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

2. Consider Meeting Minutes from June 6, 2017 for Approval – **Action Item** (3 minutes)

3. Public Comment – Limited to Items on the Agenda (3 minutes per citizen)

4. Consider a Presentation Regarding Conroe-The Woodlands UZA Administration – Discussion Item (5 minutes)

5. Consider a Resolution of Support for a Five-Year Extension of the Interlocal Agreement by and between the City of Conroe and The Woodlands Township for the Administration of the Conroe-The Woodlands UZA – **Action Item** (5 minutes)

6. Consider an Update Regarding the Montgomery Countywide Transportation Implementation Strategy – Discussion (10 minutes)

7. Consider a Presentation Regarding the FY 2017 Conroe-The Woodlands UZA FTA Section 5307 Urbanized Area Formula Program and FTA Section 5339 Bus and Bus Facilities Program Sub-Apportionments – Discussion (10 minutes)

8. Consider a Presentation Regarding the State FY 2017 Large Urban Transit District State Appropriations for Conroe-The Woodlands UZA and Draft Proposed Rule Revisions to Title 43, Texas Administrative Code, Chapter 31, Public Transportation – 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 Meals on Wheels/Senior Rides – Discussion (5 minutes)

11. Consider a Discussion to Establish Dates and Host/Location for the Conroe-The Woodlands UZA Mobility Committee Quarterly Meetings to be held in 2018 – **Action Item** (5 Minutes)

12. Consider a Discussion Regarding the Process for Filling the Alternate Representative Position for “Other Providers” Due to a Recently Created Vacancy – Discussion (10 Minutes)

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

14. Adjourn

**Next Meeting:** Dates and Times to be determined by Committee Action (Reference Item 11)

1st Quarter Meeting Host: City of Conroe (Location details to be sent prior to meeting)
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Introduction of Committee Appointees and Meeting Attendees (2 minutes)

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, City Council Member
  - 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 – Vacant

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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Background

The Transit Advisory Committee met formally at The Woodlands Township, 2801 Technology Forest Blvd., The Woodlands, TX 77381, on June 6, 2017.

Purpose/Proposed Action

To consider approving the meeting minutes from June 6, 2017.

Attachments

1. Minutes
2. Sign-In Sheet
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Agenda Item 2
Attachment
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The Mobility Committee Meeting commenced at 10:30 a.m. on June 6, 2017.

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

Attendees: See sign-in sheet (attached)

<table>
<thead>
<tr>
<th>1. Introduction of Committee Members and Meeting Attendees</th>
<th>Discussion</th>
<th>The meeting began with an introduction of meeting attendees, as well as committee members. For a detailed list of attendees, see the attached sign-in sheet.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actions</td>
<td></td>
<td>No formal action was taken.</td>
</tr>
<tr>
<td>2. Consider Meeting Minutes from March 21, 2017 for Approval – Action Item (3 minutes)</td>
<td>Discussion</td>
<td>The Committee discussed the previous Transit Advisory Committee Meeting Minutes from March 21, 2017.</td>
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<tr>
<td>Actions</td>
<td></td>
<td>Chairman Gordy Bunch asked those in favor to say “aye,” and those opposed to say “no.” The meeting minutes were unanimously approved.</td>
</tr>
<tr>
<td>3. Public Comment</td>
<td>Discussion</td>
<td>No citizen made comments. English and Spanish 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.</td>
</tr>
<tr>
<td>Actions</td>
<td></td>
<td>No formal action was taken.</td>
</tr>
<tr>
<td>4. Consider an Update Regarding the Montgomery Countywide Transportation Implementation Strategy – Discussion (10 minutes)</td>
<td>Discussion</td>
<td>Mr. David Bartels gave a brief summary of activities related to the Montgomery Countywide Transportation Implementation Strategy. A press release was published on the Conroe website and a letter signed by the Mobility Committee Chairmen was sent out to a variety of entities requesting stakeholders throughout the County to participate on the Montgomery Countywide Transportation Implementation Strategy. Responses were received from the City of Shenandoah, United Way of Greater Houston (previously known as Montgomery County United Way), Oakridge North, City of Willis, the Society of Samaritans (out of Magnolia), and the EcoTaxi. An email address (<a href="mailto:mcmobilitystrategy@gmail.com">mcmobilitystrategy@gmail.com</a>) was also created.</td>
</tr>
</tbody>
</table>
TGC staff has reached out to all of the potential interested stakeholders and solicited participation (financial and/or steering committee) via e-mail. TGC is currently completing follow-up phone calls to ensure that all parties received the request. Go Green Eco Taxi, Montgomery County United Way, Willis, the Society of Samaritans, and the City of Oak Ridge North have expressed interest in participating in the effort either financially or as a steering committee member. TGC will provide an updated summary at the next UZA meeting. Currently, the only entity that has committed a defined amount of resources is the Brazos Transit District ($40,000). Oak Ridge North and the City of Conroe have indicated a willingness to participate financially but a defined number has not yet been received. Montgomery County is bringing the request for $40,000 in financial participation to the Commissioner’s Court on June 27th. Your attendance and support at this meeting is appreciated.

The Mobility Committee discussed the need to establish a fiduciary approach to handling the financial participation of different entities for the transportation strategy.

**Actions**
No formal action was taken.

5. Consider an Update Regarding Amendments to the Conroe-The Woodlands UZA Mobility Committee Bylaws – Discussion (5 minutes)

**Discussion**
Mr. Bartels briefly discussed the two by-law amendments approved by the Committee during the previous meeting. The amendments included 1) the name change of the committee from Transit Advisory Committee to Mobility Committee and 2) to authorize creation of subcommittees. Both by-law amendments were approved by the Conroe City Council and The Woodlands Township Board of Directors.

**Actions**
No formal action was taken.

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 the Agreements between Senior Rides and the Cities and the Township within the UZA for FY 2018 – **Action Item** (5 minutes)

**Discussion**
Ms. Allison Hulet, Executive Director of Meals on Wheels Montgomery County, gave their annual presentation summarizing the Senior Rides Program, which offers limited eligibility demand response transit service for the urbanized area. Meals on Wheels spends about $550,000 a year for Senior Rides. Capital for the service comes from different sources: H-GAC, Federal (5310), CBDG funds, Montgomery County, City of Conroe, The Woodlands Township, and some small UZA cities. Currently the service has a fleet of eight vehicles, three recently procured. The trip cost is below the national average. Meals on Wheels has a new Transportation Manager,
Brittany Montealvo.

Chairman Bunch asked Ms. Hulett whether Uber or Lyft offered ADA compliant services. These transit agencies are willing to provide funding through capitalization of the equipment to get them compliant; however, meeting Federal requirements might be challenging.

*The Senior Rides Transit Service Ridership Summary for Second Quarter of Federal FY 2017 (January 1, 2016 – March 31, 2016)* was attached to the agenda packet.

**Actions**

The UZA approved a 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. Senior Rides will coordinate with the individual entities to determine defined contribution levels.

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)

**Discussion**

Mr. Bartels gave a brief summary of the 5307 and 5339 programs. An Omnibus bill passed and $12.4 billion funds were allocated to the Federal Transit Administration. FY 2017 formula apportionments of federal transit funding are still pending. Conroe and the Township will meet in July to determine their funding shares after FTA apportions funding to the UZA. The sub-allocations will be brought up to the Mobility Committee during the September meeting. Once sub-allocations are established, both Conroe and The Woodlands will be able to create their Program of Projects.

Note that the first year in which the UZA began receiving formula funds, there was a set percentage of apportionment for each entity based on population. Beginning in FY 2017, Conroe will also receive performance funds (previously only received by The Woodlands) since the former is reporting transit service characteristics. An extrapolated estimate of the fund allocations has been included in the packet.

**Actions**

No formal action was taken.

