SEALED PROPOSALS addressed to Montgomery County Municipal Utility District No. 47 for Construction of the Water, Sanitary Sewer, and Storm Water Sewer Project, shall be received at the Katy office of LJA Engineering, Inc., 1220 SW Highway 6, Katy, Texas 77494, until 2:30 p.m., Wednesday, January 18, 2017.

7. All person having claims against this Estate which is currently being administered are required to present them to the undersigned within 60 days from the date of publication, provided the claim is not subject to the objections of the executor. (Texas Probate Code 19.010)

8. Notice is hereby given that original Letters Testamentary for the Estate of CAROL SUE HAZELWOOD, Deceased, were issued on August 1, 2016.

9. The meeting will be held at 10:30 A.M. on Tuesday, January 17, 2017, at The Residence of the Independent Executor.

10. The residence of the Independent Executor is 172 Greenleaf Lane, Conroe, Texas 77301.

11. The word “executor” means the person named in a will as the personal representative and the word “administration” means the administration of a decedent’s estate as a result of the death of the decedent.

12. The meeting will be held at 10:30 A.M. on Tuesday, January 17, 2017, at 172 Greenleaf Lane, Conroe, Texas 77301.

13. The residence of the Independent Executor is 172 Greenleaf Lane, Conroe, Texas 77301.

14. The word “executor” means the person named in a will as the personal representative and the word “administration” means the administration of a decedent’s estate as a result of the death of the decedent.

15. The meeting will be held at 10:30 A.M. on Tuesday, January 17, 2017, at 172 Greenleaf Lane, Conroe, Texas 77301.
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18


<table>
<thead>
<tr>
<th>Transit Advisory Committee</th>
<th>Agenda Item 3</th>
</tr>
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<tbody>
<tr>
<td>Public Comment – Limited to items on the agenda (3 minutes per citizen)</td>
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</table>

**Background**

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

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

**Purpose**

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

Consider an Update Regarding the Countywide Urban and Rural Transportation Implementation Strategy for Seniors, Persons with Disabilities, Veterans, Persons with Low Income, and the General Public – Discussion (10 minutes)

Background

The Conroe-The Woodlands Urbanized Area Transit Advisory Committee determined the need for a countywide urban and rural transportation implementation strategy during a Montgomery County public transportation meeting, a UZA committee workshop and two (2) UZA meetings. During the meetings and workshop, the committee recognized the transportation challenges facing Montgomery County including the size of the county, the distance between the east and west sides of the county from the urban development along IH 45, restrictions on the use of urban transportation funding, the limited amount of rural transportation funding, and limited non-profit and private transportation resources for medical, social service, employment, and other essential activities. The committee agreed the implementation strategy must include countywide coordination and funding, clear cut objectives, and well defined actions resulting in measurable transportation outcomes for Seniors, Persons with Disabilities, Veterans, Persons with Low Incomes, and the General Public.

Officials and staff from the City of Conroe, The Woodlands Township, the County, and Brazos Transit District have stated their support to request funding from their respective governing boards. They also stated the need to request other government, non-profit and private stakeholders in Montgomery County (Attachment 1) for participation on an urban and rural subcommittee and financial support for the implementation strategy. A draft letter from Transit Advisory Committee Chairman Bunch requesting support for the subcommittee is attached to this agenda item.

Purpose

To discuss the next steps for coordinating and funding a countywide transportation implementation strategy for Seniors, Persons with Disabilities, Veterans, Persons with Low Incomes, and the General Public.

Attachments

1. Stakeholder List
2. Draft request letter from Chairman Bunch to potential stakeholders.
Agenda Item 4
Attachment
"Small" Cities in Urbanized Area

<table>
<thead>
<tr>
<th>Contact</th>
<th>Title</th>
<th>E-mail</th>
<th>Phone</th>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>
### Rural Cities in Montgomery County

<table>
<thead>
<tr>
<th>Organization</th>
<th>Contact</th>
<th>Title</th>
<th>E-mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Magnolia</td>
<td>Todd Kana</td>
<td>Mayor</td>
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<tr>
<td>City of Magnolia</td>
<td>Paul Mendes</td>
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<td>281-356-2266</td>
</tr>
<tr>
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<td>281-356-2266</td>
</tr>
<tr>
<td>City of Magnolia</td>
<td>Johnny Williams</td>
<td>Council member</td>
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<td>281-356-3658</td>
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<tr>
<td>City of Montgomery</td>
<td>Kirk Jones</td>
<td>Mayor</td>
<td><a href="mailto:shensley@ci.montgomery.tx.us">shensley@ci.montgomery.tx.us</a></td>
<td>936-597-6434</td>
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<td>City of Montgomery</td>
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<td>936-597-6434</td>
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<td>City of Montgomery</td>
<td>Susan Hensley</td>
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<td>936-597-6434</td>
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<tr>
<td>City of Patton Village</td>
<td>Leah Tarrant</td>
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<tr>
<td>Town of Splendora</td>
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<td>City Secretary</td>
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<tr>
<td>City of Woodbranch Village</td>
<td>Dorothy Welch</td>
<td>Mayor</td>
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<td>281-689-3197</td>
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<tr>
<td>City of Woodbranch Village</td>
<td>Vera Craig</td>
<td>Mayor</td>
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<td>281-399-3979</td>
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<tr>
<td>City of Woodbranch Village</td>
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<td>281-399-3979</td>
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<tr>
<td>City of Roman Forest</td>
<td>Chris Parr</td>
<td>Mayor</td>
<td><a href="mailto:Mayor.Parr@CityOfRomanForest.org">Mayor.Parr@CityOfRomanForest.org</a></td>
<td>281-399-2660 ext. 102</td>
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<td>City of Roman Forest</td>
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<td>City of Roman Forest</td>
<td>Sheryl Muro</td>
<td>City Secretary</td>
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<tr>
<td>Montgomery County</td>
<td>Craig Doyal</td>
<td>County Judge</td>
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<td>936-539-7812</td>
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<td>The Salvation Army - Conroe</td>
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<td>John Bracken</td>
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<td>936-441-4044</td>
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<td>The Mission</td>
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<td>TriCounty Services (MHMR)</td>
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<td>936-521-6118</td>
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<td>catherinеп@tricountyservices.org</td>
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<td>TriCounty Services (MHMR)</td>
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<td><a href="mailto:chad@mcea-tx.org">chad@mcea-tx.org</a></td>
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<td>936-538-8060</td>
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<td><a href="mailto:drhayles@gmail.com">drhayles@gmail.com</a></td>
<td>936-672-7808</td>
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<td>Coat of Many Colors Ministry</td>
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<td><a href="mailto:mahayles3@gmail.com">mahayles3@gmail.com</a></td>
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<td>Interfaith of the Woodlands</td>
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<td>281-367-1230</td>
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<td>936-756-5828</td>
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</tr>
</tbody>
</table>
Dear <insert contact’s salutation and last name>:

