

**Regional Transit Coordination (RTC) Subcommittee  
Houston-Galveston Area Council  
Online Meeting/Conference Call  
Thursday, July 10, 2025  
9:30-11:00 AM**

**Agenda**

1. Introductions and Certification of Quorum (9) – James Oliver, Island Transit, Chair
2. Public Comments
3. Action Items:
  - 3.1 Approval of RTC Subcommittee Meeting Minutes of April 10, 2025
4. Information Items: (10 minutes or less each)
  - 4.1 Introduction of New Chief Transportation Officer to Subcommittee
    - Ron Papsdorf, H-GAC
  - 4.2 2050 RTP Public Outreach Update – Brandon Mosley, H-GAC
  - 4.3 Major Universities Survey – Michael Onuogu, H-GAC
  - 4.4 Standard Operating Procedure: Project Descriptions
    - Vishu Lingala and Stephen Keen, H-GAC
5. Transit and Human Service Agency Reports (5 minutes or less each)

2025 RTC Subcommittee Meeting Dates:

October 9, 2025

# **REGIONAL TRANSIT COORDINATION SUBCOMMITTEE**

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## **REGULAR MEETING MINUTES** Thursday, April 10, 2025 – 10:00-11:00am Houston-Galveston Area Council Virtual Meeting

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### **MEMBERS PRESENT**

James Oliver (Chair) – Island Transit (Galveston)  
Brian Crimmins – City of Houston  
Jason Smith – Montgomery County  
Amy Skicki – Baytran  
Angel Ponce – City of Houston  
Thomas Holstein – Baker Ripley  
Miriam Guzman – Community Health Network  
Ashley Newell – Mounting Horizons, Inc.  
Perri D’Armond – Fort Bend County Transit  
Ruthanne Haut – The Woodlands Township  
Tatyana Luttenschlager – METRO  
Vernon Chambers – Harris County Transit  
Wendy Weedon – Brazos Transit District  
Shawn Davis – City of Conroe  
Claudia Wicks – Colorado Valley Transit District  
Ted Ross – Gulf Coast Transit District

### **OTHERS PRESENT**

Travis Madison - TxDOT  
Paula Polk – TxDOT  
Thien Cao – Harris County Transit  
Sarah-Jane Kleber – Kimley-Horn  
Greg Crocombe  
Yetunda Oyewale  
Donald Payne

### **ALTERNATES PRESENT**

Christina Cabral – Transportation Advisory Group  
Andres Montes – Alvin ISD  
Tennille Jones – Fort Bend County Transit  
Nicole Mathews – The Woodlands Township  
Jessica Hawkinson – Island Transit (Galveston)  
Donald Hughes – METRO  
Jo Marlow – Brazos Transit District  
Joseph Bolletino – City of Conroe  
Angela Wallace – Colorado Valley Transit District

### **H-GAC STAFF PRESENT**

Thomas Gray  
Jamila Owens  
Marcus Tucker  
Alan Rodenstein  
Robyn Egbert  
Karen Owen  
Ayo Jibowu  
Ben Finley  
Cassandra Marshall

### **OVERVIEW**

RTCS Members and Alternates met virtually by teleconference. The meeting time was moved from 9:30 am to avoid conflict with a TxDOT PTN conference call. At this regular meeting, the Subcommittee elected officers for the coming year and received presentations regarding Subcommittee purpose and duties, the Regional Public Transportation Coordination Plan, the Free Fare Fridays initiative, and the results of the 2024 regional transit ridership survey.

### **INTRODUCTIONS AND CERTIFICATION OF QUORUM**

**ITEM 1** – James Oliver, Vice Chair, City of Galveston, convened the meeting at 10:02 am. Roll was called by H-GAC staff and a quorum was certified.

### **PUBLIC COMMENT**

**ITEM 2** – There were no public comments presented to the Subcommittee.

## **ACTION ITEMS**

### **ITEM 3.1 – Approval of RTC Subcommittee Meeting Minutes of January 9, 2025**

Mr. Oliver requested a motion to approve the minutes of the January 9, 2025 meeting of the Subcommittee.

*Action Item Motion: moved by Jason Smith, seconded by Perri D'Armond. Brian Crimmins abstained. Action Item approved.*

### **ITEM 3.2 – Election of Subcommittee Officers**

Mr. Oliver presented his slate of suggested Subcommittee Officers, which included nominations of himself for Chair and Wendy Weedon for Vice-Chair. Mr. Oliver asked for either a motion on his slate or nomination of alternative candidates.

