MEETING OF THE RTP SUBCOMMITTEE

HOUSTON-GALVESTON AREA COUNCIL

TELECONFERENCE PARTICIPATION VIA MICROSOFT TEAMS

November 8, 2023

1:30PM

Minutes

Member Attendance:

Primary-Name	Present	Alternate-Name	Present
Joe Cutrufo		Nikki Knight	
Bill Zrioka	YES	Marcel Allen	
Elijah Williams		Vacant	
Peter Eccles	YES	Dexter Handy	YES
Harrison Humphreys		Amy Skicki	YES
Vacant		Marcus Snell	
David Fields	YES	Monique Johnson	
Kimberly Judge		Shashi Kumar	YES
Timothy Smith		Jay Knight	
Todd Stephens	YES	Ruthann Haut	
Morad Kabiri	YES	Jildardo Arias	
Cara Davis	YES	Christopher Sims	
Jameson Appel		Yolci Ramirez	
Perri D'Armond	YES	Stacy Slawinski	
Katherine Parker	YES	Katherine Summerlin	YES
Bruce Mann	YES	Rohit Saxena	
Mike Wilson	YES	Jason Miura	
Charles Airiohuodion	YES	Jeffrey English	
Lisa Collins		Arnold Vowles	YES
Ken Fickes	YES	Vernon Chambers	YES
Sean Middleton	YES	Vacant	
Alberto Lyne	YES	Rachel Die	
Brian Alcott	YES	Vacant	

Other Present: Veronica Waller, Jean Mann, Varuna Singh, Shixin Gao, Qun Zhao, Stephan Gage, Allie Isbell, Andrew DeCandis, Thomas Gray, Sydney Sepulveda, Ayo Jibowu, Catherine McCreight, Gloria Brown, Carlene Millins, Karen Owen, Pharri Andrews, Eric Belmar, Christopher Whaley, Brenda Bustillos, Carrie Evans.

Staff Participating:

Sydni Ligons, Stephen Keen, Vishu Lingala, Craig Raborn

1. Call to Order
   a. Chair Perri D'Armond calls the meeting to order at 1:30 PM
   b. Chair confirms quorum.
2. Acceptance of meeting Minutes from October 11, 2023
   a. Motion for approval, seconded, and approved.
3. Regional Goods Movement Plan Presentation (Sydni Ligons)
   a. Sydni Ligons presented Regional Goods Movement Plan to RTP Subcommittee members.
4. RTP Project Development Process (Stephen Keen)
   a. What we heard: October 2023
      - Can projects on the illustrative list go through environmental actions.
         - Staff responded that these projects could not go through environmental actions.
      - What is a regionally significant outcome.
         - Staff referred to the code of Federal Regulation (23 CFR 450.104.), responded that "Outcome where a project connects two major activity centers, planned developments, intermodal transportation terminals, rural population centers, or key destinations within the region, among other examples".
      - Are Bus Rapid Transit (BRT) and Light Rail Transit (LRT) considered fixed guideways?
         - Staff confirmed that they are fixed guideways.
      - Is there an emergency process component to the RTP project development process?
         - Staff responded that after deliberating, the emergency process for natural disasters component was removed from the RTP project development process.
   b. RTP Project Development Process: Final Proposal
      a) General Overview
         - Staff has developed a final proposal in close coordination with and guidance from the RTP Subcommittee. The final proposal will not include the sample project slides presented in the draft proposal in September due to timing consideration. However, those slides are updated so they will be sent out to RTP Subcommittee members at the conclusion of this meeting.
      b) Step-by-Step
         - The RTP Project Development Process will follow five steps: ACCESS, SUBMISSION, EVALUATION, RECOMMENDATION, PRESENTATION.

- **Step 1: Access.** The online only application portal will be open for 60 days for project sponsors to submit their projects. This time period will allow project sponsors to do any necessary public outreach, receive administrative approvals, and gather pertinent data for the submission, among other necessary procedures. The project development process will occur every two years.
- **Step 2: Submission.** The project sponsor will answer the following information: applicant information (name, email/phone number, organizations), project information (name or facility, description/scope of work, the project limits, project cost, project need and desired outcome), public outreach (source of documented pubic outreach or explanation if no public outreach), presented in previous studies/plans (if yes, name the study/plan with link), if the project is regionally significant (explain how if yes), and if the project addresses the RTP Goal(s). The project sponsors will answer if projects address each RTP goal and supply verification information that supports their answers, whether that be data-driven, narrative-driven or both.

  Step 2, Question 1: Improve Safety. The project sponsor will need to answer: Does the project decrease transportation network fatalities? Does it decrease transportation network? Staff will the score the project solely based on the information provided on the application. The examples of verification can include but not limited to submitting a map that shows fatalities and serious injuries within the project limits and the narrative that states fatalities and serious injuries are present and will be addressed by the project with an explanation on how it will do so.

  Step 2, Question 2: Achieve and Maintain a State of Good Repair. The project sponsors will need to answer the following: Does your project help achieve and maintain good conditions of roads, bridges, and transit facilities and/or equipment? Staff will score the project again solely on the information provided on the application for verification information. The project sponsor could provide current conditions of the road, bridge, and transit facilities/equipment, along with a narrative explaining why the road, bridge, or transit facility/equipment needs to be replaced and why it's necessary. Verification information again is not limited to these examples, there are many ways project sponsors can provide successful verification information.

