

5A. MINUTES OF THE TRANSPORTATION ADVISORY COMMITTEE  
WEDNESDAY, DECEMBER 6, 2023, 9:30 A.M. MEETING

INTRODUCTIONS

Chair Veronica Chapa-Gorczyński, called the Transportation Advisory Committee (TAC) meeting to order at 9:30 a.m.

Committee members and staff introduced themselves. A list of Committee representatives and alternates attending the meeting is included with these minutes as Attachment 1. There were 26 members in attendance; 22 are required for a quorum.

The meeting agenda and materials are available on the TAC website at:  
<http://www.h-gac.com/transportation-advisory-committee/meeting-agendas-and-minutes.aspx>.

In addition, the livestream recording is available at: <http://www.h-gac.com/transportation-advisory-committee/meeting-livestream-archive.aspx>.

PUBLIC COMMENTS

There were no written public comments received and no public comments presented at the meeting.

ORIENTATION TO AGENDA AND MPO DIRECTOR REPORT

Mr. Craig Raborn gave a brief presentation on the Orientation to Agenda and MPO Director Report. For further details, please click on the link [here](#).

APPROVAL OF CONSENT AGENDA ITEMS

Chair Veronica Chapa-Gorczyński entertained a motion for approval of the Consent Agenda Items:

4A. Meeting Minutes for the November 8, 2023, meeting

A motion to amend Consent Agenda Item 4A was made by Mr. David Fields. Mr. Fields asked that the meeting minutes be amended to show the motions for action items in the meeting minutes. Staff will make the update and bring back the amended November meeting minutes for approval.

A slide presentation and audio recording for this item is available on the TAC website [here](#).

AGENDA ITEMS

AMENDMENTS TO THE 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AND THE 2045 REGIONAL TRANSPORTATION PLAN (RTP)

Mr. Jim Dickinson presented on the Amendments to the 2023-2026 TIP and 2045 RTP. The 2023-2026 Transportation Improvement Program (TIP) is a four-year capital improvements program for transportation projects. Under federal rules, all federally assisted projects must be included in the TIP to be eligible for funding. In addition, federal rules require that regionally significant local projects must also be included in the TIP. The 2045 Regional Transportation Plan (RTP) is a long-range plan that prioritizes spending on regional transportation projects including short and long-range strategies to ensure the transportation network is safe and efficient. Updated every four years, the RTP outlines a fiscally constrained transportation investment program that is based on the unique needs and characteristics of the MPO region. Amendments to the TIP and RTP are brought to the Transportation Policy Council (TPC) for consideration monthly and amended in accordance with the H-GAC Public Participation Plan. For a detailed list of the amendments, please refer to the December 6, 2023, TAC Packet. To hear this presentation, please click on the link below.

A motion to approve was made by Mr. Bruce Mann. A second motion was made by Mr. David Douglas. The Committee voted and the motion carried.

A slide presentation and audio recording for this item is available on the TAC website [here](#).

#### ADJUSTED URBANIZED AREA UPDATE

Mr. Craig Raborn provided an update on the Adjusted Urbanized Area. The US Census Bureau defines and delineates the geographic boundaries for urbanized areas based on population determined by the Census. Urbanized Areas (UZAs) have a population of at least 50,000. Every ten years when Census data is released, TxDOT leads the process of reviewing and/or adjusting Urbanized Area boundaries with feedback from the Metropolitan Planning Organizations (MPOs). For transportation planning purposes, states have the option of using Census-defined urban boundaries, or they may adjust the census-defined boundaries to be more consistent with transportation needs. Any adjustments to urban area boundaries must be approved by the Federal Highway (FHWA) Division Office.

The original 2020 Census Urbanized Area Boundary may be adjusted (“smoothed”) to follow municipal limits, include transit routes, and/or simplify the boundary to remove irregularities. Any adjustments to the Urbanized Area Boundaries must be approved by the FHWA Division Administrator by December 29, 2023.

