

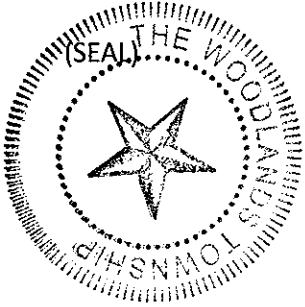
NOTICE OF PUBLIC MEETING


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 Thursday, March 13, 2014, 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; [Pages 1-2](#)
 3. Public comment;
 4. Receive, consider and act upon approval of the February 13, 2014 Ad Hoc Transportation Committee meeting minutes; [Pages 3-5](#)
 5. Receive, consider and act upon outside committee and meeting updates;
 - Conroe/The Woodlands Urbanized Area (UZA);
 - The Woodlands Township Transit Plan
 - Chamber Mobility Committee;
 - Montgomery County Precinct 3;
 - H-GAC Technical Advisory Committee (TAC);
 - Bicycle Advisory Task Force
 - South Montgomery County Mobility Study
 - The Friendship Center
 - Interfaith
 - Brazos Transit Park & Ride Update
 - Woodlands Parkway Bridge Construction
 6. Receive, consider and act upon a review of Park and Ride operations; [Page 6](#)
 7. Receive, consider and act upon appointments to the Bicycle Advisory Task Force; [Pages 7-9](#)
 8. Receive, consider and act upon an update from HDR, Inc. regarding the anticipated process for the submittal of a grant request to H-GAC for bus acquisition; [Page 10](#)
 9. Receive, consider and act upon an update from HDR, Inc. regarding drafting of the RFP for procuring a provider for Park & Ride services; [Page 11](#)
 10. Receive, consider and act upon a Transportation Fund Budget Amendment; [Pages 12-16](#)
 11. Receive, consider and act upon potential future trolley service considerations for The Woodlands Township Transit Plan; [Pages 17-18](#)
- CLOSED MEETING (if applicable)**
12. Recess to Executive Session with counsel, staff and/or affected third parties to discuss matters relating to real property, deliberation of economic development negotiations, discuss personnel matters, consult with The Woodlands Township attorney, discuss funding alternatives and potential agreements with other local, state or federal agencies;

13. Reconvene in Public Session;
14. Consideration of items to be placed on the agenda for the next committee meeting;
15. Adjournment.





President/General Manager for The Woodlands Township

**THE WOODLANDS TOWNSHIP
AD HOC TRANSPORTATION COMMITTEE MEETING
February 13, 2014
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 February 13, 2014, 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, Mike Bass

STAFF/ADVISORS: Don Norrell, President/General Manager, John Powers, Assistant General Manager for Community Services, Monique Sharp, Assistant General Manager for Finance and Administration; Chris LaRue, Transit Planner, Miles McKinney, Director of Intergovernmental Relations; Management Analyst Karen Dempsey; Nick Wolda, President of the CVB

DIRECTORS ABSENT: Bruce Tough

1. Call to Order:

Chairman Long called the meeting to order at 2 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 Bass to adopt the agenda; second by Chairman Long.

VOTE: **Ayes:** Jeff Long
Mike Bass

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 January 9, 2014 and January 20, 2014 Ad Hoc Transportation Committee meeting minutes;

MOTION: Motion by Director Bass to approve the minutes; second by Chairman Long.

VOTE: **Ayes:** Jeff Long
Mike Bass

Nays: None

Abstentions: None

ACTION: Motion passed unanimously (2-0).

Agenda Item 9 was taken out of order.

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

- **Conroe/The Woodlands Urbanized Area (UZA)**
- **The Woodlands Township Transit Plan**
- **Chamber Mobility Committee**
- **Montgomery County Precinct 3**
- **H-GAC Technical Advisory Committee (TAC);**
- **Bicycle Advisory Task Force**
- **South Montgomery County Mobility Study**
- **The Friendship Center**
- **Interfaith**
- **Brazos Transit Park & Ride Update**

Updates were provided for the above groups.

5. Receive, consider and act upon a presentation concerning the interconnections of Gosling and Kuykendahl Roads with the Grand Parkway;

Rob Maxwell, Vice President of Transportation Services for Jones and Carter, presented information regarding construction status of SH 99, including proposed diamond interchanges affecting Gosling and Kuykendahl Roads, peak traffic flow times and future traffic flow issues in the general surrounding area.

