

**SUBCOMMITTEES  
TO THE  
TECHNICAL ADVISORY COMMITTEE**

**PEDESTRIAN AND BICYCLE SUBCOMMITTEE**

**Purpose**

The Pedestrian and Bicyclist Subcommittee’s purpose is to

- Advise the Technical Advisory Committee in the consideration of pedestrian/bicycle travel, facility design, safety, and education within the regional transportation planning process;
- Review and recommend updates to the Regional Bikeway Plan;
- Review TIP submittals, make recommendations to the Technical Advisory Committee (TAC);
- Review proposals and assist in the selection of Special District studies; and
- Serve as an information sharing and issue forum.

**Schedule**

Regular meetings are held at H-GAC on a quarterly basis or more frequently if necessary.

**Membership**

Committee members are various stakeholders involved with pedestrian and bicycle issues. This shall include advocacy, safety, user groups, local, county representatives of economic development, developers or management districts, state agencies, engineers and land use planners, community organizations and interested individual citizens. A maximum of fifteen (15) voting members shall comprise the Subcommittee, which shall include any TAC representative.

Table 1: Current Membership of the Pedestrian and Bicycle Subcommittee

Category or Organization	Appointing Agency	Number
Local Governments	Cities and/or Counties	4
Transit	Transit Authorities/Agencies	1
State Government	TxDOT (Houston & Beaumont Districts)	1
Management Districts	Management Districts	2
Citizen Advocates	Advocacy/Activity Groups	2
Non-Profit	H-GAC	1
<b>Total Members</b>		<b>11</b>

**TAC Agenda Item 6**  
**Meeting – 02/18/2009**

**TRANSPORTATION IMPROVEMENT PROGRAM SUBCOMMITTEE**

**Purpose**

The TIP subcommittee's purpose is

- To provide guidance in the development of the Transportation Improvement Program (TIP);
- Propose guidelines for the ranking of candidate projects for the TIP;
- Provide guidance for major TIP amendments and funding decisions;
- Review recommendations and approve staff recommendations for the action of the Technical Advisory Committee.

**Schedule**

Regular meetings are held monthly. Additional special meetings are called, as needed, to address specific task items.

**Membership**

The TIP Subcommittee is composed of 15 Technical Advisory Committee members with project implementation experience who are appointed by the TAC. However, all members of the TAC, primary and alternate, may participate.

- TIP Subcommittee members must be members of the TAC;
- Only official members of each subcommittee may vote during subcommittee meetings;

Table 2: Membership of the TIP Subcommittee

Name	Agency Represented	Number
Local Governments	Cities or Counties	9
State Government	TxDOT (Houston & Beaumont Districts)	2
Transit Interests	Transit Agency	2
<b>Total Members</b>		<b>13</b>

## OPERATIONS TASK FORCE

### Purpose

The purpose of the Operations Task Force is to:

- Develop a conceptual regional plan for traffic operations projects;
- Develop guidelines for determining the project readiness of transportation operations projects; and
- Review proposed ITS-related projects and make recommendations to TAC for inclusion in the TIP.

### Schedule

Meetings will be held at least quarterly or more frequently if necessary.

### Membership

Operations Task Force members are nominated and appointed by the TAC and are representatives of the various stakeholders involved with Intelligent Transportation Systems (ITS). This shall include technically qualified professionals; local, county and state agency engineers and planners; as well as members of the TAC knowledgeable in ITS standards.

Table 3: Membership of the Operations Task Force

Name	Agency Represented	Number
Local Governments	Cities and/or Counties	11
Transit Agency	Transit Agencies	1
Intermodal Interests	Port of Houston	1
	TxDOT (Houston & Beaumont	2
State Government	Districts)	
<b>Total Members</b>		<b>15</b>

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**Regional Transportation Plan Subcommittee**

**Purpose**

The RTP Subcommittee's purpose is to:

- Assist H-GAC staff in the development of visions, goals and objectives for upcoming RTPs;
- Assist H-GAC staff in strengthening the links between the RTP and the Transportation Improvement Program (TIP); Towards that end, it would be highly desirable to have some TIP Subcommittee members on the proposed RTP Subcommittee;
- Assist H-GAC staff in examining RTP projects/activities to ensure that the projects/activities support the visions, goals, and objectives of the RTP;
- Assist H-GAC staff in meeting the more stringent fiscal constraint guidance issued by the Federal Highway Administration in SAFETEA-LU;

**Schedule**

Meetings will be held at least quarterly and more frequently as necessary.