The members of the Conroe-The Woodlands Urbanized Area Transit Advisory Committee (Committee), working with stakeholders throughout Montgomery County, have adopted a resolution in support of the need to create of a County-wide Urban and Rural Transportation Implementation Strategy for Seniors, Persons with Disabilities, Veterans, Persons with Low Incomes, and the General Public (attached). Several larger stakeholders, such as the City of Conroe, The Woodlands Township, Montgomery County, and Brazos Transit District, have indicated a willingness to participate on a stakeholder subcommittee and may consider financially supporting the estimated $120,000 implementation strategy. The success of the implementation strategy would be bolstered by broad support of additional political subdivisions, non-profit organizations and other stakeholders within Montgomery County who are concerned about the growing demand to connect people with medical, social service, employment, and other essential activities.

I invite your organization to participate on the stakeholder subcommittee and request your organization’s consideration of a $2,000 to $5,000 commitment toward development of the implementation strategy to achieve greater connectivity for people with limited mobility options to essential services. Please contact me directly with your staff and/or monetary commitment to this effort. I can be reached at (281) 210-3800 and GBunch@thewoodlandstownship-tx.gov.

You may also contact Mr. David Bartels, Vice President with The Goodman Corporation, for additional information regarding this request. He can be contacted at (512) 236-8002 extension 307 and dbartels@thegoodmancorp.com.

Sincerely,

Gordy Bunch
Chair, The Woodlands Township Board of Directors
Chair, Conroe-The Woodlands Urbanized Area Transit Advisory Committee

Attachment
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Transit Advisory Committee

Consider a Resolution of Support for developing a Countywide Urban and Rural Transportation Strategy for Seniors, Persons with Disabilities, Veterans, Persons with Low Incomes, and the General Public – **Action Item** (5 minutes)

**Background**

This resolution was approved by the UZA Transit Advisory Committee on September 20, 2016 as the result of the August 3, 2016 collaborative meeting hosted by Montgomery County and the Conroe-The Woodlands Urbanized Area Transit Advisory Committee regarding the development of a comprehensive approach to improving transportation for the public within Montgomery County. This resolution was also the result of discussions by the Transit Advisory Committee Regarding the need for a County-wide Urban and Rural Transportation Implementation Strategy for Seniors, Persons with Disabilities, Veterans Persons with Low Income, and the General Public.

During the January 17, 2017 meeting, the committee members agreed to update this resolution (Attachment 1 and 2) to reflect the newest member on the committee, Mr. Gordy Bunch, and the assignment of a new Chair and Vice Chair.

**Purpose**

To consider an updated Resolution of Support for developing a County-wide Urban and Rural Transportation Implementation Strategy for Seniors, Persons with Disabilities, Veterans, Persons with Low Incomes, and the General Public.

**Attachments**

Agenda Item 5
Attachment
RESOLUTION NO. 20162017-____

A RESOLUTION OF THE TRANSIT ADVISORY COMMITTEE OF THE CONROE-THE WOODLANDS URBANIZED AREA IN SUPPORT OF DEVELOPING A COUNTY-WIDE URBAN AND RURAL TRANSPORTATION IMPLEMENTATION STRATEGY FOR SENIORS, PERSONS WITH DISABILITIES, VETERANS AND PERSONS WITH LOW INCOME, AND THE GENERAL PUBLIC

WHEREAS, there is a growing need for transportation services within the Conroe-The Woodlands Urbanized Area (UZA) and Montgomery County to support seniors, persons with disabilities, veterans, and persons with low income, and the general public; and,

WHEREAS, the Conroe-The Woodlands Urbanized Area Transit Advisory Committee and Montgomery County hosted a meeting on August 3rd, 2016 with county and regional stakeholders to discuss transportation services, needs and resources available in Montgomery County; and,

WHEREAS, the meeting provided a summary of the existing transportation services and included an excellent discussion on the current transportation challenges facing the public in Montgomery County and, most importantly, transportation challenges faced by seniors, persons with disabilities, veterans and persons with low income; and,

WHEREAS, the stakeholders at the meeting concluded that a County-wide transportation strategy for seniors, persons with disabilities, veterans and persons with low income was needed to accomplish the following objectives:

• Fill service gaps and minimize overlaps in transportation as provided by the various transportation providers and health and human service agencies;

• Identify methods to optimize the provision of service to deliver more trips and reduce costs; and

• Develop a sustainable framework for the use of existing and future local, state, and federal resources to improve county-wide transportation, especially for seniors, persons with disabilities, veterans and persons with low income; and,

WHEREAS, the stakeholder group also discussed the potential to create a county-wide Mobility Manager position, which could assist to implement the strategy, as well as coordinate transportation among the various transportation service providers and health and human service agencies within the County;
WHEREAS, the estimated cost to develop a county-wide strategy is approximately $120,000 and the estimated time to complete the strategy is approximately eight (8) months; and,

WHEREAS, Montgomery County Commissioners Court may consider providing up to one-third of the estimated cost to develop a county-wide implementation strategy and creating the mobility management position, if the strategy is completed.

NOW, THEREFORE, BE IT RESOLVED BY THE TRANSIT ADVISORY COMMITTEE OF THE CONROE-THE WOODLANDS URBANIZED AREA THAT THE COMMITTEE SUPPORTS DEVELOPMENT OF A COUNTY-WIDE URBAN AND RURAL TRANSPORTATION IMPLEMENTATION STRATEGY FOR SENIORS, PERSONS WITH DISABILITIES, VETERANS, AND PERSONS WITH LOW INCOME, AND THE GENERAL PUBLIC.

PASSED and ADOPTED this the 20th 21st day of SeptemberMarch, 2016 2017 by the Members of the Conroe-The Woodlands Urbanized Area Transit Advisory Committee.

