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**AGENDA**

**MOBILITY COMMITTEE MEETING**

**CONROE-THE WOODLANDS URBANIZED AREA**

THE WOODLANDS TOWNSHIP  
2801 TECHNOLOGY FOREST BLVD.  
THE WOODLANDS, TX  77381

June 6, 2017 – 10:30 A.M. to 12:00 P.M.

| 1. | Introduction of Committee Appointees and Meeting Attendees (2 minutes) |
| 2. | Consider Meeting Minutes from March 21, 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 Montgomery Countywide Transportation Implementation Strategy – Discussion (5 minutes) |
| 5. | Consider an Update Regarding Amendments to the Conroe-The Woodlands UZA Transit Advisory Committee Bylaws – Discussion (5 minutes) |
| 6. | Consider Presentations and Action Item Regarding Limited Eligibility Demand Response Transit Service Provided by Senior Rides in the Conroe-The Woodlands Urbanized Area  
   a. Presentation Regarding the Quarterly Update – Discussion (5 minutes)  
   b. Presentation Regarding the Provision of Service in FY 2018 – Discussion (10 minutes)  
   c. Resolution in Support of Creating, Renewing, Extending or Amending Agreements between Senior Rides and the Cities and the Township within the UZA for FY 2018 – **Action Item** (5 minutes) |
| 7. | 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) |
| 8. | Consider a Discussion Regarding the Division of Costs for the Administration of the Conroe-The Woodlands UZA to Maintain FTA Grant Reimbursement Eligibility – Discussion Item (10 minutes) |
| 9. | Consider a Resolution of support for a Five-Year Extension of the Interlocal Agreement by and between The Woodlands Township and the City of Conroe for the Administration of the Conroe-The Woodlands UZA – **Action Item** (10 minutes) |
| 10. | Consider a Discussion Regarding the 85th State Legislative Session – Discussion (10 minutes) |
| 11. | 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) |
| 12. | 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) |
| 13. | Consider Announcements Regarding Other Regional Transportation Planning Activities – Discussion (5 minutes) |
| 14. | Adjourn |

**Next Meeting:**  **September 5, 2017**  
City of Conroe  
Council Chambers  
300 West Davis Street  
Conroe, TX  77301

English and Spanish language public notices were published on the City of Conroe’s and The Woodlands Township’s web sites at least one week prior to the quarterly meeting.
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**Mobility Committee**

<table>
<thead>
<tr>
<th>Agenda Item 1</th>
</tr>
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<tbody>
<tr>
<td>Introduction of Committee Appointees and Meeting Attendees (2 minutes)</td>
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**Background**

In accordance with the Mobility Committee (formerly 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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Consider Meeting Minutes from January 17, 2017 for Approval – Action Item (3 minutes)

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
Attachments
The Transit Advisory Committee Meeting commenced at 10:30 a.m. on March 21, 2017.

The next Quarterly UZA Meeting was set for June 6, 2017 in The Woodlands, Texas.

Attendees: See sign-in sheet (attached)

<table>
<thead>
<tr>
<th>1. Introduction of Committee Members and Meeting Attendees</th>
<th><strong>Discussion</strong></th>
<th>The meeting began with an introduction of meeting attendees, as well as committee members. For a detailed list of attendees, see the attached sign-in sheet.</th>
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<tbody>
<tr>
<td><strong>Actions</strong></td>
<td>No formal action was taken.</td>
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<tr>
<th>2. Consider Meeting Minutes from January 17, 2017 for Approval – Action Item (3 minutes)</th>
<th><strong>Discussion</strong></th>
<th>The Committee discussed the previous Transit Advisory Committee Meeting Minutes from January 17, 2017.</th>
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</thead>
<tbody>
<tr>
<td><strong>Actions</strong></td>
<td>The meeting minutes were approved by a vote of 4 to 0.</td>
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<th>3. Public Comment</th>
<th><strong>Discussion</strong></th>
<th>No citizen made comments.</th>
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<tbody>
<tr>
<td><strong>Actions</strong></td>
<td>No formal action was taken.</td>
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<tr>
<th>4. Consider an Update Regarding the Countywide Urban and Rural Transportation Implementation Strategy for Seniors, Persons with Disabilities, Veterans, and Persons with Low Income, and the General Public – Discussion (10 minutes)</th>
<th><strong>Discussion</strong></th>
<th>Mr. Barry Goodman gave a brief summary of previous discussions of the Advisory Committee regarding the creation of a strategy for implementing transportation service throughout the county that would support the general public, persons with disabilities, Veterans, seniors, and persons with low income. On August 2016, a special meeting took place to address this effort with and gauge the support of a variety of stakeholders from the County and non-profit entities (identified within the packet).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Actions</strong></td>
<td>A proposed draft letter from Gordy Bunch is included in the packet.</td>
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</tbody>
</table>
letter addressing the strategy will be distributed to other political subdivisions and stakeholders within the County. The letter includes a list of service providers, information about existing and possible stakeholders, and suggested budget participation.

**Actions**

No Formal Action was taken. However, there was overall consensus of the proposed letter.

<table>
<thead>
<tr>
<th>5. Consider a Resolution of Support for developing a Countywide Urban and Rural Transportation Strategy for Seniors, Person with Disabilities, Veterans and Persons with Low Incomes, and the General Public – Action Item (5 minutes)</th>
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**Discussion**

Mr. Barry Goodman noted that the *Resolution of Support for developing a Countywide Urban and Rural Transportation Strategy for Seniors, Person with Disabilities, Veterans and Persons with Low Incomes, and the General Public* is an amended version of a previous resolution passed by the Advisory Committee. The amended resolution emphasizes that the strategy for alternative transportation will include the General Public as users in addition to Seniors, Person with Disabilities, Veterans and Persons with Low Incomes. This amendment addresses input from the Brazos Transit District (BTD) in terms of TxDOT’s interest in participating in the strategy through BTD.

A redlined and conformed version of the resolution is included in the packet.

**Actions**

The Resolution Support of for developing a Countywide Urban and Rural Transportation Strategy for Seniors, Person with Disabilities, Veterans and Persons with Low Incomes, and the General Public was approved by a vote of 4 to 0.

<table>
<thead>
<tr>
<th>6. Consider Potential Amendments to the Conroe- The Woodlands UZA Transit Advisory Committee Bylaws:</th>
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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)

**Discussion**

Mr. Barry Goodman briefly recounted last meeting’s discussions regarding two changes to the current Bylaws of the Transit Advisory Committee. The first change consists of renaming the Transit Advisory Committee and the second change addresses the creation of a subcommittee. A memo by David Bartels explaining the process to amend the Bylaws is included in the packet as well as two resolutions recommending the change of the Bylaws.

The name would go from The Conroe-Woodlands UZA Transit Advisory Committee to The Conroe-Woodlands UZA Mobility Advisory Committee to paint a broader brush of what the committee does. The subcommittee would guide the development of the strategy.

Regarding the renaming of the Committee, Chairman Gordy Bunch made a
subsequent motion to 1) amend the proposed name and remove “Advisory,” and 2) to modify the Bylaws to remove the ex officio names and instead list them by office as a few have changed.

**Actions**
The Resolution Approving an Amendment to the Bylaws for Renaming the Transit Advisory Committee was approved by a vote of 4 to 0. The Resolution Approving an Amendment to the Bylaws for Establishing Subcommittees was also approved by a vote of 4 to 0.

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

**Discussion**
Mr. Jim Webb briefly explained current procedures regarding the Conroe-The Woodlands UZA Committee Transit Advisory Committee Meeting Public Notice. Mr. Webb suggested that the paid public notices be discontinued due to the increased cost and the decreased newspaper (hard copy) readers.

Committee Members suggested that smaller community newspapers, newsletters, and other publications might be able to publish public notices for free.

**Actions**
Mobility Committee members approved the discontinuation of paid public notices of The Conroe-The Woodlands UZA Mobility Committee meetings by a vote of 4 to 0.

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)

**Discussion**
Mr. Jim Webb briefly updated the Committee on the Conroe-The Woodlands UZA FTA Section 5307 Urbanized Area Formula Program and FTA Section 5339 Bus and Bus Facilities Program Apportionments. The Federal Transit Administration released partial year apportionment budget. The partial year apportionment for the Conroe-Woodlands UZA is $2,000,000 for the 5307 and $200,000 for the 5339. Further details can be found in the packet, including full-year apportionment estimates.

Mr. Webb reminded Mobility Committee members that apportionments are based on the utilization, provision of service, cost factors, population, and population density as of the 2010 U.S. Census.

**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**
Mr. Jim Webb briefly updated the Committee on the Use of the Conroe-The Woodlands UZA FTA Section 5310 Program, Enhanced Mobility of Seniors and Individuals with Disabilities Funds. In 2015, there was a Call-for-Projects for FY2013 and FY2014 funds. These were allocated to Senior Rides for service contract, preventative maintenance contract, and purchase of two vehicles. The FY2015 and FY2016 funds were awarded to both
Senior Rides and New Danville for purchasing of vehicles. More information regarding the program is included in the packet. As FY2017 and FY2018 are released, the City of Conroe will initiate another Call-for-Projects.

**Actions**

No Formal Action was taken.

