Conroe - The Woodlands Urbanized Area

Transit Advisory Committee Agenda Packet
January 17, 2017

Town of Woodloch
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1. Introduction of Committee Appointees and Meeting Attendees (2 minutes)

2. Election of Committee Chair and Vice Chair – **Action Item** (5 minutes)

3. Consider Meeting Minutes and Workshop Summary for Approval
   a. Quarterly Meeting on September 20, 2016 – **Action Item** (3 minutes)
   b. Workshop on October 18, 2016 – **Action Item** (3 minutes)

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

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

6. Consider Potential Amendments to the Conroe-The Woodlands UZA Transit Advisory Committee Bylaws
   a. Renaming the Transit Advisory Committee – Discussion (5 minutes)
   b. Establishing a Countywide Subcommittee – Discussion (5 minutes)

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

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

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

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

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

12. Adjourn

**Next Meeting:** **To Be Determined**

City of Conroe
Greater Conroe Economic Development Corporation
505 West Davis Street
Conroe, TX 77301

English and Spanish language public notices were published for the advisory committee meeting in the Courier of Montgomery County (Conroe) and the Woodland’s Villager during the week of January 9, 2017.
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Introduction of Committee Appointees and Meeting Attendees (2 minutes)

Background

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

- **City of Conroe**
  - Guy Martin, Mayor Pro Tem
  - Alternate – Paul Virgadamo, City Administrator

- **The Woodlands Township**
  - Gordy Bunch, Chairman
  - Alternate – Don Norrell, President/General Manager

- **Montgomery County**
  - Jim Clark, Commissioner Precinct 4
  - Alternate – Mark Mooney, County Engineer

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

Purpose

To introduce the Committee members and alternates from the City of Conroe, The Woodlands Township, Montgomery County and the single representative and alternate from the “Small Cities”, which are City of Cutch 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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Election of Committee Chair and Vice Chair – Action Item (5 minutes)

Background

According to the Bylaws, the Chair and the Vice Chair will each serve for a term of two years. Elections shall be held at the last meeting of every other calendar year and the current Chair shall elicit nominations for a vote by Committee members. In the event the Chair is unable to serve the entire term of office, the Vice Chair shall succeed to the office of Chair.

Purpose/Proposed Action

To elect a new Committee Chair and Vice Chair.
Consider Meeting Minutes and Workshop Summary for Approval

a. Quarterly Meeting on September 20, 2016 – Action Item (3 minutes)
b. Workshop on October 18, 2016 – Action Item (3 minutes)

a. Quarterly Meeting on September 20, 2016

Background
The Transit Advisory Committee met formally at the City of Conroe, Greater Conroe Economic Development Corporation, Chamber Boardroom, 505 West Davis Street, Conroe, TX 77301, on September 20, 2016.

Purpose/Proposed Action
To consider approving the meeting minutes from September 20, 2016.

b. Workshop on October 18, 2016

Background
A Transit Advisory Workshop was held on October 18, 2016 at The Woodlands Township 2801 Technology Forest Blvd, The Woodlands, TX 77381.

Purpose/Proposed Action
To consider approving the Workshop Summary from October 18, 2016.

2 Attachments

1. Quarterly Meeting, September 20, 2016
   a. Minutes
   b. Sign-In Sheet
   c. Affidavit of Publication
2. Workshop, October 18, 2016
   a. Summary
   b. Sign-In Sheet
   c. Affidavit of Publication
Agenda Item 3
Attachment
The Transit Advisory Committee Meeting commenced at 10:00 a.m. on September 20, 2016.

A Montgomery County Public Transportation Planning Workshop was set for 1:00 p.m. in The Woodlands, Texas, on October 18, 2016. The Quarterly UZA Meeting was set for December 6, 2016.

Attendees: See sign-in sheet (attached)

<table>
<thead>
<tr>
<th>1. Introduction of Committee Members and Meeting Attendees</th>
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<tbody>
<tr>
<td><strong>Discussion</strong></td>
</tr>
<tr>
<td>The meeting began with an introduction of meeting attendees, as well as committee members. For a detailed list of attendees, see the attached sign-in sheet.</td>
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<tr>
<td><strong>Actions</strong></td>
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<td>No formal action was taken.</td>
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<table>
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<tr>
<th>2. Consider Approving Meeting Minutes from June 07, 2016</th>
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<tbody>
<tr>
<td><strong>Discussion</strong></td>
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<tr>
<td>The Committee discussed the previous Transit Advisory Committee Meeting Minutes from June 07, 2016. Chairman Guy Martin asked those in favor to say “aye,” and those opposed to say “no.”</td>
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<td><strong>Actions</strong></td>
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<tr>
<td>The meeting minutes were approved by a vote of 4 to 0.</td>
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<tr>
<th>3. Public Comment</th>
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<tr>
<td><strong>Discussion</strong></td>
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<tr>
<td>No citizen made comments.</td>
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<tr>
<td>English and Spanish public notices were published in the Montgomery County Courier (Conroe) and the Woodlands Villager. The Affidavit of Publication is attached.</td>
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<tr>
<td><strong>Actions</strong></td>
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<td>No formal action was taken.</td>
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<tr>
<th>4. Consider a Presentation from the Montgomery County Public Transportation Meeting – Discussion (10 minutes)</th>
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**Discussion**

Mr. David Bartels summarized the August 3rd county-wide transportation meeting. The purpose of the meeting was to initiate the development of a rural and urban approach to public transportation planning in Montgomery County. Almost fifty people representing organizations across the county participated including Urban and Rural areas, Salvation Army, Conroe ISD, Workforce Solutions, Tri-County Workforce, small cities City Administrators and the public.

