

## NOTICE OF PUBLIC MEETING

TO: THE AD HOC TRANSPORTATION COMMITTEE OF THE WOODLANDS TOWNSHIP AND TO ALL OTHER INTERESTED PERSONS:

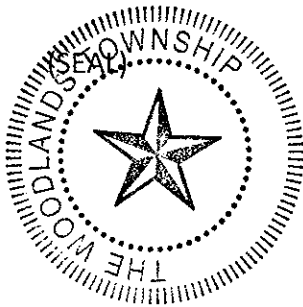
Notice is hereby given that the Ad Hoc Transportation Committee of The Woodlands Township will hold a meeting **on Monday, October 14, 2013, at 2 p.m., at the Office of The Woodlands Township, 2801 Technology Forest Boulevard, The Woodlands, Texas**, within the boundaries of The Woodlands Township, for the following purposes:

1. Call meeting to order;
2. Receive, consider and act upon adoption of the meeting agenda;
3. Public comment;
4. Receive, consider and act upon approval of the September 12, 2013 Ad Hoc Transportation Committee meeting minutes;
5. Receive and review proposed County and WRUD road improvements;
6. Receive, consider and act upon a discussion of Sterling Ridge Park and Ride options;
7. Receive, consider and act upon a Brazos Transit District discussion of standing passengers on Woodlands Express buses;
8. Receive, consider and act upon a presentation by The Goodman Corporation regarding policies and certifications required by the FTA for the Township to receive government grant funds;
9. Receive, consider and act upon a discussion of a resident request regarding student discount rate for Woodlands Express Park and Ride fares;
10. Receive, consider and act upon a proposal for the City of Conroe to serve as the Designated Recipient for the FY 2014 FTA Sec. 5310 funds granted to the UZA;
11. Receive, consider and act upon a recommendation to the Township Board of Directors to extend the term of the Ad Hoc Transportation Committee;
12. Receive, consider and act upon matters regarding representation on the H-GAC Transportation Policy Committee;
13. Receive, consider and act upon outside committee and meeting updates;
  - Conroe/The Woodlands Urbanized Area (UZA);
  - Chamber Mobility Committee;
  - Montgomery County Precinct 3;
  - H-GAC Technical Advisory Committee (TAC);

- Bicycle Advisory Task Force
- South Montgomery County Mobility Study

**CLOSED MEETING (if applicable)**

14. Recess to Executive Session to discuss matters relating to real property pursuant to §551.072, Texas Government Code; deliberation of economic development negotiations pursuant to §551.087, Texas Government Code; discuss personnel matters pursuant to §551.074, Texas Government Code; and to consult with The Woodlands Township's attorney concerning pending litigation pursuant to §551.071, Texas Government Code;
15. Reconvene in Public Session;
16. Consideration of items to be placed on the agenda for the next committee meeting;
17. Adjournment.



  
\_\_\_\_\_  
President/General Manager for The Woodlands Township

**THE WOODLANDS TOWNSHIP  
AD HOC TRANSPORTATION COMMITTEE MEETING  
September 12, 2013  
MINUTES**

**THE STATE OF TEXAS   §  
COUNTIES OF HARRIS & MONTGOMERY   §**

The Ad Hoc Transportation Committee of The Woodlands Township Board of Directors met in regular session, open to the public, on September 12, 2013, posted to begin at 2 p.m. The committee meeting was held in a meeting room at the office of The Woodlands Township Town Hall, 2801 Technology Forest Boulevard, The Woodlands, Texas, within the boundaries of The Woodlands Township.

**DIRECTORS PRESENT:** Jeff Long, Bruce Tough

**STAFF/ADVISORS:** Monique Sharp, Assistant General Manager for Finance and Administration, John Powers, Assistant General Manager for Community Services, Miles McKinney, Director of Legislative Affairs and Transportation, Karen Dempsey, Management Analyst, Nick Wolda, CVB President, Attorney Mike Page, Bryan Brown, The Goodman Corporation

**DIRECTORS ABSENT:** Mike Bass

**1. Call to Order:**

Chairman Long called the meeting to order at 2:10 p.m. As there was a quorum of members present, the committee proceeded to conduct business regarding the following matters:

**2. Receive, consider and act upon adoption of the meeting agenda:**

**MOTION:** Motion by Director Tough to adopt the agenda; second by Chairman Long.

**VOTE:** **Ayes:** Bruce Tough  
Jeff Long

**Nays:** None

**Abstentions:** None

**ACTION:** Motion passed unanimously (2-0).

**3. Public comment:**

There was no comment.