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)

**Discussion**

a. Presentation Regarding the City of Conroe

Ms. Shawn Johnson gave a brief update regarding the Conroe Connection transportation service. She indicated the City of Conroe just finalized their annual boarding/alighting survey. Data indicates that the service is strong averaging 179 boardings per day. The goal for FY2017 is to reach 3,000 riders per month. The *Conroe Connection Ridership Summary for the First Quarter of Federal FY 2017 (October 1, 2016 – December 31, 2016)* was attached to the agenda packet.

b. Presentation Regarding the Woodlands Township

Mr. Chris LaRue gave a brief update regarding the Woodlands transportation services. Ridership for the services dropped during the holidays. In January, the numbers rebounded to regular numbers. The *Woodlands Township Transit Service Ridership Summary for the First Quarter of Federal FY 2017 (October 1, 2016 – December 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 First Quarter of Federal FY 2017 (October 1, 2016 – December 31, 2016)* was attached to the agenda packet.

Mr. Gordy Bunch suggested that the reports include Federal/State funding sources (i.e. 5307, 5339, 5310) and the amount associated with it.

**Actions**

No Formal Action was taken.

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

**Discussion**

Mr. Gordy Bunch requested an update on passenger rail. Mr. Barry Goodman and Mr. Jim Webb agreed to set up a meeting with Robert Eckels. We will provide update (or maybe facilitate a presentation) after the meeting.

A High Capacity Transit Taskforce is subject for approval by the Houston-
Galveston Area Council (H-GAC) Transportation Policy Council on Friday, March 24. The taskforce will be tasked with reviewing issues relating to funding on high-speed transit corridors for the region. Mr. Jim Webb recommended that even though Conroe and the Township have a seat (as transit providers) the UZA should have a voice in the taskforce. Mr. Barry Goodman agreed to draft a letter for the Mobility Committee seat.

APPROVED this the 6th day of June 2017.

________________________________
Chair, Transit Advisory Committee

ATTEST:

________________________________
Vice Chair, Transit Advisory Committee
### TRANSPORT ADVISORY COMMITTEE MEETING

**CONROE-WOODLANDS URBANIZED AREA**

**Please Sign In**

<table>
<thead>
<tr>
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<th>Organization</th>
<th>E-mail Address</th>
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<tr>
<td>Paul Virgadud</td>
<td>City of Conroe</td>
<td></td>
<td>936-522-7203</td>
</tr>
<tr>
<td>Jim Wells</td>
<td>TBC</td>
<td>file</td>
<td>936-612</td>
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<tr>
<td>Barry Goodman</td>
<td>TBC</td>
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<tr>
<td>Melissa Smith</td>
<td>TBC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gloria Keesler</td>
<td>Montgomery City</td>
<td>gloria.kessler@</td>
<td>301 N. Main St, 301</td>
</tr>
<tr>
<td></td>
<td>Mental Health</td>
<td>mental.health.com</td>
<td>Conroe, TX 77307</td>
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<td>Treatment Court</td>
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<tr>
<td>James Vonderlue</td>
<td>ADAPT of TX</td>
<td><a href="mailto:matv@consolidated.net">matv@consolidated.net</a></td>
<td>1950 Mims Rd</td>
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<td></td>
<td>Conroe, TX 77306</td>
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<tr>
<td>Jim Kuykendall</td>
<td>Small Cities</td>
<td>jkuykendall@</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>oakridge.net</td>
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<tr>
<td>Alan Redstein</td>
<td>H-GAC</td>
<td><a href="mailto:alan.redstein@h-gac.com">alan.redstein@h-gac.com</a></td>
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<tr>
<td>Marilyn Winkle</td>
<td>ADAPT of TX</td>
<td><a href="mailto:m.winkle@gmail.com">m.winkle@gmail.com</a></td>
<td>736-760-2490</td>
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<tr>
<td>Stephanie</td>
<td>ADAPT of TX</td>
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March 21, 2017
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<tr>
<td>John Powrites</td>
<td>Woodlands</td>
<td><a href="mailto:powrites@the.woodlands.township-tx.gov">powrites@the.woodlands.township-tx.gov</a></td>
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</tr>
<tr>
<td>Chris Leake</td>
<td>The Woodlands</td>
<td></td>
<td></td>
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<tr>
<td>Wendy Whedon</td>
<td>BID</td>
<td><a href="mailto:whedon@btd.org">whedon@btd.org</a></td>
<td></td>
</tr>
<tr>
<td>Margie Lucas</td>
<td>BID</td>
<td><a href="mailto:lucas@btd.org">lucas@btd.org</a></td>
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<tr>
<td>Todd Stephens</td>
<td>Congressman</td>
<td><a href="mailto:todd.stephen@mail.house.gov">todd.stephen@mail.house.gov</a></td>
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<tr>
<td>Allison</td>
<td>Senior Rides</td>
<td><a href="mailto:Allison@anwmc.org">Allison@anwmc.org</a></td>
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<td>Collin Key</td>
<td>Senior Rides</td>
<td><a href="mailto:Collin@anwmc.org">Collin@anwmc.org</a></td>
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<td>Shawn Johnson</td>
<td>City of Conroe</td>
<td><a href="mailto:Shawnjohnson@cityofconroe.org">Shawnjohnson@cityofconroe.org</a></td>
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March 21, 2017
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

15 day of March, 2017

day of ____________________, 2017

day of ____________________, 2017

day of ____________________, 2017

day of ____________________, 2017

Sworn to and subscribed before me this 15 day of March, 2017.

Notary Public

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

A Transit Advisory Committee Meeting will be held by The Conroe-Woodlands Urbanized Area Transit Advisory Committee to discuss planning, service delivery, administration and oversight for the provision of public transportation services and related programs in the Conroe-Woodlands Urbanized Area. The meeting will be held at **10:30 A.M. on Tuesday, March 21, 2017**, in the City of Conroe City Hall Council Chambers, 300 West Davis St., Conroe, TX 77301. All interested parties are invited to attend.

### Anuncio de Reunión del Comité Asesor de Tránsito

El Comité Asesor de Tránsito del área urbanizada de Conroe-The Woodlands llevará a cabo una reunión con el fin de discutir la planificación, prestación de servicios, administración y supervisión de la prestación de servicios de transporte público y otros programas relacionados con el área urbanizada de Conroe-The Woodlands. La reunión se llevará a cabo el día martes, 21 de marzo del 2017, a partir de las 10:30 a.m. en la Cámara de Consejos de la Ciudad de Conroe (City of Conroe City Hall Council Chambers) localizada en 300 West Davis St., Conroe, TX 77301. Se invita a todas las partes interesadas a asistir.

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<td>Wednesday, March 15, 2017</td>
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</table>
Public Comment – Limited to items on the agenda (3 minutes per citizen)

Background
In accordance with the Mobility Committee (formerly Transit Advisory Committee) Bylaws under Meetings, all Mobility 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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Consider an Update Regarding the Montgomery Countywide Transportation Implementation Strategy – Discussion (10 minutes)

Background

The Conroe-The Woodlands Urbanized Area (UZA) Mobility Committee (formerly Transit Advisory Committee) determined the need for a countywide urban and rural transportation implementation strategy as a result of 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 and 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.

As a result of the last quarterly meeting, the City of Conroe published a press release on their “News” web page (Attachment 1) and the Mobility Chairman sent a request for support (Attachment 2) to other government, non-profit and private stakeholders in Montgomery County (Attachment 3). Responses to the request were received from the City of Shenandoah, United Way of Greater Houston, City of Oak Ridge North, City of Willis Society of Samaritans-Magnolia and Eco Taxi.

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. Conroe Press Release
2. Request letter from Chairman Bunch to potential stakeholders dated April 26, 2017
3. Stakeholder List
Agenda Item 4
Attachments
Conroe – The Woodlands Urbanized Area Mobility Committee Seek Partners to Develop County-Wide Transportation Implementation Strategy

Post Date: 04/10/2017

FOR IMMEDIATE RELEASE:

Conroe – The Woodlands Urbanized Area Mobility Committee Seek Partners to Develop County-Wide Transportation Implementation Strategy

MONTGOMERY COUNTY, TEXAS, MARCH 28, 2017

The Conroe – The Woodlands Urbanized Area Mobility Committee (Committee) was formed in October 2012 after the U.S. census designated the Conroe and Woodlands as a new “large” urbanized area (UZA) in 2010. The Committee is composed of representatives from the City of Conroe, The Woodlands Township, Montgomery County, and the unincorporated cities of Oak Ridge North, Willis, Shenandoah, Panorama Village, Cut and Shoot, and the Town of Woodloch. The Committee, along with UZA and Montgomery County stakeholders and the public have participated in numerous discussions regarding the need for a better transportation implementation strategy to serve those most in need.

Oak Ridge North Mayor Jim Kuykendall said, “…individuals have provided public comment to the effect that without a public transportation trip provided by the City of Conroe, Senior Rides, or Interfaith of the Woodlands that they would have no way to get to an important medical appointment, like dialysis. You are literally talking about life and death situations that hinge on shoestring budgets to provide these transportation services.”

In August 2016, Committee members and stakeholders met to discuss the unmet transportation needs of seniors, veterans, and persons with disabilities and/or low incomes. Committee member and Montgomery County Commissioner Jim Clark emphasized that “the east part of the County is in great need for better connections to medical, social service, education and employment destinations.”