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)

**Discussion**

The Woodlands Township’s Alternate, Don Norrell, gave a brief summary of the interlocal agreement between The Woodlands Township and Conroe regarding the UZA administration. Due to a recent auditing issue, The Township has had to re-acquire HDR in a transit planning capacity. During this process, it was decided that The Goodman Corporation (TGC) will no longer be engaged by the Township in the same capacity.

Therefore, The Township has not provided their share of the costs of administering the UZA for the previous four meetings (to include this
In order to remedy this, TGC staff recommended that the Township enter into an ILA with Conroe to pay their share. The Township indicated they would prefer to bring in their new consultant to complete a 50% share of the workload rather than have TGC continue to provide their administration services solely. This presents obvious challenges relative to administration, organization, and management of activities. Conroe and The Woodlands will meet in July to determine a desired course of action.

**Actions**

No formal action was taken.

### 9. 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)

**Discussion**

Mr. Jim Webb reminded the Committee that the ILA between The Township and Conroe for the administration of the Conroe-The Woodlands UZA is about to expire and therefore it needs to be renewed. The UZA Mobility Committee supported the renewal of the ILA between Conroe and The Township for a five-year period. This is due to the current ILA expiring in October. The entities will meet prior to the next meeting to finalize any changes.

**Actions**

The UZA approved the renewal of the ILA between Conroe and The Township for a five-year period.

### 10. Consider a Discussion Regarding the 85th State Legislative Session – Discussion (10 minutes)

**Discussion**

Mr. Bartels gave a brief summary regarding the 85th State Legislative Session. The update specifically focused on changes to the administration of state public transportation dollars (excluding the federal apportionment), which are currently administered by the Brazos Transit District and utilized by Conroe and The Woodlands. A new piece of legislation authorizes the set-aside of a specific pot of state funding for large UZAs (to include Conroe-Woodlands), separate from funding available to small urban and rural areas. The significant change is that Brazos will no longer administer this particular funding pot, (either Conroe or The Woodlands will need to do this). Additionally, the creation of this new funding pot may change the projected apportionment of state funding the UZA receives. The exact impact on the financial bottom line is currently being evaluated. Additional information will be sent out in memo format prior to the next meeting.

**Actions**

No formal action was taken.

### 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)

**Discussion**

Ms. Susan Maclay gave a brief summary regarding the use of the Conroe-The Woodlands UZA FTA Section 5310 Program, Enhanced Mobility of Seniors and Individuals with Disabilities Funds. As previously mentioned by Ms. Hulett, two vehicles have been procured via the FY 2013 and FY 2014 Programs. FY 2015 and FY 2016 funds have been used to purchase a couple of vehicles for New Danville and will be delivered within the month.
FY 2017 and FY 2018 funds are pending. Each fiscal year, the Conroe-The Woodlands UZA receives $85,000 for the Section 5310 Program. A program of projects is developed every two years in order to accumulate more funding.

**Actions**
No formal action was taken.

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)

**Discussion**

a. Presentation Regarding the City of Conroe
Mr. Thomas Woolley gave a brief update regarding the Conroe Connection transit service. He indicated that Conroe Connection saw a ridership increase of 77.6% on their ADA paratransit service during FY 2017 Quarter 2 in comparison to FY 2016 Quarter 2. The City is looking into updating and constructing new sidewalk infrastructure around the City that will help support and strengthen access to transit. The goal for FY 2017 is to reach 3,000 riders per month. The *Conroe Connection Ridership Summary for the Second Quarter of Federal FY 2017 (April 1, 2017 – June 30, 2017)* was attached to the agenda packet.

b. Presentation Regarding the Woodlands Township
Mr. Chris LaRue gave a brief update regarding the Woodlands transportation services. The Woodlands Township saw an increase of ridership on both the Woodlands Express and Trolley Service. Mr. LaRue expressed that the improvements made on the Trolley Service have created a more reliable service for people to use. Trolley ridership increased 30.4% in FY 2017 Quarter 2 when compared to FY 2016 Quarter 2. The *Woodlands Township Transit Service Ridership Summary for the Third Quarter of Federal FY 2017 (April 1, 2017 – June 30, 2017)* was attached to the agenda packet.

**Actions**
No formal action was taken.

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

**Discussion**
No additional discussions were brought up.

**Actions**
No formal action was taken.
APPROVED this the 5th day of December 2017.

________________________________
Chair, Mobility Committee

ATTEST:

________________________________
Vice Chair, Mobility Committee
<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>E-mail Address</th>
<th>Mailing Address and/or Phone Number (Optional)</th>
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<td>Marti Young</td>
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<td></td>
</tr>
<tr>
<td>Greg Smith</td>
<td>City of Shenandoah</td>
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</tr>
<tr>
<td>Name</td>
<td>Organization</td>
<td>E-mail Address</td>
<td>Mailing Address and/or Phone Number (Optional)</td>
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<tr>
<td>Ashley Hamlin</td>
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<td><a href="mailto:ahamlin@lonestarfamily.org">ahamlin@lonestarfamily.org</a></td>
<td>205 S. Conroe Medical Dr.</td>
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<td>Sara Bissig</td>
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June 6, 2017
## TRANSIT ADVISORY COMMITTEE MEETING
### CONROE-WOODLANDS URBANIZED AREA

**Please Sign In**

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>E-mail Address</th>
<th>Mailing Address and/or Phone Number (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>James VanWinkle</td>
<td>ADAPT</td>
<td><a href="mailto:mjvan@consolidated.net">mjvan@consolidated.net</a></td>
<td></td>
</tr>
<tr>
<td>Mary VanWinkle</td>
<td>ADAPT</td>
<td>Same</td>
<td></td>
</tr>
<tr>
<td>John Powers</td>
<td>Township</td>
<td><a href="mailto:jpowers@thewoodlandscp.com">jpowers@thewoodlandscp.com</a></td>
<td></td>
</tr>
<tr>
<td>Judi Foster</td>
<td>United Way</td>
<td><a href="mailto:jfoster@unitedwayhouston.org">jfoster@unitedwayhouston.org</a></td>
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</table>
Mobility Committee
Agenda Item 3

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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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 (now known as the Mobility 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, which meets quarterly. The current ILA has been extended for a 5-year period by the City and the Township with the expiration date of October 1, 2022.

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

Results of Joint City-Township Meeting

On July 27, 2017, staff members from the City and The Township and representatives from their respective consultants met to discuss administration of the Mobility Committee and quarterly meetings. The City and The Township agreed to divide the meeting responsibilities as follows.

- The meeting site will rotate between the City and The Township on a quarterly basis (status quo).
- The host staff will be responsible for:
  - Coordinating the agenda;
  - Logistics for the meeting location;
  - Inviting committee members, alternates and stakeholders;
  - Preparing the agenda packet;
  - Preparing minutes; and
  - Facilitating the meeting.
- The City was scheduled to host the UZA quarterly meeting on September 21 2017; the meeting was cancelled due to lack of a quorum.
The City and The Township also agreed to address any issues within the boundaries of the UZA, as needed. Any issues that come up between the members of the committee, which includes the City, The Township, the County and the small cities, will require development of a scope and/or plan that may include:

- Committee approach;
- Allocation of UZA funds by the City and The Township;
- Source of local funds; and/or
- Inside or outside consultants.

**Purpose**

To consider a discussion of UZA administration.
Consider a Resolution of Support for a Five-Year Extension of the Interlocal Agreement by and between the City of Conroe and The Woodlands Township for the Administration of the Conroe-The Woodlands UZA – Action Item (5 minutes)

Background

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

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

The current ILA was extended for a 5-year period effective October 1, 2017 by the City and the Township and will expire on October 1, 2022.