The Woodlands Township City of Conroe

____________________    ____________________
Gordy Bunch, Board Chair Guy Martin, City Councilman
Mike Bass, Board Vice Chair Committee Chairman
The Woodlands Township Committee Vice Chairman

Montgomery County UZA Small Cities

________________________    _______________________
Jim Clark, Commissioner Precinct 4 James Kuykendall, Mayor
Committee Member City of Oak Ridge North

Committee Member
RESOLUTION NO. 2017-____

A RESOLUTION OF THE TRANSIT ADVISORY COMMITTEE OF THE CONROE-THE WOODLANDS URBANIZED AREA IN SUPPORT OF DEVELOPING A COUNTY-WIDE URBAN AND RURAL TRANSPORTATION IMPLEMENTATION STRATEGY FOR SENIORS, PERSONS WITH DISABILITIES, VETERANS AND PERSONS WITH LOW INCOME, AND THE GENERAL PUBLIC

WHEREAS, there is a growing need for transportation services within the Conroe-The Woodlands Urbanized Area (UZA) and Montgomery County to support seniors, persons with disabilities, veterans, persons with low income, and the general public;

WHEREAS, the Conroe -The Woodlands Urbanized Area Transit Advisory Committee and Montgomery County hosted a meeting on August 3, 2016 with county and regional stakeholders to discuss transportation services, needs and resources available in Montgomery County;

WHEREAS, the meeting provided a summary of the existing transportation services and included an excellent discussion on the current transportation challenges facing the public in Montgomery County and, most importantly, transportation challenges faced by seniors, persons with disabilities, veterans and persons with low income;

WHEREAS, the stakeholders at the meeting concluded that a County-wide transportation strategy for seniors, persons with disabilities, veterans and persons with low income was needed to accomplish the following objectives:

• Fill service gaps and minimize overlaps in transportation as provided by the various transportation providers and health and human service agencies;

• Identify methods to optimize the provision of service to deliver more trips and reduce costs; and

• Develop a sustainable framework for the use of existing and future local, state, and federal resources to improve county-wide transportation, especially for seniors, persons with disabilities, veterans and persons with low income;

WHEREAS, the stakeholder group also discussed the potential to create a county-wide Mobility Manager” position, which could assist to implement the strategy, as well as coordinate transportation among the various transportation service providers and health and human service agencies within the County;
WHEREAS, the estimated cost to develop a county-wide strategy is approximately $120,000 and the estimated time to complete the strategy is approximately eight (8) months; and,

WHEREAS, Montgomery County Commissioners Court may consider providing up to one-third of the estimated cost to develop a county-wide implementation strategy and creating the mobility management position, if the strategy is completed.

NOW, THEREFORE, BE IT RESOLVED BY THE TRANSIT ADVISORY COMMITTEE OF THE CONROE-THE WOODLANDS URBANIZED AREA THAT THE COMMITTEE SUPPORTS DEVELOPMENT OF A COUNTY-WIDE URBAN AND RURAL TRANSPORTATION IMPLEMENTATION STRATEGY FOR SENIORS, PERSONS WITH DISABILITIES, VETERANS, PERSONS WITH LOW INCOME, AND THE GENERAL PUBLIC.

PASSED and ADOPTED this the 21st day of March, 2017 by the Members of the Conroe-The Woodlands Urbanized Area Transit Advisory Committee.

The Woodlands Township
City of Conroe

Gordy Bunch, Board Chair
Committee Chair

Guy Martin, City Councilman
Committee Vice Chair

Montgomery County
UZA Small Cities

Jim Clark, Commissioner Precinct 4
Committee Member

James Kuykendall, Mayor
City of Oak Ridge North
Committee Member
Transit Advisory Committee

Agenda Item 6

Consider Potential Amendments to the Conroe-The Woodlands Transit Advisory Committee Bylaws

| a. Consider a Resolution Recommending an Amendment to the Bylaws for Renaming the Transit Advisory Committee – Action Item (5 minutes) |
| b. Consider a Resolution Recommending an Amendment to the Bylaws for Establishing Subcommittees – Action Item (5 minutes) |

Background

According to the Bylaws (Attachment 1), 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. Based on discussions regarding potential amendments to the Bylaws at the January 17, 2017, The Goodman Corporation staff submitted the Proposed Amendments to the Conroe-The Woodlands Urbanized Area Transit Advisory Committee members on March 9, 2017 (Attachment 2).

If any proposed amendments are recommended 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 consider potential changes to the Bylaws discussed at the Committee Workshop held in October 2016. If any changes are identified for further consideration by the committee, then the procedures, as stated in the Bylaws, shall be followed.

| a. Renaming the Transit Advisory Committee – Discussion (5 minutes) |

Proposed Name: Conroe-The Woodlands Urbanized Area Mobility Advisory Committee

| b. Establishing a Subcommittee(s) – Discussion (5 minutes) |

Purpose: To provide the committee with the authority to appoint subcommittees to evaluate countywide urban and rural transportation and mobility issues and initiatives of interest to the committee, their governing bodies and the public. If the renaming of the committee is approved, then the proposed language will be changed to show “Mobility Advisory Committee”.

Proposed Language:
**SUBCOMMITTEE(S):** The appointed representatives of the Conroe-The Woodlands Urbanized Area (UZA) Transit Advisory Committee may appoint a subcommittee, or subcommittees, to evaluate countywide urban and rural transportation and mobility issues and initiatives on behalf of the committee, their governing bodies and the public. Members of the subcommittee shall appoint a Chair of the subcommittee at the initial meeting. Any subcommittee formed shall report their activities to the committee at the quarterly UZA meetings.

Members of the subcommittee may include advisory committee members, committee alternates and other individuals with a technical understanding and/or interest in transportation and mobility issues and/or initiatives.

**Attachments**

1. Conroe-The Woodlands UZA Transit Advisory Committee Bylaws
2. Memo – Proposed Amendments to the Conroe-The Woodlands Urbanized Area Transit Advisory Committee Bylaws
3. Resolution Recommending an Amendment to the Bylaws for Renaming the Transit Advisory Committee
4. Resolution Recommending an Amendment to the Bylaws for Establishing Subcommittees
Agenda Item 6
Attachment
CONROE-THE WOODLANDS URBANIZED AREA
TRANSIT ADVISORY COMMITTEE BYLAWS

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

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

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

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

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

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

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

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

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

- U.S. Congressional District 8 – Congressman Kevin Brady
- Texas Senate District 3 – Senator Robert Nichols
- Texas Senate District 4– Senator Tommy Williams
- Texas House District 3 – Representative Cecil Bell
- Texas House District 15 – Representative Steve Toth
- Texas House District 16 – Representative Brandon Creighton
- Houston-Galveston Area Council
- Brazos Transit District
Advisory Committee shall meet the following criteria as defined by Title VI of the Civil Rights Act of 1964:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Preamble

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

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

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

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

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

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

I. Designations

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

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

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

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

**II. Administration**

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

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

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

**III. Funding and Allocation**

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

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

3. **Formula Funding.** Unless otherwise required by applicable law or agreed to in writing by separate instrument, the parties agree that any future state or federal formula funds allocated to the UZA for fiscal years commencing on or after September 1, 2012, including funds made available under the Urbanized Area Funding Program (49 U.S.C. 5307) shall be reallocated among the City, the Township and any Other Providers within the UZA according to the funding formula applicable to such funds in the fiscal year the funds are allocated to the UZA. When feasible, the parties will look to the state or federal agency responsible for determining the allocation of funds to the UZA to determine the share of the reallocation attributable to each party. The City and the Township recognize that the particular needs of the parties and limits on the permissible use of formula funds may make it advantageous to enter into separate written agreement(s) to deviate from the standard reallocation procedure established by this Paragraph 3.