Committee Chairman Gordy Bunch said, “This is an issue that impacts everybody. I imagine that hospitals, special districts, municipalities, social service organizations, everybody really, has a vested interest in seeing this problem addressed effectively.”

Committee member and Conroe City Councilmember Guy Martin echoed this sentiment. “We’ve been talking about this for several months now. It’s time to create a better implementation strategy so that more agencies, service providers, and cities can get moving on solving the problem.”

Broad-based buy-in is critical to addressing entrenched transportation problems effectively. Soon, Committee Chairman Bunch and Committee members will be reaching out to interested parties and stakeholders to ask that they consider a financial commitment towards building this transportation implementation strategy, tentatively dubbed “Moving Montgomery County.” The Committee will send a letter requesting buy-in for between $2,000 and $5,000 and noting that the success of Moving Montgomery County “would be bolstered by broad support of 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, education, employment and other essential destinations.”

For additional information regarding the Urbanized Area Mobility Committee or to participate in Moving Montgomery County, please contact mcmobilitystrategy@gmail.com
April 26, 2017

Dear Committee Stakeholders:

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

Attachment
<table>
<thead>
<tr>
<th>Organization</th>
<th>Contact Name</th>
<th>Position or Role</th>
<th>Email</th>
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</tr>
</thead>
<tbody>
<tr>
<td>The Mission</td>
<td>Pam Dickson Singletary</td>
<td>Secretary</td>
<td><a href="mailto:pdickson@missionne.org">pdickson@missionne.org</a></td>
<td>281-435-6450</td>
<td>22098 Loop 494, New Caney, TX 77357</td>
</tr>
<tr>
<td>Montgomery County Hospital District</td>
<td>Penny Wilson</td>
<td>Director of Health Care Services</td>
<td><a href="mailto:pwilson@mchd-tx.org">pwilson@mchd-tx.org</a></td>
<td>936-523-1103</td>
<td>1400 S. Loop 336 W, Conroe, TX 77304</td>
</tr>
<tr>
<td>Montgomery County Women's Center</td>
<td>Sarah Raleigh</td>
<td>President/CEO</td>
<td><a href="mailto:sarah@mcwctx.org">sarah@mcwctx.org</a></td>
<td>936-441-4044</td>
<td>1401 Airport Rd., Conroe, TX 77301</td>
</tr>
<tr>
<td>United Way</td>
<td>Julie Martineau</td>
<td>President</td>
<td><a href="mailto:julie@mcuw.org">julie@mcuw.org</a></td>
<td>281-292-4155</td>
<td>1600 lake Front Circle, The Woodlands, TX 77380</td>
</tr>
<tr>
<td>MC Hospital District</td>
<td>Penny Wilson</td>
<td>Director of Health Care Services</td>
<td><a href="mailto:pwilson@mchd-tx.org">pwilson@mchd-tx.org</a></td>
<td>936-523-1103</td>
<td>1400 S. Loop 336 W, Conroe, TX 77304</td>
</tr>
<tr>
<td>New Danville</td>
<td>Kathy Sanders</td>
<td>President, Board of Directors</td>
<td><a href="mailto:kathy.sanders@newdanville.org">kathy.sanders@newdanville.org</a></td>
<td>936-522-7279</td>
<td>P. O. Box 7181 The Woodlands, TX 77387</td>
</tr>
<tr>
<td>Lone Star Family Health Center</td>
<td>Stephen McKernan</td>
<td>DO/CEO</td>
<td><a href="mailto:stephen.mckernan@lonestarfamily.org">stephen.mckernan@lonestarfamily.org</a></td>
<td>936-523-2422</td>
<td>605 S Conroe, Conroe, TX 77304</td>
</tr>
<tr>
<td>Creative Outreach Ministries</td>
<td>Dottie Compton</td>
<td>President</td>
<td><a href="mailto:dottie@creativeoutreach.org">dottie@creativeoutreach.org</a></td>
<td>936-449-4357</td>
<td>14609 Steede Rd, Montgomery, TX 77356</td>
</tr>
<tr>
<td>Conroe, CDBG Coordinator</td>
<td>Nancy Mikeska</td>
<td>Director of Community Development</td>
<td><a href="mailto:txgovmikeska@hotmail.com">txgovmikeska@hotmail.com</a></td>
<td>936-522-3063</td>
<td>300 W. Davis, Ste. 530, Conroe, TX 77301</td>
</tr>
<tr>
<td>Society of Samaritan</td>
<td>Mildred Ashworth</td>
<td>Executive Director</td>
<td><a href="mailto:sosmagnoliatx@gmail.com">sosmagnoliatx@gmail.com</a></td>
<td>281-252-9647</td>
<td>31355 Friendship Drive, Ste. 500, Magnolia, TX 77355</td>
</tr>
<tr>
<td>The Salvation Army - Conroe</td>
<td>Adrian Twinney</td>
<td>Captain</td>
<td><a href="mailto:adrian_twinney@uss.salvationarmy.org">adrian_twinney@uss.salvationarmy.org</a></td>
<td>936-760-2440</td>
<td>304 Ave. E, Conroe, TX 77301</td>
</tr>
<tr>
<td>Salvation Army</td>
<td>Janet Kasper</td>
<td>Social Services Mgr.</td>
<td><a href="mailto:janet_kasper@uss.salvationarmy.org">janet_kasper@uss.salvationarmy.org</a></td>
<td>936-353-9211</td>
<td>1022 Mccall Avenue, Conroe, TX 77301</td>
</tr>
<tr>
<td>MC Youth Services</td>
<td>John Bracken</td>
<td>CEO</td>
<td><a href="mailto:john.bracken@youthmc.org">john.bracken@youthmc.org</a></td>
<td>936-756-8682</td>
<td>105 W Lewis St., Conroe, TX 77301</td>
</tr>
<tr>
<td>TriCounty Services (MHRM)</td>
<td>Evan Roberson</td>
<td>Executive Director</td>
<td><a href="mailto:Evan@tricountyserices.org">Evan@tricountyserices.org</a></td>
<td>936-521-6118</td>
<td>1506 FM 2854, Conroe, TX 77304</td>
</tr>
<tr>
<td>TriCounty Services (MHRM)</td>
<td>Catherine Prestigiovanni</td>
<td>Director of Strategic Development</td>
<td><a href="mailto:catherinep@tricountyservices.org">catherinep@tricountyservices.org</a></td>
<td>1506 FM 2854, Conroe, TX 77304</td>
<td></td>
</tr>
<tr>
<td>TriCounty Services (MHRM)</td>
<td>Kelly Shropshire</td>
<td>Director of Intellectual/Development Disabilities Authority Services</td>
<td><a href="mailto:kellys@tricountyserices.org">kellys@tricountyserices.org</a></td>
<td>1506 FM 2854, Conroe, TX 77304</td>
<td></td>
</tr>
<tr>
<td>Montgomery County Emergency Assistance</td>
<td>Chad Patterson</td>
<td>Executive Director</td>
<td><a href="mailto:chad@mcea-tx.org">chad@mcea-tx.org</a></td>
<td>936-539-9211</td>
<td>1022 Mccall Avenue, Conroe, TX 77301</td>
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<tr>
<td>MC CDBG</td>
<td>Joanne Ducharme</td>
<td>Director</td>
<td><a href="mailto:joanne.ducharme@mctx.org">joanne.ducharme@mctx.org</a></td>
<td>936-538-8060</td>
<td>501 North Thompson, Suite 200 Conroe, Texas 77301</td>
</tr>
<tr>
<td>Coat of Many Colors Ministry</td>
<td>Michael Hayles</td>
<td>CEO</td>
<td><a href="mailto:drhayles@gmail.com">drhayles@gmail.com</a></td>
<td>936-672-7808</td>
<td>25941 Fawn Forest Rd., Montgomery, TX 77356</td>
</tr>
<tr>
<td>Interfaith of the Woodlands</td>
<td>Missy Herndon</td>
<td>President/CEO</td>
<td><a href="mailto:mherndon@woodlandsinterfaith.org">mherndon@woodlandsinterfaith.org</a></td>
<td>281-367-1230</td>
<td>4242 Interfaith Way, The Woodlands, TX 77381</td>
</tr>
<tr>
<td>Interfaith of the Woodlands</td>
<td>Lucy Gomez</td>
<td>Director of Programs and Services</td>
<td><a href="mailto:lgomez@woodlandsinterfaith.org">lgomez@woodlandsinterfaith.org</a></td>
<td>281-367-1230</td>
<td>4242 Interfaith Way, The Woodlands, TX 77381</td>
</tr>
<tr>
<td>Senior Rides / Meals on Wheels</td>
<td>Allison Hulett</td>
<td>Executive Director</td>
<td><a href="mailto:allison@mowmcm.org">allison@mowmcm.org</a></td>
<td>936-756-5828</td>
<td>1202 Candy Lane, Conroe, TX 77301</td>
</tr>
<tr>
<td>TRC Conroe</td>
<td>Lori Colmenero</td>
<td>Renal Social Worker</td>
<td><a href="mailto:lori.colmenero@davita.com">lori.colmenero@davita.com</a></td>
<td>936-756-3277</td>