Purpose

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

Attachments

1. 2012 Interlocal Agreement by and between the City and The Township
2. First Amendment to the Interlocal Agreement by and between the City and The Township
3. Mobility Committee Resolution of Support
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Agenda Item 5
Attachment
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INTERLOCAL AGREEMENT

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

Preamble

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

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

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

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

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

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

I. Designations

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

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

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

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

**II. Administration**

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

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

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

III. Funding and Allocation

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

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

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

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

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

IV. Term and Termination

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

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

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

V. Notices and Addresses

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

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

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

**VI. General**

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

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

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

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

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

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

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

[Signature pages follow]
THE WOODLANDS TOWNSHIP

BY:  
BRUCE TOUGH, CHAIRMAN
BOARD OF DIRECTORS

BY:  
DON NORRELL, PRESIDENT

CITY OF CONROE, TEXAS

BY:  
WEBB K. MELDER, MAYOR

ATTEST:

MARLA J. PORTER, CITY SECRETARY

MARCUS L. WINBERRY, CITY ATTORNEY
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EXHIBIT “A”

[Copy to come]
FIRST AMENDMENT TO INTERLOCAL AGREEMENT BETWEEN THE CITY OF CONROE AND THE WOODLANDS TOWNSHIP

This First Amendment to Interlocal Agreement (the "First Amendment") is made and entered into 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 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, on October 1, 2012, the City and the Township entered into an agreement ("Original Agreement") regarding ongoing federal and state funded Transit Programs that became part of the UZA; and

WHEREAS, the City and the Township have agreed to amend the Original Agreement to extend the terms of the agreement.

AGREEMENT

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:

IV. Term and Termination

1. Term. Unless renewed, extended or amended by the requisite actions of both parties, this Agreement is extended from its original expiration date of October 1, 2017 and shall instead expire on October 1, 2022.

All other terms and conditions stipulated in the Original Agreement shall remain in force and fully applicable to this Agreement. In the case of any conflict between this First Amendment and the Original Agreement, this Amendment will govern.

[Signatures on following page]
THE WOODLANDS TOWNSHIP

By: ________________
Richard “Gordy” Bunch
Chairman, Board of Directors
Date: 10.3.2017

By: ________________
Don Norrell, President
Date: 9.29.17

Approved As To Form:

By: ________________
Roberta B. Cross, Township Attorney
Date: 9/28/17

CITY OF CONROE, TEXAS

By: ________________
Toby Powell, Mayor
Date: 10.23.2017

Approved As To Form:

By: ________________
Marcus Winberry, City Attorney
Date: 10/25/17

ATTEST:

By: ________________
Soco M. Gorjon, City Secretary
Date: 10.23.2017
RESOLUTION NO. 2017-__
RESOLUTION SUPPORTING EXTENSION OF THE INTERLOCAL AGREEMENT
BY AND BETWEEN THE WOODLANDS TOWNSHIP AND THE CITY OF CONROE
FOR THE ADMINISTRATION OF THE
CONROE-THE WOODLANDS LARGE URBANIZED AREA

WHEREAS, The Woodlands Township and the City of Conroe are dual-designated direct recipients of Federal Transit Administration (FTA) funding for the provision of public transportation in the Conroe-The Woodlands Large Urbanized Area (UZA); and,

WHEREAS, through an Interlocal Agreement (ILA), effective October 1, 2012, The Woodlands Township and the City of Conroe agree to 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; and,

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

WHEREAS, it is a stated goal of the Mobility Committee to support continued, improved, and expanded public transportation services throughout the Conroe-The Woodlands UZA; and,

WHEREAS, The Woodlands Township and the City of Conroe have expressed a mutual desire to extend the current ILA for an additional five years; and,

WHEREAS, the current ILA by and between The Woodlands Township and the City of Conroe was extended by the action of each party; and

WHEREAS, the Mobility Committee of the Conroe-The Woodlands UZA wishes to express its support of the five-year extension of the ILA;

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 supports The Woodlands Township and the City of Conroe in the extension of the ILA by and between The Woodlands Township and the City of Conroe for the administration of the Conroe-The Woodlands UZA.
PASSED and APPROVED this the 5th day of December 2017.

__________________________________
Gordy Bunch
Chair, Mobility Committee

ATTEST:

__________________________________
Guy Martin
Vice-Chair, Mobility Committee
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 March 2017 quarterly meeting, the City of Conroe published a press release on their “News” web page and the Mobility Chairman sent a request for support to other government, non-profit and private stakeholders in Montgomery County. Responses to the request (attached) were received from the City of Shenandoah, United Way of Greater Houston, City of Oak Ridge North, City of Willis, Society of Samaritans-Magnolia, Tri-County Services, City of Magnolia, Montgomery County Emergency Assistance and Eco Taxi.

On June 27, 2017, Montgomery County Commissioners Court agenda included an agenda under Precinct 2 to “consider and approve the Countywide Transportation Strategy resolution”. No motion was made and no action taken on the item. On further review of the agenda packet, which was posted on-line, none of the supporting documents were included in the on-line agenda packet.

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.

Attachment

Stakeholder Responses
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Agenda Item 6
Attachment
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<table>
<thead>
<tr>
<th>Company</th>
<th>Name</th>
<th>Title</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go Green Eco Taxi</td>
<td>Sara Bissig</td>
<td>Owner</td>
<td>Would like to be considered as part of the solution to the ongoing problem</td>
</tr>
<tr>
<td>United Way of Greater Houston</td>
<td>Judi Foster</td>
<td>Manager, Community Impact</td>
<td>Lack of Public Transportation</td>
</tr>
<tr>
<td>City of Willis</td>
<td>Hector Forestier</td>
<td>City Manager</td>
<td>Transportation Implementation Strategy Subcommittee of C-W UZA Mobility Committee</td>
</tr>
<tr>
<td>Society of Samaritans, Inc.</td>
<td>Shirley Jensen</td>
<td>Board President</td>
<td>Transportation Implementation Strategy Subcommittee of C-W UZA Mobility Committee</td>
</tr>
<tr>
<td>City of Oakridge North</td>
<td>Vicky Rudy</td>
<td>City Manager</td>
<td>Financial participation/no amount specified</td>
</tr>
<tr>
<td>Tri-County Services (MHMR)</td>
<td>Catherine Prestigiovanni</td>
<td>Director of Strategic Development</td>
<td>Stakeholder Committee/ Possible $2000-5000 donation</td>
</tr>
<tr>
<td>City of Shenandoah</td>
<td>Ritch Wheeler</td>
<td>Mayor</td>
<td>I have received it, and we will get back in touch with you.</td>
</tr>
<tr>
<td>City of Shenandoah</td>
<td>Jennifer Calvert</td>
<td>Finance Director</td>
<td>Is this separate from the UTZ Senior Demand Response Program? Yes.</td>
</tr>
<tr>
<td>City of Magnolia</td>
<td>Paul Mendes</td>
<td>City Administrator</td>
<td>I have your letter and will pass it on to City Council</td>
</tr>
<tr>
<td>Montgomery County Emergency Assistance</td>
<td>Jennifer Landers</td>
<td>Executive Director</td>
<td>Replaces Chad Petterson</td>
</tr>
</tbody>
</table>

Updated: 9/13/2017
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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. As a result, the FTA published the apportionments for FY 2017, which are shown in Table 1 with the FY 2015 and FY 2016 full year apportionments for comparison.

**Table 1: Full Year Apportionments for FY 2015 through FY 2017**

<table>
<thead>
<tr>
<th>Program</th>
<th>FY 2015</th>
<th>FY 2016</th>
<th>FY 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 5307</td>
<td>$3,404,709</td>
<td>$3,018,098</td>
<td>$3,573,680</td>
</tr>
<tr>
<td>Section 5339</td>
<td>$382,537</td>
<td>$301,767</td>
<td>$366,941</td>
</tr>
</tbody>
</table>

The FTA full year apportionment of Section 5307 and Section 5339 funds enabled Conroe and The Woodlands to accurately sub-apportion FY 2017 funds based on population, population density, transit system performance, and the FY 2017 full year UZA apportionments (Attachment 1.) The full year sub-apportionments are shown in Table 2 below and in the FTA Split Letter (Attachment 2.)