6. Receive, consider and act upon a recommendation to the Township Board to authorize an application to H-GAC for acquiring new park and ride buses through the H-GAC Transit Bus Fleet Expansion program which will provide grant funding of 80% for new fleet equipment costs;

The committee discussed potential bus purchase scenarios, including funding full turnkey and partial turnkey.

MOTION: Motion by Director Bass to recommend to the Township Board that the President/General Manager be authorized to make application to H-GAC for grant funding to fund 80% of the cost of acquiring up to 32 new park and ride buses, and further recommend that the Township's 20% share of the bus acquisition cost be funded from the Township's Capital Replacement Fund (up to a maximum of \$3,520,000) with full repayment (plus interest) to the Capital Replacement Fund from the Township's Transportation Fund over a period not to exceed five years; second by Chairman Long.

VOTE: Ayes: Jeff Long
Mike Bass

Nays: None

Abstentions: None

ACTION: Motion passed unanimously (2-0).

7. There was no Executive Session;

8. Consideration of items to be placed on the agenda for the next committee meeting;

Director Bass requested that the construction status update for Woodlands Parkway bridge expansion become a standing item.

9. Adjourn 2:55 p.m.



THE WOODLANDS TOWNSHIP

The Woodlands, TX

EXECUTIVE SUMMARY

MEETING DATE: March 13, 2014

SUBJECT MATTER: Receive, consider and act upon a review of Park and Ride Operations;

BUDGET IMPACT: N/A

FACTS/HISTORY:

In response to a request from the Committee, Brazos Transit District has gathered and prepared ridership data reflecting overall ridership on the Park and Ride system; ridership from each of the Park and Ride locations; utilization versus capacity of the buses; service exceptions and resolutions; and, incidence of missed/late/early departures of runs.

RECOMMENDED ACTION:

None at this time; this item is for information-only.



EXECUTIVE SUMMARY

MEETING DATE: 3/13/2014

SUBJECT MATTER: Receive, consider and act upon the appointment of additional members to the Bicycle Advisory Task Force.

BUDGET IMPACT: There is no budget impact related to this item.

FACTS/HISTORY: At the February 13th meeting of the Ad Hoc Transportation Committee, Helen Bostock, member of the Bicycle Advisory Task Force (BATF), presented a request to the Committee for the appointment of alternate members to the BATF:

“We would like to add 2 to 4 alternate members to ensure that a representative from the Bicycle Advisory Task Force can attend all of the relevant meetings and events associated with bicycling. Among the four appointed members, two are employed full-time in positions that require extensive travel and the remaining appointees are still involved in their professions on a part-time contractual basis. With the increase in the number of meetings due to the activity with the mobility studies, it is increasingly difficult to ensure that a Bicycle Advisory Task force member can attend”.

The Committee directed staff to review the Charter of the BATF and report back on the ability and procedures for additional appointments.

Upon a review of the Bicycle Advisory Task Force Charter (attached) the Ad-hoc Transportation Committee has the authority to appoint any number of members to the BATF. The appointments do not require Board of Directors consideration.

The BATC was requested to submit three candidates for Committee consideration for appointment. Four people have been suggested by the BATF as additional members and those people have all agreed to participate:

- **George Mendes:** BikeTexas board member, Adventure Cycling Association board member, Ironman triathlete.
- **Cheryl Crandall Tangen:** Woodlands resident since 1990, former Panther Creek Village Association representative, former Board member and President of Woodlands Community Association, former president League of Women Voters of Montgomery County, MS150 rider (8 years), in-house attorney JP Morgan Chase.

- **George Newman:** retired Chemical Engineer, current and past (3 years) MS-150 rider, Woodlands Warriors Special Olympics cycling coach, Sterling Ridge RDRC member.
- **Randall Cade:** cyclist, petroleum engineer, board member for the Founders Reserve HOA, co-founder of the Bike the Woodlands Coalition, Woodlands GREEN member.

RECOMMENDATION: Appoint additional members to the Bicycle Advisory Task Force.

ATTACHMENT A
THE WOODLANDS TOWNSHIP AD HOC TRANSPORTATION COMMITTEE
BICYCLE ADVISORY TASK FORCE CHARTER

Purpose

The purpose of this Bicycle Advisory Task Force is to provide input to the Ad Hoc Transportation Committee on bicycle related matters as determined by the Committee.

Composition of Task Force

The membership of the Bicycle Advisory Task Force shall be by appointment by the Ad Hoc Transportation Committee. Appointments shall be for a term determined by the Committee, but no longer than the term of the Committee.