At the November 8, 2023, Transportation Advisory Committee meeting, the TAC recommended that the TPC accept TxDOT’s proposed adjustments to the urbanized area. At the November 17, 2023, Transportation Policy Council meeting, the TPC tabled action on providing input to TxDOT. TxDOT has subsequently completed its development of the adjusted urbanized area for submittal to FHWA. This item was for discussion only. To hear more details on this update, please click on the link below.

A slide presentation and audio recording for this item is available on the TAC website [here](#).

#### 20-YEAR URBANIZED AREA GROWTH FORECAST

Mr. Pramod Sambidi presented on 20-Year Urbanized Area Growth Forecast. The MPO is required to develop a forecast of the region’s contiguous urbanized area projected for the next 20 years. That projection is used to review the MPO’s Metropolitan Planning Area (MPA) for compliance with the federal requirement that the MPA “encompass the entire existing urbanized area (as defined by the Bureau of the Census) plus the contiguous area expected to become urbanized within a 20-year forecast period...” If the Census-defined urbanized area or the contiguous area expected to become urbanized within the next 20 years extends beyond the current Metropolitan Planning Area, then the MPO is required to adjust the MPA to ensure compliance. The H-GAC MPO’s Metropolitan Planning Area was established in 1974 and has not been adjusted since then.

Following the 2020 Decennial Census, MPO staff prepared the required 20-year urban growth area forecast. Staff presented the methodology of the forecast and described how it was developed. This forecast will be used by the Transportation Policy Council’s Select Committee on Planning Area and Composition to evaluate and make recommendations to the TPC regarding adjustments to the Metropolitan Planning Area to ensure compliance with federal requirements for the MPO. After the presentation, Chair Chapa-Gorczyński opened the floor for discussion. To hear more on this presentation and discussion, please click on the link below.

A slide presentation and audio recording for this item is available on the TAC website [here](#).

#### CARRY OVER BALANCE POLICY

Mr. Adam Beckom presented on the Carry Over Balance Policy. Over the last several years the Houston-Galveston region has experienced various issues that have hindered the on-time delivery of surface transportation

projects selected with federal funding by the Transportation Policy Council. Federal transportation funds that are not obligated within established time limits are at risk of lapsing. Delays in implementation of transportation projects have resulted in a growing carryover balance of federal transportation funds that will be at risk of lapsing at some point in the 2025 federal fiscal year. After multiple discussions with stakeholders and conversations at the Transportation Advisory Committee and Transportation Policy Council, MPO staff have incorporated strategies into a draft policy that includes a target for reducing the carryover balances and lists a various policy elements and project selection strategies intended to reduce the carryover balances and manage future increases. Staff provided a draft with further recommendations from the TPC and TAC. A draft policy was provided in the December 6, 2023, TAC Packet. The floor was opened for discussion. The Committee discussed and commented on recommendations.

Mr. David Wurdlow provided the following language as a recommendation to the policy: “The Transportation Policy Council seeks to ensure carry over balances for each federal funding source do not exceed a 200% amount apportioned to the MPO per program.”

Mr. Bruce Man also recommended that the language on page 44, in the last bullet, in the policy, to be amended to reflect the same language as recommended by Mr. Wurdlow. Mr. Mann recommended the following language: “The MPO Staff shall develop and implement a strategy for not exceeding a 200% carry over balance.”

To hear further discussion on this action item, please click on the link below.

A motion to amend and approve was made by Mr. David Wurdlow. A second motion was made by Ms. Sherry Weesner.

A slide presentation and audio recording for this item is available on the TAC website [here](#).