*Action Item Motion: moved by Perri D'Armond to accept Mr. Oliver's slate and elect James Oliver as Chair and Wendy Weedon as Vice-Chair of the Subcommittee. seconded by Ruthanne Haut. Action Item approved.*

## **INFORMATION ITEMS**

### **ITEM 4.1a – Review of Subcommittee Purpose and Duties – Thomas Gray, H-GAC**

Mr. Gray explained the purpose and duties of the Regional Transit Coordination Subcommittee, which included duties common to all TAC Subcommittees as well as duties specific to the RTCS. He also discussed the various transit planning activities and responsibilities being undertaken by H-GAC staff.

There were no questions or comments.

### **ITEM 4.2a – Regional Public Transportation Coordination Plan– Alan Rodenstein, H-GAC**

Mr. Rodenstein provided an overview of the Regional Public Transportation Coordination Plan (RPTCP), including its history, its purpose and some achievements. The RPTCP is now being updated, a process that should last between now and September 2026. Mr. Rodenstein discussed the update schedule and explained the role that the Subcommittee will play in the process.

There were no questions or comments, although James Oliver indicated that he may have questions as the RPTCP process moves forward.

### **ITEM 4.3a – Free Fare Friday – Robyn Egbert, H-GAC**

Ms. Egbert presented an update on the Free Fare Friday initiative. Last year, Free Fare Friday occurred during the month of September and four providers participated. H-GAC staff was generally pleased with the results, which included increased ridership for some of the providers and a positive, if modest, impact on air quality. Ms. Egbert discussed planning efforts for the 2025 initiative, which could include increasing the number of participating providers, adding additional days of the week to the initiative, and expanding the public outreach campaign.

Discussion ensued. Tenille Jones said she would provide some additional ridership numbers to H-GAC staff. Brian Crimmins asked if H-GAC looked to see how these changes compared to ridership at non-participating agencies. Egbert said H-GAC staff had not but that it was a consideration going forward. Crimmins also said he was pleased staff was considering days other than Fridays because Friday is a low ridership day; he also wondered would it take for non-participating agencies to be involved going forward. Egbert responded by explaining that a lot depends on funding to support the initiative and cover fare revenue.

Christina Cabral said she was also interested in how to get more agencies involved; she asked if the outreach done last year was in multiple languages? Egbert answered that last year communication was done in English and Spanish, and this year Vietnamese and Mandarin Chinese will be added.

Ruthanne Haut noted that The Woodlands Express is hitting capacity. Some buses are already so full that accommodating riders attached by free fares would be a problematic, and that adding capacity in the form of additional buses is expensive. Haut said that Fridays work well because it is a lower-ridership day and capacity is available; Mondays might also be an option but there is little flexibility to accommodate a large number of additional riders on Tuesdays through Thursdays.

James Oliver noted that Island Transit sees more ridership on weekends and that maybe the initiative could consider special events.

#### **ITEM 4.3b – Regional Transit Ridership Update – Thomas Gray, H-GAC**

Mr. Gray presented the Subcommittee with the results of the regional ridership survey, which is sent to all the region's transit providers on a quarterly basis to collect monthly ridership as well as information about major service changes. Gray reported that regional ridership continues to improve overall, with an 8% increase over 2023, but that regional services are still carrying only about 87% of what they carried in 2019, the year before the COVID-19 pandemic. Local fixed-route bus and demand response services continue to show the most increase, while park and ride continues to show the least.. Mr. Gray said that H-GAC will continue to conduct survey in 2025 on quarterly basis and thanked regional providers for their cooperation.

Ruthanne Haut asked for a copy of Mr. Gray's presentation. Gray responded that the entire meeting presentation would be distributed to Subcommittee members later today. Ashley Newell asked if park and ride operators have advertised services to seniors or persons with disabilities because it is cheaper than driving or using TNCs; park and ride shouldn't be just for people going to work. Joseph Bolletino noted that Conroe's park and ride service is almost back to 100% and that the biggest operational issue they are facing is vehicle availability.

Brian Crimmins asked about the North Houston Highway Improvement Project and what work was being done to encourage people to use transit to avoid construction-related delay. Tatyana Luttschlager responded that METRO has a team focused on NHHIP that is proactively planning and coordinating with TxDOT. Jamila Owens added that TxDOT could be asked if they plan to resume the NHHIP workgroups they started before the FHWA paused the project.

#### **AGENCY REPORTS**

Joseph Bolletino announced that as of April 1st First Class Tours had assumed the contract for the provision of park and ride service into Houston. He also said the Conroe Connection was in the process of its FTA Triennial Review.

Amy Skicki announced that on Monday April 21 BAYTRAN would be hosting a panel featuring mayors from Clear Lake area cities.

Vernon Chambers noted that AVL and wifi were now being provided on all Harris County Transit buses; the technology was currently undergoing certification. Harris County Transit was also planning to roll out its contract with Uber for Harris County Rides services on May 1st. Harris County Transit would be in its FTA Triennial Review May 7-8.