Appointed task force members shall be residents of The Woodlands and be representatives of or active in local bicycle activities or organizations.

The President/General Manager shall designate a staff liaison to serve on the Bicycle Advisory Task Force.

Task Force Ends

This Bicycle Advisory Task Force as a whole is charged to provide input, advice and counsel to the Ad Hoc Transportation Committee on:

- The findings and recommendations provided by the League of American Bicyclists relative to the Bicycle Friendly Community Designation.
- Ranking of highest priority projects, programs or services within the 5 E's categories of the recommendations by the League of American Bicyclists with suggestions on how the projects, programs or services can best be provided by the Township and/or others.
- The Open Issues identified in the Framework for Mobility and Transportation Program Success Factors that are related to bicycles: 4.A. - Development of a five year plan for a Bike Lane System; 4.C, Ci.-Spring Creek Greenway bike pathway.
- As called upon by the Ad Hoc Transportation Committee to provide input to planning studies conducted by H-GAC or other entities regarding bicycle planning efforts.

Delegation of Authority

All policy authority is reserved to The Woodlands Township Boards of Directors. No authority is reserved to the Bicycle Advisory Task Force. The sole purpose of the Bicycle Advisory Task Force is to provide input and feedback to the Ad Hoc Transportation Committee on bicycle-related matters and subjects defined by the Committee.

Limitations

This Bicycle Advisory Task Force shall not:

1. Enter into any agreements or make any negotiations on behalf of The Woodlands Township;
2. Alter the Task Force's charter without approval of the Ad Hoc Transportation Committee; or
3. Direct The Woodlands Township staff in its operations.

Duration

The Bicycle Advisory Task Force will remain in effect until discontinued by the Ad Hoc Transportation Committee.



THE WOODLANDS TOWNSHIP

The Woodlands, TX

EXECUTIVE SUMMARY

MEETING DATE: March 13, 2014

SUBJECT MATTER: Receive, consider and act upon an update from HDR, Inc. regarding the anticipated process for the submittal of a grant request to H-GAC for bus acquisition

BUDGET IMPACT: N/A

FACTS/HISTORY:

HDR, Inc. will provide an overview of the anticipated process H-GAC will require to request funding for bus acquisition.

RECOMMENDED ACTION:

None at this time; this item is information-only.



THE WOODLANDS TOWNSHIP

The Woodlands, TX

EXECUTIVE SUMMARY

MEETING DATE: March 13, 2014

SUBJECT MATTER: Receive, consider and act upon an update from HDR, Inc. regarding drafting of the RFP for procuring a provider for Park and Ride services;

BUDGET IMPACT: N/A

FACTS/HISTORY:

HDR, Inc. will provide an overview of the anticipated process, based on past experience, FTA requirements, and the needs of the Township to procure a provider for Park and Ride services – both turn-key and partial turn-key.

RECOMMENDED ACTION:

None at this time; this item is information-only.



THE WOODLANDS TOWNSHIP

The Woodlands, TX

EXECUTIVE SUMMARY

MEETING DATE: March 13, 2014

SUBJECT MATTER: Transportation Fund 2014 Budget Amendment

BUDGET IMPACT: See attached

FACTS/HISTORY:

Due to data not being available at the time the 2014 budget was adopted, the current budget does not include a Transportation Fund wherein all transportation-related revenues and expenditures are recorded. Various revenues and expenditures for the trolleys, transit consultant, transit initiatives, demand response services, staff and other miscellaneous items are recorded in different departmental budgets throughout the consolidated financial statements. Revenues and expenditures related to the Park and Ride program are not reflected at all.

Now that the Township has more solid projections regarding transportation-related revenues and expenditures, a 2014 budget amendment creating a dedicated Transportation Fund is recommended. This fund will capture all applicable financial transactions to facilitate the FTA grant process and annual audit as well as aid in accurate program analysis. A worksheet projecting the various revenue and expenditure components for the proposed 2014 Transportation Fund, along with estimated grant funds remaining at the end of the year, is attached for the Committee's review.

RECOMMENDED COMMITTEE ACTION:

Recommend that the Township Board of Directors approve Transportation Fund 2014 Budget Amendment as presented.