**Membership**

The RTP Subcommittee shall be comprised of members of the Technical Advisory Committee (TAC) or their representatives who have expertise or interest in developing transportation and land use plans.

Table 4: Membership of the RTP Subcommittee

Category or Organization	Appointing Agency	Number
Local Governments	Cities and/or Counties	10
State Government	TxDOT (Houston & Beaumont Districts)	2
Transit Agency	Transit Agencies	2
Environmental and Planning	TAC	1
Citizen and Business	TAC	1
Intermodal Interests	TAC	1
<b>Total Members</b>		<b>17</b>

## Transportation Demand Management (TDM) Implementation Subcommittee

### Purpose

The Transportation Demand Management (TDM) Implementation Subcommittee's purpose is to assist H-GAC staff in:

- Expanding existing TDM programs and projects and to develop new programs for TIP consideration and inclusion as well as implementation of those projects or programs that are consistent with and meet or exceed the Air Quality and Commute Solutions Cost-Benefit Analysis.

### Schedule

Staff recommends that this working group meet quarterly on an ongoing basis to assist in evaluating current TDM programs and projects.

### Membership

The TDM Working Group will have an open membership. The group will consist of approximately 12 members representing TDM professionals, local governments, public and private sector employers and other interested stakeholders.

Table 5: Membership of the TDM Subcommittee

Category or Organization	Appointing Agency	Number
Local Governments	City or County	3
TxDOT	TxDOT	2
H-GAC	H-GAC	1
METRO	METRO	2
Private Sector	H-GAC	2
TDM Professionals	H-GAC	2
<b>Total Members</b>		<b>12</b>

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**Regional Transit Coordination Subcommittee**

**Purpose**

The Regional Transit Coordination Subcommittee’ purpose is to:

- Provide guidance related to the implementation of regional transit coordination pilot projects that were identified in the regional transit coordination action plan;
- Assist with tasks related to the development of regional transit planning initiatives that focus on identifying opportunities for expanding transit services in the region for all, as well as improving the efficiency and effectiveness of the current regional transit system;
- Promote regional coordination among existing and future public and private transportation providers, social service and health and human service agencies.

**Schedule**

Meetings will be scheduled at H-GAC every quarter or more frequently if necessary.

**Membership**

The RTCS subcommittee membership will include appointees from the TAC for each of the implementing transit agencies in the region and representatives of social service agencies as well as other transit professionals.

Table 6: Membership of the RTCS Subcommittee

Category or Organization	Appointing Agency	Number
Transit	Transit Agencies	7
State Government	TxDOT (Houston, Beaumont, Yoakum, & Bryan Districts)	4
Local Governments	Cities and/or Counties	3
Social Services/HHS Agencies	TAC and/or H-GAC	3
<b>Total Members</b>		<b>17</b>

## TCM/VMEP DEVELOPMENT WORKING GROUP

### **Background**

TCMs are voluntarily, yet legally-binding commitments made by local and regional governmental entities to reduce mobile source emissions. These measures are typically in the form of specific projects, such as bike paths or traffic light synchronization that are both quantifiable and enforceable. VMEPs are voluntary, bottom-line commitments made by local and regional governmental entities to reduce mobile source emissions. The additional flexibility provided by VMEPs allows commitments to be made in the form of broad programmatic goals that are not tied to a particular project.