Presentation discussed existing public transportation service providers, public transportation needs, funding resources from urban, rural, state, local and other sources and elements of a successful public transportation solution.

The result was a recommendation to develop a public transportation strategy for Seniors, Persons with Disabilities, Veterans and Persons with Low Income.

Committee members found the countywide needs urgent and the meeting very productive. They also saw the need to thoroughly explain to the public what we are trying to accomplish and who we are trying to serve.

A clear press release is critical to get the correct information to the public through the media.

**Actions**

No formal action was taken.

**5. Consider a Discussion Regarding the Need for a Countywide Urban and Rural Transportation Strategy for Seniors, Persons with Disabilities, Veterans and Persons with Low Incomes – Discussion (10 minutes)**

**Discussion**

On August 3, 2016 the Montgomery County and the Conroe-The Woodlands Urbanized Area Transit Advisory Committee hosted a collaborative meeting to initiate the development of a comprehensive approach to improving transportation for the public within Montgomery County. The meeting, summarized in Agenda Item 4, finished with the idea that a county-wide transportation strategy could be created to:

- Fill service gaps and minimize overlaps in transportation as provided by the various transportation providers and health and human service agencies;
- Identify methods to optimize the provision of service to deliver more trips and reduce costs; and
- Develop a sustainable framework for the use of existing and future local, state, and federal resources to improve county-wide transportation, especially for seniors, persons with disabilities, veterans and persons with low income.
It is critical that a coalition of elected officials recognize the problem and champion the building of a strategy to develop a solution.

A strategy is needed and not a study. The strategy should be based on what is available now and how it can be expanded. The strategy should be actionable recommendations for the entire county. The recommendations should be supported by elected officials and include an implementation strategy.

**Actions**

No formal action was taken.

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

**Discussion**

Agenda Item 5 was the background for this Action Item

This action item is based on bringing together funding resources and partners support the estimated cost of $120,000 to complete the countywide strategy/action plan with specific recommendations to present to Montgomery County and cities for implementation.

**Actions**

Resolution supporting the development of a county-wide Urban and Rural Transportation Strategy was approved 4 to 0.

### 7. Consider a Presentation and Action Item Regarding the City of Conroe’s Application to the Houston-Galveston Area Council for a Grant for Commuter Bus Service:

- a. Presentation Regarding Proposed Commuter Bus Service – Discussion (5 minutes)
- b. Resolution in Support of City of Conroe’s Grant Application – Action Item (5 minutes)

**Discussion**

A. Presentation Regarding Proposed Commuter Bus

Houston-Galveston Area Council (H-GAC) receives federal Congestion Mitigation and Air Quality (CMAQ) funding for transportation projects reducing congestion and pollution, as well as meeting the federal air quality standards.

The City of Conroe has applied for CMAQ funding through H-GAC’s Request for Proposals for Commuter and Transit Service Pilot Program Projects and related Fleet Expansion program.

The proposed park and ride commuter operation from the City of Conroe to downtown Houston, the Houston Medical Center and other destinations will contribute to the reduction of single occupancy auto trips and resulting air pollution and contribute to meeting regional air quality objectives.

B. Resolution in Support of City of Conroe’s Grant Application

**Actions**

Resolution supporting the City of Conroe’s Grant Application was approved 4 to 0.
8. 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)

<table>
<thead>
<tr>
<th>Discussion</th>
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</table>
| A. Presentation Regarding the City of Conroe  
The Conroe Connection Ridership Summary for the Second Quarter of Federal FY 2016 (January 1, 2015 – March 31, 2016) was attached to the agenda packet. |
| B. Presentation Regarding The Woodlands Township  
The Woodlands Township Transit Service Ridership Summary for the Second Quarter of Federal FY 2016 (January 1, 2015 – March 31, 2016) was attached to the agenda packet. |
| C. Presentation Regarding Limited Eligibility Demand Response Transit Service (Senior Rides)  
The Senior Rides Transit Service Ridership Summary for the Second Quarter of Federal FY 2016 (January 1, 2015 – March 31, 2016) was attached to the agenda packet. |

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)

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<tr>
<td>A summary was provided of the activities occurring under the FY 2013 and FY 2014, FY 2015 and FY 2016 Program of Projects (POP) for Section 5310 in the Conroe-The Woodlands UZA.</td>
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10. Consider Announcements Regarding Other Regional Transportation Planning Activities

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| TECQ has identified the Local Initiative Project (LIP) funding for 2017 is available September 1st. The amount set aside for Montgomery County is $151,732 and it must be matched with 50 percent local funding. This funding can be used for new or expanded public transportation program and other capital projects. The projects must have an impact on air quality. This state funding can be used to match federal funding. The funding cannot be used to purchase buses.  

A special meeting was requested to address next steps in county-wide public transportation planning.  