**Table 2: Full Year Sub-Apportionments for FY 2017**

<table>
<thead>
<tr>
<th>Program</th>
<th>Conroe</th>
<th>The Woodlands</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 5307</td>
<td>$603,311</td>
<td>$2,970,369</td>
<td>$3,573,680</td>
</tr>
<tr>
<td>Section 5339</td>
<td>$55,371</td>
<td>$311,570</td>
<td>$366,941</td>
</tr>
</tbody>
</table>

The FY 2017 Program of Projects for the sub-apportionments will be presented to the UZA Committee for consideration at a future committee meeting.

**Purpose**

To discuss the full year apportionment of the FY 2017 Federal appropriations for FTA Sections 5307 and 5339 and the FTA Split Letter.

**Attachments**

1. Revised Section 5307 and Section 5339 FY 2017 Sub-Apportionment Memo dated August 22, 2017
2. “FTA Split Letter”
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Agenda Item 7
Attachment
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To: Conroe-The Woodlands Mobility Committee  
Cc: Jim Webb, David Bartels  
From: Susan Maclay, Senior Associate  
Date: August 22, 2017  
Re: Revised Section 5307 and Section 5339 FY 2017 Sub-Apportionment  

Background: The Federal Transit Administration (FTA) allocates Urbanized Area Formula Grants pursuant to Section 5307 for public transportation capital, planning, job access and reverse commute and, in some instances, the operation of public transit services within large urbanized areas, (2010 U.S. Census population of 200,000 or more). The Conroe-Woodlands Urbanized Area (UZA) receives formula funds based on bus revenue vehicle miles, bus passenger miles reported to the National Transit Database (NTD), and population, population density and the number of low-income individuals residing within the UZA as reported by the U.S. Census.  

FY 2017 Section 5307 Sub-Apportionment: TGC applied the formula and data values used by the FTA and accurately replicated the FY 2017 apportionment within $12,24 (Attachment 1). Subsequently, TGC used the same data and formulas to sub-apportion the funds between Conroe and The Woodlands as follows:

- The apportionment for population, population density and number of low income individuals is based on 2010 U.S. Census data. It is noted that the “UZA” population data used in the FTA formula is not equivalent to the population data reflected in the U.S. Census data table for “place.” The population values used in the sub-apportionment are based on census blocks within the UZA and then assigned to Conroe or The Woodlands. Using a total population of 138,581, the City was sub-allocated 34% (47,509) and The Woodlands was sub-allocated 66% (91,072) of the population-based FTA funding.

- The sub-apportionment of the incorporated area populations to Conroe and The Woodlands is based on the population split percentages as described above.

- The performance sub-apportionment is based on bus revenue vehicle miles and bus passenger miles, data reported in FY 2015 by Conroe, The Woodlands, Brazos Transit District (BTD), and Houston METRO (Metro). Since the City of Conroe implemented fixed

---

1 Transit agencies operating 100 or fewer buses in peak period may apply a limited percentage of funding to operations.  
2 Individuals at 150% of the federal poverty guidelines.
route services in FY2015 (January 2016), it is apportioned funds based on the bus revenue miles reported to NTD. Note that METRO is generating performance benefit from its van pool program and BTD is generating performance benefit from its county-wide demand response service.

- Performance-based funds that are generated by service reported by BTD and METRO are sub-allocated based on the population methodology. Conroe is sub-apportioned 34% and The Township is sub-apportioned 66% of the BTD and METRO funds.

In accordance with the UZA Interlocal Agreement between the City and The Township, the sub-apportionment to the City is $603,311 and the sub-apportionment to The Township is $2,970,369. Table 1 divides the FTA apportionment into the elements of the sub-apportionment.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Conroe</td>
<td>$297,293</td>
<td>$201,843</td>
<td>$25,394</td>
<td>$78,772</td>
<td>$603,311</td>
<td>17%</td>
</tr>
<tr>
<td>The Woodlands</td>
<td>$657,981</td>
<td>$386,922</td>
<td>$1,774,460</td>
<td>$151,002</td>
<td>$2,970,369</td>
<td>83%</td>
</tr>
<tr>
<td>Total</td>
<td>$955,274</td>
<td>$588,765</td>
<td>$1,799,854</td>
<td>$229,775</td>
<td>$3,573,667</td>
<td></td>
</tr>
<tr>
<td>Actual Apportionment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$3,573,680</td>
<td>100.0%</td>
</tr>
<tr>
<td>Difference</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>($13)</td>
<td></td>
</tr>
</tbody>
</table>

*Rounding error results in a small difference; subtotals for Conroe and The Woodlands includes a $13.00 adjustment

5-Year Section 5307 Sub-Apportionment History
The FY 2017 Conroe sub-apportionment was negatively impacted by reductions of bus revenue miles reported by BTD and METRO. This resulted in a funding reduction of $77,349. This reduction was offset by the addition of $25,394 in bus revenue funds from the City’s performance.

The FY 2017 The Woodlands sub-apportionment was positively impacted by the increase in Commuter Bus Revenue miles from 781,363 in FY 2016 to 1,334,197 in FY 2017. This increase in bus revenue miles is largely due to a change in service reporting from BTD to The Township. This resulted in an increase of $760,550 in the bus revenue funding category from the previous year. Table 2 reflects the apportionments and sub-apportionments for FY 2013 to FY 2017.
Table 2: Five-Year Section 5307 Sub-Apportionment History

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Conroe</th>
<th>The Woodlands</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2013</td>
<td>$3,335,711</td>
<td>$646,832</td>
<td>$2,688,879</td>
</tr>
<tr>
<td>FY 2014</td>
<td>$3,521,653</td>
<td>$683,201</td>
<td>$2,838,452</td>
</tr>
<tr>
<td>FY 2015</td>
<td>$3,404,709</td>
<td>$660,514</td>
<td>$2,744,195</td>
</tr>
<tr>
<td>FY 2016</td>
<td>$3,018,098</td>
<td>$651,050</td>
<td>$2,367,048</td>
</tr>
<tr>
<td>FY 2017</td>
<td>$3,573,680</td>
<td>$603,311</td>
<td>$2,970,369</td>
</tr>
</tbody>
</table>

FY 2017 Section 5339 Sub-Apportionment

In FY 2017, FTA apportioned $366,941 in Section 5339 Bus and Bus Facility funds based on population, population density, and performance data (bus revenue miles and passenger miles). TGC applied the formula and data values used by the FTA and accurately replicated the FY 2017 apportionment within $6.00 (Attachment 2). Using the same methodology and data as described above, FTA awarded Section 5339 as follows in Table 3:

Table 3: FY 2017 Section 5339 Sub-Apportionment

<table>
<thead>
<tr>
<th>Designated Recipient</th>
<th>Population &amp; Population Density</th>
<th>POP &amp; POP Density - Unincorporated Areas</th>
<th>Performance</th>
<th>METRO &amp; BTD</th>
<th>Total*</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conroe</td>
<td>$26,185</td>
<td>$17,386</td>
<td>$2,876</td>
<td>$8,921</td>
<td>$55,371</td>
<td>15%</td>
</tr>
<tr>
<td>The Woodlands</td>
<td>$60,172</td>
<td>$33,327</td>
<td>$200,966</td>
<td>$17,102</td>
<td>$311,570</td>
<td>85%</td>
</tr>
<tr>
<td>Total</td>
<td>$137,069</td>
<td>$596</td>
<td>$1,799,854</td>
<td>$229,775</td>
<td>$366,935</td>
<td></td>
</tr>
<tr>
<td>Actual Apportionment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$366,941</td>
<td>100.0%</td>
</tr>
<tr>
<td>Difference</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$6</td>
<td></td>
</tr>
</tbody>
</table>