**4. Receive, consider and act upon approval of the August 8, 2013 Ad Hoc Transportation Committee Meeting minutes:**

**MOTION:** Motion by Director Tough to accept the minutes as presented, second by Chairman Long.

**VOTE: Ayes:** Bruce Tough  
Jeff Long

**Nays:** None

**Abstentions:** None

**ACTION:** Motion passed unanimously (2-0)

**5. Receive, consider and act upon Houston-Galveston Area Council RFP for Commute Solutions, Commuter Transit Services and Pilot Program Projects;**

Miles McKinney updated the Committee regarding a Request for Proposals issued by H-GAC to receive transit fleet expansion funding at 80% with a 20% local match through the commuter and transit pilot program. It was determined that, due to the limited time frame for procuring the transit vehicles along with acquiring the appropriate documentation prior to December 31, 2014, no recommendation would be given to the Township Board to proceed.

**6. Receive and consider an update regarding First Class Tours;**

Based on direction by the Township Board, legal counsel has reviewed the recent contract between Brazos Transit District and First Class Tours and has determined it is user friendly, short term and possibly assignable to the Township, if not easily terminated. The committee will recommend that the Board approve the contract and addendum between Brazos and First Class Tours.

**MOTION:** Motion by Director Tough to recommend to The Woodlands Township Board of Directors to approve the contract and addendum between The Brazos Transit District and First Class Tours and its addendum; second by Chairman Long.

**VOTE: Ayes:** Bruce Tough  
Jeff Long

**Nays:** None

**Abstentions:** None

**ACTION:** Motion passed unanimously (2-0).

**7. Receive, consider and act upon an update from The Goodman Corporation concerning an ADA plan for Township transit operations;**

The Goodman Corporation gave a presentation concerning provision of ADA service in support of The Woodlands Waterway Trolleys as a fixed route public transit service, including funding and route requirements. No action to be taken.

**8. Receive, consider and act upon selection of a designated recipient for FTA 5310 funds allocated to the Conroe/The Woodlands urbanized area;**

The Goodman Corporation provided an update concerning selection of a designated recipient for FTA Section 5310 funds (Enhanced Mobility of Seniors and Individuals with Disabilities Program). Specific funding requirements and pros and cons of administration of the program were deliberated. Staff was directed to establish consensus with the City of Conroe concerning the status of designated recipient and to bring this information back to the committee.

**9. Receive, consider and act upon an Interlocal Agreement with The Friendship Center regarding demand response transit service within the Conroe/The Woodlands urbanized area;**

Mike Page reviewed a proposed agreement with The Friendship Center to be the provider of demand response transit service for the Conroe/The Woodlands urbanized area. Since TFC isn't a governmental entity the agreement was restructured as a service agreement, rather than interlocal.

**MOTION:** Motion by Director Tough to recommend to the Township Board to approve the execution of the service agreement between the Township and The Friendship Center; second by Chairman Long.

**VOTE:** **Ayes:** Bruce Tough  
Jeff Long  
**Nays:** None  
**Abstentions:** None

**ACTION:** Motion passed unanimously (2-0).

**10. Receive, consider and act upon recommendations concerning Town Center parking initiatives;**

The committee discussed possible methods of easing holiday parking in the Town Center area, including additional trolley service, shuttle service, signage and parking garage availability. Staff was directed to approach the Mall and Market Street with a request to partner in the cost of proposed programs and to bring information to the Township Board at its next meeting.

**11. Receive, consider and act upon outside committee and meeting updates;**

- **Conroe/Woodlands Urbanized Area (UZA)**
- **Chamber Mobility Committee**
- **Montgomery County Precinct 3**
- **H-GAC Technical Advisory Committee (TAC);**
- **Bicycle Advisory Task Force**
- **South Montgomery County Mobility Study**

Updates were provided for the above groups.

**12. There was no executive session.**

**14. Consideration of items to be placed on the agenda for the next committee meeting:**

None discussed.