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

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

IV. Term and Termination

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

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

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

V. Notices and Addresses

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

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

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

VI. **General**

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

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

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

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

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

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

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

[Signature pages follow]
THE WOODLANDS TOWNSHIP

BY:  
BRUCE TOUGH, CHAIRMAN 
BOARD OF DIRECTORS

BY:  
DON NORRELL, PRESIDENT

CITY OF CONROE, TEXAS

BY:  
WEBB K. MELDER, MAYOR

ATTEST:

MARLA J. PORTER, CITY SECRETARY

MARCUS L. WINBERRY, CITY ATTORNEY
EXHIBIT “A”

[Copy to come]
To: Conroe-The Woodlands Urbanized Area Transit Advisory Committee Members (Gordy Bunch, Chair; Guy Martin, Vice Chair; Jim Clark; James Kuykendall)
Cc: Paul Virgadamo; Shawn Johnson; Tommy Woolley; Don Norrell; Chris LaRue; Mark Mooney; Greg Smith; Barry Goodman; Jim Webb
From: David Bartels, Vice President, Federal Compliance
Date: March 9, 2017
Re: Proposed Amendments to the Conroe-The Woodlands Urbanized Area Transit Advisory Committee Bylaws

Reference: Conroe-The Woodlands Urbanized Area (UZA) Transit Advisory Committee Bylaws

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. This memorandum fulfills this requirement.

At the January 17, 2017 advisory committee meeting, the committee members discussed renaming the committee and adding language to enable the committee to form subcommittees to evaluate transportation and mobility issues and initiatives on behalf of the Committee. The proposed amendments to the bylaws are shown below.

**Proposed Amendment #1: Renaming the Conroe-The Woodlands Urbanized Area Transit Advisory Committee**

Proposed Name: Conroe-The Woodlands Urbanized Area Mobility Advisory Committee

**Proposed Amendment #2: Authority to Establish Subcommittees**

Purpose: To provide the committee with the authority to appoint subcommittees to evaluate countywide urban and rural transportation and mobility issues and initiatives of interest to the committee, their governing bodies and the public. If the renaming of the committee is approved, then the proposed language will be changed to show “Mobility Advisory Committee”.

Proposed Language:

**SUBCOMMITTEE(S):** The appointed representatives of the Conroe-The Woodlands Urbanized Area (UZA) Transit Advisory Committee may appoint a subcommittee, or subcommittees, to evaluate countywide urban and rural transportation and mobility issues and initiatives on behalf
of the committee, their governing bodies and the public. Members of the subcommittee shall appoint a Chair of the subcommittee at the initial meeting. Any subcommittee formed shall report their activities to the committee at the quarterly UZA meetings.

Members of the subcommittee may include advisory committee members, committee alternates and other individuals with a technical understanding and/or interest in transportation and mobility issues and/or initiatives.

If any proposed amendments are approved by the Advisory Committee on March 21, 2017, 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.
RESOLUTION NO. 2017-____

A RESOLUTION OF THE TRANSIT ADVISORY COMMITTEE OF THE CONROE-THE WOODLANDS URBANIZED AREA RECOMMENDING AN AMENDMENT TO THE CONROE-THE WOODLANDS UZA TRANSIT ADVISORY COMMITTEE BYLAWS RENAMING THE TRANSIT ADVISORY COMMITTEE TO THE MOBILITY ADVISORY COMMITTEE.

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

WHEREAS, the Bylaws are adopted by the individual governing bodies of the City of Conroe and The Woodlands Township;

WHEREAS, the purpose of the Bylaws is to define the Advisory Committee’s purpose and mission, duties, membership and terms of office, voting members, officers, quorum requirement, meeting requirements, administrative support and bylaw amendment process;

WHEREAS, the Advisory Committee shall comply with the Bylaws, but may recommend modification to the Bylaws by a majority vote of the Advisory Committee members at any duly called meeting wherein an official quorum is present;

WHEREAS, the proposed amendment was fully set out in writing and furnished to each member at least seven (7) days in advance of the meeting where the action is to be taken (Exhibit A); and

WHEREAS, the proposed amendment (Exhibit B), as recommended by the Advisory Committee, is submitted to the City of Conroe and The Woodlands Township for consideration by their governing bodies.

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

THAT the Committee recommends an amendment to Conroe-The Woodlands UZA Transit Advisory Committee Bylaws renaming the Transit Advisory Committee to the Mobility Advisory Committee subject to the approval of the City of Conroe and The Woodlands Township governing bodies.

PASSED and APPROVED this the 21st day of March, 2017.
APPROVED:

______________________________
Gordy Bunch
Chair, Transit Advisory Committee

ATTEST:

______________________________
Guy Martin
Vice Chair, Transit Advisory Committee
To: Conroe-The Woodlands Urbanized Area Transit Advisory Committee Members (Gordy Bunch, Chair; Guy Martin, Vice Chair; Jim Clark; James Kuykendall)  
Cc: Paul Virgadamo; Shawn Johnson; Tommy Woolley; Don Norrell; Chris LaRue; Mark Mooney; Greg Smith; Barry Goodman; Jim Webb  
From: David Bartels, Vice President, Federal Compliance  
Date: March 9, 2017  
Re: Proposed Amendments to the Conroe-The Woodlands Urbanized Area Transit Advisory Committee Bylaws

Reference: Conroe-The Woodlands Urbanized Area (UZA) Transit Advisory Committee Bylaws

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. This memorandum fulfills this requirement.

At the January 17, 2017 advisory committee meeting, the committee members discussed renaming the committee and adding language to enable the committee to form subcommittees to evaluate transportation and mobility issues and initiatives on behalf of the Committee. The proposed amendments to the bylaws are shown below.