Thomas Gray provided an update on the status of the Performance Measures Working Group. He also announced that H-GAC's Area Agency on Aging was seeking Statements of Qualifications from organizations interested in providing transportation services for older persons living in the Texas Gulf Coast area. The target populations are individuals 60 years of age and older (with special emphasis on those living in rural areas). Gray referred those interested to H-GAC's procurement portal.

Thomas Gray provided a remembrance for Paulette Shelton, who directed Fort Bend Transit for many years and was very active in the Subcommittee. She recently passed away.

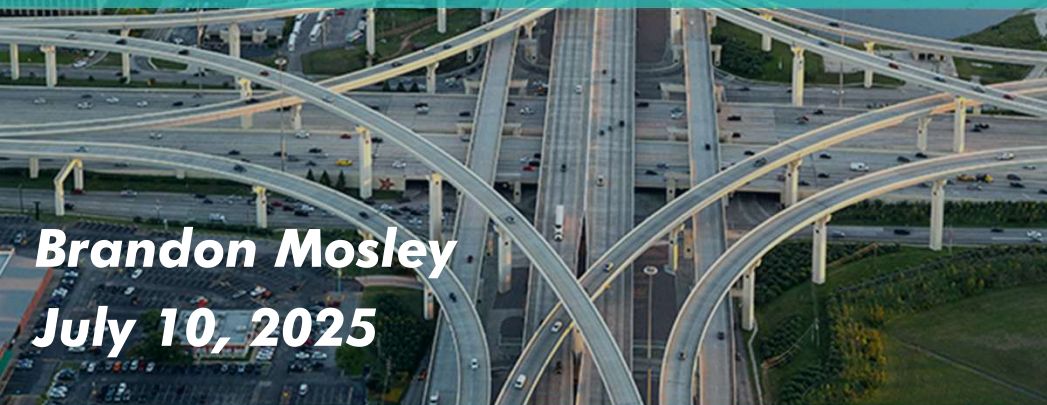
#### **ADJOURNMENT**

Mr. Oliver adjourned the meeting at 11:02 am.

**Next RTCS Meeting – 9:30 AM on Thursday, July 10, 2025**



# ***RTP 2050 Public Outreach Updates***



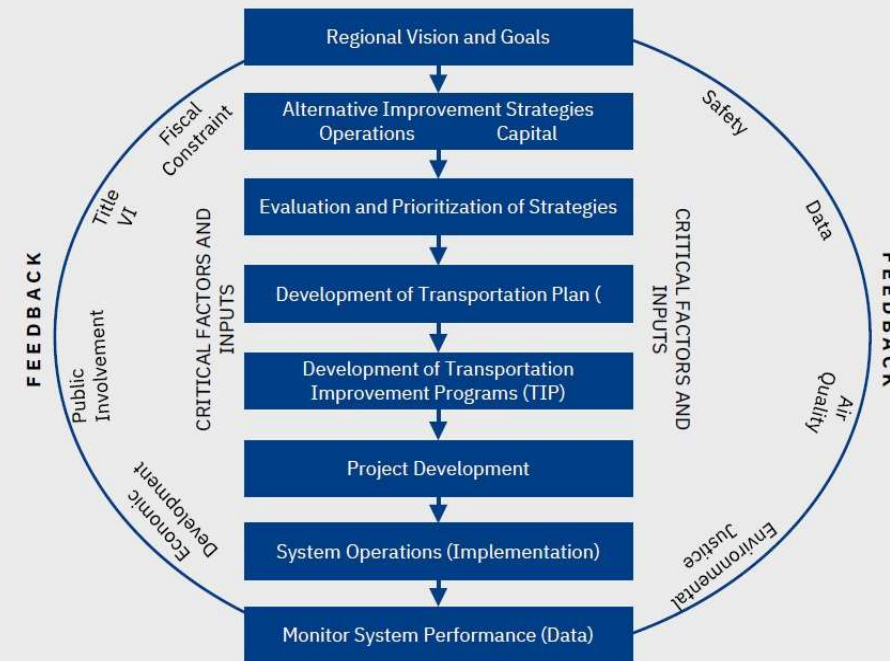
**Brandon Mosley**  
**July 10, 2025**



# Regional Transportation Plan (RTP) Overview

- Federally-mandated Comprehensive Plan
- 20-year plus outlook
- Updated every 4 years
- Fiscally constrained
- Requires stakeholder involvement