**15. Adjourn**

The meeting adjourned at 3:55 p.m.



## **THE WOODLANDS TOWNSHIP**

**The Woodlands, TX**

### **EXECUTIVE SUMMARY**

**MEETING DATE:** 10/14/2013

**SUBJECT MATTER:** Ad Hoc Transportation Committee Items 5-12;

**BUDGET IMPACT:** TBD

#### **BACKGROUND:**

**Item 5. Receive and review proposed County and WRUD road improvements;**

Deferred until November.

**Item 6. Receive, consider and act upon a discussion of Sterling Ridge Park and Ride options;**

Brazos Transit District will provide information regarding potential Sterling Ridge Park and Ride bus/route changes for the Committee to discuss.

**Item 7: Receive, consider and act upon a Brazos Transit District discussion of standing passengers on Woodlands Express buses;**

The Brazos Transit District will report on their effort to address the standing passenger situation on certain afternoon buses returning to Township Park and Ride locations from downtown Houston. Brazos will discuss their findings and cost to implement a recommended solution.

**Item 8: Receive, consider and act upon a presentation by The Goodman Corporation regarding policies and certifications required by the FTA for the Township to receive government grant funds;**

The Goodman Corporation will provide an overview of policies and certifications that The Woodlands Township must adopt to meet federal compliance requirements in order to receive and administer transit grant funds.

**Item 9: Receive, consider and act upon a discussion of a resident request regarding student discount rate for Woodlands Express Park and Ride fares;**

Committee discussion of request from a resident of the Township and customer of the Woodlands Express (letter to Township enclosed) for Brazos Transit District to implement a policy to allow graduate students to purchase transit tickets at a 50% discounted rate. The Brazos Transit District also received a letter asking the same request.

**Item 10: Receive, consider and act upon a recommendation to the Township Board to request that the City of Conroe be the designated recipient of 5310 funding;**

During Committee discussion in the September Ad Hoc Transportation Committee meeting, Committee members indicated a preference for the City of Conroe to serve as Designated Recipient for the FY 2014 FTA Sec.5310 funds granted to the UZA (approximately \$75,000), and to administer the program for expenditure of the 5310 funds by a non-profit agency to provide transit service. Subsequent to the Committee meeting, The Goodman Corporation approached the City of Conroe seeking City concurrence to serve as the UZA Sec. 5310 grant fund recipient for FY 2014. Attached is an email from Barry Goodman to Paul Virgadamo regarding the Sec. 5310 grant funds for the UZA.”

**Item 11: Receive, consider and act upon a recommendation to the Township Board of Directors to extend the term of the Ad Hoc Transportation Committee;**

Committee discussion to determine need to approach Township Board regarding extending the term of the Ad Hoc Transportation Committee to address unresolved transit issues.

**Item 12: Receive, consider and act upon matters regarding representation on the H-GAC Transportation Policy Committee;**

Committee discussion to develop a recommendation for the Township Board to consider regarding attaining Township membership on the H-GAC Transportation Policy Council for the 2014 Calendar Year.





# MEMORANDUM

**TO:** Lynn Spencer  
Barry Goodman  
**FROM:** David Bartels  
**DATE:** August 21, 2012  
**SUBJECT:** Roles and Responsibilities of Federal Transit Administration Grantees and Designated Recipients in Large Urban Areas

## References:

1. Urbanized Area Formula Program, 49 U.S.C. 5307
2. Urbanized Area Formula Program: Program Guidance and Application Instructions, FTA Circular 9030.1D
3. Title VI and Title VI-Dependent Guidelines for Federal Transit Administration Recipients, FTA Circular 4702.1A

An FTA Grantee must comply with the requirements/responsibilities shown in Attachment A, Requirements/Responsibilities for all FTA Programs under 49 U.S.C Chapter 53, to be eligible to apply for grants and receive funding under any FTA Program available to the grantee.

A Designated Recipient under the Urbanized Area Formula Program (FTA Section 5307) must comply with the requirements/responsibilities shown in Attachment B, Requirements/Responsibilities for the Urbanized Area Formula Program (FTA Section 5307) – Large Urban Areas, as well as the applicable requirements/responsibilities shown in Attachment A. See references 1, 2 and 3 for detailed information regarding these requirements/responsibilities.