Proposed Amendment #1: Renaming the Conroe-The Woodlands Urbanized Area Transit Advisory Committee

Proposed Name: Conroe-The Woodlands Urbanized Area Mobility Advisory Committee

Proposed Amendment #2: Authority to Establish Subcommittees

Purpose: To provide the committee with the authority to appoint subcommittees to evaluate countywide urban and rural transportation and mobility issues and initiatives of interest to the committee, their governing bodies and the public. If the renaming of the committee is approved, then the proposed language will be changed to show “Mobility Advisory Committee”.

Proposed Language:

SUBCOMMITTEE(S): The appointed representatives of the Conroe-The Woodlands Urbanized Area (UZA) Transit Advisory Committee may appoint a subcommittee, or subcommittees, to evaluate countywide urban and rural transportation and mobility issues and initiatives on behalf
of the committee, their governing bodies and the public. Members of the subcommittee shall appoint a Chair of the subcommittee at the initial meeting. Any subcommittee formed shall report their activities to the committee at the quarterly UZA meetings.

Members of the subcommittee may include advisory committee members, committee alternates and other individuals with a technical understanding and/or interest in transportation and mobility issues and/or initiatives.

If any proposed amendments are approved by the Advisory Committee on March 21, 2017, 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.
EXHIBIT B

Proposed Amendment to the Conroe-The Woodlands UZA Transit Advisory Committee Bylaws

NEW COMMITTEE NAME
Conroe-The Woodlands Urbanized Area Mobility Advisory Committee

BYLAWS HISTORY:
Amendment #2 Approved by the Conroe City Council on ______________ and The Woodlands Township Board of Directors on ______________.
RESOLUTION NO. 2017-____

A RESOLUTION OF THE TRANSIT ADVISORY COMMITTEE OF THE CONROE-THE WOODLANDS URBANIZED AREA RECOMMENDING AN AMENDMENT TO THE CONROE-THE WOODLANDS UZA TRANSIT ADVISORY COMMITTEE BYLAWS ESTABLISHING SUBCOMMITTEES.

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

WHEREAS, the Bylaws are adopted by the individual governing bodies of the City of Conroe and The Woodlands Township;

WHEREAS, the purpose of the Bylaws is to define the Advisory Committee’s purpose and mission, duties, membership and terms of office, voting members, officers, quorum requirement, meeting requirements, administrative support and bylaw amendment process;

WHEREAS, the Advisory Committee shall comply with the Bylaws, but may recommend a modification to the Bylaws by a majority vote of the Advisory Committee members at any duly called meeting wherein an official quorum is present;

WHEREAS, the proposed amendment was fully set out in writing and furnished to each member at least seven (7) days in advance of the meeting where the action is to be taken (Exhibit A); and

WHEREAS, the proposed amendment (Exhibit B), as recommended by the Advisory Committee, is submitted to the City of Conroe and The Woodlands Township for consideration by their governing bodies.

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

THAT the Bylaws of the Conroe-The Woodlands UZA Transit Advisory Committee be amended to enable the Committee to establish subcommittees, subject to the approval of the City of Conroe and The Woodlands Township governing bodies.

PASSED and APPROVED this the 21st day of March, 2017.
APPROVED:

Gordy Bunch
Chair, Transit Advisory Committee

ATTEST:

Guy Martin
Vice Chair, Transit Advisory Committee
To: Conroe-The Woodlands Urbanized Area Transit Advisory Committee Members (Gordy Bunch, Chair; Guy Martin, Vice Chair; Jim Clark; James Kuykendall)
Cc: Paul Virgadamo; Shawn Johnson; Tommy Woolley; Don Norrell; Chris LaRue; Mark Mooney; Greg Smith; Barry Goodman; Jim Webb
From: David Bartels, Vice President, Federal Compliance
Date: March 9, 2017
Re: Proposed Amendments to the Conroe-The Woodlands Urbanized Area Transit Advisory Committee Bylaws

Reference: Conroe-The Woodlands Urbanized Area (UZA) Transit Advisory Committee Bylaws

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. This memorandum fulfills this requirement.

At the January 17, 2017 advisory committee meeting, the committee members discussed renaming the committee and adding language to enable the committee to form subcommittees to evaluate transportation and mobility issues and initiatives on behalf of the Committee. The proposed amendments to the bylaws are shown below.

**Proposed Amendment #1: Renaming the Conroe-The Woodlands Urbanized Area Transit Advisory Committee**

Proposed Name: Conroe-The Woodlands Urbanized Area Mobility Advisory Committee

**Proposed Amendment #2: Authority to Establish Subcommittees**

Purpose: To provide the committee with the authority to appoint subcommittees to evaluate countywide urban and rural transportation and mobility issues and initiatives of interest to the committee, their governing bodies and the public. If the renaming of the committee is approved, then the proposed language will be changed to show “Mobility Advisory Committee”.

Proposed Language:

SUBCOMMITTEE(S): The appointed representatives of the Conroe-The Woodlands Urbanized Area (UZA) Transit Advisory Committee may appoint a subcommittee, or subcommittees, to evaluate countywide urban and rural transportation and mobility issues and initiatives on behalf
of the committee, their governing bodies and the public. Members of the subcommittee shall appoint a Chair of the subcommittee at the initial meeting. Any subcommittee formed shall report their activities to the committee at the quarterly UZA meetings.

Members of the subcommittee may include advisory committee members, committee alternates and other individuals with a technical understanding and/or interest in transportation and mobility issues and/or initiatives.

If any proposed amendments are approved by the Advisory Committee on March 21, 2017, 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.
EXHIBIT B

Proposed Amendment to the Conroe-The Woodlands UZA
Transit Advisory Committee Bylaws

SUBCOMMITTEE(S): The appointed representatives of the Conroe-The Woodlands Urbanized Area (UZA) Transit Advisory Committee may appoint a subcommittee, or subcommittees, to evaluate countywide urban and rural transportation and mobility issues and initiatives on behalf of the committee, their governing bodies and the public. Members of the subcommittee shall appoint a Chair of the subcommittee at the initial meeting. Any subcommittee formed shall report their activities to the committee at the quarterly UZA meetings.

Members of the subcommittee may include advisory committee members, committee alternates and other individuals with a technical understanding and/or interest in transportation and mobility issues and/or initiatives.