#### CARRY OVER/SPEND DOWN PROJECTS (0-2 Year)

Ms. Callie Barnes presented on Carry Over/Spend Down Projects. Due to a variety of delays and readiness issues with projects programmed in the Transportation Improvement Program, the H-GAC has developed significant carryover balances that need to be addressed to avoid the risk of losing federal funds allocated to the Transportation Policy Council. As of October 2023, the total carryover amount was approximately \$450 million, although there is no risk of federal funds lapsing until 2025. These carryover balances have primarily accrued with Congestion Mitigation Air Quality (CMAQ) funds – Category 5 and Surface Transportation Block Grant (STBG) program funds - Category 7.

The TPC’s Project Selection Process approval in January 2023 included a commitment for the MPO staff to review proposed projects to assess whether they could be let within a two-year period to avoid the risk of federal funds lapsing. This process screened projects for readiness and then assessed how well “ready” projects aligned with the TPC’s priorities and goals, expressed through the Regional Transportation Plan and criteria from the Project Selection Process. MPO staff conducted this process that started in March 2023.

H-GAC staff assessed the 91 projects with a high likelihood to let within a 0–2-year timeframe to determine if the projects were:

- 1) Already included in an existing H-GAC Plan such as the Regional Transportation Plan (RTP) (thus the project had previously been through H-GAC’s selection process and meets the RTP vision/goals),
- 2) Meets the RTP vision and goals (note: H-GAC assigned a score between 1 to 5 for each project for which a “3” indicates the project met 3 of the 5 RTP vision and goals) and;
- 3) Eligible for CMAQ and/or STBG and/or Carbon Reduction Program (CRP) funding.

The list of potential carry over, spend down projects was filtered to include projects that were either already included in an H-GAC Plan or scored at least a 2 for meeting the RTP Vision/Goals. The resulting list consisted of 58 projects represented by 21 sponsors with a federal requested amount of approximately \$671M. The Draft Recommendation List (as presented at TPC on November 17, 2023) included 51 projects represented by 21 sponsors with a total federal requested amount of \$328M.

Ms. Barnes gave a summary showing the timeline of recommendation list of projects that can let in a 0-2 year time frame, that would help spend down carry over balances, a summary of recommended funding, and highlighted next steps for Staff, Local Sponsors and Tx-DOT. After the presentation, the Chair opened the floor for questions and discussion.

To view the detailed summary for this action item, please click on the link below.

A motion to approve was made by Mr. Morad Kabiri. A second motion was made by Ms. Catherine McCreight. The Committee voted and the motion carried.

A slide presentation and audio recording for this item is available on the TAC website [here](#).

#### REGIONAL GOODS MOVEMENT PROJECT SELECTION

Mr. Vishu Lingala presented on Regional Goods Movement Project Selection. At the March 2020 Transportation Policy Council (TPC) meeting, the Council approved goals, priorities, and policies for selection and prioritization of projects to be programmed in Transportation Improvement Program (TIP), 10-Year Plan, and the Regional Transportation Plan (RTP). These goals, priorities and policies guide the H-GAC staff, Transportation Advisory Committee (TAC), and the TIP Subcommittee in development of project selection criteria and evaluation methodologies for project planning and programming. At the January 2023 meeting, TPC authorized the MPO staff to initiate the Project Selection Process.

At the November TAC and TPC meetings, staff presented final draft total scores and ranking of the Regional Goods Movement (RGM) projects considered for selection. The final scores, ranking, and the programming years of the projects are available online [here](#).

Project readiness information collected from the sponsor and analyzed by H-GAC staff was used to determine the programming years for the top 20 high scoring RGM projects. Project phases for engineering and construction were programmed accordingly. The programming years were used to inflate project budgets, at a 5 % inflation rate, to the Year of Expenditure (YOE) project costs.

Based on the funding instructions approved by the TPC, the RGM projects are allocated 12% (\$156M) of the total available funds for programming recommended in the ongoing Project Selection Process. Considering the total available funding amount of \$156M, staff recommend approving funding for the projects ranked 1 to 8 and project ranked number 10. The 9<sup>th</sup> ranked project has been authorized for construction in TxDOT's FY 2024 Unified Transportation Program and due to the project cost, staff recommended not funding this project through the RGM project selection process. Staff recommended projects with programming phases, fiscal years, funding categories and funding amounts that were provided in the December 6, 2023, TAC Packet (Attachment A). The floor was opened for discussion and questions.