  Step 2, Question 3: Move People and Goods Reliably and Efficiently. The application will pose the following questions: Does the project increase or maintain travel time reliability? Does it decrease annual peak hours of excessive delay? Verification information can include but not

limited to calculating level of travel time reliability for the project limits, and explaining how the project increases travel time reliability and/or incident response time reliability.

Step 2, Question 4. Strengthen Regional and Economic Competitiveness. The project sponsors will answer the following questions: Does the project achieve reliable freight movement? Does it address traffic congestion by offering alternatives to driving alone? Staff will score the project based on applicants' response on does it increase or maintain truck travel time reliability or does it offer alternatives to driving the loan to combat traffic congestion on the roadway? Supplemental information can include but is not limited to calculating truck travel time reliability and providing a narrative identifying reasonable improvements that promote alternatives to driving alone to combat traffic congestion.

Step 2, Question 5. Conserve and Protect Natural and Cultural Resources. The project sponsors will answer the questions: Does the project mitigate impacts to the natural environment? Does it mitigate impact to the project boundary's cultural integrity. Staff will determine based on the response and supplemental information if the project avoids or mitigates impacts to natural cultural resources, such as thoracal sites, archeological sites, flood plans, wetlands, etc. or does your project support the reduction of NOx, VOC or GHG emissions? Verification information can include providing a map that identifies these historical sites or geological sites, flood sites, wetlands, etc. within the project limits, providing data on how this project contributes to emission reduction or a narrative explaining how this project mitigates impacts to the natural or cultural resources identified during the data gathering process.

- **Step 3: Evaluation.** Staff will use these criteria to score projects. Projects will either meet the criteria or not, so scoring will be binary. It's yes or no. Sponsors must provide clear project information, answer the RTP goals questions with supporting documents, data and or narratives. Projects must address at least three RTP goals and must not diminish the progress of other goals to be eligible for the RTP project list.
- **Step 4: Recommendation**. There are three types of recommendations that a project can be selected for once staff evaluates it: selected for the RTP Project List, selected for the Illustrative List, or selected for Further Refinement.
- **Step 5: Presentation.** Before presentation to TAC/TPC, the new RTP Project list will undergo fiscal constraint and undergo an Air Quality

Conformity Determination Process. Once these processes have been completed, the new RTP project list will be brought to TAC/TPC for informational purposes. The following TAC/TPC meetings, members will vote on approving the RTP project list. Once TPC approves the List, the air quality conformity determination documents will be sent to our state and federal partners for review and approval.

- RTP Project Development Flowchart.

c) Questions/Comments
- Peter Eccles asks about the *Conserve and Protect Natural and Cultural Resources* RTP goal. He mentions it can be a tricky question to answer for some of the projects and saw some projects have been claimed to be reducing the pollution through some creative ways in the past. He assumes that H-GAC staff will be the final arbiter, but he wants to know is there any appeals process or more detailed rubric that will be applying here, and how can people check the committees working on it.
    i. Staff confirms that H-GAC staff will be the final arbiter. H-GAC staff will look at these projects critically.
    ii. Staff mentions this process can be amended in the future if we do find those issues.
- Charles Airiohuodion says he believes Vishu Lingala mention that Appendix F is the illustrative list. Charles asks is if there is going to be an illustrative list, and suggests if there will be an illustrative list, we should have a clear definition about the project that should be on the illustrative list, and how those projects can be advanced into RTP. His second question is how those projects that are outside the 10-year plan without quantitative data available at this time to be selected into the RTP plan.
    i. Staff explains the appendix acts as a placeholder right now for the illustrative list. It only has a cover letter, but it will be populated. We expect after going through the call for projects, and the full project selection process cycle, we might have some that may be required to be added to the illustrative list and that's the reason why we initially set a placeholder for illustrative list of projects.
    ii. Staff responses when we have the illustrative list, we will have a clear definition for what those projects are and how they can be advanced into the fiscally constrained list.
    iii. Staff assures that we will provide as much flexibility as possible for this Project Development Process. The narrative section is available for project sponsors to describe when

quantitative data may not be available at that certain time and that will be taken under advisement by staff.

- Bruce Mann asks have we left room for new technology and concepts to be included in the RTP, for example freight shuttle.
    i. Staff confirms that there is room fiscal wise since we have more revenues than the expenditures as we showed in the RTP. But it depends on what the freight shuttle would cost and how it is going to be paid for it, private or public.

d) Request: Staff requests some committee voice vote on the final proposal.
- Mike Wilson moves for approval.
- Bruce Mann seconds the motion for approval. Katherine Parker also seconds the motion for approval.
- Motion approves.

e) Schedule
- Staff plans to present the RTP Project Development Process final proposal as an informational item to TAC and TPC in December and then present and then present for a vote in January.
- The RTP Project Development Process will be initiated in spring of 2024.
- When we have a time, staff will present that to the RTP Subcommittee, and the subcommittee will be given updates on the process as it flows through these steps.
- As always, subcommittee will be given ample opportunity for comments.

5. Announcements
   a. Transportation Advisory Committee (TAC)
      a) Next meeting: December 18, 2023, at 9:30 AM (In-Person)
   b. Transportation Policy Council (TPC)
      a) Next meetings:
      - November 17, 2023, at 9:30 AM (Hybrid)
      - December 15, 2023, at 9:30 AM (Hybrid)
   c. Regional Transportation Plan (RTP) Subcommittee
      a) Next meeting: December 13, 2023, at 1:30 PM (Conference Call)
6. Adjourn
   a. Chair Perri D'Armond calls for adjournment at 2:28 PM.