## How is Transportation Planning done?

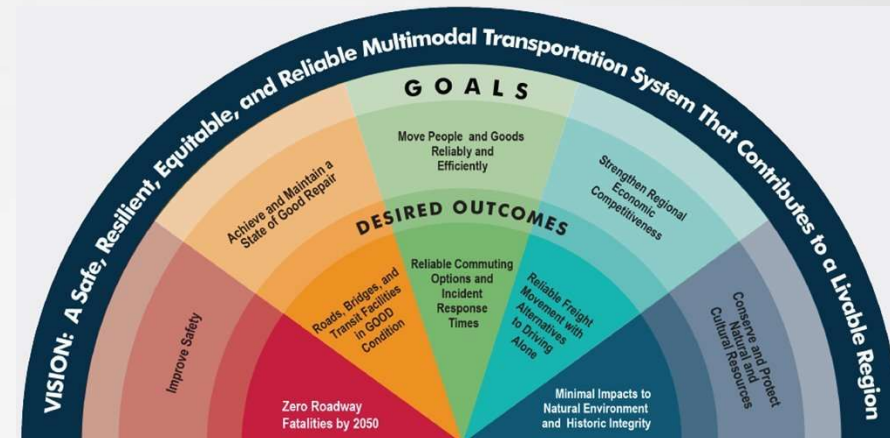


Source: FHWA

# Regional Transportation Plan (RTP) Purpose



- Guides future policies and investment
- Aligns with federal, state, regional, local vision
- Allows stakeholder input on transportation decisions
- Targets federal, state, local resources for transportation investments



2045 RTP Update Vision, Goals and Outcomes

# Regional Transportation Plan (RTP) Process



## PUBLIC OUTREACH PHASE 1

- Survey - [engage.h-gac.com](https://engage.h-gac.com) website
- Public meetings
- Partner Toolkit





# Public Meeting Locations



**Liberty County**  
Thursday, July 10  
Jack Hartel Building

**Chambers County:**  
Tuesday, July 15  
West Side Complex  
Community Building

**Waller County**  
Tuesday, July 22  
Waller County  
Courthouse Annex

**Galveston County:**  
Thursday, July 24  
North County Annex/Mid  
County Annex



Virtual Only Meeting:  
Tuesday August 12

**Brazoria County**  
Tuesday, July 29 Brazoria  
County Administration  
Building

**Harris County**  
Thursday, July 31  
H-GAC Office

**Fort Bend County**  
Wednesday, August  
6 Missouri City Library

**Montgomery County**  
Friday, August 8  
Shenandoah City Hall

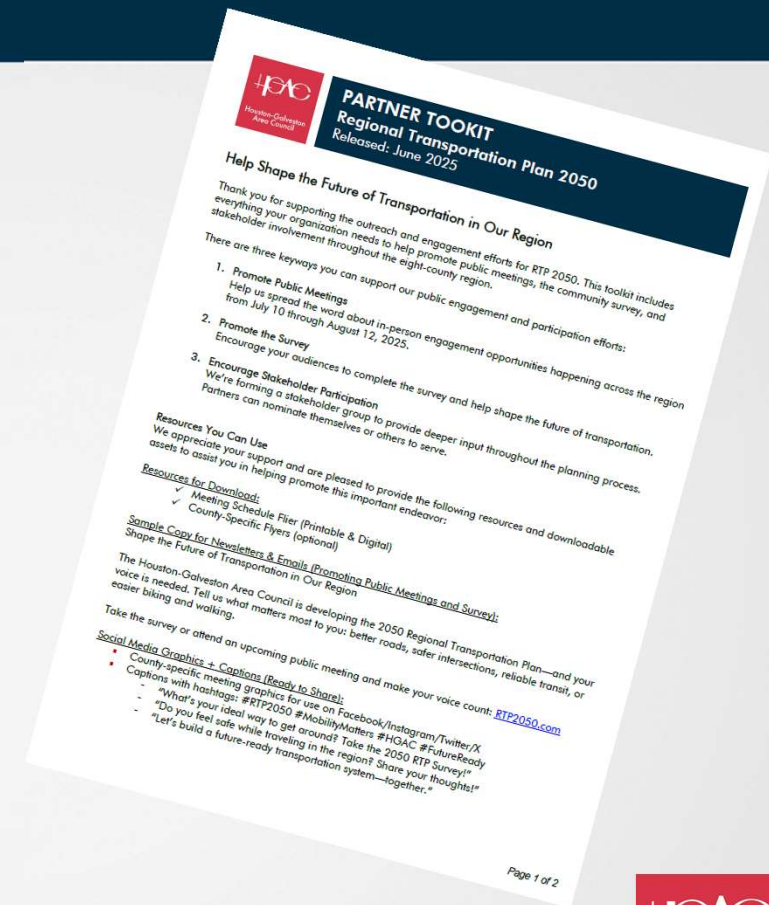
# Partner Toolkit

## Goals

- ❑ Promote Public Meetings
- ❑ Promote the Survey
- ❑ Encourage Stakeholder Participation

## What is included?

- ❑ Sample email and newsletter
- ❑ Flyers – Meeting schedule and county-specific flyers
- ❑ Social media captions and graphics