It was suggested the UZA Advisory Committee needs to consider renaming itself. |

11. Adjourn
APPROVED this the 17th day of January 2017.

________________________________
Chairman, Transit Advisory Committee

ATTEST:

________________________________
Vice Chairman, Transit Advisory Committee
<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>E-mail Address</th>
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<tbody>
<tr>
<td>Lucy Gomez</td>
<td>Interfaith Ministries</td>
<td><a href="mailto:l.roomez@woodlandsinterfaith.org">l.roomez@woodlandsinterfaith.org</a></td>
<td></td>
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<tr>
<td>Shawn Johnson</td>
<td>City of Conroe</td>
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<td>Collin Key</td>
<td>Meals on Wheels MC</td>
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<td>Deondre Gantt</td>
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<td>Tracie Wolcott</td>
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<tr>
<td>Tommy Woodney</td>
<td>COC</td>
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September 20, 2016
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<tbody>
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<tr>
<td>Chris Luttre</td>
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<tr>
<td>Guy Martin</td>
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<td>(512) 236-8502 x 307</td>
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<tr>
<td>Don Norrell</td>
<td>The Woodlands Township</td>
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<td>On File</td>
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<tr>
<td>Barry Goodman</td>
<td>The Goodman Corporation</td>
<td><a href="mailto:barry@thegoodmancorp.com">barry@thegoodmancorp.com</a></td>
<td>On File</td>
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<tr>
<td>Mike Bass</td>
<td>The Woodlands Township</td>
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<td>On File</td>
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<tr>
<td>Mariana Raschke</td>
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<td><a href="mailto:mraschke@thegoodmancorp.com">mraschke@thegoodmancorp.com</a></td>
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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 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 newspaper in its issue(s) of the

14 day of ____________, 2016

__________________________
Publisher’s Representative

Sworn to and subscribed before me this 14 day of ____________, 2016.

__________________________
Notary Public

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

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

The meeting will be held at 10:00 A.M. on Tuesday, September 20, 2016, in the Greater Conroe Economic Development Council Chamber Boardroom, 505 West Davis St., Conroe, TX 77301. All interested parties are invited to attend.

Anuncio de Una 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, 20 de septiembre del 2016, a partir de las 10:00 a.m. en la sala de juntas de la Corporación de Desarrollo Económico de Conroe (Greater Conroe Economic Development) localizada en: 505 West Davis St., Conroe, TX 77301. Se invita a todas las partes interesadas a asistir.

CC, WY 9/14/16
Conroe - Woodlands Urbanized Area
Transit Advisory Committee Workshop Summary
The Woodlands Township, 2801 Technology Forest Blvd., The Woodlands, TX 77381

The Transit Advisory Committee Workshop commenced at 1:00 a.m. on October 18, 2016.

Attendees: See sign-in sheet (attached)

1. Introduction of Committee Members and Meeting Attendees

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2. Discuss and finalize the “goal statement” for the Countywide Urban and Rural Transportation Strategy for Seniors, Persons with Disabilities, Veterans and Persons with Low Incomes

| Discussion | The Committee discussed the need for an Action Plan to determine what the existing services are and the steps they can take to fill the gaps in public transportation services. There are many people with transportation needs outside the UZA. Committee Member Bass suggested beginning along I-45, a main artery in the county where existing transit service could be expanded. Committee Member Clark commented there was extensive need beyond I-45 Corridor in East Montgomery County and throughout the county. The Committee discussed the need to rename the Conroe-The Woodlands UZA Transit Advisory Committee. A new name will help with the committee’s purpose and it was suggested the word “mobility” should be used. However, the UZA is focused on transit. It was suggested the UZA could form a Special Service Connectivity Committee. Discussion regarding the name of the Committee will be added to the next quarterly meeting agenda. |

3. Discuss and finalize the methodologies used in the development of the Transportation Strategy

| Discussion | There are geographic areas falling through the cracks, so the County needs one number that all residents of the County can call. A transportation service provider database with phone numbers, service areas and fares needs to be built. Committee Member Clark offered a part |
time staff person to develop the database, which could include hotels, churches and other entities that have vans. A plan could be created to the use the 911 system to connect with transportation resources.

Through the Smart 911 Registration Services at Smart911.com, Montgomery County residents could register important personal information and associate the information with their personal phone number or account. Smart 911 has an emergency management component and individuals can give permission to share location information. This system could be set up to connect residents to transportation providers through possibly the 2-1-1 system and match providers with residents.

The 911 Smart system has four centers, mapping capabilities, translation services, conference call and transfer capabilities and processes other call purposes besides emergency 911 calls.

The Committee Members discussed being able to communicate between providers using phone numbers and software.

The Committee Members discussed:

1) Creating a Task Force that would include Chip Van Steenberg from 911, Meals on Wheels, and other stakeholders in attendance.
2) Creating a Management System – Chip Van Steenberg at Montgomery County 911 has the software.
3) There needs to be software compatibility
4) Choose the pilot areas
5) Lay out a timeline
6) Document the results of the pilot

The Committee Members discussed that Smart 911 could be looking at three questions: 1) What are the needs? 2) What are the ideas to meet the needs? 3) How does this proceed?

This effort could start with a pilot program to meet one gap then expand from the success.

The County is actively searching for a County Transportation Manager.

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<th>Actions</th>
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<tr>
<td><strong>4. Discuss and finalize results oriented approaches for meeting the Transportation Strategy objectives</strong></td>
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<tr>
<td><strong>Discussion</strong></td>
<td>A Needs Assessment could be a natural result of this Action Plan. Pilot programs could be developed for designated areas and the programs</td>
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could expand over the next 1 to 2 years.