<td>500 Medical Center Blvd., Ste. 175, Conroe, TX 77304</td>
</tr>
<tr>
<td>River Park Dialysis</td>
<td>Deanna Robb</td>
<td>Social Worker</td>
<td><a href="mailto:Deanna.Robb@davita.com">Deanna.Robb@davita.com</a></td>
<td>936-760-3333</td>
<td>2010 S Loop 336 W., Ste. 200, Conroe, TX 77304</td>
</tr>
<tr>
<td>The Woodlands Dialysis Center</td>
<td>Aimee Broussard</td>
<td>Social Worker</td>
<td><a href="mailto:Aimee.broussard@davita.com">Aimee.broussard@davita.com</a></td>
<td>281-292-6788</td>
<td>9301 Pinecraft Dr., Ste. 130, Shenandoah, TX 77380-3179</td>
</tr>
<tr>
<td>Cypress Creek Dialysis</td>
<td>Tiffany Roberson</td>
<td>Social Worker</td>
<td><a href="mailto:tiffany.roberson@fmc-na.com">tiffany.roberson@fmc-na.com</a></td>
<td>281-363-1262</td>
<td>9449 Grogans Mill Dr., The Woodlands, TX 77380</td>
</tr>
<tr>
<td>City of Willis</td>
<td>Hector Forestier</td>
<td>City Manager</td>
<td><a href="mailto:hforestier@ci.willis.tx.us">hforestier@ci.willis.tx.us</a></td>
<td>936-856-4611</td>
<td>200 North Bell, Willis, TX 77378</td>
</tr>
<tr>
<td>City of Willis</td>
<td>Leonard Reed</td>
<td>Mayor</td>
<td><a href="mailto:leonard@ci.willis.tx.us">leonard@ci.willis.tx.us</a></td>
<td>936-856-4611</td>
<td>200 North Bell, Willis, TX 77378</td>
</tr>
<tr>
<td>City of Oak Ridge North</td>
<td>Vicky Rudy</td>
<td>City Administrator</td>
<td><a href="mailto:vrudy@oakridgenorth.com">vrudy@oakridgenorth.com</a></td>
<td>281-292-4648</td>
<td>27424 Robinson Rd., Conroe, TX 77385</td>
</tr>
<tr>
<td>City of Oak Ridge North</td>
<td>James M. Kuykendall</td>
<td>Mayor</td>
<td><a href="mailto:jkuykendall@oakridgenorth.com">jkuykendall@oakridgenorth.com</a></td>
<td>281-292-4648</td>
<td>27424 Robinson Rd., Conroe, TX 77385</td>
</tr>
<tr>
<td>City of Cut and Shoot</td>
<td>Nyla Dalhaus</td>
<td>Mayor</td>
<td><a href="mailto:nyla.dalhaus@mctx.org">nyla.dalhaus@mctx.org</a></td>
<td>936-672-0428</td>
<td>P. O. Box 7354, Cut and Shoot, TX 77306</td>
</tr>
<tr>
<td>City of Woodlach</td>
<td>Diane Lincoln</td>
<td>Mayor</td>
<td><a href="mailto:mayor@woodlachtx.org">mayor@woodlachtx.org</a></td>
<td>936-321-3700</td>
<td>P. O. Box 1379, Conroe, TX 77305</td>
</tr>
<tr>
<td>City of Shenandoah</td>
<td>Greg Smith</td>
<td>City Administrator</td>
<td><a href="mailto:gsmith@shenandoahx.us">gsmith@shenandoahx.us</a></td>
<td>281-298-5522</td>
<td>29955 I-45 North, Shenandoah, TX 77381</td>
</tr>
<tr>
<td>City of Shenandoah</td>
<td>Ritch Wheeler</td>
<td>Mayor</td>
<td><a href="mailto:ritch.wheeler@shenandoahx.us">ritch.wheeler@shenandoahx.us</a></td>
<td>832-585-8165</td>
<td>29955 I-45 North, Shenandoah, TX 77381</td>
</tr>
<tr>
<td>City of Panorama City</td>
<td>Lynn Scott</td>
<td>Mayor</td>
<td><a href="mailto:panoramacity@uddenlinkmail.com">panoramacity@uddenlinkmail.com</a></td>
<td>936-856-2821</td>
<td>99 Hiwon Drive, Panorama Village, TX 77304</td>
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<th>City of Magnolia</th>
<th>Todd Kana</th>
<th>Mayor</th>
<th><a href="mailto:tkana@cityofmagnolia.com">tkana@cityofmagnolia.com</a></th>
<th>281-356-2266</th>
<th>18111 Buddy Riley Blvd. Magnolia, TX 77354</th>
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<td>City of Magnolia</td>
<td>Paul Mendes</td>
<td>City Administrator</td>
<td><a href="mailto:pmendes@cityofmagnolia.com">pmendes@cityofmagnolia.com</a></td>
<td>281-356-2266</td>
<td>18111 Buddy Riley Blvd. Magnolia, TX 77354</td>
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<tr>
<td>City of Magnolia</td>
<td>Lynne George</td>
<td>City Secretary</td>
<td><a href="mailto:lgeorge@cityofmagnolia.com">lgeorge@cityofmagnolia.com</a></td>
<td>281-356-2266</td>
<td>18111 Buddy Riley Blvd. Magnolia, TX 77354</td>
</tr>
<tr>
<td>City of Magnolia</td>
<td>Johnny Williams</td>
<td>Council member</td>
<td><a href="mailto:jwilliams@cityofmagnolia.com">jwilliams@cityofmagnolia.com</a></td>
<td>281-356-3658</td>
<td>18111 Buddy Riley Blvd. Magnolia, TX 77354</td>
</tr>
<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>
<td>101 Old Plantation Rd, Montgomery, TX 77316</td>
</tr>
<tr>
<td>City of Montgomery</td>
<td>Jack Yates</td>
<td>City Administrator</td>
<td><a href="mailto:jyates@ci.montgomery.tx.us">jyates@ci.montgomery.tx.us</a></td>
<td>936-597-6434</td>
<td>101 Old Plantation Rd, Montgomery, TX 77316</td>
</tr>
<tr>
<td>City of Montgomery</td>
<td>Susan Hensley</td>
<td>City Secretary</td>
<td><a href="mailto:shensley@ci.montgomery.tx.us">shensley@ci.montgomery.tx.us</a></td>
<td>936-597-6434</td>
<td>101 Old Plantation Rd, Montgomery, TX 77316</td>
</tr>
<tr>
<td>City of Patton Village</td>
<td>Leah Tarrant</td>
<td>Mayor</td>
<td></td>
<td>281-689-9511</td>
<td>16940 Main St., Splendora, TX 77372</td>
</tr>
<tr>
<td>City of Patton Village</td>
<td>Joy Dawson</td>
<td>City Secretary</td>
<td><a href="mailto:postmaster@pattonvillage.us">postmaster@pattonvillage.us</a></td>
<td>281-689-9511</td>
<td>16940 Main St., Splendora, TX 77372</td>
</tr>
<tr>
<td>Town of Splendora</td>
<td>Dorothy Welch</td>
<td>Mayor</td>
<td><a href="mailto:dannawelter@gmail.com">dannawelter@gmail.com</a></td>
<td>281-689-3197</td>
<td>P. O. Box Drawer 1087, Splendora, TX 77372-1087</td>
</tr>
<tr>
<td>City of Woodbranch Village</td>
<td>Vera Craig</td>
<td>Mayor</td>
<td></td>
<td>281-399-3979</td>
<td>58-A Woodbranch Drive, New Caney, TX 77357</td>
</tr>
<tr>
<td>City of Woodbranch Village</td>
<td>Charlotte Smith</td>
<td>City Secretary/Treasurer</td>
<td><a href="mailto:secretary@woodbranchtx.us">secretary@woodbranchtx.us</a></td>
<td>281-399-3979</td>
<td>58-A Woodbranch Drive, New Caney, TX 77357</td>
</tr>
<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</td>
<td>2430 Roman Forest Blvd., Roman Forest, TX 77357</td>
</tr>
<tr>
<td>City of Roman Forest</td>
<td>Liz Mullane</td>
<td>City Administrator</td>
<td><a href="mailto:Liz.Mullane@CityofRomanForest.org">Liz.Mullane@CityofRomanForest.org</a></td>
<td>281-399-2660</td>
<td>2430 Roman Forest Blvd., Roman Forest, TX 77357</td>
</tr>
<tr>
<td>City of Roman Forest</td>
<td>Sheryl Muro</td>
<td>City Secretary</td>
<td><a href="mailto:CitySecretary@CityofRomanForest.org">CitySecretary@CityofRomanForest.org</a></td>
<td>281-399-2660</td>
<td>2430 Roman Forest Blvd., Roman Forest, TX 77357</td>
</tr>
<tr>
<td>Montgomery County</td>
<td>Craig Doyal</td>
<td>County Judge</td>
<td><a href="mailto:patti.werner@mctx.org">patti.werner@mctx.org</a></td>
<td>936-539-7812</td>
<td>501 North Thompson, Suite 401 Conroe, Texas 77301</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:sylvia.olszowy@mctx.org">sylvia.olszowy@mctx.org</a></td>
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</table>
Consider an Update Regarding Amendments to the Conroe-The Woodlands UZA Mobility Committee Bylaws – Discussion (5 minutes)

Background

At the March 21, 2017 quarterly meeting, the Committee approved recommending amendments to the Bylaws for renaming the Transit Advisory Committee to the Mobility Committee and establishing subcommittees. The resolutions were subsequently submitted to the governing bodies of the City of Conroe and The Woodlands Township for consideration. The Conroe City Council approved the amendments on May 12, 2017. The Woodlands Township Board of Directors approved the amendments on February 22, 2017 and May 12, 2017.