BYLAWS HISTORY:
Amendment #3 Approved by the Conroe City Council on ____________ and The Woodlands Township Board of Directors on ____________. 
<table>
<thead>
<tr>
<th>Transit Advisory Committee</th>
<th>Agenda Item 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consider Modifications to the Conroe-The Woodlands UZA Transit Advisory Committee Meeting Public Notice Procedure - <strong>Action Item</strong> (5 minutes)</td>
<td></td>
</tr>
</tbody>
</table>

**Background**

Since inception, the advisory committee has posted a formal public notice in the Conroe Courier and the Woodland's Villager one week prior to the meeting. In addition, a notice is submitted to the City of Conroe and The Woodlands Township to be posted on their respective websites.

It is not a requirement of the Open Meetings Act to publish a formal public notice in a newspaper of general circulation, and many entities have discontinued the practice due to the cost and general decline in newspaper readership. The cost for posting the public notices is $219.50 per quarter.

This modification does not apply to public notices for Programs of Projects for FTA Section 5307, FTA Section 5310 and FTA Section 5339.

**Purpose**

To consider discontinuing formal public notices in newspapers of general circulation for the quarterly advisory committee meetings, but continue posting a notice on the City of Conroe and The Woodlands Township websites.
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Consider a Presentation Regarding the Conroe-The Woodlands UZA FTA Section 5307 Urbanized Area Formula Program and FTA Section 5339 Bus and Bus Facilities Program Apportionments – Discussion (10 minutes)

**Background**

The FTA's FY 2017 partial year funding was made available by the Further Continuing and Security Assistance Appropriations Act, 2017 (P.L. 114-254) and provided contract authority for FTA formula and competitive programs. FTA apportioned approximately $2.0 million for new contract authority through April 28, 2017. This amount was approximately two-thirds (2/3) of the amount authorized in FY 2017.

The lack of FTA appropriations for the entirety of FY 2017 has resulted in the inability for Conroe and The Woodlands to accurately generate a Program of Projects for FY 2017. It is uncertain when FTA will apportion the remainder of the funds for FY 2017, so the sub-allocation amounts will be generated based on the federal formula, which uses population, population density, and transit system performance, and the amounts appropriated to the UZA in FY 2016. The sub-allocation of the apportionment to each entity will be reflective of their individual performance and population metrics. The sub-allocation amounts will be presented to the UZA Committee for consideration as part of the FY 2017 Program of Projects at the June 6, 2017 committee meeting.

For reference, the full FY 2017 estimate for Conroe-The Woodlands is available below with a comparison to the FY 2015 and FY 2016 full year apportionments.

<table>
<thead>
<tr>
<th>Program</th>
<th>FY 2015</th>
<th>FY 2016</th>
<th>FY 2017 (partial)</th>
<th>FY 2017 (estimate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 5307</td>
<td>$3,404,709</td>
<td>$3,018,098</td>
<td>$2,016,039</td>
<td>$3,456,067</td>
</tr>
<tr>
<td>Section 5339</td>
<td>$382,537</td>
<td>$301,767</td>
<td>$205,303</td>
<td>$351,948</td>
</tr>
</tbody>
</table>

**Purpose**

To discuss the latest information available regarding the apportionment of the FY 2017 Federal appropriations for FTA Sections 5307 and 5339.
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FTA Section 5310 Program for FY 2013 and FY 2014 Funding

**Background:** The City of Conroe and Meals on Wheels/Senior Rides finalized the contract for FY 2013 and FY 2014 Section 5310 funds on July 7, 2015 for $170,807. The contract includes the purchase of vehicles, purchase of service, and preventative maintenance. The FTA grant is approved in the grant awards management system. The City will reimburse Senior Rides for documented eligible expenses at a rate of 80%.

**Purpose**

To provide a summary of the activities occurring under the FY 2013 and FY 2014 Program of Projects (POP) for Section 5310 in the Conroe-The Woodlands UZA.

- **Vehicles:** Senior Rides is in the post-delivery phase for two (2) Type 3 vehicles for a total of $108,000 (federal). Due to cash flow constraints, Senior Rides is coordinating with stakeholders to forward the funds to Senior Rides to purchase the vehicles.

- **Purchase of service:** The contract includes $33,297 (federal) for the purchase of service. Senior Rides has requested reimbursement of $22,655 for expenses incurred through November 2016. The federal fund balance is $10,643. Activity to date is presented in the table below.

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Cost</th>
<th>Trips</th>
<th>Cost per Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/9/2015 to 12/31/2015</td>
<td>$5,883.10</td>
<td>210</td>
<td>$28.01</td>
</tr>
<tr>
<td>1/1/2016 to 3/31/2016</td>
<td>$7,248.20</td>
<td>244</td>
<td>$29.07</td>
</tr>
<tr>
<td>4/1/2016 to 6/30/2016</td>
<td>$5,162.35</td>
<td>169</td>
<td>$30.52</td>
</tr>
<tr>
<td>7/1/2016 to 9/30/2016</td>
<td>$2,825.94</td>
<td>Pending</td>
<td>Pending</td>
</tr>
<tr>
<td>10/1/2016 to 12/31/2016</td>
<td>Pending</td>
<td>Pending</td>
<td>Pending</td>
</tr>
<tr>
<td>Average</td>
<td></td>
<td></td>
<td>$29.36</td>
</tr>
</tbody>
</table>

- **Preventative Maintenance:** The contract includes $29,510 (federal) for preventative maintenance. Senior Rides will procure goods and services on a purchase by purchase basis under Micro-purchasing guidelines (goods and services valued under $3,000). Senior Rides has requested reimbursement of $6,202 for preventative maintenance expenses incurred through November 2016. The federal fund balance is $23,308.

- **Administration:** The City of Conroe has been reimbursed $18,979 for administration expenses.

FTA Section 5310 Program for FY 2015 and FY 2016 Funding
Background

The FTA appropriated $156,082 in Section 5310 for FY 2015. Conroe programmed two years of funding for FY 2015 ($156,082) and FY 2016 ($156,082 estimate) for a total of $312,164. The Program of Projects (POP) identifies the amount and use of Section 5310 funding by year of expenditure within the H-GAC Transportation Improvement Program. Conroe submitted the FY 2015/FY 2016 POP to H-GAC and it was approved by the TPC on April 22, 2016.

Purpose

To provide an update on the POP for FY 2015 and FY 2016 Section 5310 and Section 5310 Program Management Plan (PMP).

FY 2015 and FY 2016 Section 5310

The FTA announced FY 2016 apportionments on February 16, 2016. The Conroe-The Woodlands FY 2016 Section 5310 apportionment was $164,840, which was $8,758 more than the FY 2016 estimated amount. The City submitted a revised POP based on the actual FY 2016 apportionment. The revision will reflect an increase of $884 for program administration, for a total of $16,484 and an increase of $7,874 for Senior Rides Purchase of Service for a total of $29,000.