The Committee Members discussed that transportation service providers’ scheduling software and the need for them to communicate their capabilities.

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<tr>
<th>5. Identify stakeholders for the Transportation Strategy</th>
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<tr>
<th>6. Discuss funding for the Transportation Strategy (20 minutes)</th>
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<tr>
<td><strong>a. Identify potential sources of funding</strong></td>
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<td><strong>b. Discuss approach to requesting funding</strong></td>
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<td><strong>Discussion</strong></td>
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7. **Adjourn**

**APPROVED** this the 17th day of January 2017.

__________________________________
Chair, Transit Advisory Committee

ATTEST:

___________________________
Vice Chair, Transit Advisory Committee
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<thead>
<tr>
<th></th>
<th>NAME</th>
<th>ADDRESS</th>
<th>REPRESENTING</th>
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<tbody>
<tr>
<td>1</td>
<td>Margie Lucas</td>
<td>17844 Earl Rudderting</td>
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<td>2</td>
<td>Sarah Santay</td>
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<td><a href="mailto:savah@btd.org">savah@btd.org</a></td>
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<td>3</td>
<td>Barry Easton</td>
<td>3200 Travis</td>
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<td>4</td>
<td>Steve Muir</td>
<td>320 S W. Davis</td>
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<td>5</td>
<td>Kathy Sanders</td>
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<td>Willis, TX 77378</td>
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<td>6</td>
<td>Susan Histon</td>
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<td>Bright UPA</td>
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<td>7</td>
<td>Marty Young</td>
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<td>The Woodlands 77380</td>
<td>Aktion Club</td>
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<td>me.com</td>
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<td>8</td>
<td>Nina Miller</td>
<td>58 E. Torch Pine</td>
<td>Bell</td>
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<td>Spring TX 77381</td>
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<td>9</td>
<td>Lucy Gomez</td>
<td>4242 Intrafaith Way</td>
<td>Intrafaith</td>
<td>832-615-8266</td>
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<td>The Woodlands TX 77381</td>
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<td><a href="mailto:lmcartel135@gmail.com">lmcartel135@gmail.com</a></td>
</tr>
<tr>
<td>10</td>
<td>David Barkers</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Avenue, Austin TX 78722</td>
<td>Center</td>
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<td>11</td>
<td>Catherine Frestgiovanni</td>
<td>5401 FM 2854</td>
<td>Tri-County Behavioral</td>
<td>936-521-6400</td>
<td><a href="mailto:catherine@tcbhc.org">catherine@tcbhc.org</a></td>
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<tr>
<td>12</td>
<td>Tim Kuykendall</td>
<td>Conroe, TX</td>
<td>Small Cities</td>
<td>713-408-3860</td>
<td><a href="mailto:jimk@roc.com">jimk@roc.com</a></td>
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<tr>
<td>13</td>
<td>Carolyn Newman</td>
<td>42 N Wyckham J.W.</td>
<td>Epic Life Action Club</td>
<td>832-248-3397</td>
<td><a href="mailto:carolyn.newman.99@gmail.com">carolyn.newman.99@gmail.com</a></td>
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<td>14</td>
<td>Shawn Johnson</td>
<td>300 W. Davis</td>
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<td>936-532-8526</td>
<td><a href="mailto:sjohnson@coc.org">sjohnson@coc.org</a></td>
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<td>15</td>
<td>Tommy McSweeney</td>
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<td>936-522-3122</td>
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<td>16</td>
<td>Randy Smyth</td>
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<td><a href="mailto:randy_smyth@newdaville.org">randy_smyth@newdaville.org</a></td>
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<td>17</td>
<td>Kay Lee</td>
<td>2247 N 152 St Conroe, TX 77301</td>
<td>MC Veterans Sta</td>
<td>936-539-7842</td>
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<td>18</td>
<td>DeAndre J. Gums Jr.</td>
<td>1202 Cindy Lane Conroe, TX 77301</td>
<td>Senior Reides</td>
<td>936-756-5853</td>
<td><a href="mailto:deandre@mobmvc.org">deandre@mobmvc.org</a></td>
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<td>19</td>
<td>Allison Huletty</td>
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<td><a href="mailto:allison@mobmvc.org">allison@mobmvc.org</a></td>
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<td>Collin Key</td>
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<td><a href="mailto:ziaaawat@ymail.com">ziaaawat@ymail.com</a></td>
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<td>Jim Clark</td>
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<td>John Powers</td>
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<td>Robert Garcia</td>
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<td>CISD</td>
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<td>25</td>
<td>Berta Salazar</td>
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<td>HCAC AAA</td>
<td>713-993-2474</td>
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<td>Chris Laube</td>
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<td>Travis Madison</td>
<td>TX DOT</td>
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<td>7600 Washington Ave, Houston 77007</td>
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<td>Gary Martin</td>
<td>City of Conroe</td>
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Please Sign In

October 18, 2016
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 The Courier and Woodlands Villager, newspapers of general circulation in the County of Montgomery, State of Texas. Who being duly sworn, states under oath that the report of Legal Notices, a true copy of which is hereto annexed was published in said newspapers in its issue(s) of the

12 day of October, 2016
(day of __________, 2016)
(day of __________, 2016)
(day of __________, 2016)
(day of __________, 2016)

Publisher's Representative

Sworn to and subscribed before me this 12 day of October, 2016

Notary Public

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

A Transit Advisory Committee Workshop will be held by The Conroe-Woodlands Urbanized Area Transit Advisory Committee to discuss a Countywide Urban and Rural Transportation Strategy for Seniors, Persons with Disabilities, Veterans and Persons with Low Incomes.