Purpose

To discuss the status of the amendments.
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Consider Presentations and Action Item Regarding Limited Eligibility Demand Response Transit Service Provided by Senior Rides in the Conroe-The Woodlands Urbanized Area

a. Presentation Regarding the Quarterly Update – Discussion (5 minutes)
b. Presentation Regarding the Provision of Service in FY 2018 – Discussion (10 minutes)
c. Resolution in Support of Creating, Renewing, Extending or Amending the Agreements between Senior Rides and the Cities and the Township within the UZA for FY 2018 – Action Item (5 minutes)

a. Presentation Regarding the Quarterly Update – Discussion (10 minutes)

**Background**
On November 4, 2013, the service provider for demand response transit (DRT) service within the Conroe–The Woodlands Urbanized Area (UZA) was changed from the Brazos Transit District (The District) to Senior Rides. In addition, the eligibility to use the service changed from general public to individuals 65 years and older (seniors) and persons with disabilities, which is also referred to as limited eligibility. The service provided by Senior Rides was renewed in FY 2016/2017 through agreements with the City of Conroe and The Woodlands Township.

**Purpose**
To provide an update about performance of the limited eligibility DRT service during the second quarter of the federal fiscal year 2016.

**Attachment**

b. Presentation Regarding the Provision of Service in FY 2018 – Discussion (10 minutes)

**Background**
Prior to the start of the new fiscal year, Senior Rides staff makes a presentation to the committee about service provided by Senior Rides, operations, client demographics, trip purpose, revenue and expenses, challenges and any upcoming requests for funding.

**Purpose**
To provide an overview of accomplishments, services, demographics, budget, challenges and requests for FY 2018 funding.
c. Resolution in Support of Creating, Renewing, Extending or Amending the Agreements between Senior Rides and the Cities and the Township within the UZA for FY 2018 – Action Item (5 minutes)

Background
The City of Conroe (City) and The Woodlands Township (The Township) entered into separate agreements with Senior Rides for the provision of demand response transit service within the Conroe-The Woodlands UZA for seniors and persons with disabilities for Fiscal Year 2017. These agreements may expire at the end of the fiscal year, unless renewed, extended or amended by the requisite actions of the City, The Township and Senior Rides.

Purpose
To consider a resolution urging the City, The Township and the small cities within the UZA to create, renew, extend or amend agreements required to continue the demand response transit service for seniors and persons with disabilities within the Conroe-The Woodlands UZA by Senior Rides.

Attachment
Conroe-The Woodlands UZA Mobility Committee Resolution in Support of Creating, Renewing, Extending or Amending Agreements with Senior Rides to Provide Limited Eligibility Demand Response Transit Service in the Conroe-The Woodlands Urbanized Area.
Agenda Item 6
Attachments
Limited Eligibility Demand Response Transit Service Provided by Senior Rides in the Conroe-The Woodlands Urbanized Area

Second Quarter FY 2017
(January 1, 2017 – March 31, 2017)

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 2,651 C-W UZA trips for the second quarter of Fiscal Year 2017 (Figure 1), which covers January 1, 2017 to March 31, 2017. The C-W UZA trips contributed to 68.95% of the total demand response trips provided by SR.

Figure 1: C-W UZA Trips

<table>
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<tr>
<th>Total Trips</th>
<th>Origins inside C-W UZA (2,651)</th>
<th>Origins outside C-W UZA (1,194)</th>
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<td>(3,845)</td>
<td>C-W UZA Trips (2,651)</td>
<td>Rural or Other Trips (1,194)</td>
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Table 1 shows the C-W UZA trips split by origins and municipality boundaries. The table also shows 77% of the trips had origins inside Conroe and The Woodlands, 18.7% of the trips were generated within the municipal boundaries of Willis, Shenandoah, Oak Ridge North, and Panorama Village and 4.3% of the trips originated in the unincorporated area of the Conroe-The Woodlands UZA.

Table 1: C-W UZA Trip Origin by Municipality

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<tr>
<th>TRIPS</th>
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<th>% OF TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-W UZA Trips</td>
<td>2,651</td>
<td></td>
</tr>
<tr>
<td>Origins Inside C-W UZA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conroe</td>
<td>1,137</td>
<td>42.9%</td>
</tr>
<tr>
<td>The Woodlands</td>
<td>904</td>
<td>34.1%</td>
</tr>
<tr>
<td>Willis</td>
<td>148</td>
<td>5.6%</td>
</tr>
<tr>
<td>Shenandoah</td>
<td>281</td>
<td>10.6%</td>
</tr>
<tr>
<td>Oak Ridge North</td>
<td>33</td>
<td>1.2%</td>
</tr>
<tr>
<td>Panorama Village</td>
<td>35</td>
<td>1.3%</td>
</tr>
<tr>
<td>Unincorp. UZA trips within Conroe--The Woodlands UZA</td>
<td>113</td>
<td>4.3%</td>
</tr>
<tr>
<td>Total</td>
<td>2,651</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

When reviewing the trip purpose, social service and city business trips contribute to more than 55% of the total limited eligibility trips. The remainders of the trips were 17% nutrition, 14% medical and 12% Dialysis (Figure 2).
Compared with Quarter 1 Fiscal Year 2017, the C-W UZA trips for Quarter 2 Fiscal Year 2017 decreased by 1.1%. Compared with Quarter 2 Fiscal Year 2016, C-W UZA trips for Quarter 2 Fiscal Year 2017 decreased by 2.6% (Figure 3).

Figure 3: C-W UZA Trips Comparison

All Demand Response Trips

SR provided 3,845 demand response trips for the second quarter of Fiscal Year 2017 Compared with Quarter 1 Fiscal Year 2017, the total demand response trips provided for Quarter 2 Fiscal Year 2017 decreased by 0.3%. Compared with Quarter 2 Fiscal Year 2016, the total demand response trips provided for Quarter 2 Fiscal Year 2017 decreased by 1.7% (Figure 4). Figure 5 is a map depicting the origins of the 3,845 demand response trips provided.

Figure 4: Total Trips Comparison

Figure 5: Map depicting the origins of the 3,845 demand response trips provided.
Figure 5: Trip Origins
When reviewing the trip purpose for all demand response trips, the top 4 categories of trip purposes were 30% city business, 29% nutrition, 20% social service and 12% medical (Figure 6).

Figure 6: Trip Purpose
RESOLUTION NO. 2017-____

A RESOLUTION OF THE MOBILITY COMMITTEE OF THE CONROE-THE WOODLANDS URBANIZED AREA EXPRESSING SUPPORT FOR CREATING, RENEWING, EXTENDING OR AMENDING AGREEMENTS WITH SENIOR RIDES TO PROVIDE LIMITED ELIGIBILITY DEMAND RESPONSE TRANSIT SERVICE IN THE CONROE-THE WOODLANDS URBANIZED AREA.

WHEREAS, the Mobility Committee of the Conroe-The Woodlands Urbanized Area (UZA) is comprised of one representative from each the City of Conroe, The Woodlands Township, Montgomery County and other cities in the UZA; and

WHEREAS, it is a stated goal of the Mobility Committee to support improved and expanded public transportation services throughout the UZA and Montgomery County; and

WHEREAS, Montgomery County Committee on Aging dba Senior Rides, which is formerly referred to as The Friendship Center, is a provider of public transportation service for seniors and persons with disabilities in the UZA and throughout Montgomery County; and

WHEREAS, cities and the township within the UZA entered into agreements or may enter into agreements with Senior Rides for the provision of demand response transit service within the UZA for seniors and persons with disabilities For Fiscal Year 2018; and

WHEREAS, the agreements between cities and the township within the UZA and Senior Rides may expire unless renewed, extended or amended by the requisite actions of all parties.

NOW, THEREFORE,

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

THAT the Mobility Committee of the Conroe-The Woodlands UZA, hereby urges cities and the township within the UZA to create, renew, extend or amend any and all agreements required to continue the demand response transit service for seniors and persons with disabilities within the Conroe-The Woodlands UZA by Senior Rides.
PASSED and APPROVED this the 6th day of June, 2017.

________________________________________________________________________
Gordy Bunch
Chair, Mobility Committee

ATTEST:

________________________________________________________________________
Guy Martin
Vice Chair, Mobility Committee
Mobility Committee: Agenda Item 7

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

On May 3, 2017, The House of Representatives approved the fiscal year 2017 Consolidated Omnibus Appropriations bill, the legislation that will provide discretionary funding for the federal government for the current fiscal year. The bill provides $12.4 billion in total budgetary resources for the Federal Transit Administration (FTA), which is consistent with the authorization level from The Fixing America’s Surface Transportation (FAST) Act. The legislation funds National Infrastructure Investment grants (also known as TIGER grants) at $500 million, the same as the fiscal year 2016 enacted level. These grants are awarded by the Department of Transportation to states and local communities for infrastructure construction and improvements.