Designated Recipients may allocate their annual Section 5307 apportionment to recipients in an urbanized area, as detailed in Attachment B, based on local needs and arrangements. Recipients include direct recipients and sub-recipients.

## 2 Attachments

- A. Requirements/Responsibilities for all FTA Programs under 49 U.S.C Chapter 53
- B. Requirements/Responsibilities for the Urbanized Area Formula Program (FTA Section 5307) – Large Urban Areas

# Requirements/Responsibilities for all FTA Programs under 49 U.S.C Chapter 53

<u>Requirement / Responsibility</u>	<u>FTA Grantee</u>	<u>Sub-Grantee</u>
<b>Planning</b>		
Metropolitan Transportation Plan (Capital)	Y	N
TIP/STIP (Capital and Operations)	Y	N
UPWP (Planning)	Y	N
<b>Certifications and Assurances</b>		
Certifications and Assurances		
Certifications and Assurances, as applicable (annually)	Y	N
Master Agreement (annually)	Y	N
Comply with Certifications and Assurances and Master Agreement, as applicable to program	Y	Y
Legal Capacity (One-time Requirement)		
Opinion of Counsel	Y	N
Authorizing Resolution	Y	N
Financial Capacity		
3-5 year financial profile	Y	N
A-133 Audit Reports (annually)	Y	N
Current Year Operating and Capital Budget	Y	N
Technical Capacity (One-time Requirement)		
Organizational Chart	Y	N
Internal Control Self-Assessment	Y	N
<b>Civil Rights</b>		
Title VI of the Civil Rights Act of 1964 Program		
Policy Statement	Y	N
Discrimination Complaint Process	Y	N
Public Participation Plan	Y	N
Limited English Proficient (LEP) Analysis	Y	N
LEP Implementation Plan	Y	N
Comply with City's Title VI Program	Y	Y
Disadvantaged Business Enterprise Program		
Adopt a City Program (>\$250K FTA Assistance in Single FY)	Y	N
Set Annual DBE Goal (>\$250K FTA Assistance in Single FY)	Y	N
Comply with City's DBE Program	Y	Y
Semi-Annual DBE Reporting, if applicable	Y	N
Reporting Equal Employment Opportunity (>50 employees and ≥\$1.0M FTA Assistance or \$250K FTA Planning Assistance)	Y	N
<b>TEAM</b>		
Initial Set Up	Y	N
Project Grants		
Creation, Coordination, Approval, Award, Execution and Closeout	Y	N
Annual Milestone/Progress Reporting	Y	N
Annual Financial Status Reporting	Y	N
<b>ECHO</b>		
Initial Set Up	Y	N
Reimbursement Requests	Y	N
<b>49 U.S.C. Chapter 53 Grant Specific Requirements, as applicable to program</b>	Y	Y

# Requirements/Responsibilities for the Urbanized Area Formula Program (FTA Section 5307) – Large Urban Areas

<u>Requirement / Responsibility</u>	<u>Designated Recipient</u> <sup>1</sup>	<u>Direct Recipient</u> <sup>2</sup> <u>(Grantee)</u>	<u>Sub-Recipient</u> <sup>3</sup> <u>(Sub-Grantee)</u>
<b>Planning</b>			
Program of Projects/Public Participation	Y	N	N
“Split Letter” to FTA	Y	N	N
Metropolitan Transportation Plan	Y	N	N
TIP/STIP	Y	N	N
UPWP	Y	N	N
<b>Certifications and Assurances</b>			
Comply with Certifications and Assurances and Master Agreement, as applicable to FTA Section 5307	Y	Y	Y
<b>Civil Rights - Title VI of the Civil Rights Act of 1964 Program</b>			
Collect Demographic Data	Y	Y	N
Set System-wide Service Standards	Y	Y	N
Set System-wide Service Policies	Y	Y	N
Evaluate Service and Fare Changes	Y	Y	N
Monitor Transit Service	Y	Y	N
<b>National Transit Database</b>			
Initial Set Up	Y	Y	N
Program Set Up	Y	Y	N
Annual Reporting	Y	Y	N
<b>Employee Protections</b>	Y	Y	Y
<b>Triennial Reviews</b>	Y	Y	N

Notes:

1. The designated recipient has the principal authority and responsibility for administering the Urbanized Area Formula Program. The designated recipient’s responsibilities include:

- a. Allocating its annual apportionment among recipients in an urbanized area based on local needs and arrangements, and in coordination with the Metropolitan Planning Organization (CAMPO);
- b. Identifying and selecting the projects (capital, operating, or planning) that the MPO or Texas Department of Transportation (TxDOT) will include in a metropolitan transportation plan, Transportation Improvement Program (TIP), Statewide Transportation Improvement Program (STIP), and/or Unified Planning Work Program (UPWP);
- c. Submitting a grant application for the Section 5307 Program of Projects (POP), and/or designating other eligible direct recipients to apply for all or part of the apportionment, and notifying FTA of such designations (“Split Letter”); and
- d. Verifying appropriate documentation of designation is on file with FTA and if not, provide such documentation.

2. The designated recipient may authorize another public entity to be the direct recipient for Section 5307 funds. The public entity submits an independent grant application (TEAM). Upon award of the grant, the designated recipient and the public entity execute a supplemental agreement, which releases the designated recipient from any liability under the grant agreement.

3. The designated recipient, acting as a direct recipient, may pass-through 5307 funds to a public entity, which is called a sub-recipient. Even though the direct recipient and sub-recipient are required to execute a formal agreement stating that the sub-recipient will comply with its obligation to satisfy the requirements of the grant agreement, the direct recipient is held responsible by FTA for carrying out the terms and conditions of the grant agreement. This requires oversight of the sub-recipient by the direct recipient.

TO: The Woodlands Township

FROM: Jared Kennedy

DATE: September 24<sup>th</sup>, 2013

RE: Cost of Woodlands Express for Students

To Miles McKinney,

I am writing to let you know how much I appreciate taking The Woodlands Express each day. I am a first year law student who recently moved here with my wife and two young boys from out of state to attend South Texas College of Law, located in downtown Houston. A friend of mine told me about the "Express" and I quickly realized how convenient it would be to have the ability to study on the bus during the commute time. This has been a wonderful benefit because first year law students study A LOT!

While taking the "Express" I have observed the professionals who also take the bus each morning and it appears they seem very happy to be able to catch extra sleep time during the commute. The drivers are friendly and good at what they do and the air conditioning makes us all very comfortable. Overall, I must say, it's a great experience.

However, I am not a working professional lawyer yet, and the cost of the "Express" is very high for someone in my situation. I took out a loan to pay for school and cover living costs as I complete my law degree. While I know the expenses of maintaining a fine service is not cheap, I respectfully request that Brazos Transit District consider allowing graduate students, with valid identification, to be able to purchase tickets at a 50% discounted rate. Although, I do not have the statistics to back this up, it appears the number of graduate students taking the "Express" is minimal, thus Brazos's bottom line would not be adversely affected by such a discount. I know most, if not all, of the other transit systems, public and private, offer some kind of discounted rate to students. This would greatly benefit my family and me. Please consider this request for a discounted rate for valid students and please feel free to contact me if you have any questions.

Respectfully,



Jared Kennedy  
713-703-7627

## Don Norrell

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**From:** Barry Goodman <barry@thegoodmancorp.com>  
**Sent:** Thursday, October 10, 2013 7:06 AM  
**To:** pvirgadamo@cityofconroe.org; calhoun@gcedc.org; johnson@gcedc.org  
**Cc:** David Bartels; Don Norrell; Jim Webb; Bryan Brown  
**Subject:** FTA Section 5310 Designated Recipient - FY 2014

Paul – The Woodlands Township has indicated their preference for the City of Conroe to be the “designated recipient” for the FY 2014 FTA Section 5310 funding (approximately \$75,000). Even though it is likely that the funding will be dedicated to the provision of qualified demand response services through a third party contractor, such as The Friendship Center, it is my opinion that the administration of this funding would not unduly add to the other FTA responsibilities which, as a designated recipient for FTA Section 5307 funding, the City has agreed to. In addition, 10% of the Section 5310 funding may be used at 100% reimbursement to help defray administrative expenses of the designated recipient. There is a pending FTA circular regarding 5310 administration which will further enlighten us on administrative responsibility. However, in my opinion, the City of Conroe should agree to be the designated recipient for this funding.  
barry