*Sub-total for Conroe and The Woodlands includes $6.00 adjustment

5-Year Section 5339 Sub-Apportionment History

The five-year history for Section 5339 sub-apportionments is included in Table 4. Similar to the Section 5307 program, the Conroe sub-apportionment was negatively impacted by the reduction in bus revenue miles reported by Houston METRO and BTD and The Woodlands was positively impacted by the increase in bus revenue miles reported.
Table 4: Five-Year Section 5339 Sub-Apportionment History

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Conroe</th>
<th>The Woodlands</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2013</td>
<td>$382,623</td>
<td>$66,521</td>
<td>$316,012</td>
</tr>
<tr>
<td>FY 2014</td>
<td>$395,784</td>
<td>$68,866</td>
<td>$326,918</td>
</tr>
<tr>
<td>FY 2015</td>
<td>$315,976</td>
<td>$66,561</td>
<td>$382,537</td>
</tr>
<tr>
<td>FY 2016</td>
<td>$241,526</td>
<td>$60,223</td>
<td>$301,749</td>
</tr>
<tr>
<td>FY 2017</td>
<td>$366,941</td>
<td>$55,371</td>
<td>$311,570</td>
</tr>
</tbody>
</table>

2 Attachments

1. Section 5307 Sub-Apportionment Calculation for FY 2017 (MS Excel File)
2. Section 5339 Sub-Apportionment Calculation for FY 2017 (MS Excel File)
### 4307 Funding Breakdown by Fiscal

<table>
<thead>
<tr>
<th>Category</th>
<th>Total - 12 Months (Actual)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus Vehicle Miles</td>
<td>2,870,542</td>
</tr>
<tr>
<td>Bus Incentives</td>
<td>$1,339,343</td>
</tr>
<tr>
<td>Population</td>
<td>8,655,851</td>
</tr>
<tr>
<td>Growing Zones</td>
<td>2,993,104</td>
</tr>
<tr>
<td>Population Density</td>
<td>354,517</td>
</tr>
<tr>
<td>Low Income</td>
<td>2,43,457</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>$5,257,058</td>
</tr>
<tr>
<td>FY17 Actual Appportionment</td>
<td>3,973,890</td>
</tr>
<tr>
<td>Difference</td>
<td>-$13,168</td>
</tr>
</tbody>
</table>

### Urbanized Areas Under 1,000 (10)

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2016</th>
<th>FY 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population</td>
<td>$7,710,376</td>
<td>$7,715,929</td>
</tr>
<tr>
<td>Population x Density</td>
<td>$0.00124631</td>
<td>$0.00126099</td>
</tr>
<tr>
<td>Bus Revenue Vehicle Mile</td>
<td>$0.04144320</td>
<td>$0.04357700</td>
</tr>
</tbody>
</table>

*Bus Incentive (PM denotes Passenger Miles)*:

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2016</th>
<th>FY 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus MAX</td>
<td>$5,489,4840</td>
<td>$4,310,6470</td>
</tr>
</tbody>
</table>

**Operating Cost**

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2016</th>
<th>FY 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Income (Individual)</td>
<td>$2,2342,805</td>
<td>$2,2259,080</td>
</tr>
</tbody>
</table>

### Density - Total 2010 LA

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conroe</td>
<td>1,800</td>
</tr>
<tr>
<td>The Woodlands</td>
<td>378</td>
</tr>
<tr>
<td>Willis</td>
<td>1,096</td>
</tr>
</tbody>
</table>

*Only used data from Census*

Low Income - Data from Y2010

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006-2010</td>
<td></td>
</tr>
<tr>
<td>Conroe</td>
<td>1,800</td>
</tr>
<tr>
<td>The Woodlands</td>
<td>378</td>
</tr>
<tr>
<td>Willis</td>
<td>1,096</td>
</tr>
</tbody>
</table>

**Squ. Meters to Square Miles**

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conroe</td>
<td>0.1900300</td>
</tr>
</tbody>
</table>

---

Page 2
### Service Actuals for UZA

<table>
<thead>
<tr>
<th>Transit System Name</th>
<th>Mode</th>
<th>Vehicle Rev. Miles</th>
<th>Bus VM Allocation</th>
<th>Passenger Miles</th>
<th>Operating Expenses</th>
<th>Bus Incentive - Numerator</th>
<th>Bus Incentive - Denominator (OI)</th>
<th>Bus Incentive Unit Value</th>
<th>Bus Incentive Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>UZA 1S4</td>
<td>All</td>
<td>3,057,283</td>
<td>$46,858</td>
<td>27,081,973</td>
<td>7,322,341</td>
<td>7,383,283+34</td>
<td>$7,322,864</td>
<td>101,213,528</td>
<td>$136,285</td>
</tr>
</tbody>
</table>

### Fair Share for UZA

<table>
<thead>
<tr>
<th>Transit System Name</th>
<th>Mode</th>
<th>Vehicle Rev. Miles</th>
<th>Bus VM Share</th>
<th>Land VM Allocation</th>
<th>Passenger Miles</th>
<th>Operating Expenses</th>
<th>Bus Incentive - Numerator</th>
<th>Bus Incentive - Denominator (OI)</th>
<th>Bus Incentive Unit Value</th>
<th>Bus Incentive Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>METRO</td>
<td>Van Pox</td>
<td>5,438</td>
<td>0%</td>
<td>$39,724</td>
<td>20,069</td>
<td>$3,978</td>
<td>932,703</td>
<td>0</td>
<td>$3,978</td>
<td>$287,945</td>
</tr>
<tr>
<td>Brazos Transit District</td>
<td>CB, Metro Bus &amp; DR</td>
<td>2,653</td>
<td>15%</td>
<td>516,918,514</td>
<td>2,080,620</td>
<td>2,182,585+19</td>
<td>2,804,907</td>
<td>2,182,585</td>
<td>2,804,907</td>
<td>$25,279</td>
</tr>
<tr>
<td>The Woodlands</td>
<td>CB</td>
<td>1,504,137</td>
<td>0.0%</td>
<td>380,383,137</td>
<td>21,976,720</td>
<td>4,524,441</td>
<td>4,897,104+14</td>
<td>4,514,441</td>
<td>4,897,104</td>
<td>$205,868</td>
</tr>
<tr>
<td>Conroe</td>
<td>Motor Bus</td>
<td>477,755</td>
<td>0%</td>
<td>11,467,516</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Population and Density Active for UZA

#### Area

<table>
<thead>
<tr>
<th>Area</th>
<th>Population</th>
<th>Population Density (Peg/00 Mils)</th>
<th>Population x Density Data Value</th>
<th>Population x Density Data Value/Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>UZA 1S4</td>
<td>239,936</td>
<td>333.32</td>
<td>7,972,706</td>
<td>201,152</td>
</tr>
</tbody>
</table>

### Fair Share - Population and Density For UZA

#### Area

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The Woodlands</td>
<td>91,072</td>
<td>36%</td>
<td>91,072</td>
<td>36,085</td>
<td>324,889,889</td>
</tr>
<tr>
<td>Conroe</td>
<td>147,864</td>
<td>64%</td>
<td>147,864</td>
<td>55,851</td>
<td>847,046</td>
</tr>
</tbody>
</table>

### Incorporated Cities

<table>
<thead>
<tr>
<th>City</th>
<th>Population</th>
<th>Population Share</th>
<th>Population Allocation</th>
<th>Population Density (Peg/00 Mils)</th>
<th>Population x Density Data Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Woodlands</td>
<td>91,072</td>
<td>36%</td>
<td>91,072</td>
<td>36,085</td>
<td>324,889,889</td>
</tr>
<tr>
<td>Conroe</td>
<td>147,864</td>
<td>64%</td>
<td>147,864</td>
<td>55,851</td>
<td>847,046</td>
</tr>
</tbody>
</table>