**THE WOODLANDS TOWNSHIP
TRANSPORTATION FUND - PROPOSED 2014 BUDGET AMENDMENT**

PARK AND RIDE BUSES

2014 Budget

Revenue

5307 Grant Funds (FY2011)	\$1,344,000	40% of Capital Cost of Contracting expenses
5307 Grant Funds (FY2011)	250,000	50% of Operating/Admin expenses
Bus Fares	2,280,000	190,000 round trips x \$12/trip for July-Dec only; Jan-June recorded by Brazos.
Total Revenue	<u>3,874,000</u>	

Expenditures

Capital Cost of Contracting	3,360,000	\$560,000/mo July-Dec only; Jan-June recorded by BTB
Operations/Admin	<u>500,000</u>	\$83,333/mo July-Dec only; Jan-June recorded by BTB
Total Expenditures	<u>3,860,000</u>	

Revenues Over/(Under) Expenses \$14,000

TROLLEYS

Revenue

5307 Grant Funds (FY2011)	\$60,715	50% of Operating expenses
5307 Grant Funds (FY2012)	41,285	50% of Operating expenses
5307 Grant Funds (FY2012)	8,000	80% of Legal and Admin expenses
Transfers In - General Fund	<u>104,000</u>	50% of Operating Exp + 20% of Legal/Admin exp
Total Revenue	<u>214,000</u>	

Expenditures

Operations	204,000	\$34,000/mo July-Dec only; Jan-June recorded by BTB
Legal and Administrative	<u>10,000</u>	
Total Expenditures	<u>214,000</u>	

Revenues Over/(Under) Expenses \$0

WATERWAY CRUISERS

Revenue

5307 Grant Funds (FY2012)	\$134,400	32% of 2013 & 2014 Capital Cost of Contracting
5307 Grant Funds (FY2012)	<u>96,000</u>	80% of 2013 & 2014 Insurance/Other expenses
Total Revenue	<u>230,400</u>	

Expenditures

Transfers Out - CVB	<u>230,400</u>	Reimburse CVB for eligible 2013/2014 expenses
Total Expenditures	<u>230,400</u>	

Revenues Over/(Under) Expenses \$0

**THE WOODLANDS TOWNSHIP
TRANSPORTATION FUND - PROPOSED 2014 BUDGET AMENDMENT**

TRANSIT PLANNING, Consultant

2014 Budget

Revenue

5307 Grant Funds (FY2012)	\$136,000	80% of 2013 expenses
5307 Grant Funds (FY2012)	200,000	80% of 2014 expenses
Transfers In - General Fund	<u>50,000</u>	Township's 20% share of 2014 expenses
Total Revenue	<u>386,000</u>	

Expenditures

Consultant - 2014	250,000	2014 expenses per contract
Transfers Out - 2013 Consultant	<u>136,000</u>	Reimburse General Fund for 2013 expenses
Total Expenditures	<u>386,000</u>	

Revenues Over/(Under) Expenses \$0

TRANSIT PLANNER, Staff Position

Revenue

Transfers In - General Fund	<u>\$108,600</u>	Funding for staff salary/benefits/supplies/other
Total Revenue	<u>108,600</u>	

Expenditures

Staff-related expenses	<u>108,600</u>	Salary/benefits/supplies/other
Total Expenditures	<u>108,600</u>	

Revenues Over/(Under) Expenses \$0

OTHER TRANSPORTATION SVCS

Revenue

Transfers In - General Fund	<u>\$52,500</u>	Funding for Friendship Center / Interfaith
Total Revenue	<u>52,500</u>	

Expenditures

Friendship Center	27,500	Demand response services
Interfaith	<u>25,000</u>	Transportation services
Total Expenditures	<u>52,500</u>	

Revenues Over/(Under) Expenses \$0

**THE WOODLANDS TOWNSHIP
TRANSPORTATION FUND - PROPOSED 2014 BUDGET AMENDMENT**

TRANSPORTATION INITIATIVES	2014 Budget	
Revenue		
Transfers In - General Fund	\$1,800,000	Funding for transportation initiatives
Total Revenue	<u>1,800,000</u>	
Expenditures		
Transportation Initiatives	1,800,000	As determined by Board of Directors
Total Expenditures	<u>1,800,000</u>	
Revenues Over/(Under) Expenses	<u><u>\$0</u></u>	