Table 1. Program of Projects

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2015</th>
<th>FY 2016</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicles</td>
<td>$107,200</td>
<td>$103,200</td>
<td>$210,400</td>
</tr>
<tr>
<td>Preventative Maintenance</td>
<td>$6,400</td>
<td>$16,148</td>
<td>$22,548</td>
</tr>
<tr>
<td>Purchase of Service</td>
<td>$26,874</td>
<td>$29,000</td>
<td>$55,874</td>
</tr>
<tr>
<td>Program Administration*</td>
<td>$15,608</td>
<td>$16,484</td>
<td>$32,092</td>
</tr>
<tr>
<td>Total</td>
<td>$156,082</td>
<td>$164,840</td>
<td>$320,914</td>
</tr>
</tbody>
</table>

* Program administration is limited to 10% of the appropriated amount and funds Conroe’s expense in administering the Section 5310 program.

Table 2. Contract Awards by Organization

<table>
<thead>
<tr>
<th>Category</th>
<th>Senior Rides</th>
<th>New Danville</th>
<th>Conroe</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicles</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preventative Maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchase of Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Administration*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Senior Rides Status of Award

Purchase of Vehicles: Senior Rides will be using the procurement currently in process to purchase the vehicles that were awarded under the FY 2015 and FY 2016 program. Senior Rides was awarded $107,200 federal. Senior Rides contracted to provide local cash match of $26,800.

### New Danville Status of Award

Purchase of Vehicles: New Danville has placed an order for vehicles with Creative Bus Sales. Delivery is expected in April. TGC is working with New Danville to complete documentation.

### Section 5310 PMP

The City submitted its PMP to the FTA for review and approval on December 14, 2014. An approved PMP is required prior to FTA award of FY 2015 funds. The City has requested an update from the FTA, but a definitive response was not provided.

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<table>
<thead>
<tr>
<th></th>
<th>FY 2015</th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicles $107,200</td>
<td>$103,200</td>
<td>$0</td>
<td>$210,400</td>
<td></td>
</tr>
<tr>
<td>Preventative Maintenance $16,148</td>
<td>$6,400</td>
<td>$0</td>
<td>$22,548</td>
<td></td>
</tr>
<tr>
<td>Purchase of Service $55,874</td>
<td>$0</td>
<td>$0</td>
<td>$55,874</td>
<td></td>
</tr>
<tr>
<td>Program Administration* $0</td>
<td>$0</td>
<td>$32,092</td>
<td>$32,092</td>
<td></td>
</tr>
<tr>
<td>Total $179,222</td>
<td>$109,600</td>
<td>$32,092</td>
<td>$320,914</td>
<td></td>
</tr>
</tbody>
</table>

* Program administration is limited to 10% of the appropriated amount and funds Conroe’s expense in administering the Section 5310 program.
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Consider Presentations Regarding Quarterly Transit Reports:
   a. Presentation Regarding the City of Conroe – Discussion (5 minutes)
   b. Presentation Regarding The Woodlands Township – Discussion (5 minutes)
   a. Presentation Regarding Limited Eligibility Demand Response Transit Service Provided by Senior Rides in the Conroe-The Woodlands Urbanized Area – Discussion (5 minutes)

a. City of Conroe

Background
Conroe Connection is a fixed-route bus service with Americans with Disabilities Act (ADA) complementary paratransit service, which is administered by the City of Conroe. The service includes two (2) fixed bus routes, which connect residents to housing, jobs, services, medical offices and shopping along Frazier Street, North Loop 336 and South Loop 336 and within downtown and the Dugan Subdivision, and paratransit service within ¾ miles of the fixed routes.

Purpose
To discuss the latest information regarding quarterly performance of Conroe Connection.

Attachment
Conroe Connection Ridership Summary for the first quarter of FY 2017 (October 1, 2016 – December 31, 2016).

b. The Woodlands Township

Background
The Woodlands Township operates The Woodlands Express and The Waterway Trolley. The express provides commuter service from The Township to the Texas Medical Center, Greenway Plaza and the Central Business District in Houston. The trolley provides service along a fixed route connecting The Woodlands Mall, Market Street, businesses and residences along The Woodlands Waterway.

Purpose
To discuss the latest information regarding quarterly performance of The Woodlands Express and the Trolley.
Attachment

The Woodlands Township Transit Service Ridership Summary for the first quarter of FY 2017 (October 1, 2016 – December 31, 2016).

c. Senior Rides Limited Eligibility Demand Response Transit Service

Background

Senior Rides provides demand response transit (DRT) service within the Conroe-The Woodlands Urbanized Area (UZA) to persons 65 years and older and persons with disabilities, which is also referred to as limited eligibility transit service. The service was renewed in FY 2016-2017 through agreements with the City of Conroe and The Woodlands Township.

Purpose

To discuss the latest information regarding quarterly performance of the limited eligibility DRT service.

Attachment

A report summarizing Senior Rides ridership data for the first quarter of FY 2017 (October 1, 2016 – December 31, 2016).
Agenda Item 10
Attachment
Conroe Connection Ridership Summary

First Quarter Federal FY 2017 (October 1, 2016 – December 31, 2016)

Conroe Connection is a fixed-route bus service with Americans with Disabilities Act (ADA) complementary paratransit service, which is administered by the City of Conroe. The service includes two (2) fixed bus routes, which connect residents to housing, jobs, services, medical offices and shopping along Frazier Street, North Loop 336 and South Loop 336 and within downtown and the Dugan Subdivision, and paratransit service within ¾ miles of the fixed routes Conroe.

Fixed Route Ridership Summary

The ridership (represented as unlinked trips, or boardings) for the first quarter of FY 2017 was 7,324. Compared with Quarter 4 FY 2016, the total ridership decreased by 16.2%. Compared with Quarter 1 FY 2016, the total ridership decreased by 10.07% (Figure 1).

Figure 1: Total Ridership by Quarter

![Figure 1: Total Ridership by Quarter](image-url)
ADA Complementary Paratransit Trip Summary

ADA paratransit service provided 798 total trips for the first quarter of Fiscal Year 2017. Compared with Quarter 4 Fiscal Year 2016, the total trips increased by 25.47%. Compared with Quarter 1 FY 2016, the total trips increased by 142.55% (Figure 2).