Mr. Bruce Man recommend Staff to add more language to clarify how the recommended projects improve regional goods movement. Staff will note recommendation before presenting to TPC. For more details on this action item, please click on the link below.

A motion to approve was made by Mr. Bruce Mann. A second motion was made by Mr. Ken Fickes. The Committee voted and the motion carried.

A slide presentation and audio recording for this item is available on the TAC website [here](#).

### PROJECT SELECTION PROCESS

Mr. Vishu Lingala provided an update for Project Selection Process. At the March 2020 Transportation Policy Council (TPC) meeting, the Council approved goals, priorities, and policies for selection and prioritization of projects to be programmed in Transportation Improvement Program (TIP), 10-Year Plan, and the Regional Transportation Plan (RTP). These goals, priorities and policies guide the H-GAC staff, Transportation Advisory Committee (TAC), and the TIP Subcommittee in development of project selection criteria and evaluation methodologies for project planning and programming. At the January 2023 meeting, TPC authorized the MPO staff to initiate the Project Selection Process.

At the September 2023 TIP Subcommittee and TAC meetings, staff presented the draft evaluation criteria for the projects considered under the next 5 investment categories. These 5 investment categories include:

- Major Projects
- High Growth Area Needs
- Operational Improvements and Congestion Management
- Resiliency and State of Good Repair
- Transit

Based on the comments provided by committee members and sponsors, the draft evaluation criteria for the next 5 investment categories was revised and published on the website [here](#).

Evaluation criteria questionnaires are due by 5:00 PM on February 5, 2024. To hear the updates and discussion on this presentation, please click on the link below.

A slide presentation and audio recording for this item is available on the TAC website [here](#).

### REGIONAL TRANSPORTATION PLAN PROJECT DEVELOPMENT PROCESS

Mr. Stephen Keen presented on the Regional Transportation Plan (RTP) Project Development Process. H-GAC does not have an established avenue that primarily serves to add projects to the Regional Transportation Plan (RTP). H-GAC and the RTP Subcommittee have jointly developed the RTP Project Development Process, which goals are to increase the number of projects submitted to the RTP, increase planning activities for said projects, and enhance collaboration between H-GAC and its projects sponsors. The RTP Project Development Process was developed to serve as the primary avenue to add projects to the RTP fiscally constrained project list.

H-GAC staff, guided by the Regional Transportation Plan Subcommittee, has developed the RTP Project Development Process. Its purpose is twofold: establish a primary avenue for projects to be submitted for inclusion into the RTP, and to ensure that projects added to the RTP align with the vision statement, goals, and desired outcomes of the Plan. The RTP Project Development Process, along with the Project Selection Process, will allow project sponsors to submit their projects to the appropriate process. Staff previewed the RTP Project Development Process for possible action at subsequent meeting. To hear updates on this item, please click on the link below.

A slide presentation and audio recording for this item is available on the TAC website [here](#).

PLANNING ACTIVITIES

A. Administrative Amendments to the 2023-2026 TIP and the 2045 RTP

Mr. Jim Dickinson provided a brief overview of Administrative Amendments to the 2023-2026 TIP and 2045 RTP. For a summary of the Administrative Amendments, please view December 6, 2023, TAC Packet or click on the link below.

For Information Only. No action needed.

A slide presentation and audio recording for this item is available on the TAC website [here](#).

B. Future Amendments to the 2023-2026 TIP and 2045 RTP

Mr. Jim Dickinson provided a brief overview of Future Amendments to the 2023-2026 TIP and 2045 RTP. For a summary of the Future Amendments, please view December 6, 2023, TAC Packet or click on the link below.