### **Current Situation**

Recently, the Houston-Galveston-Brazoria ozone non-attainment area has been reclassified as “severe”. Among other changes, this means that new Transportation Control Measures (TCMs) and Voluntary Mobile Emission Reduction Program (VMEP) goals will need to be developed for inclusion in the next State Implementation Plan (SIP) revisions.

### **Proposed Action/Mission Statement**

Staff recommends that in anticipation of the need to develop and gather these project commitments, the Technical Advisory Committee create a TCM/VMEP Development Working Group.

### **Purpose/Products**

The purpose of this working group will be to assist H-GAC staff in:

- The identification and analysis of the most cost effective on-road transportation emission reduction measures;
- The development of a list of committed Transportation Control Measures to be implemented by 2015 (when clean monitoring data needs to begin to occur) and will continue to generate emission reductions through 2019 (the next attainment date);
- The development of a list of new or expanded on-road transportation VMEPs that must be accomplished in a strictly voluntary manner.

### **Timeline**

Staff anticipates that this group will meet at least once a quarter over the next two years or until the SIP revisions are complete and approved by EPA. During the first year the working group will be developing commitments to be proposed to TAC for recommendations to the TPC and H-GAC Board for consideration of inclusion within the State Implementation Plan. During the second year this group will respond to TCEQ and EPA comments on the attainment SIP as needed to propose potential project substitutions or additional projects, based on attainment modeling needs. At the end of two years it is envisioned that this group be reevaluated as to its continued necessity, purpose and goals.

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**Membership**

Staff recommends a 15 membership working group comprised of and drawn primarily from TAC and RAQPC or their designated representatives who have the authority to propose and to evaluate the feasibility of accomplishing potential SIP commitments:

- Ten governmental entities including:
  - 7 local governments
  - 1 TxDOT representative
  - 1 TCEQ representative
  - 1 H-GAC representative
- Two transit representatives, and
- Three environmental or public interest organizations.

*Formation of the TCM/VMEP Development Working Group was approved by the  
Technical Advisory Committee, March 12, 2008*

## By-laws for TAC Subcommittees

### A. Voting Membership

Each subcommittee shall be comprised of members of the Technical Advisory Committee (TAC), their representatives or persons nominated to serve who have expertise or interest in transportation planning and related issues.

Membership should reflect the diversity of transportation modes and interests affected by transportation policy decisions to assure transportation planning decisions are considered in their broadest context. Meetings of TAC subcommittees shall be open to public attendance. The voting membership for each subcommittee shall not exceed a maximum of 15 members.

Members shall serve at the pleasure of the appointing agency for a term of **one year**. Membership shall be appointed **or confirmed by majority vote of the Technical Advisory Committee (TAC) in attendance at a regularly scheduled meeting with a quorum of TAC members**.

### B. Officers

Each subcommittee shall elect a Chair and Vice-Chair, each to serve for a term of **one year**. Preferably, the Chair and Vice-Chair will be members of the Technical Advisory Committee. In the event the Chair is unable to serve the entire term of office, the Vice Chair shall succeed to the office of Chair and the new Chair shall appoint a subcommittee member to serve as Vice Chair for the remainder of the term. This appointment shall be subject to approval by the majority of the subcommittee members present at the next called meeting.

### C. Vacancies

Each member shall be eligible to serve during the term as long as the member occupies the position held at the time of his or her appointment to the subcommittee. In the event that a voting member becomes ineligible or unable to serve, a new member must be appointed in the same manner as the previous voting member.

### D. Quorum

Fifty-one percent (8 voting members) of the total committee voting membership shall constitute a quorum for the transaction of business at all meetings.

### E. Meetings

Robert's Rules of Order shall govern all meetings. Each subcommittee shall meet at least quarterly or more frequently as need arises. Written notice of each meeting shall be mailed to each member at least one week prior to the meeting. Opportunities for public comments shall be provided subject to the guidelines of the Technical Advisory Committee.

### F. Minutes

Minutes of all meetings shall be kept and recorded by H-GAC staff furnished to the Subcommittee for this purpose.