The FTA has not published the apportionments and allocations for FY 2017. The lack of FTA apportionments and allocations 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. 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 2017. 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 September 5, 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>
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<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.
Agenda Item 7
Attachment
FY 2017 Omnibus Summary – Transportation, Housing and Urban Development Appropriations

Legislation invests in critical infrastructure and safety programs to improve travel and commerce, and funds low-income housing programs

The Omnibus includes funding for the Department of Transportation, the Department of Housing and Urban Development, and other related agencies.

In total, the bill reflects an allocation of $57.7 billion in discretionary spending for these agencies – an increase of $350 million above fiscal year 2016, and a reduction of $5.5 billion below President Obama’s request. Critical land, sea, and air transportation infrastructure investments are prioritized to improve commerce, safety, and reliability for the traveling public. The legislation also provides needed resources to continue housing for low-income and vulnerable households.

Bill Highlights:

Department of Transportation (DOT) – The bill includes $19.3 billion in discretionary appropriations for the Department of Transportation for fiscal year 2017. This is $681 million above the fiscal year 2016 enacted level and $6.2 billion below the President’s request. In total budgetary resources, the bill provides $77.1 billion to improve and maintain our nation’s transportation infrastructure.

The bill targets funding to programs and projects that will increase efficiency, safety, reliability, and quality of life for the traveling public, and that will help improve commerce and economic growth.

- **Highways** – The bill allows $44 billion from the Highway Trust Fund to be spent on the Federal-aid Highways Program, which is $905 million above the fiscal year 2016 level. This funding mirrors the levels authorized in the “Fixing America’s Surface Transportation Act” (FAST Act), and will provide much needed improvements to America’s highways and bridges.

The bill also includes language to provide permanent regulatory relief from two burdensome additions to the Hours of Service Restart rule made by the previous Administration.
• **Air** – Included in the legislation is $16.4 billion in total budgetary resources for the Federal Aviation Administration (FAA) – $127 million above the fiscal year 2016 enacted level and $508 million above the request. This will provide full funding for all air traffic control personnel, including 14,500 air traffic controllers, 7,400 safety inspectors, and operational support personnel.

The bill also builds on several years of increased funding by providing $1 billion for the FAA’s Next Generation Air Transportation Systems (NextGen), and funds Contract Towers at $159 million. These investments will help ease future congestion and help reduce delays for travelers in U.S. airspace. In addition, the bill rejects the Obama Administration’s proposal for new passenger facility fees.

• **Rail** – The Federal Railroad Administration is funded at $1.85 billion, an increase of $173 million over the fiscal year 2016 enacted level and $4.4 billion below the request.

The bill provides $1.5 billion for Amtrak. The bill adopts the new Amtrak funding structure as authorized, providing $328 million for Amtrak’s Northeast Corridor and $1.2 billion to support the National Network. The bill requires overtime limits for Amtrak employees to reduce unnecessary costs.

Rail safety and research programs are funded at $258 million, $20 million above the fiscal year 2016 enacted level. This will fund inspectors, training, and research programs. In addition, the bill provides $98 million in grants for safety improvements and investments to the physical rail infrastructure to help ensure the safety of passengers and local communities.

No funding is provided for high-speed rail.

• **Transit** – The bill provides $12.4 billion in total budgetary resources for the Federal Transit Administration (FTA) – $657 million above the fiscal year 2016 enacted level and $7.5 billion below the request. Transit formula grants total $9.7 billion – consistent with the authorization level – to help local communities build, maintain, and ensure the safety of their mass transit systems.

Within this amount, $2.4 billion is provided for Capital Investment Grants, including $1.5 billion for all current “Full Funding Grant Agreement” (FFGA) transit projects.

Core capacity projects receive $333 million in the bill, and $408 million is included to fund all state and local “Small Starts” projects that will begin in fiscal year 2017. These programs provide competitive grant funding for major transit capital investments – including rapid rail, light rail, bus rapid transit, and commuter rail – that are planned and operated by local communities.

• **Maritime** – The legislation includes $523 million for the Maritime Administration, $123 million above the fiscal year 2016 enacted level, to increase the productivity, efficiency
and safety of the nation’s ports and intermodal water and land transportation. The Maritime Security Program is funded at the full authorized level of $300 million.

- **Safety** – The legislation contains funding for the various transportation safety programs and agencies within the Department of Transportation. This includes $911 million in total budgetary resources for the National Highway Traffic Safety Administration – an increase of $42 million over the fiscal year 2016 enacted level – and $644 million for the Federal Motor Carrier Safety Administration. Also included is $236 million for the Pipeline and Hazardous Materials Safety Administration, an increase of $13 million over the fiscal year 2016 enacted level.

- **TIGER Grants** – The legislation funds National Infrastructure Investment grants (also known as TIGER grants) at $500 million, the same as the fiscal year 2016 enacted level and $750 million below the request. These grants are awarded by the Department of Transportation to states and local communities for infrastructure construction and improvements.

**Housing and Urban Development (HUD)** – The legislation includes a net total of $38.8 billion for the Department of Housing and Urban Development, a $513 million increase above the fiscal year 2016 enacted level, and $824 million below the request.

- **Section 8 and Public Housing** – Included in the bill is $27.5 billion for Public and Indian Housing. This is an increase of $623 million above the fiscal year 2016 enacted level and $760 million below the requested level. This level will continue assistance to 2.2 million low-income households.

- **Office of Housing** – Other housing programs are funded at $11.5 billion – an increase of $259 million above the fiscal year 2016 enacted level. The bulk of this increase is needed to continue assistance to those currently served by these programs. Project-Based Rental Assistance is funded at $10.8 billion; Housing for the Elderly is provided with $502 million; and Housing for Persons with Disabilities receives $146 million.

- The bill trims HUD’s administrative payments to Public Housing Agencies by $427 million below the previous Administration’s request. It also includes a provision prohibiting HUD from guaranteeing mortgages seized by eminent domain.

- **Community Planning and Development** – The bill contains $6.8 billion for Community Planning and Development programs – $152 million above the fiscal year 2016 enacted level.

- Community Development Block Grants are funded at $3 billion – the same as the fiscal year 2016 level. The HOME Investment Partnerships Program is funded at $950 million – the same as the current year. Grants for Homeless Assistance are funded at $2.4 billion, an increase of $133 million over current level – which will not only renew high-performing housing programs, but further the goal of ending homelessness.
Emergency Funding for Disaster Relief – In addition to regular appropriations, the legislation includes an additional $928 million in disaster relief. Of this amount, $528 million is for the Emergency Relief Program for qualifying emergency road and bridge repair expenses, and $400 million is for Community Development Block Grant disaster recovery assistance.

<table>
<thead>
<tr>
<th>Mobility Committee</th>
<th>Agenda Item 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consider a Discussion Regarding the Division of Costs for the Administration of the Conroe-The Woodlands UZA to Maintain FTA Grant Reimbursement Eligibility – Discussion Item (10 minutes)</td>
<td></td>
</tr>
</tbody>
</table>

**Background**

The Woodlands Township (Township) and the City of Conroe (City) are dual-designated direct recipients of Federal Transit Administration (FTA) funding for the Conroe-The Woodlands Urbanized Area (UZA).

Through an Interlocal Agreement (ILA), effective October 1, 2012, the Township and the City created a Transit Advisory Committee to advise and consult with the two direct recipients on providing public transportation services within the UZA. The Township and the City share equally in the responsibilities and costs for the administration of the Mobility Committee (formerly the Transit Advisory Committee), which meets quarterly. The current ILA by and between the Township and the City will expire on September 30, 2017.

The Goodman Corporation (TGC) has provided administrative services to the Mobility Committee for several years. During that period, the Township and the City independently contracted with TGC to provide Mobility Committee administration and other services. That situation recently changed as the Township awarded HDR its Transit Consulting Services contract in April 2017.

The Township may consider utilizing federal funding to support the Township’s share of the UZA Mobility Committee administration effort, but is concerned that sharing the costs for the administration of the Mobility Committee, as currently structured, may not qualify for FTA grant reimbursement.

**FTA Guidance Specific to Reimbursement of Mobility Committee Administration Costs**

The following paragraph is an excerpt from an FTA Region VI e-mail regarding the eligibility of planning activities for FTA reimbursement. The response from FTA in its entirety is attached.

Administering the Conroe-The Woodlands Large Urbanized Area Mobility Committee (an ongoing planning process not dissimilar to the MPO process that includes the establishment of an annual Program of Projects) - related planning costs would be eligible as a planning activity and would most properly fall under 44.21.00 (Planning) Program Support Administration. If the committee meetings include topics that aren’t considered planning by FTA, the costs assigned to planning should be proportional to the level of planning topics.

**Use of an Interlocal Agreement for Conveyance of Federally Costs**

In a separate e-mail from FTA Region VI staff, an ILA would be the preferred way to document the conveyance of federal costs. FTA staff also said the grantees may need to amend the Unified
Planning Work Program (UPWP), which is managed by H-GAC, to identify planning activities performed by consultants.