### Population and Density Allocation

<table>
<thead>
<tr>
<th>Population &amp; Density Allocation</th>
<th>Pop - Share</th>
<th>County (Non Incorpor)</th>
<th>Incorp</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Woodlands/Conroe Totals to Distribute</td>
<td>$536,851</td>
<td>$43,061</td>
<td>$7,062</td>
<td></td>
</tr>
<tr>
<td>The Woodlands</td>
<td>$80,172</td>
<td>$28,700</td>
<td>$5,028</td>
<td>$93,900</td>
</tr>
<tr>
<td>Conroe</td>
<td>$25,185</td>
<td>$14,702</td>
<td>$2,623</td>
<td>$34,872</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$105,357</td>
<td>$42,762</td>
<td>$7,685</td>
<td>$147,814</td>
</tr>
</tbody>
</table>

### Distribution of 1839 - Population and Density

<table>
<thead>
<tr>
<th>Population &amp; Density Allocation</th>
<th>Pop - Share</th>
<th>County (Non Incorpor)</th>
<th>Incorp</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Woodlands/Conroe Totals to Distribute</td>
<td>$536,851</td>
<td>$43,061</td>
<td>$7,062</td>
<td></td>
</tr>
<tr>
<td>The Woodlands</td>
<td>$80,172</td>
<td>$28,700</td>
<td>$5,028</td>
<td>$93,900</td>
</tr>
<tr>
<td>Conroe</td>
<td>$25,185</td>
<td>$14,702</td>
<td>$2,623</td>
<td>$34,872</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$105,357</td>
<td>$42,762</td>
<td>$7,685</td>
<td>$147,814</td>
</tr>
</tbody>
</table>

### Distribution of 3877 - Display Table

<table>
<thead>
<tr>
<th>Total Share of UZA Allocation</th>
<th>Service</th>
<th>METRO Allocation (Total of Peg)</th>
<th>Population &amp; Density</th>
<th>Total</th>
<th>Share of Total Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Woodlands</td>
<td>$200,962</td>
<td>$17,101</td>
<td>$99,490</td>
<td>311,607</td>
<td>84.9%</td>
</tr>
<tr>
<td>Conroe</td>
<td>$2,676</td>
<td>$8,951</td>
<td>$45,571</td>
<td>54,286</td>
<td>15.1%</td>
</tr>
<tr>
<td><strong>Total Allocation</strong></td>
<td>$203,638</td>
<td>$26,052</td>
<td>$145,061</td>
<td>358,802</td>
<td>100.0%</td>
</tr>
</tbody>
</table>
### 5339 Funding Break Down By Factor

<table>
<thead>
<tr>
<th>Funding Factor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus Vehicle Miles</td>
<td>$86,028</td>
</tr>
<tr>
<td>Bus Incentive</td>
<td>$151,930</td>
</tr>
<tr>
<td>Population</td>
<td>$72,405</td>
</tr>
<tr>
<td>Population x Density</td>
<td>$61,665</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>364,995</strong></td>
</tr>
</tbody>
</table>

### NOTES

**Urbanized Areas Under 1,000,000:**

<table>
<thead>
<tr>
<th>5339 Data Unit Values</th>
<th>FY2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population</td>
<td>$0.30377120</td>
</tr>
<tr>
<td>Population x Density</td>
<td>$0.09034171</td>
</tr>
<tr>
<td>Bus Revenue Vehicle Mle</td>
<td>$0.31039180</td>
</tr>
</tbody>
</table>

**Bus Incentive:** (PM denotes Passenger Miles)

- Bus - Bus PM = $0.30631120
- Operating Cost

### FY 2017 Allocation - 5339

<table>
<thead>
<tr>
<th>Connex-The Woodlands, TX</th>
<th>$366,941</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculated</td>
<td>$366,941</td>
</tr>
<tr>
<td>Difference</td>
<td>$0.30</td>
</tr>
</tbody>
</table>
To: Robert Patrick, Regional Administrator for Region VI, Federal Transit Administration

From: Paul Virgadamo, City Administrator, City of Conroe
Don Norrell, President and General Manager, The Woodlands Township

Date: October 10, 2017

Subject: FY 2017 Split Letter for Conroe-The Woodlands Urbanized Area – Sections 5307 and 5339 Apportionments

Dear Mr. Patrick,

As you know the City of Conroe and The Woodlands Township are Dual-Designated Recipients and the sole transit providers for the Conroe-The Woodlands Urbanized Area (UZA). In accordance with an interlocal agreement between the City and The Woodlands, the undersigned representatives, with signature authority for the Designated Recipients, are informing you of the split of FTA Section 5307 and 5339 funding apportioned by FTA to the UZA for FY 2017. The results of the sub-allocation process are shown in the table below.

Table: FY 2017 Conroe-The Woodlands UZA Sub-Allocations

<table>
<thead>
<tr>
<th>Designated Recipient</th>
<th>$5307</th>
<th>Share</th>
<th>$5339</th>
<th>Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conroe</td>
<td>$603,311</td>
<td>16.9%</td>
<td>$55,371</td>
<td>15.1%</td>
</tr>
<tr>
<td>The Woodlands</td>
<td>$2,970,369</td>
<td>83.1%</td>
<td>$311,570</td>
<td>84.9%</td>
</tr>
<tr>
<td>Total</td>
<td>$3,573,680</td>
<td>100.0%</td>
<td>$366,941</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

Please direct any questions regarding the sub-allocation to the undersigned representatives at pvirgadamo@cityofconroe.org for Paul Virgadamo and dnorrell@thewoodlandstownship-tx.gov for Don Norrell.
Respectfully,

Paul Virgadamo
City Administrator
City of Conroe

Don Norrell
President and General Manager
The Woodlands Township

cc:
Donald Koski, Director of Planning and Program Development, FTA Region VI
Alan Clark, Director of Transportation Planning, Houston-Galveston Area Council
David Wurdlow, Program Manager, Houston-Galveston Area Council
Shawn Johnson, Transportation Manager, The City of Conroe
Chris LaRue, Transit Program Manager, The Woodlands Township
David Bartels, The Goodman Corporation
Jim Webb, The Goodman Corporation
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 and the rural and small urban transit districts were receiving less. As a result of recommendations made by the PTAC, the Legislature took actions during the 85th Legislative Session to address the shift of state transit appropriations away from rural and small urban transit districts to large urban providers.

Result of the Legislative Session

The 85th Legislative Session resulted in the appropriation of $7.0 million for Large Urban providers in the new biennium, which starts with the beginning of the state FY 2018.

Implementation

The Texas Department of Transportation was tasked with reviewing and updating the Title 43, Texas Administrative Code (TAC), Chapter 31, to accommodate a new state funding category Large Urban Transit District. The rulemaking process final rule revisions are detailed in the attached memo.

Purpose

Discuss the draft proposed rule revisions and the potential change to state transit appropriations for Conroe-The Woodlands UZA. The revisions include:

- Reducing the number of large urban transit districts from seven (7) to five (5);
- Appropriations increase of approximately $300,000 annually;
- New 300,000 population ceiling (formula); and
- Two-step award of funds for FY 2018. $447,714 was awarded to the UZA in June.

Attachment

Large Urban Transit District State Appropriations Memo – November 2017 Update
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Agenda Item 8
Attachment
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To: Conroe-The Woodlands UZA Committee Members and Alternates  
Cc: City of Conroe and The Woodlands Township Staff  
From: David Bartels, Vice President, Federal Compliance  
Date: November 16, 2017  
Re: Large Urban Transit District State Appropriations – November 2017 Update

Background¹
The Texas legislature created state funding categories based on population:

- Rural communities (populations under 50,000)
- Small urban cities (populations of 50,000 to 199,999)

Since the 2000 Census, several cities that originally fell under the small urban category have exceeded the 200,000 population criteria, but continue to be funded as small urbans.