For Information Only. No action needed.

A slide presentation and audio recording for this item is available on the TAC website [here](#).

ANNOUNCEMENTS

The following announcements were shown on the slide for the upcoming meetings:

|   |             |            |         |
|---|-------------|------------|---------|
| Regional Transportation Plan (RTP) Subcommittee Meeting       | December 13 | 1:30 p.m.  | Virtual |
| Regional Air Quality Program Advisory Committee (RAQPAC)      | December 14 | 10:00 a.m. | Virtual |
| Transportation Policy Council (TPC) Meeting                   | December 15 | 9:30 a.m.  | Hybrid  |
| Transportation Improvement Program (TIP) Subcommittee Meeting | January 3   | 1:30 p.m.  | Virtual |
| Regional Transit Coordination (RTC) Subcommittee Meeting      | January 11  | 9:30 a.m.  | Virtual |
| Transportation Advisory Committee (TAC) Meeting               | January 17  | 9:30 a.m.  | Onsite  |
| Pedestrian and Bicyclist (Ped-Bike) Subcommittee Meeting      | January 18  | 9:30 a.m.  | Virtual |

ADJOURNMENT

Chair Chapa-Gorczyński adjourned the meeting of the TAC at 12:07 p.m.

A slide presentation and audio recording for this item is available on the TAC website [here](#).

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1st Vice Chair  
Transportation Advisory Committee

ATTACHMENT 1

**TRANSPORTATION ADVISORY COMMITTEE**

**MEETING ATTENDANCE (Roll Call)**

**November 8, 2023, at 9:30 a.m.**

NOTES:

1. Attendance is marked with “X” in the corresponding column for the Member and/or Alternate.
2. Where both the Member and Alternate are present, the Alternate is marked with an asterisk (\*) after the “X” to indicate that this person does not count toward quorum or votes for this meeting.

| <u>Member</u>              | <u>Present</u> | <u>Representing</u>    | <u>Alternate</u>            | <u>Present</u> |
|----------------------------|----------------|------------------------|-----------------------------|----------------|
| <i>Chair</i>               |                |                        |                             |                |
| Veronica Chapa Gorczynski  | <u>X</u>       | Business Interests     | David Kim                   | _____          |
| 1 <sup>st</sup> Vice Chair |                |                        |                             |                |
| Morad Kabiri, P.E.         | <u>X</u>       | Smaller Cities         | Jildardo Arias              | _____          |
| 2nd Vice Chair             |                |                        |                             |                |
| Perri D’Armond             | <u>X</u>       | Transit                | Pamela LeBrane              | _____          |
| (Vacant)                   | _____          | Smaller Cities         | Brian Winningham            | _____          |
| Jeremiah Hill              | _____          | Smaller Cities         | Janet Corte                 | _____          |
| Ken Fickes                 | <u>X</u>       | Transit                | Vernon Chambers             | _____          |
| Ruthanne Haut              | _____          | Transit                | Todd Stephens               | <u>X</u>       |
| Carl Woodward              | <u>X</u>       | Environmental          | Sue Theiss                  | _____          |
| Katherine Parker           | <u>X</u>       | Environmental          | Amy Skicki                  | _____          |
| David Fields               | <u>X</u>       | Planning               | Jennifer Ostlind, AICP      | _____          |
|                            |                |                        | Faustino Benavidez,<br>P.E. | _____          |
| David Wurdlow              | <u>X</u>       | Planning               |                             | _____          |
| Catherine McCreight        | <u>X</u>       | Planning               | Brenda Bustillos            | <u>X*</u>      |
| Marlisa Briggs             | _____          | Business Interests     | Elijah Williams             | _____          |
| Dexter Handy               | _____          | Citizens Interests     | Amy Skicki                  | <u>X</u>       |
| Sherry Weesner, P.E., CPM  | <u>X</u>       | Citizens Interests     | Gabe Cazares                | _____          |
|                            |                |                        |                             | _____          |
| Bruce Mann                 | <u>X</u>       | Port of Houston        | Rohit Saxena                | _____          |
| Michael Wilson             | _____          | Port Freeport          | (Vacant)                    | _____          |
| Brian Alcott               | _____          | Toll Road              | (Vacant)                    | _____          |
| (Vacant)                   | _____          | Toll Road              | (Vacant)                    | _____          |
| Stephen Gage               | <u>X</u>       | Active Transportation  | Patricia Kievlan            | _____          |
| Bill Zrioka                | <u>X</u>       | Airport                | Marcel Allen                | _____          |
| Joe Compian                | _____          | Regional Planning      | Wil Kennedy                 | _____          |
| Clint Harbert              | _____          | METRO                  | Alan Clark                  | <u>X</u>       |
| James W. Koch, P.E.        | <u>X</u>       | TxDOT-Houston District | Jeffrey English, AICP       | _____          |