GRAND TOTAL - ALL PROGRAMS		
Revenue		
5307 Grant Funds (FY2011)	\$1,654,715	
5307 Grant Funds (FY2012)	615,685	
Bus Fares	2,280,000	
Transfers In - General Fund	315,100	Township's allocated share of expenditures
Transfers In - General Fund	1,800,000	Transportation Initiatives
Total Revenue	<u>\$6,665,500</u>	
Expenditures		
Park & Ride Capital Cost of Contract	\$3,360,000	July - December 2014
Park & Ride Operations/Admin	500,000	July - December 2014
Trolley Operations	204,000	July - December 2014
Trolley Legal and Administrative	10,000	
Waterway Cruisers-Transfer to CVB	230,400	2013 and 2014 eligible reimbursements
Transit Planning/Consulting	386,000	2013 reimbursement and 2014 expense
Staff-related Expenses	108,600	Salary/benefits/supplies/other
Friendship Center	27,500	Demand response services
Interfaith	25,000	Transportation services
Transportation Initiatives	1,800,000	As determined by Board of Directors
Total Expenditures	<u>\$6,651,500</u>	
Revenues Over/(Under) Expenses	<u><u>\$14,000</u></u>	

**THE WOODLANDS TOWNSHIP
TRANSPORTATION FUND
ESTIMATED FUNDING AVAILABLE FOR YEARS 2015 AND AFTER**

5307 Grant Funds (FY2011)

Balance 1/1/2014	\$1,654,715
Used for 2014 eligible expenses	<u>(1,654,715)</u>
Balance 12/31/2014	<u><u>\$0</u></u>

5307 Grant Funds (FY2012)

Balance 1/1/2014	\$1,663,975
Used for 2014 eligible expenses	<u>(615,685)</u>
Balance 12/31/2014	<u><u>\$1,048,290</u></u>

5307 Grant Funds (FY2013)

Balance 1/1/2014	\$2,688,879
Used for 2014 eligible expenses	<u>0</u>
Balance 12/31/2014	<u><u>\$2,688,879</u></u>

5307 Grant Funds (FY2014) - Estimate

Balance 1/1/2014	\$2,688,000
Used for 2014 eligible expenses	<u>0</u>
Balance 12/31/2014	<u><u>\$2,688,000</u></u>

5339 Grant Funds (FY2013)

Balance 1/1/2014	\$316,100
Used for 2014 eligible expenses	<u>0</u>
Balance 12/31/2014	<u><u>\$316,100</u></u>

5339 Grant Funds (FY2014) - Estimate

Balance 1/1/2014	\$316,100
Used for 2014 eligible expenses	<u>0</u>
Balance 12/31/2014	<u><u>\$316,100</u></u>

Total Estimated Funding Available for Years 2015 and After

\$7,057,369



The Woodlands Township

The Woodlands, TX

MEMORANDUM

DATE: March 13, 2014

TO: Ad Hoc Transportation Committee

FROM: Don Norrell

RE: Review of Trolley Service

Brazos Transit has ordered six new propane trolleys that can be used for providing service in The Woodlands. These trolleys are being purchased with a clean fuel funds grant and should be available in late 2014 or early 2015.

At the current time, BTD operates the Town Center service with four trolleys that were purchased about eight years ago. BTD Director John McBeth indicated that BTD plans to keep two of the existing trolleys to serve as backup vehicles and two trolleys will be taken out of service and used for parts.

At the current time, the Township funds two trolleys running eight hours per day at a Township cost in the range of \$200,000 annually (or about 50% of the total operating cost) and FTA grant funds are used for the remaining 50%.

The Woodlands Development Company has requested that the Township consider expansion of trolley service to the Hughes Landing area. The expansion of the trolley service is currently under review in The Woodlands Township Transit Plan and the consultant will be considering service needs in Hughes Landing and other parts of the Township not currently served. Staff has invited representatives from the Development Company and Brazos to the April Transportation Committee meeting to discuss the projected trolley service need in Hughes Landing area.

Director Bass requested that a discussion of the trolley service be placed on the March 13, 2014, Ad Hoc Transportation Committee agenda to discuss the potential expansion of this service and discuss any direction/suggestions that should be shared with the Township's Transit Plan consultant (SDG).

Possible considerations brought forward by staff

- Expand service area - other potential service areas include Hughes Landing, Pinecroft Center, hotel shuttle in Town Center and Village Centers.
- Decrease headway time for trolleys/this would require additional trolley units or a decreased service area.
- Assure schedule performance/consider backup units to assure that units can be backed up quickly if they are taken out of service.
- Add to route capacity/larger service area will mean more potential riders especially at peak periods.
- Consider increasing service at peak hour periods (lunch).
- Consider expanding service hours to service special events (such as Pavilion events) or later evening service to accommodate restaurant crowd.
- Consider if FTA and local funding will be sufficient to add additional trolleys/current 50% federal and 50% local.