# Questions?



## ***2050 Regional Transportation Plan***

### Principal Planner

- **Brandon Mosley**
  - Email: [Brandon.Mosley@h-gac.com](mailto:Brandon.Mosley@h-gac.com)
  - Phone: 713-993-4576

### RTP Subcommittee Chair

- **Brian P. Alcott, P.E.**
  - Email: [Brian.Alcott@hctra.org](mailto:Brian.Alcott@hctra.org)





# Major Universities & Community Colleges Survey



Michael Onuogu  
July 10<sup>th</sup>, 2025



# Overview



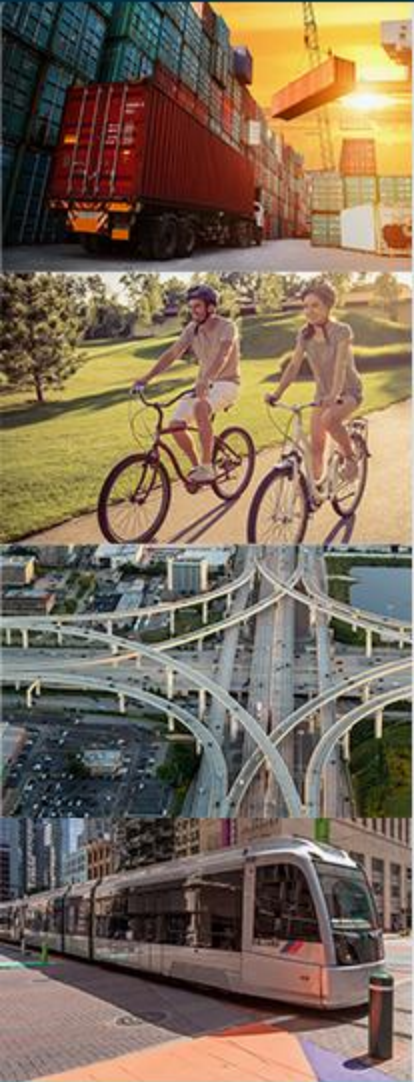
H-GAC is updating its current travel demand models and, at the same time, developing some sub-models that will better represent the current travel patterns and characteristics in the H-GAC MPO region, especially after the COVID-19 pandemic

To support these tasks, many post-pandemic travel related data are being collected in the H-GAC MPO region. One of those travel related data being collected in the H-GAC MPO region is through the Major Universities and Community Colleges Surveys.

The survey is designed to collect travel related data at Nine (9) Major Universities, and three (3) Community College campuses in the H-GAC region. This data collection at each campus will focus on:

- Students/Staff/Visitors surveys
- Conducted during non-summer/non-holiday/weekdays
- Campuses excluding those in Galveston County: UTMB, Texas A&M Galveston, and 2 campuses of Galveston Community College