Large urban areas receiving small urban area funding in Texas are:

- Brownsville
- Conroe/The Woodlands
- Killeen
- Laredo
- Laredo
- Lubbock
- McAllen
- Midland/Odessa

Based on projected population growth, four (4) new large urban areas will be added after the 2020 Census. These urban areas are Amarillo, Bryan-College Station, McKinney, and Waco. By 2020, it is anticipated that large urban areas will utilize over 50 percent of the small urban allocation and reduce funding available to areas which legitimately meet the small urban population qualification.

¹ Based on “Effects of Urbanization on Transit Funding” by the Brazos Transit District.
Legislative Action
The 85th Legislative Session resulted in the appropriation of $7.0 million for Large Urban providers in the new biennium, which starts with the beginning of the state FY 2018 (September 1, 2017). The Texas Department of Transportation was tasked with reviewing and updating Title 43, Texas Administrative Code (TAC), Chapter 31, Public Transportation, to accommodate a new state funding category called Large Urban Transit District.

Rulemaking
Rulemaking follows a specific process and includes draft proposed rule revisions and final proposed rule revisions for consideration by the Public Transportation Advisory Committee (PTAC), the Texas Transportation Commission (TTC) and the public. The following table, Table 1, provides a schedule of the process.

Table 1: Rulemaking Process

<table>
<thead>
<tr>
<th>Date</th>
<th>Consideration</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/25/2017</td>
<td>PTAC</td>
<td>Approved draft revision without changes</td>
<td>Recommend TTC approve draft revision without changes</td>
</tr>
<tr>
<td>8/31/2017</td>
<td>TTC</td>
<td>Consider draft revision and PTAC recommendation</td>
<td>Approved draft revision for purpose of posting for public comment</td>
</tr>
<tr>
<td>08/31/2017 – 10/16/2017</td>
<td>Public</td>
<td>Comment</td>
<td>No public comment</td>
</tr>
<tr>
<td>10/24/2017</td>
<td>PTAC</td>
<td>Consider final revision</td>
<td>Final revision approved with no changes</td>
</tr>
<tr>
<td>11/16/2017</td>
<td>TTC</td>
<td>Consider final revision</td>
<td>Final revision approved with no changes, Minute Order #115101</td>
</tr>
<tr>
<td>1/25/2018</td>
<td>TTC</td>
<td>Consider incremental award of additional funding</td>
<td></td>
</tr>
</tbody>
</table>

TxDOT reviewed the applicable sections of Chapter 31, Public Transportation, and prepared draft proposed rule revisions, which were presented to the TTC for consideration and approved
for the purpose of posting for public comment on August 31, 2017. No public comments were received, so subsequently the PTAC and TTC approved the final revision with no changes.

The rule revisions provide for a definition of “Large Urban Transit Districts,” which excludes mass transit authorities, the allocation of $7,000,000 (biennium) to large urban transit districts if the public transportation appropriation is fully funded, adjustments to the allocation if the appropriation is overfunded or underfunded, and establishing a formula for sub-allocating funds to large urban transit districts based on need, which limits the population allocation threshold to 300,000, and performance, which remains unchanged from the current rules (Figure 1).

**Figure 1**

![Large Urban Formula](source: TxDOT PTAC Meeting, June 6, 2017)

**Discussion**

As listed under Background, there are currently seven (7) large urban areas receiving public transportation appropriations. For the state formula funding, TxDOT is removing Midland/Odessa from the large urban transit district list and categorizing them as two (2) small urbanized areas. The annual
funding of $3.5 million for large urban transit districts, which is an increase of approximately $300,000 from last year, does not change with the removal of Midland/Odessa. This will most likely result in a higher allocation for Conroe-The Woodlands UZA, as well as other UZAs.

McAllen has a disproportionately higher population than the other large urban areas. McAllen has a population of approximately 800,000 and the next highest population is Conroe-The Woodlands UZA with a population of approximately 240,000. As a result, TxDOT analyzed the allocation of funding based on need (population) and determined that a population of 300,000 was a reasonable ceiling for a population based funding allocation. This will most likely result in a higher allocation for Conroe-The Woodlands UZA, as well as other UZAs.

Conroe-The Woodlands UZA has received funding for FY 2018 in the amount of $447,714, which is slightly less than the FY 2017 amount of $464,644. If approved, the UZA will receive an incremental allocation in January 2018 based on the new rules.

The TxDOT-Public Transportation Division has stated that Brazos Transit District will continue to act as the fiduciary agent for Conroe-The Woodlands UZA.

**Attachment:** Minute Order for Approved Amendments to Chapter 31, Public Transportation, November 16, 2017 (Due to the size, the entirety of the minute order is available on request from the City of Conroe.)

The preamble and the adopted amendments, attached to this minute order as Exhibits A, B, C, D, E, and F, are incorporated by reference as though set forth verbatim in this minute order, except that they are subject to technical corrections and revisions, approved by the general counsel, necessary for compliance with state or federal law or for acceptance by the Secretary of State for filing and publication in the Texas Register.

IT IS THEREFORE ORDERED by the commission that the amendments to §§31.3, 31.11, 31.30, 31.31, 31.36, 31.42 - 31.45, 31.47, 31.48, 31.50, and 31.57, and the repeal of §§31.17 and 31.18 are adopted and are authorized for filing with the Office of Secretary of State.

The executive director is directed to take the necessary steps to implement the actions as ordered in this minute order, pursuant to the requirements of the Administrative Procedure Act, Government Code, Chapter 2001.
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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)

Compliance Monitoring

The City of Conroe is responsible for ensuring that sub-recipients spend federal funds in accordance with federal requirements. The City conducted two compliance monitoring site visits with Senior Rides to review quarterly reporting, financial, Civil Rights, and preventative maintenance and other areas of concern. The City also provided procurement guidance to New Danville for the purchase of vehicles.

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: All activities related to the purchase of the vehicles are complete.
- Purchase of service: All funds supporting purchase of service are expended. Activity 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</td>
<td>210</td>
<td>$28.01</td>
</tr>
<tr>
<td>1/1/2016 to 3/31/2016</td>
<td>$7,248</td>
<td>244</td>
<td>$29.07</td>
</tr>
<tr>
<td>4/1/2016 to 6/30/2016</td>
<td>$5,162</td>
<td>169</td>
<td>$30.52</td>
</tr>
<tr>
<td>7/1/2016 to 9/30/2016</td>
<td>$2,825</td>
<td>98</td>
<td>$28.84</td>
</tr>
<tr>
<td>10/1/2016 to 12/31/2016</td>
<td>$3,292</td>
<td>85</td>
<td>$38.73</td>
</tr>
<tr>
<td>1/1/2017 to 3/31/2017</td>
<td>$7,252</td>
<td>185</td>
<td>$34.73</td>
</tr>
<tr>
<td>4/1/2017 to 6/30/2017</td>
<td>$8,285</td>
<td>212</td>
<td>$39.08</td>
</tr>
<tr>
<td>7/1/2017 to 9/30/2017</td>
<td>$6,389</td>
<td>224</td>
<td>$28.52</td>
</tr>
</tbody>
</table>
AGENDA ITEMS
December 5, 2017

- Preventative Maintenance: The federal fund balance as of the end of FY 2017 is $4,716.
- Administration: The federal fund balance as of end of FY 2017 is $0.

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

**Background**

The FTA appropriated $156,082 for FY 2015 and $164,840 for FY 2016 for a total of $320,912. 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.

**Senior Rides Status of Award**

Purchase of Vehicles: Senior Rides is evaluating its purchase of vehicles under the grant. 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. Funds expended are $6,212 and the balance is $49,166.