**Purpose**

To consider a discussion of administration of the UZA and determine what changes, if any, may be necessary to ensure eligibility of costs to qualify for reimbursement under FTA regulations; and, to ensure that an ILA would provide a suitable mechanism for the conveyance of federally assisted costs or whether an additional agreement would be needed.

**Attachment**

E-mail Response from Don Koski, Director of Planning & Program Development, FTA Region VI, RE: Question regarding eligibility of certain activities under the FTA 5307 program
Agenda Item 8
Attachment
Jim,

I appreciate you reaching out for clarification on eligibility of planning activities under the Section 5307 program. Since you raised items identified during a recent triennial review of The Woodlands, I’ve copied appropriate Region 6 staff and management.

While I’m not aware of all the particulars that were raised in the triennial review you’ve cited, I hope I can address your questions and concerns.

Of course, all of the activities you described in your email are eligible under 5307. The question, it appears, is which activities qualify for reimbursement at 80% federal as planning activities. Also, it is my understanding after talking with Region 6 oversight office staff that at least some of the specific flags raised by FTA’s triennial reviewer were based on the procurement of services, and not the activity’s eligibility as planning. Of course, the eligibility of a grantee to draw down an activity as planning also depends on the funds being identified in a proper planning Activity Line Item in a grant budget as well.

You properly cited below the planning project eligibility definitions from FTA Circular 9030.1E. However, there may be a disconnect specific to the definition of project-related planning and evaluation activities. I think the best way for me to address the eligibility of the activities you cited is to take them one-by-one:

- **administering the Conroe – The Woodlands Large Urbanized Area Mobility Committee (an ongoing planning process not dissimilar to the MPO process, that includes the establishment of an annual Program of Projects);** related planning costs would be eligible as a planning activity and would most properly fall under 44.21.00 (Planning) Program Support Administration. If the committee meetings include topics that aren’t considered planning by FTA, the costs assigned to planning should be proportional to the level of planning topics;
- **coordinating meetings and documenting minutes and action items relative to capital and operating projects** – general project coordination meetings and their related expenses are not considered planning activities by FTA; related costs could be eligible as a planning activity if the activity was related to the development of plans and specifications for or a feasibility analysis of a capital project; or to the development of a service plan for or a feasibility analysis of an operating project; activities related to the general administration of a capital project may qualify for 80% federal reimbursement under 11.79.00 Project Administration, if identified as such in the 5307 grant budget; activities related to the general administration of an operating project may qualify for 50% federal reimbursement under 30.09.01 Operating Assistance (assuming that the grantee is eligible for operating assistance either as a small urban grantee or a large urban grantee that qualifies under the Special Rule);
- **NTD reporting and sampling plan creation** – FTA would split these two: costs related to collecting, entering and reporting NTD data are part of grant management and would not be eligible as a planning activity, but would be eligible as an operating expense under 30.09.01; however, costs related to the creation of a sampling plan would be eligible under 44.24.00 Short Range Transportation Planning.
- **grant management and oversight** – FTA considers grant management and oversight activities to be an operating expense (eligible under 30.09.01), and not a planning activity. In order to qualify as planning, the activity needs to be part of the planning, design, engineering or evaluation of a transit project, or the development of a transit study. Administrative activities of a grantee pertaining to the immediate accomplishment or oversight of a
capital project are eligible under 11.79.00 as a capital expense at 80% federal reimbursement, but must be specifically identified and approved in the 5307 grant budget as such;

- **DBE compliance oversight** – related costs would not be eligible under planning; civil rights program compliance oversight is a general operating expense eligible under 30.09.01;
- **ECHO draw support** – related costs would not be eligible under planning; ECHO draw support is a grant management activity and considered a general operating expense eligible under 30.09.01. Administrative activities of a grantee pertaining to the immediate accomplishment or oversight of a capital project are eligible under 11.79.00 as a capital expense at 80% federal reimbursement, but must be specifically identified and approved in the 5307 grant budget as such;
- **financial planning** - related costs would be eligible as a planning activity and would most properly fall under 44.24.00 Short Range Transportation Planning;
- **coordination activities in support of capital project planning** - related costs (e.g., activities leading to the development of plans/specs, or a feasibility analysis of the capital project) would be eligible as a planning activity and would most properly fall under 44.24.00 Short Range Transportation Planning;
- **safety and asset management planning** - related costs would be eligible as a planning activity and would most properly fall under 44.23.00 or 44.24.00 (Short or Long Range planning, depending on the plan horizon);

As a reminder, a grantee must ensure its 5307-funded planning activities are identified in the Metropolitan Planning Organization’s current, federally-approved Unified Planning Work Program (UPWP) and attach the relevant documentation to its application for funding to FTA.

Please let me know if you have any further questions.

Regards,

Don

**Don Koski, AICP**
Director of Planning and Program Development
Federal Transit Administration - Region VI | U.S. Department of Transportation
819 Taylor St Rm 14A02 | Fort Worth, TX 76102
office: 817.978.0571
donald.koski@dot.gov | http://www.fta.dot.gov/
Jim,

Thank you for reaching out. Let me do some research and get back to you. I’ll let you know if I have any clarification questions.

Regards,
Don

Don Koski, AICP
Director of Planning and Program Development
Federal Transit Administration - Region VI | U.S. Department of Transportation
819 Taylor St Rm 14A02 | Fort Worth, TX 76102
office: 817.978.0571
donald.koski@dot.gov | http://www.fta.dot.gov/

From: Jim Webb [mailto:jwebb@thegoodmancorp.com]
Sent: Wednesday, May 24, 2017 1:35 PM
To: Koski, Donald (FTA) <Donald.Koski@dot.gov>
Cc: David Bartels <dbartels@thegoodmancorp.com>
Subject: Question regarding eligibility of certain activities under the FTA 5307 program

Don -

At a triennial review completed last year for The Woodlands Township, the reviewer questioned the eligibility of certain planning tasks for 5307 reimbursement because the reviewer construed the activity costs as “general administrative expenses.” We complete tasks for clients that this reviewer would interpret the same way, that we believe are eligible expenses as they are directly associated with administering a capital/operating project.

The activities being completed within this particular context includes tasks associated with administering the Conroe – The Woodlands Large Urbanized Area (an ongoing planning process not dissimilar to the MPO process, that includes the establishment of an annual Program of Projects), coordinating meetings and documenting minutes and action items relative to capital and operating projects, NTD reporting and sampling plan creation, grant management and oversight, DBE compliance oversight, ECHO draw support, financial planning, coordination activities in support of capital project planning, as well as safety and asset management planning. These and other similar activities have been completed by TGC via third-party consultant contracts for over 36 years. This is the first time that a question regarding 5307 planning eligibility has ever been raised by FTA or FTA contractors, which leads me to believe that this determination was made in error.

Supporting this, Circular 9030.1E provides a definition of eligible projects on pg. IV-1: Section 5307 funds are available for the planning, engineering, design, and evaluation of public transportation projects and for other technical transportation-related studies. Eligible activities include, but are not limited to: studies relating to management, operations, capital requirements, and economic feasibility; work elements and related activities preliminary to and in preparation for constructing, acquiring, or improving the operation of facilities and equipment; plans and specifications; evaluation of previously funded projects; job access and reverse commute projects; and other similar or related activities before and in preparation for the construction, acquisition, or improved operation of public transportation systems, facilities, and equipment.
It was the opinion of the reviewer, essentially, that unless the work product culminated in a specific “planning document” that the activity was ineligible. It was also determined during this particular discussion that this matter was up to your determination to clarify.

I am particularly concerned with the on-going facilitation of the Conroe-The Woodlands Urbanized Area Mobility Committee that TGC completes. Currently, this work is paid for, in part, by 5307 funding. It includes (but is not limited to) the facilitation and coordination of meetings by TGC, assistance in developing the agenda and agenda materials, a review of UZA transit activities and operational parameters (ridership, trends, etc.), discussion relative to Program of Projects updates and modifications, discussion of regional transit activities, action items relative to the pursuit of funding for new and expanded service, and the documentation of meeting minutes.

Are you able to make a determination on the 5307 eligibility of these (and other similar) activities so we do not face the same question moving forward?

Thank you – I appreciate your time on this matter.

Jim

--

JIM WEBB, AICP
CHIEF OPERATING OFFICER

THE GOODMAN CORPORATION
3200 Travis Street, Ste. 200
Houston, TX 77006
713-951-7951 x70
thegoodmancorp.com
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Mobility Committee

<table>
<thead>
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<tbody>
<tr>
<td>Consider a Five-Year Extension of the Interlocal Agreement by and between The Woodlands Township and the City of Conroe for the Administration of the Conroe-The Woodlands UZA – Action Item (10 Minutes)</td>
</tr>
</tbody>
</table>

**Background**

The Woodlands Township and the City of Conroe are dual-designated direct recipients of Federal Transit Administration (FTA) funding for the Conroe-The Woodlands Urbanized Area (UZA).

Through an Interlocal Agreement (ILA), effective October 1, 2012, The Township and the City of Conroe share equally in the responsibilities and costs for the administration of the UZA and the Mobility Committee (formerly the Transit Advisory Committee), which meets quarterly.

The current ILA by and between the Township and the City will expire on September 30, 2017.

**Purpose**

To consider a five (5) year renewal of the ILA by and between The Woodlands Township and the City of Conroe.