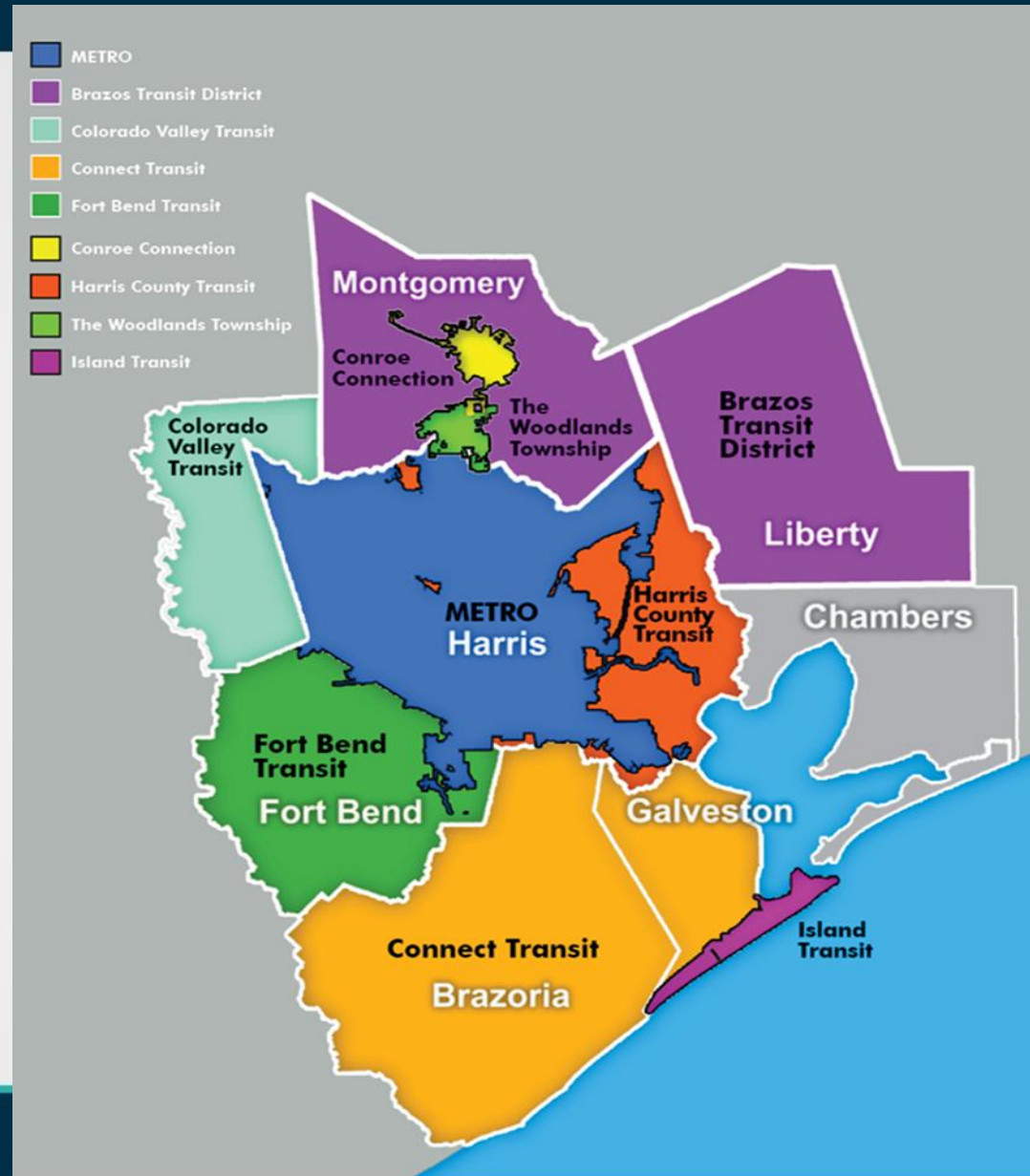
# Universities and Community Colleges



## These Institutions include:

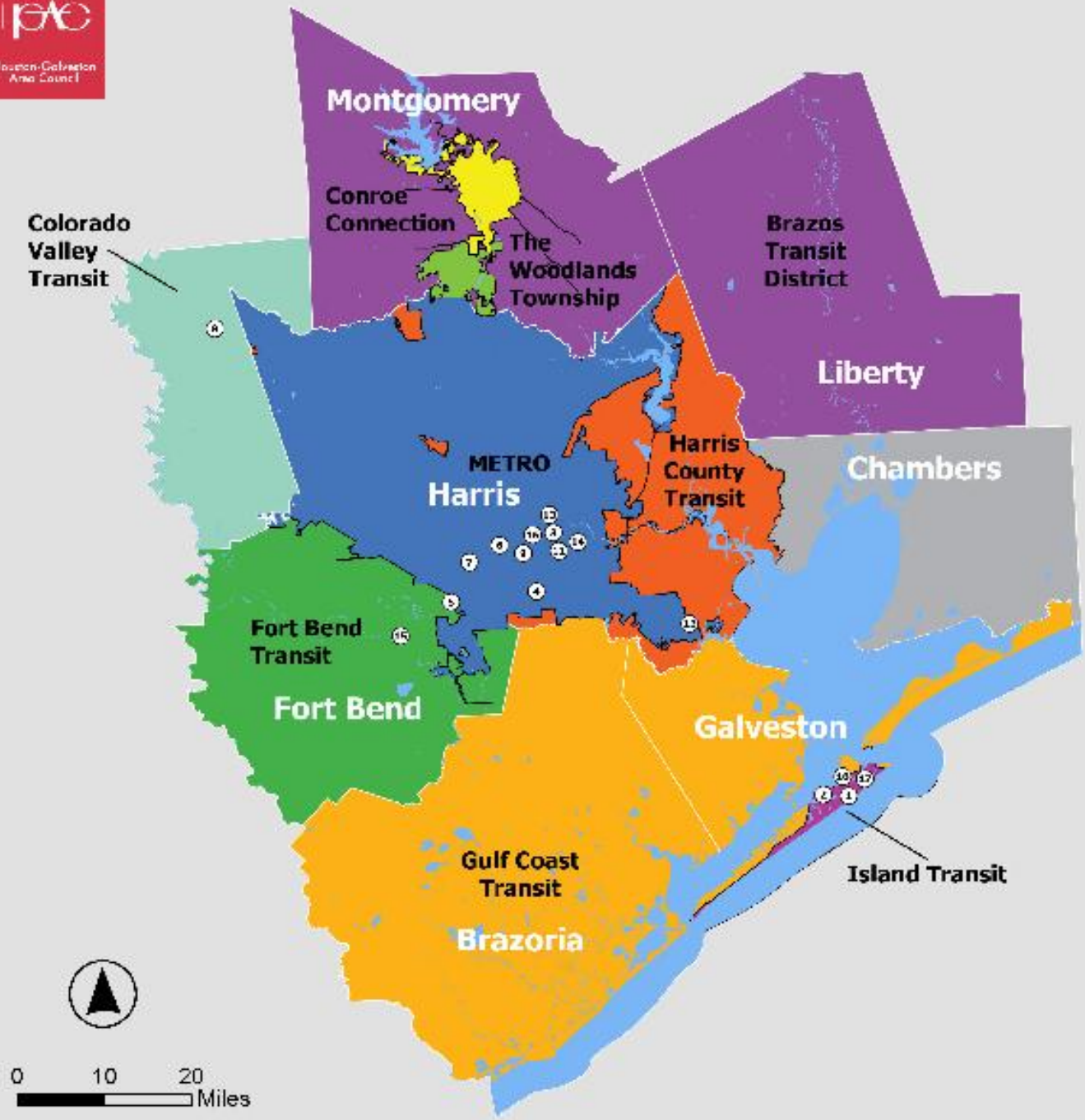
1. Houston Christian University
  2. Prairie View A&M university
  3. Rice University
  4. University of St. Thomas
  5. Texas Southern University
  6. University of Houston – Central / University of Houston – Sugar Land
  7. University of Houston – Downtown
  8. University of Houston – Clear Lake
  9. Three (3) Major Houston Community Colleges:
    - Central Campus - 1300 Holman Street, Houston TX 77004
    - Stafford Campus – 10041 Cash Road, Stafford TX 77477
    - West Loop Campus – 5601 W Loop S, Houston TX 77081
- Campuses in Galveston County are part of another survey
- Commercial Vehicle & Special Generator surveys being conducted by TxDOT TP&P Austin