The workshop will be held at 1:00 P.M. on Tuesday, October 18, 2016, at The Woodlands Township, 2801 Technology Forest Boulevard, The Woodlands, Texas, 77381. All interested parties are invited to attend.

Anuncio de Una Reunión del Comité Asesor de Tránsito

El Comité Asesor de Tránsito del área urbanizada de Conroe-The Woodlands llevará a cabo una reunión con el fin de discutir una estrategia urbana y rural de transporte para condado Montgomery para la tercera edad, personas con discapacidad, los veteranos y las personas con bajos ingresos.

La reunión se llevará a cabo el día martes, 18 de octubre del 2016, a partir de las 1:00 p.m. en la oficina de The Woodlands Township, 2801 Technology Forest Boulevard, The Woodlands, TX 77381. Se invita a todas las partes interesadas a asistir. CC & WV 10/12/16
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<thead>
<tr>
<th>Transit Advisory Committee</th>
<th>Agenda Item 4</th>
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<tr>
<td>Public Comment – Limited to items on the agenda (3 minutes per citizen)</td>
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**Background**

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

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

**Purpose**

To provide Committee members with public comment related to agenda items that are under consideration by the Committee.
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Consider an Update Regarding the Countywide Urban and Rural Transportation Implementation Strategy for Seniors, Persons with Disabilities, Veterans, and Persons with Low Income – Discussion (10 minutes)

### Background

On August 3, 2016 the Conroe-The Woodlands Urbanized Area Transit Advisory Committee sponsored the Montgomery County Public Transportation Meeting to discuss existing public transportation services in Montgomery County, need for public transportation in Montgomery County, public transportation resources, elements of a successful public transportation solution and next step(s). The meeting took place in the Greater Conroe Economic Development Council Chamber Boardroom, 505 West Davis St., Conroe, TX 77301 at 1:30 P.M.

The meeting was attended by 49 people representing stakeholders from Montgomery County, the City of Conroe, The Woodlands Township, the City of Oak Ridge North and the “small cities” within the Conroe - The Woodlands Large Urbanized Area, the City of Montgomery, the Brazos Transit District, the Houston-Galveston Area Council (H-GAC), the Texas Department of Transportation (TxDOT), Conroe Independent School District (CISD), the Salvation Army, the Woodlands Chamber of Commerce, Senior Rides, Transporter Transit, Texas House of Representatives District 3, Interfaith of The Woodlands, Montgomery County ADAPT, Mission Northeast, Coat of Many Colors, Workforce Solutions, Tri-County Behavioral Healthcare, Montgomery County Veterans Services, New Danville, and several members of the general public.

The consensus reached by the meeting attendees was additional discussion regarding the transportation strategy should be held at the September 20, 2016 Conroe-The Woodlands Transit Advisory Committee meeting.

On September 20, 2016, the Conroe-The Woodlands UZA Committee discussed the need for a county-wide urban and rural transportation strategy for seniors, persons with disabilities, veterans and persons with low incomes, as well as the information and ideas presented at the August 3, 2016, Montgomery County Meeting. Refer to meeting minutes, Agenda Item 3 (above). As a result of the discussion, the UZA Committee passed a resolution supporting a County-wide Urban and Rural Transportation Strategy for Seniors, Persons with Disabilities, Veterans and Persons with Low Income, and Implementation Plan. The Committee requested a workshop to discuss a strategy with actionable recommendations. The Workshop was set for October 18, 2016 at 1:00 PM.

On October 18, 2016, the Committee convened the workshop. The committee discussed goals, methodologies, approaches, stakeholders, funding and actions beneficial for the mobility of Seniors, Persons with Disabilities, Veterans, and Persons with Low Income. Refer to workshop summary, Agenda Item 3 (above).
**Purpose**
To discuss an approach for coordinating and funding a countywide strategic implementation plan with clear cut objectives, and well defined actions resulting in measurable outcomes for Seniors, Persons with Disabilities, Veterans and Persons with Low Incomes.

**Attachments**
2. Refer to Agenda Item 3 for quarterly meeting minutes and workshop summary.
Agenda Item 5
Attachment
RESOLUTION NO. 2016-02

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

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

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

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

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

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

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

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

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

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

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

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

City of Conroe
Guy Martin, City Councilman
Committee Chairman

The Woodlands Township
Mike Bass, Board Vice Chair
Committee Vice Chairman

Montgomery County
Jim Clark, Commissioner Precinct 4
Committee Member

UZA Small Cities
James Ruykendall, Mayor
City of Oak Ridge North
Committee Member
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Consider Potential Amendments to the Conroe-The Woodlands Transit Advisory Committee Bylaws

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

Background

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

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

Purpose

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

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

Formal Name: Conroe-The Woodlands Urbanized Area Transit Advisory Committee

Possible Names: Conroe-The Woodlands Urbanized Area…

1) Transportation Advisory Committee
2) Mobility Advisory Committee
3) Public Transportation Advisory Committee
4) Transit Strategy Committee
5) Transportation Strategy Committee
6) Mobility Strategy Committee
7) Public Transportation Strategy Committee
8) Transit Implementation Committee
9) Transportation Implementation Committee
10) Mobility Implementation Committee
11) Public Transportation Implementation Committee
b. Establishing a Countywide Subcommittee – Discussion (5 minutes)

Purpose: To provide the Committee with the authority to appoint a subcommittee to evaluate countywide urban and rural transportation and mobility issues and initiatives of interest to the Committee members, their governing bodies and the public.