**Recommendation**

Approve a motion for Township and City staff to meet periodically prior to the next Mobility Committee Meeting to produce an agreed-upon draft ILA for Committee consideration and recommended approval to their respective governing bodies at the next quarterly Committee meeting on September 5, 2017.
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Background

Section 458 of the Texas Transportation Code and its associated administrative provisions provide guidance on the creation of small urban and rural transit districts and the distribution of state transit funding to support the provision of public transit services. Conroe-The Woodlands UZA benefits financially from Section 458 because the City of Conroe and The Woodlands Township do not have the benefit of a local sales tax base to support transit.

The Public Transportation Advisory Committee (PTAC), which is a TxDOT committee representing rural and small urban public transportation entities, recognized that the large UZAs like Conroe-The Woodlands (population 200,000 to 1,000,000) were receiving a growing amount of the appropriations authorized by Section 458. As a result, the PTAC proposed actions be taken by the Legislature to address the issue (Attachment 1); however PTAC did not confer with Conroe-The Woodlands UZA.

Results of the Legislative Session

PTAC is scheduled to review the results of the legislative session at their quarterly committee meeting June 6, 2017, today. The PTAC will discuss…

- Texas Administrative Code (TAC) Changes, as a Result of the Session
- More Funding Available
  - New $3.5 million Appropriation Directed to State Large Urban Providers
  - FY 2018 Funding Distribution: Two Step Process
  - Formula Structure
- Draft Text of Proposed Rule Changes at July 25, 2017 PTAC Meeting

Purpose

Discuss actions the Conroe-The Woodlands UZA should take to be a part of the discussions concerning the rule changes for the distribution of state transit appropriations, formula structure and the underlying issue with Section 458, which prevents Conroe-Woodlands UZA from receiving state appropriations directly. These actions may include working with TxDOT, PTAC and other large urban providers to affect changes, which benefit Conroe-The Woodlands UZA, to Section 458 and associated Texas Administrative Codes and TxDOT rules.

Attachments

Effects of Urbanization on Transit Funding (Source: Brazos Transit District)
Agenda Item 10
Attachment
Effects of Urbanization on Transit Funding

Original legislative intent was to provide state transit funding to rural communities with populations of less than 50,000 and to small urban cities with populations of 50,000 to 199,999. Over the years, several cities that were classified as small urban have exceeded the 200,000 threshold yet continue to draw state funding from the small urban allocation even though they no long meet the criteria. Due to legal interpretation of the Texas statute, urban areas with a population of over 200,000 continue to be eligible for state funding.

<table>
<thead>
<tr>
<th>Large Urban Areas Receiving Small Urban Area Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brownsville</td>
</tr>
<tr>
<td>Conroe/The Woodlands</td>
</tr>
<tr>
<td>Killeen</td>
</tr>
<tr>
<td>Laredo</td>
</tr>
<tr>
<td>Lubbock</td>
</tr>
<tr>
<td>McAllen</td>
</tr>
<tr>
<td>Midland/Odessa*</td>
</tr>
</tbody>
</table>

Currently these large urban areas utilize 34% of all funding in the urban allocation. It is projected that in the upcoming 2020 census, an additional four cities will exceed 200,000 and thus fall into this same category. At that time, these 11 cities will likely utilize over 50% of all the funding in the small urban allocation which will greatly reduce the available funding for the other small cities that depend on this funding. In the 2020 census, there may be as many as five new small urban areas that will also depend on this funding.

<table>
<thead>
<tr>
<th>Projected New Large Urban Areas (greater than 200,000 in 2020)</th>
<th>Projected New Small Urban Areas (greater than 50,000 to 199,999 in 2020)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amarillo</td>
<td>Del Rio</td>
</tr>
<tr>
<td>College Station/Bryan</td>
<td>Eagle Pass</td>
</tr>
<tr>
<td>McKinney</td>
<td>Galveston (possibly part of Texas City UZA)</td>
</tr>
<tr>
<td>Waco</td>
<td>Lufkin</td>
</tr>
<tr>
<td></td>
<td>Rio Grande City/Roma</td>
</tr>
</tbody>
</table>

Recommended Solution:

To continue providing state funding for these large urban areas without diminishing the limited funding available for the small urban areas included in the current statute:

The Legislature should amend the statute to add a third funding category for urbanized areas between 200,000 and 300,000 population and urbanized areas with population less than 1 million and the principal city is less than 200,000 [or 300,000] which do not have local dedicated taxing authority for funding transit and which cannot adopt one due to being at their sales tax cap and have a functioning public transit system and a FTA funding apportionment.

Transportation Industry experts estimate – based on the current expenditure patterns of the existing seven cities and the possible four new cities – the amount needed will be $7.5 million.

This funding would be in addition to the funding currently available for small urban areas in the formula. TxDOT will be responsible for establishing a formula for distribution of funds in this new category.

For additional information, please contact Elizabeth Bruchez, Brazos Transit District, at liz@btd.org or (979) 255-1527.

*While Midland and Odessa is each a UZA under 200,000 for federal apportionment, they are embedded in the state formula.
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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)

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 included 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. All funds were awarded to Senior Rides.

- Vehicles: Senior Rides purchased two vehicles on May 2015 and is completing documentation for the file.

- Purchase of service: The contract includes $33,297 (federal) for the purchase of service. Senior Rides has requested reimbursement of $26,915 for expenses incurred for service provided through February 2017. The federal fund balance is $6,383.70. 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>98</td>
<td>$28.84</td>
</tr>
<tr>
<td>10/1/2016 to 12/31/2016</td>
<td>$3,292.40</td>
<td>85</td>
<td>$38.73</td>
</tr>
<tr>
<td>1/1/2017 to 3/31/2017</td>
<td>Pending</td>
<td>Pending</td>
<td>Pending</td>
</tr>
<tr>
<td>Average</td>
<td></td>
<td></td>
<td>$31.03</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 $11,935 for preventative maintenance expenses incurred through February 2017. The federal fund balance is $17,575.

- 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 and FY 2016 POP to H-GAC and it was approved by the Transportation Policy Council 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
  
  Program of Projects
  
  No changes to POP as previously reported in the second Quarter report.
  
  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.
  
  Purchase of Service: Senior Rides was awarded $55,874 federal for the purchase of service. Senior rides will provide the local match of $13,969. No funds have been expended from this grant.
  
  Preventative Maintenance: Senior Rides was awarded $16,148 (federal) for preventative maintenance. Senior Rides will provide the local match of $4,037. No funds have been expended from this grant.
New Danville Status of Award

New Danville has signed a contract for the purchase of two vehicles from the State Cooperative Buying Program for $128,990. The FY 2013/2014 program of projects reflects $103,200 Section 5310 award to New Danville to support this purchase. They expect delivery in June.

- Section 5310 PMP
  The City submitted its PMP to the FTA for review and approval on December 14, 2014. FTA approved the PMP on April 27, 2017.
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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)

<table>
<thead>
<tr>
<th>City of Conroe</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Background</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>Purpose</strong></td>
</tr>
<tr>
<td>To discuss the latest information regarding quarterly performance of Conroe Connection.</td>
</tr>
<tr>
<td><strong>Attachment</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The Woodlands Township</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Background</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>Purpose</strong></td>
</tr>
<tr>
<td>To discuss the latest information regarding quarterly performance of The Woodlands Express and the Trolley.</td>
</tr>
<tr>
<td><strong>Attachment</strong></td>
</tr>
</tbody>
</table>
Agenda Item 12
Attachments
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 second quarter of FY 2017 was 6,303. Compared with Quarter 1 FY 2017, the total ridership decreased by 13.94%. Compared with Quarter 2 FY 2016, the total ridership decreased by 17.92% (Figure 1).

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

ADA paratransit service provided 835 total trips for the second quarter of Fiscal Year 2017. Compared with Quarter 1 Fiscal Year 2017, the total trips increased by 4.64%. Compared with Quarter 2 FY 2016, the total trips increased by 77.66% (Figure 2).

Figure 2: ADA Paratransit Trips by Quarter
The Woodlands Township Transits

Service Ridership Summary

Second Quarter Federal FY 2017 (January 1, 2017 – March 31, 2017)

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 second quarter of Fiscal Year 2017 (January 1, 2017 to March 31, 2017) for the three Park and Ride lots was 152,012. Compared with Quarter 1 Fiscal Year 2017, the total ridership for Quarter 2 Fiscal Year 2017 increased by 12.0%. Compared with Quarter 2 Fiscal Year 2016, the total ridership for Quarter 2 Fiscal Year 2017 decreased by 6.05% (Figure 1).

Figure 1: Total Ridership for Second Quarter FY 2017
Ridership Summary for the Waterway Trolley

Trolley ridership during this same time period (January 1, 2017 to March 31, 2017) was 24,289. Compared with Quarter 1 Fiscal Year 2017, the total ridership for Quarter 2 Fiscal Year 2017 increased by 8.3%. Compared with Quarter 2 Fiscal Year 2016, the total ridership for Quarter 2 Fiscal Year 2017 increased by 30.4% (Figure 2).

Figure 2: Trolley Ridership
Consider Announcements Regarding Other Regional Transportation Planning Activities – Discussion (5 minutes)

**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.