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 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 took delivery in June, have completed post-delivery activities, and have submitted a request for reimbursement to the City of Conroe.
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 Meals on Wheels / Senior Rides – Discussion (5 minutes)

a. City of Conroe

Background

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

Purpose

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

Attachment

Conroe Connection Ridership Summary for the fourth quarter of FY 2017 (July 1, 2017 – September 30, 2017).

b. The Woodlands Township

Background

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

Purpose

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

Attachment

The Woodlands Express and Town Center Trolley System Ridership Report (July 1, 2017 – September 30, 2017.)
c. Senior Rides Limited Eligibility Demand Response Transit Service

**Background**

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

**Purpose**

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

**Attachment**

A report summarizing Senior Rides ridership data for the third quarter of FY 2017 (July 1, 2017 – September 30, 2017).
Agenda Item 10
Attachment
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Conroe Connection Ridership Summary

Fourth Quarter Federal FY 2017 (July 1, 2017 – September 30, 2017)

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 2017 was 7,037. Compared with Quarter 3 FY 2017, the total ridership increased by 20.9%. Compared with Quarter 4 FY 2016, the total ridership decreased by 19.5% (Figure 1).

Figure 1: Total Ridership by Quarter

[Graph showing ridership by quarter from Q2 FY15 to Q4 FY17]
ADA paratransit service provided 1,006 total trips for the fourth quarter of Fiscal Year 2017. Compared with Quarter 3 Fiscal Year 2017, the total trips increased by 14.45%. Compared with Quarter 4 FY 2016, the total trips increased by 58.18% (Figure 2).

**Figure 2: ADA Paratransit Trips by Quarter**
TO: UZA Mobility Committee  
FROM: Chris LaRue - Transit Program Manager  
RE: The Woodlands Express & Town Center Trolley System Ridership Report

**THE WOODLANDS EXPRESS**

**General Ridership Information:** July 1, 2017 through September 30, 2017

Unlinked Passenger Trips: **129,438**  
Passenger Miles Traveled: Approx. **4.9 million** passenger miles

![The Woodlands Express Ridership Chart]

**Hurricane Harvey Impacts**

- Hurricane Harvey resulted in one (1) lost operating day in September 2017
- The Woodlands Express ran special fare-free service on Friday September 1st for patients and medical personnel to the Texas Medical Center and the VA Hospital in Houston.
• The Woodlands Express fleet sustained flood damage to nine (9) coaches. The coaches will be repaired under the direction of MCI (coach manufacturer. Contractor coaches will be utilized in the interim.
• Estimated time for completion of repairs is early January 2018. All coaches will be inspected prior to returning to revenue service.
TOWN CENTER TROLLEY

General Ridership Information: July 1, 2017 through September 30, 2017

Unlinked Passenger Trips: 27,317
Passenger Miles Traveled: Approx. 58,000 passenger miles

Ridership on the service has seen continued improvement since Phase II of the Trolley system was implemented in mid-November 2016. Since then:

Town Center Trolley Ridership

Average Before Phase II: 5,744
Average After Phase II: 9,557
Passenger Count Data

To assist in automating data collection such as passenger counts, dwell times, and stop performance, the Board of Directors approved the procurement of Automatic Passenger Counters (APCs) for the Town Center Trolleys. Installation has been completed and validation is underway.

Impacts of Hurricane Harvey

The Town Center Trolley suspended all operations beginning August 26, 2017 through August 30, 2017. Full operations resumed August 31, 2017 with minor reroutes due to hazards identified on the Transitway. Normal operations have since resumed.
Limited Eligibility Demand Response Transit Service Provided by Senior Rides in the Conroe-The Woodlands Urbanized Area

Fourth Quarter FY 2017
(July 1, 2017 – September 30, 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 3,550 C-W UZA trips for the fourth quarter of Fiscal Year 2017 (Figure 1), which covers July 1, 2017 to September 30, 2017. The C-W UZA trips contributed to 70.6% of the total demand response trips provided by SR.

Table 1 shows the C-W UZA trips split by origins and municipality boundaries. The table also shows 77.8% of the trips had origins inside Conroe and The Woodlands, 14.8% of the trips were generated within the municipal boundaries of Willis, Shenandoah, Oak Ridge North, and Panorama Village and 7.4% 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>3,550</td>
<td></td>
</tr>
<tr>
<td>Origins Inside C-W UZA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conroe</td>
<td>1,480</td>
<td>41.7%</td>
</tr>
<tr>
<td>The Woodlands</td>
<td>1,283</td>
<td>36.1%</td>
</tr>
<tr>
<td>Willis</td>
<td>124</td>
<td>3.5%</td>
</tr>
<tr>
<td>Shenandoah</td>
<td>309</td>
<td>8.7%</td>
</tr>
<tr>
<td>Oak Ridge North</td>
<td>80</td>
<td>2.3%</td>
</tr>
<tr>
<td>Panorama Village</td>
<td>12</td>
<td>0.3%</td>
</tr>
<tr>
<td>Unincorp. UZA trips within Conroe--The Woodlands UZA</td>
<td>262</td>
<td>7.4%</td>
</tr>
<tr>
<td>Total</td>
<td>3,550</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

When reviewing the trip purpose, social service and city business trips contribute to 54% of the total limited eligibility trips. The remainders of the trips were 19% nutrition, 19% medical and 7% Dialysis (Figure 2).

Figure 2: C-W UZA Trip Purpose
Compared with Quarter 3 Fiscal Year 2017, the C-W UZA trips for Quarter 4 Fiscal Year 2017 increased by 22.4%. Compared with Quarter 4 Fiscal Year 2016, C-W UZA trips for Quarter 4 Fiscal Year 2017 increased by 11.95% (Figure 3).

*Figure 3: C-W UZA Trips Comparison*

![C-W UZA Trips Comparison](image)

**All Demand Response Trips**

Figure 4 is a map depicting the origins of the 5,028 demand response trips provided. Compared with Quarter 3 Fiscal Year 2017, the total demand response trips provided for Quarter 4 Fiscal Year 2017 increased by 19.1%. Compared with Quarter 4 Fiscal Year 2016, the total demand response trips provided for Quarter 4 Fiscal Year 2017 increased by 9.5% (Figure 5).
When reviewing the trip purpose for all demand response trips, the top 4 categories of trip purposes were 35% city business, 25% nutrition, 16% social service and 16% medical (Figure 6).
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Consider a Discussion to Establish Dates and Host/Location for the Conroe-The Woodlands UZA Mobility Committee Quarterly Meetings to be held in 2018 – Action Item (5 Minutes)

Background

According to the Bylaws, the Mobility 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 2018:

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 6, 2018</td>
<td>10:30 AM to 12:00 PM</td>
<td>City of Conroe</td>
</tr>
<tr>
<td>June 5, 2018</td>
<td>10:30 AM to 12:00 PM</td>
<td>The Woodlands Township</td>
</tr>
<tr>
<td>September 4, 2018</td>
<td>10:30 AM to 12:00 PM</td>
<td>City of Conroe</td>
</tr>
<tr>
<td>December 4, 2018</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, hosts and locations for calendar year 2018 meetings.
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Consider a Discussion Regarding the Process for Filling the Alternate Representative Position for “Other Providers” Due to a Recently Created Vacancy – Discussion (10 Minutes)

Background

According to the adopted Bylaws of the Conroe-The Woodlands UZA Mobility Committee:

**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.

Current Situation

As the result of personnel changes initiated by one of the small member cities, the alternate appointee position for Other Providers, as described above, is currently vacant.

Purpose

To discuss a process for filling the alternate representative position for Other Providers.
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<table>
<thead>
<tr>
<th>Mobility Committee</th>
<th>Agenda Item 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consider Announcements Regarding Other Regional Transportation Planning Activities – Discussion (5 minutes)</td>
<td></td>
</tr>
</tbody>
</table>

**Background**

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

**Purpose**

To discuss other regional transportation related activities.
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