# H-GAC Transit Partners





Colorado Valley Transit



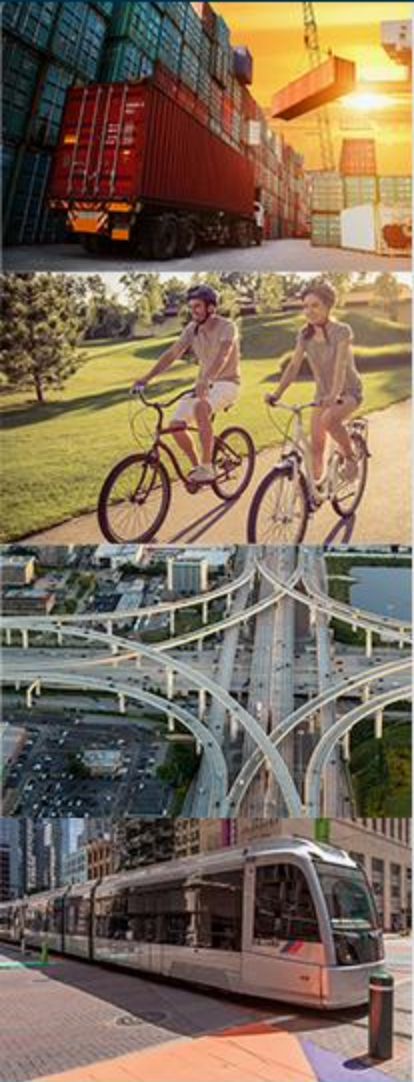
### Universities & Community Colleges

1. Galveston College
2. Galveston College ATC Campus
3. HCC Central Campus
4. HCC South Campus
5. HCC Stafford Campus
6. HCC West Loop Campus
7. Houston Christian University
8. Prairie View A&M University
9. Rice University
10. Texas A&M University at Galveston
11. Texas Southern University
12. University of Houston Clear Lake
13. University of Houston Downtown
14. University of Houston Main Campus
15. University of Houston Sugar Land
16. University of St. Thomas
17. University of Texas Medical Branch

- Dots indicate survey locations
- Galveston campuses included in another survey



# Data Summary



## ❑ Sample Size

- 500 surveys at each campus
- 4,000 total surveys all campuses plus surveys at the community colleges

## ❑ Survey Includes

- Average student trip rates
- Average trip length
- Trip purpose

## ❑ Sample will be representative of student population regarding:

- Graduate vs undergraduate
- Students living on-campus vs off-campus
- Vehicle ownership
- Mode of travel
- Time-of-day
- Trip purpose

# Project Schedule & Status



- ❑ Consultant Procurement – Completed
  - Prime Consultant – ETC Institute
  - Sub-Consultants – RSG, Cambridge Systematics, ANIK
- ❑ Project Kick-off Meeting – June 3, 2025
- ❑ Actual Surveys/Data Collection – August thru November 2025
- ❑ Contract Ends – June 30, 2026