| <b><u>Member</u></b>             | <b><u>Present</u></b> | <b><u>Representing</u></b>                 | <b><u>Alternate</u></b>         | <b><u>Present</u></b> |
|----------------------------------|-----------------------|--|---------------------------------|-----------------------|
| Lisa Collins, P.E.               | _____                 | TxDOT-Beaumont District                    | Nany Peron, P.E.                | _____                 |
| Wael Tabara, P.E.                | <u>  X  </u>          | Brazoria County                            | Karen McKinnon, P.E.            | _____                 |
| Cory Taylor                      | _____                 | Chambers County                            | Natalie G. Lopez                | _____                 |
| Stacy Slawinski, P.E.            | <u>  X  </u>          | Fort Bend County                           | Rick J. Staigle, P.E.           | _____                 |
| Michael Shannon, P.E.            | _____                 | Galveston County                           | Nancy Baher, P.E.               | _____                 |
| Patrick Mandapaka, Ph.D,<br>AICP | <u>  X  </u>          | Harris County                              | Susan Fraser, P.E.              | _____                 |
| David Douglas                    | <u>  X  </u>          | Liberty County                             | Hon. Jay Knight                 | _____                 |
| Jean Mann                        | <u>  X  </u>          | Montgomery County                          | John McKinney                   | _____                 |
| Ross McCall                      | _____                 | Waller County                              | (Vacant)                        | _____                 |
| Brant Gary                       | _____                 | City of Baytown                            | Martin Scribner                 | _____                 |
| Jordan Cruz                      | <u>  X  </u>          | City of Conroe                             | Chris Bogert, P.E.              | _____                 |
| Robert Winiecke, P.E.,<br>CFM    | _____                 | City of Galveston                          | Brandon Cook                    | _____                 |
| Veronica O. Davis, P.E.          | <u>  X  </u>          | City of Houston                            | Fabio Capillo                   | _____                 |
| Christopher Sims                 | _____                 | City of League City                        | Cara Davis                      | _____                 |
| Marcus Snell                     | <u>  X  </u>          | City of Missouri City                      | Shashi Kumar                    | _____                 |
| Sarah Benavides                  | _____                 | City of Pasadena                           | Mark Gardemal                   | _____                 |
| Trent Epperson                   | _____                 | City of Pearland                           | Rajendra Shrestha, P.E.,<br>CFM | _____                 |
| (Vacant)                         | _____                 | City of Sugar Land                         | Melanie Beaman                  | <u>  X  </u>          |
| Kim Golden, P.E.                 | _____                 | City of Texas City                         | Jack Haralson, P.E.             | _____                 |
|                                  | <u>  44  </u>         | <b>Total Voting Membership</b>             |                                 |                       |
|                                  | <u>  26  </u>         | <b>Total Voting<br/>Membership Present</b> |                                 |                       |
|                                  | <u>  22  </u>         | <b>Required for Quorum</b>                 |                                 |                       |