Possible Language:

**SUBCOMMITTEE(S):** The appointed representatives of the Conroe-The Woodlands Urbanized Area (UZA) Transit Advisory Committee who are elected officials may appoint a subcommittee, or subcommittees, to evaluate countywide urban and rural transportation and mobility issues and initiatives on behalf of the Committee. Any subcommittee shall report their activities to the Committee at the quarterly UZA meetings.

Members of the subcommittee may include Committee members and alternates and other individuals with a technical understanding and/or interest in the transportation and mobility issue and/or initiative.

Attachment

Conroe-The Woodlands UZA Transit Advisory Committee Bylaws
Agenda Item 6
Attachment
CONROE-THE WOODLANDS URBANIZED AREA
TRANSIT ADVISORY COMMITTEE BYLAWS

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

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

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

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

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

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

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

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

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

- U.S. Congressional District 8 – Congressman Kevin Brady
- Texas Senate District 3 – Senator Robert Nichols
- Texas Senate District 4 – Senator Tommy Williams
- Texas House District 3 – Representative Cecil Bell
- Texas House District 15 – Representative Steve Toth
- Texas House District 16 – Representative Brandon Creighton
- Houston-Galveston Area Council
- Brazos Transit District
Montgomery County Committee on Aging, d/b/a The Friendship Center

Interfaith of The Woodlands

Texas Department of Transportation

Advisory Committee shall meet the following criteria as defined by Title VI of the Civil Rights Act of 1964:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Preamble

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

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

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

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

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

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

I. Designations

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

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

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

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

**II. Administration**

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

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

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

**III. Funding and Allocation**

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

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

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

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

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

IV. Term and Termination

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

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

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

V. Notices and Addresses

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

City Administrator
City of Conroe
P.O. Box 3066
Conroe, Texas 77305

President
The Woodlands Township
2801 Technology Forest Blvd.
The Woodlands, Texas 77381

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

**VI. General**

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

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

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

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

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

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

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

[Signature pages follow]
THE WOODLANDS TOWNSHIP

BY: 
BRUCE TOUGH, CHAIRMAN
BOARD OF DIRECTORS

BY: 
DON NORRELL, PRESIDENT

CITY OF CONROE, TEXAS

BY: 
WEBB K. MELDER, MAYOR

ATTEST:

MARLA J. PORTER, CITY SECRETARY

MARCUS L. WINBERRY, CITY ATTORNEY
EXHIBIT “A”

[Copy to come]
Consider Setting the Quarterly Meeting Dates, Times and Locations – **Action Item** (3 minutes)

**Background**

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

The following meeting dates, times and locations are proposed for calendar year 2017:

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 7, 2017</td>
<td>10:30 AM to 12:00 PM</td>
<td>City of Conroe</td>
</tr>
<tr>
<td>June 6, 2017</td>
<td>10:30 AM to 12:00 PM</td>
<td>The Woodlands Township</td>
</tr>
<tr>
<td>September 5, 2017</td>
<td>10:30 AM to 12:00 PM</td>
<td>City of Conroe</td>
</tr>
<tr>
<td>December 5, 2017</td>
<td>10:30 AM to 12:00 PM</td>
<td>The Woodlands Township</td>
</tr>
</tbody>
</table>

**Purpose**

To set the meeting dates, times and locations for calendar year 2017 meetings.
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Consider a Presentation Regarding the Conroe-The Woodlands UZA FTA Section 5307 Urbanized Area Formula Program and FTA Section 5339 Bus and Bus Facilities Program Apportionments and the State Public Transportation Appropriations for FY 2017 – Discussion (10 minutes)

**Background**

As of the quarterly UZA Committee meeting, Congress has yet to pass either an omnibus bill for 2017 or a continuing budget resolution past April 2017. Because of this delay, FTA has not yet released formula funding appropriations for FY 2017. The lack of FTA appropriations for FY 2017 has resulted in the inability for Conroe and The Woodlands to accurately generate a Program of Projects for FY 2017. It is anticipated that appropriations will be released in time to review in advance of the next UZA Committee meeting. At that time, individual apportionments for Conroe and The Woodlands will be generated based on the federal formula, which uses population, population density, and transit system performance. 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 brought to the UZA Committee for consideration as part of the FY 2017 Program of Projects.

**Purpose**

To discuss FY 2017 Federal appropriations.
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 includes the purchase of vehicles, purchase of service, and preventative maintenance. The FTA grant is approved in the grant awards management system. The City will reimburse Senior Rides for documented eligible expenses at a rate of 80%.

**Purpose**

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

- **Vehicles:** Senior Rides is in the post-procurement phase for two (2) Type 3 vehicles for a total of $108,000 (federal) from the State of Texas Cooperative Purchasing Program (CO-OP) using TxSmartBuy Ordering System. Rides is working with its sales representative to address deficiencies identified when the vehicles were delivered.
- **Purchase of service:** The contract includes $33,297 (federal) for the purchase of service. Senior Rides has requested reimbursement of $19,729 for expenses incurred through August 2016. The fund balance is $13,568. Activity to date is presented in the table below.