Figure 2: ADA Paratransit Trips by Quarter
The Woodlands Township Transit Service Ridership Summary

First Quarter Federal FY2017 (October 1, 2016 – December 31, 2016)

The Woodlands Township operates The Woodlands Express and The Waterway Trolley. The express provides commuter service from The Township to the Texas Medical Center, Greenway Plaza and the Central Business District in Houston and the trolley provides service along a fixed route connecting The Woodlands Mall, Market Street, businesses and residences along The Woodlands Waterway.

Ridership Summary for The Woodlands Express

The total ridership (represented as unlinked trips, or boardings) for the first quarter of Fiscal Year 2017 (October 1, 2016 to December 31, 2016) for the three Park and Ride lots was 135,720. Compared with Quarter 4 Fiscal Year 2016, the total ridership for Quarter 1 Fiscal Year 2017 decreased by 12.7%. Compared with Quarter 1 Fiscal Year 2016, the total ridership for Quarter 1 Fiscal Year 2017 decreased by 7.1% (Figure 1).

Figure 1: Woodlands Express Ridership
Ridership Summary for the Waterway Trolley

Trolley ridership during this same time period (October 1, 2016 to December 31, 2016) was 22,423. Compared with Quarter 4 Fiscal Year 2016, the total ridership for Quarter 1 Fiscal Year 2017 increased by 20%. Compared with Quarter 1 Fiscal Year 2016, the total ridership for Quarter 1 Fiscal Year 2017 increased by 4.1% (Figure 2).

Figure 2: Trolley Ridership
**Limited Eligibility Demand Response Transit Service Provided by Senior Rides in the Conroe-The Woodlands Urbanized Area**

*First Quarter FY 2017*

*October 1, 2016 – December 31, 2016*

**Conroe-The Woodlands (C-W) UZA Limited Eligibility Trips**

A C-W UZA specific trip is defined as a limited eligibility trip with an origin inside the C-W UZA. Senior Rides (SR) provided 2,680 C-W UZA trips for the first quarter of Fiscal Year 2017 (Figure 1), which covers October 1, 2016 to December 31, 2016. The C-W UZA trips contributed to 69.5% of the total demand response trips provided by SR.

---

**Figure 1: C-W UZA Trips**

- **Total Trips** (3,857)
  - **Origins inside C-W UZA** (2,680)
    - C-W UZA Trips (2,680)
  - **Origins outside C-W UZA** (1,177)
    - Rural or Other Trips (1,177)
Table 1 shows the C-W UZA trips split by origins and municipality boundaries. The table also shows 79.4% of the trips had origins inside Conroe and The Woodlands, 14.9% of the trips were generated within the municipal boundaries of Willis, Shenandoah, Oak Ridge North, and Panorama Village and 5.6% of the trips originated in the unincorporated area of the Conroe-The Woodlands UZA.

Table 1: C-W UZA Trip Origin by Municipality

<table>
<thead>
<tr>
<th>TRIPS</th>
<th>TRIP COUNT</th>
<th>% OF TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Origins Inside C-W UZA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conroe</td>
<td>1,280</td>
<td>47.8%</td>
</tr>
<tr>
<td>The Woodlands</td>
<td>848</td>
<td>31.6%</td>
</tr>
<tr>
<td>Willis</td>
<td>143</td>
<td>5.3%</td>
</tr>
<tr>
<td>Shenandoah</td>
<td>206</td>
<td>7.7%</td>
</tr>
<tr>
<td>Oak Ridge North</td>
<td>33</td>
<td>1.2%</td>
</tr>
<tr>
<td>Panorama Village</td>
<td>19</td>
<td>0.7%</td>
</tr>
<tr>
<td>Unincorp. UZA trips within</td>
<td>151</td>
<td>5.6%</td>
</tr>
<tr>
<td>Conroe-The Woodlands UZA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>2,680</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

When reviewing the trip purpose, social service and city business trips contribute to more than 60% of the total limited eligibility trips. The remainders of the trips were 15% nutrition, 12% medical and 11% Dialysis (Figure 2).

Figure 2: C-W UZA Trip Purpose
Compared with Quarter 4 Fiscal Year 2016, the C-W UZA trips for Quarter 1 Fiscal Year 2017 decreased by 15.5%. Compared with Quarter 1 Fiscal Year 2016, C-W UZA trips for Quarter 1 Fiscal Year 2017 increased by 17.9% (Figure 3).

**Figure 3: C-W UZA Trips Comparison**

```
<table>
<thead>
<tr>
<th>Quarter</th>
<th>Q1FY15</th>
<th>Q2FY15</th>
<th>Q3FY15</th>
<th>Q4FY15</th>
<th>Q1FY16</th>
<th>Q2FY16</th>
<th>Q3FY16</th>
<th>Q4FY16</th>
<th>Q1FY17</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2,526</td>
<td>3,047</td>
<td>2,650</td>
<td>2,638</td>
<td>2,273</td>
<td>2,722</td>
<td>2,911</td>
<td>3,171</td>
<td>2,680</td>
</tr>
</tbody>
</table>
```

*All Demand Response Trips*

SR received 3,868 trip requests during the first quarter of Fiscal Year 2017, of which 3,857 trips were provided. The remaining 11 trips were denied due to either capacity, eligibility or other reasons. Compared with Quarter 4 Fiscal Year 2016, trip denials for the first quarter of Fiscal Year 2017 decreased by 81% (Figure 4).

**Figure 4: Quarterly Denial Trips**

```
<table>
<thead>
<tr>
<th>Quarter</th>
<th>Q3 FY16</th>
<th>Q4 FY16</th>
<th>Q1 FY17</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>59</td>
<td>58</td>
<td>11</td>
</tr>
</tbody>
</table>
```
Figure 5 is a map depicting the origins of the 3,857 demand response trips provided. Compared with Quarter 4 Fiscal Year 2016, the total demand response trips provided for Quarter 1 Fiscal Year 2017 decreased by 16%. Compared with Quarter 1 Fiscal Year 2016, the total demand response trips provided for Quarter 1 Fiscal Year 2017 increased by 9.3% (Figure 6).

Figure 5: Trip Origins
When reviewing the trip purpose for all demand response trips, the top 4 categories of trip purposes were 34% city business, 25% nutrition, 22% social service, 11% medical and 8% dialysis (Figure 7).
<table>
<thead>
<tr>
<th>Transit Advisory Committee</th>
<th>Agenda Item 11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consider Announcements Regarding Other Regional Transportation Planning Activities – Discussion (5 minutes)</td>
<td></td>
</tr>
</tbody>
</table>

**Background**

There are many transportation activities occurring throughout the region that directly and indirectly impact the Conroe-The Woodlands Township UZA.

**Purpose**

To discuss other regional transportation related activities.
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