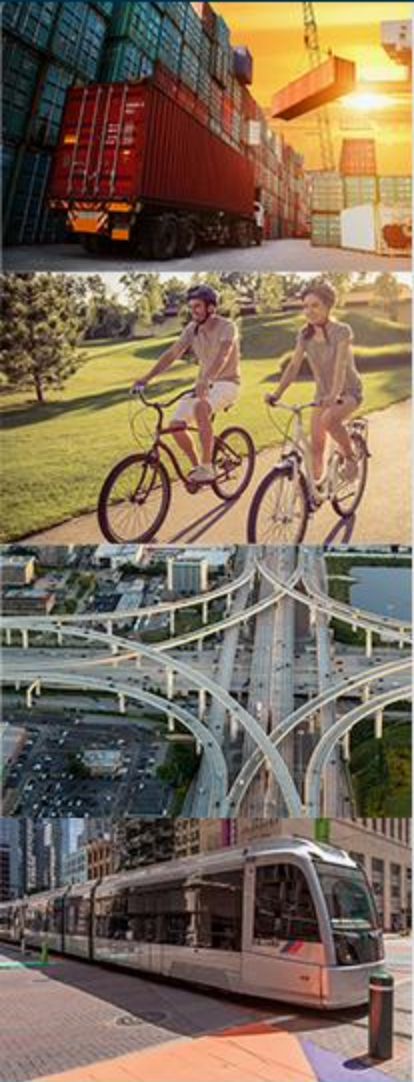
# Participation by Agency



- ❑ **Houston-Galveston Area Council (H-GAC)**
  - Procurement
  - Project Management (PM)
  - Payment
- ❑ **Texas Department of Transportation (TxDOT Houston)**
  - State Funding Source (Advance Funding Agreement)
- ❑ **Texas A&M Transportation Institute (TTI) – In-House Consultant**
- ❑ **Steering Committee**
  - H-GAC
  - METRO
  - TxDOT Houston District
- ❑ **Selected Universities & Community Colleges – Survey Sites**



# Questions or Contacts



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H-GAC Project Manager  
Travel Demand & Forecasting  
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**Thomas Gray, AICP**  
Principal Planner  
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# Standard Operating Procedure



Stephen Keen  
July 10, 2025



# Standard Operating Procedure (SOP)

## ■ What is an SOP?

- Instructions to submit projects with project descriptions that are consistent

## ■ Why an SOP?


- Avoid delays in STIP project approvals
- Project description standardization
- Some funding categories have specific requirements

## ■ **Goal:** Develop H-GAC SOP in anticipation of the next TIP

1. Work being delivered
2. Funding eligibility
3. Conformity determination, exempt, or exempt from regional emissions analysis (EREA)

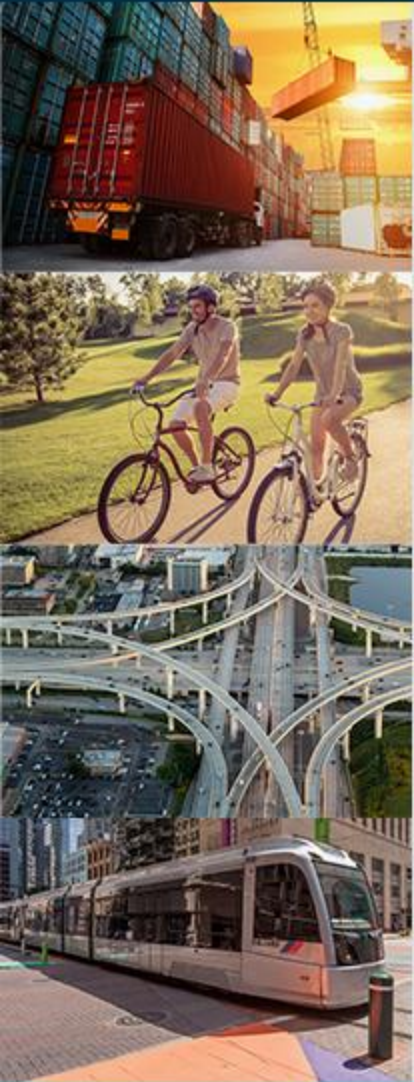


# Transit Concerns

- 
- Transit has received FTA guidance for project descriptions
    - The SOP is designed to make project submission and project approval easier, not more difficult.
  - What do you want to see in an SOP?
    - Standardized project descriptions, especially for projects requesting CMAQ funding.
  - Transit agencies may not know what activities their capital projects will fund
    - Staff will only ask for what is known about each project.

# Transit SOP

- What could be beneficial for an H-GAC SOP?
  - Include improvement activities/specific improvements
  - Do not include why the improvement activities are included
  - Include standardized descriptions for common projects
  - Do not include materials nor other design decisions





# Transit Projects

- Capital Expense Projects
- Operating Expense Projects
- Planning Expense Projects
- Specific or one-time projects
  - Examples?
- Other Projects
  - Which other projects could be standardized?