<table>
<thead>
<tr>
<th>Period</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>not available</td>
<td>not available</td>
</tr>
<tr>
<td><strong>Average</strong></td>
<td></td>
<td></td>
<td><strong>$29.36</strong></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 $2,486.38 for preventative maintenance expenses incurred through August 2016. The fund balance is $27,024.
- **Administration:** The City of Conroe has reimbursed itself $18,979 for administration expenses.
FTA Section 5310 Program for FY 2015 and FY 2016 Funding

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

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

FY 2015 and FY 2016 Section 5310
The FTA announced FY 2016 apportionments on February 16, 2016. The Conroe-The Woodlands FY 2016 Section 5310 apportionment was $164,840, which was $8,758 more than the FY 2016 estimated amount. The City submitted a revised POP based on the actual FY 2016 apportionment. The revision will reflect an increase of $884 for program administration, for a total of $16,484 and an increase of $7,874 for Senior Rides Purchase of Service for a total of $29,000.

Table 1. Program of Projects

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

* Program administration is limited to 10% of the appropriated amount and funds Conroe’s expense in administering the Section 5310 program.
Table 2. Contract Awards by Organization

<table>
<thead>
<tr>
<th>Category</th>
<th>Senior Rides</th>
<th>New Danville</th>
<th>Conroe</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicles</td>
<td>$107,200</td>
<td>$103,200</td>
<td>$0</td>
<td>$210,400</td>
</tr>
<tr>
<td>Preventative Maintenance</td>
<td>$16,148</td>
<td>$6,400</td>
<td>$0</td>
<td>$22,548</td>
</tr>
<tr>
<td>Purchase of Service</td>
<td>$55,874</td>
<td>$0</td>
<td>$0</td>
<td>$55,874</td>
</tr>
<tr>
<td>Program Administration*</td>
<td>$0</td>
<td>$0</td>
<td>$32,092</td>
<td>$32,092</td>
</tr>
<tr>
<td>Total</td>
<td>$179,222</td>
<td>$109,600</td>
<td>$32,092</td>
<td>$320,914</td>
</tr>
</tbody>
</table>

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

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.

New Danville Status of Award

Purchase of Vehicles: New Danville has placed an order for vehicles with Creative Bus Sales. Delivery is expected in April. TGC will meet with New Danville to discuss next steps.

Section 5310 PMP

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

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

a. **City of Conroe**

**Background**

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

**Purpose**

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

**Attachment**

Conroe Connection Ridership Summary for the fourth quarter of FY 2016 (July 1, 2016 - September 30, 2016).

b. **The Woodlands Township**

**Background**

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

**Purpose**

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

The Woodlands Township Transit Service Ridership Summary for the fourth quarter of FY 2016 (July 1, 2016 - September 30, 2016).

c. Senior Rides Limited Eligibility Demand Response Transit Service

Background

Senior Rides provides demand response transit (DRT) service within the Conroe–The Woodlands Urbanized Area (UZA) to persons 65 years and older and persons with disabilities, which is also referred to as limited eligibility transit service. The service was renewed in FY 2015/2016 through agreements with the City of Conroe and The Woodlands Township.

Purpose

To discuss the latest information regarding quarterly performance of the limited eligibility DRT service, which is provided by Senior Rides.

Attachment

A report summarizing Senior Rides ridership data for the fourth quarter of FY 2016 (July 1, 2016 - September 30, 2016).
Agenda Item 10
Attachment
Conroe Connection Ridership Summary

Fourth Quarter Federal FY 2016 (July 1, 2016 – September 30, 2016)

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

Fixed Route Ridership Summary

The ridership (represented as unlinked trips, or boardings) for the fourth quarter of FY 2016 was 8,742. Compared with Quarter 3 FY 2016, the total ridership increased by 9.6%. Compared with Quarter 4 FY 2015, the total ridership decreased by 0.76%. (Figure 1).

Figure 1: Total Ridership by Quarter
ADA Complementary Paratransit Trip Summary

ADA paratransit service provided 636 total trips for the fourth quarter of Fiscal Year 2016. Compared with Quarter 3 Fiscal Year 2016, the total trips increased by 24% (Figure 2).

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

Fourth Quarter Federal FY2016 (July 1, 2016 – September 30, 2016)

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

Ridership Summary for The Woodlands Express

The total ridership (represented as unlinked trips, or boardings) for the fourth quarter of Fiscal Year 2016 (July 1, 2016 to September 30, 2016) for the three Park and Ride lots was 155,419. Compared with Quarter 3 Fiscal Year 2016, the total ridership for Quarter 4 Fiscal Year 2016 increased by 0.2%. Compared with Quarter 4 Fiscal Year 2015, the total ridership for Quarter 4 Fiscal Year 2016 decreased by 6.8% (Figure 1).

Figure 1: Total Ridership for Fourth Quarter FY 2016
Figure 2 shows the ridership by Park and Ride location. Compared with Quarter 3 Fiscal Year 2016, the ridership for Research Forest and Sawdust commuter routes increased by 0.2% and 1.5% respectively, and the ridership for Sterling Ridge commuter route decreased by 1.7%. Compared with Quarter 4 Fiscal Year 2015, the ridership for each express commuter route decreased by 4%, 10% and 2% respectively.

**Figure 2: Ridership by Bus Route**

<table>
<thead>
<tr>
<th>Route</th>
<th>Q1 FY15</th>
<th>Q2 FY15</th>
<th>Q3 FY15</th>
<th>Q4 FY15</th>
<th>Q1 FY16</th>
<th>Q2 FY16</th>
<th>Q3 FY16</th>
<th>Q4 FY16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research</td>
<td>80,373</td>
<td>88,543</td>
<td>83,252</td>
<td>86,863</td>
<td>77,647</td>
<td>86,159</td>
<td>83,092</td>
<td>83,296</td>
</tr>
<tr>
<td>Sawdust</td>
<td>47,335</td>
<td>49,132</td>
<td>47,040</td>
<td>48,252</td>
<td>42,447</td>
<td>44,805</td>
<td>42,853</td>
<td>43,488</td>
</tr>
<tr>
<td>Sterling</td>
<td>27,349</td>
<td>30,237</td>
<td>27,731</td>
<td>29,348</td>
<td>25,979</td>
<td>30,831</td>
<td>29,120</td>
<td>28,635</td>
</tr>
</tbody>
</table>

**Ridership Summary for the Waterway Trolley**

Trolley ridership during this same time period (July 1, 2016 to September 30, 2016) was 18,643. Compared with Quarter 3 Fiscal Year 2016, the total ridership for Quarter 4 Fiscal Year 2016 increased by 26%. Compared with Quarter 4 Fiscal Year 2015, the total ridership for Quarter 4 Fiscal Year 2016 decreased by 19% (**Figure 3**).
Figure 3: Trolley Ridership
Limited Eligibility Demand Response Transit Service Provided by Senior Rides in the Conroe-The Woodlands Urbanized Area

*Fourth Quarter FY2016*  
*(July 1, 2016 – September 30, 2016)*

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

A C-W UZA specific trip is defined as a limited eligibility trip with an origin inside the C-W UZA. Senior Rides (SR) provided 3,171 C-W UZA trips for the fourth quarter of Fiscal Year 2016 (*Figure 1*), which covers July 1, 2016 to September 30, 2016. The C-W UZA trips contributed to 69.1% of the total demand response trips provided by SR.

*Figure 1: C-W UZA Trips*

Table 1 shows the C-W UZA trips split by origins and municipality boundaries. The table also shows 79.9% of the trips had origins inside Conroe and The Woodlands, 13.9% of the trips were generated within the municipal boundaries of Willis, Shenandoah, Oak Ridge North, and Panorama Village and 6.1% of the trips originated in the unincorporated area of the Conroe-The Woodlands UZA.
Table 1: C-W UZA Trip Origin by Municipality

<table>
<thead>
<tr>
<th>TRIPS</th>
<th>TRIP COUNT</th>
<th>% OF TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-W UZA Trips</td>
<td>3,171</td>
<td>100.0%</td>
</tr>
<tr>
<td>Origins Inside C-W UZA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conroe</td>
<td>1,422</td>
<td>44.8%</td>
</tr>
<tr>
<td>The Woodlands</td>
<td>1,114</td>
<td>35.1%</td>
</tr>
<tr>
<td>Willis</td>
<td>184</td>
<td>5.8%</td>
</tr>
<tr>
<td>Shenandoah</td>
<td>210</td>
<td>6.6%</td>
</tr>
<tr>
<td>Oak Ridge North</td>
<td>45</td>
<td>1.4%</td>
</tr>
<tr>
<td>Panorama Village</td>
<td>2</td>
<td>0.1%</td>
</tr>
<tr>
<td>Unincorp. UZA trips within</td>
<td>194</td>
<td>6.1%</td>
</tr>
<tr>
<td>Conroe--The Woodlands UZA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>3,171</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

When reviewing the trip purpose, social service and city business trips contribute to more than 58% of the total limited eligibility trips. The remainders of the trips were 12% medical, 19% nutrition and 10% Dialysis (Figure 2).

Figure 2: C-W UZA Trip Purpose

Compared with Quarter 3 Fiscal Year 2016, the C-W UZA trips for Quarter 4 Fiscal Year 2016 increased by 9%. Compared with Quarter 4 Fiscal Year 2015, C-W UZA trips for Quarter 4 Fiscal Year 2016 increased by 20% (Figure 3).
All Demand Response Trips

SR received 4,650 trip requests during the fourth quarter of Fiscal Year 2016, of which 4,592 trips were provided. The remaining 58 trips were denied due to either capacity, eligibility or other reasons. Compared with Quarter 3 Fiscal Year 2016, trip denials for the fourth quarter of Fiscal Year 2016 decreased by 2% (Figure 4).

Figure 3: C-W UZA Trips Comparison

Figure 4: Quarterly Denial Trips
Figure 5 is a map depicting the origins of the 4,592 demand response trips provided. Compared with Quarter 3 Fiscal Year 2016, the total demand response trips provided for Quarter 4 Fiscal Year 2016 increased by 9.2%. Compared with Quarter 4 Fiscal Year 2015, the total demand response trips provided for Quarter 4 Fiscal Year 2016 increased by 12.2% (Figure 6).

**Figure 5: Trip Origins**
When reviewing the trip purpose for all demand response trips, the top 4 categories of trip purposes were 33% city business, 27% nutrition, 21% social service and 11% medical (Figure 7).

**Figure 6: Total Trips Comparison**

**Figure 7: Trip Purpose**
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Transit Advisory Committee agenda item 11

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.