



## **PUBLIC TRANSPORTATION ADVISORY COMMITTEE**

November 26, 2013 - 1:00 PM (local time)  
Teleconference  
3712 Jackson Ave, Bldg. 6, Room 323  
Austin, Texas

### **Agenda**

1. Call to Order
2. Approval of Minutes from September 24, 2013 meeting  
(Action)
3. Division Director's report to the committee regarding public transportation matters
4. Presentation and discussion of TxDOT's Texas Transportation Plan 2040 (TTP)  
(Action)
5. Presentation and discussion of Texas Regional Coordination Public Transportation Planning  
(Action)
6. Review and discussion of PTAC Work Plan consistent with committee duties as described in 43 Texas Administrative Code §1.84(b)(3) and update on current activities related to work plan elements  
(Action)
7. Public comment
8. Confirm date of next meetings  
(Action)
9. Adjourn  
(Action)

**Public comment will only be accepted in person.** The public is invited to attend the meeting in person or listen by phone (see information below). An audio recording of the meeting will be placed on the Internet following the meeting.

Listen-in toll-free number: 1-866-637-1408 (US)  
Conference Code: 838 499 7579



## **MINUTES FOR ADOPTION**

Public Transportation Advisory Committee – Teleconference Meeting  
3712 Jackson Avenue, Room 323  
September 24, 2013

### **Committee Members Participating:**

Michelle Bloomer, Chair  
J.R. Salazar, Vice Chair  
Glenn Gadbois  
Rob Stephens  
Brad Underwood

### **TxDOT Present and Participating:**

Eric Gleason, Director, Public Transportation Division (PTN)  
Bobby Killebrew, Deputy Division Director, PTN  
Kris Dudley, Section 5310 Program Manager, PTN

### **AGENDA ITEM 1: Call to Order.**

Michelle Bloomer called the meeting to order at approximately 1:15 P.M. One member participated via conference call.

### **AGENDA ITEM 2: Approval of Minutes from July 9, 2013 Meeting.**

**MOTION** Glenn Gadbois moved to approve the July 9, 2013 meeting minutes, as corrected.

**SECOND** JR Salazar seconded the motion.

The motion passed unanimously.

### **AGENDA ITEM 3: Division Director's Report.**

Division Director Eric Gleason reported on recovery act grants – all are closed, the FTA State Management Review, the call for projects for 2010 census impacts, and local match workshops.

Al Abson has resigned from PTAC. Eric Gleason informed the Committee he has contacted the department's State Legislative Affairs Office asking that they notify the offices of the Governor, Lieutenant Governor and Speaker that there are vacancies they need to fill. Each has one appointment.

### **AGENDA ITEM 4: Final Review of Proposed Revisions to 43 TAC Chapter 31.**

Deputy Director Bobby Killebrew pointed out changes to the rules from the draft the Committee discussed at its July meeting. Incorporated into the final rules are responses to written comments, some grammar edits, and references to a statute enacted in the last session of the Legislature. None are considered a substantial change. Before moving to a vote, there was a Q&A concerning how the department handled the public comments and how commenters would find out the department's decision regarding the issues they raised.

**MOTION** Brad Underwood moved to endorse the final rules as presented.

**SECOND** Glenn Gadbois seconded the motion.

The motion passed unanimously.

Glenn Gadbois and Brad Underwood will personally convey the Committee's recommendation to the Transportation Commission at its October 31, 2013 meeting.

**AGENDA ITEM 5: Presentation and Discussion of TxDOT's Implementation of Sec 5310 Formula Program – Grants for Seniors and Individuals with Disabilities Transportation Projects.**

TxDOT's Section 5310 program manager, Kris Dudley, briefed the Committee on implementation activities that are underway.

- The TxDOT Office of Public Involvement is training Public Transportation Coordinators on techniques to use in the Sec 5310 call for projects.
- The application is expected to be available the first week of October with a list of projects due by February 1, 2014.
- The department is encouraging those districts with both small urban and rural allocations to look at destinations as well as origins in selecting projects. This may help to offset the decrease in funds that, before MAP-21, were given to rural projects. In FY 2013, TxDOT transferred approximately \$2.7M from urban to rural areas.

Committee Q&A focused on the implications of possibly combining TxDOT districts for project selection and how TxDOT's call for projects might align with that conducted by larger urbanized areas who are their own designated recipients and have separate project calls.

**AGENDA ITEM 6: Review and Discussion of PTAC Work Plan.**

Since activity on the work plan was suspended for 10 months while the significant rule-making process progressed, Michelle Bloomer suggested that committee members review the work plan before the next meeting, identifying progress that has been made and determining the continuing validity of the plan. A more robust discussion will be part of the next meeting.

**AGENDA ITEM 7: Public Outreach Efforts by PTAC.**

Members of the transit industry have requested more information about PTAC activities and a number of ideas have surfaced about how to accommodate the request. Recently the department reorganized the PTAC web page to mirror the one used for the commission. Meeting dates are posted as soon as known, and agendas and minutes appear in a timely fashion. PTN will begin sending reminders of upcoming meetings.

During this effort, PTN realized information on individual members is dated; all were asked to visit the site and send updates as necessary. Brad Underwood raised the issue that the Open Meetings Act may dictate what must be available; Bobby Killebrew will look into this.

Various mechanisms for allowing transit agencies to “participate” in the meetings resulted in a decision to begin with a phone call format. A number, separate from the one Committee members use, will be posted. All phones will be muted; and two-way conversations will not be possible. If not excessively burdensome, Glenn Gadbois suggested the audio be recorded and posted for listening at an interested party’s convenience.

- MOTION** Michelle Bloomer moved to request PTN to:
1. Post meeting dates and agendas to the web and remind transit operators approximately 1 week in advance of the meeting.
  2. Allow interested parties to listen to PTAC meetings via one-way telephone connections.
  3. Record meetings and post on the internet.

**SECOND** Glenn Gadbois seconded the motion.

The motion passed unanimously.

**AGENDA ITEM 8: Public Comment.** None.

**AGENDA ITEM 9: Confirm Date of Next Meeting.**

The next scheduled meeting date is November 26, 2013, but that is the Tuesday of Thanksgiving Week. The committee may decide on an alternate date before then, possibly early December or waiting until the regularly-scheduled January date.

**AGENDA ITEM 10: Adjourn.**

**MOTION** Brad Underwood moved to adjourn the meeting.

**SECOND** JR Salazar seconded the motion.

The meeting adjourned at 2.52 P.M.

Prepared by:

Approved by:

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Bobby Killebrew  
Public Transportation Division

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Michelle Bloomer, Chair  
Public Transportation Advisory Committee

## Transit Director's Report

PTAC – November 26, 2013

*Commission Approves Administrative Code Changes:* The Commission formally approved the recommended package of changes to the Texas Administrative code endorsed by PTAC at its last meeting. Brad Underwood, CEO for TAPS, spoke on behalf of the Committee in favor of the changes. I appreciate the significant time and effort on the part of the Committee over the past year to help make these new rules a reality. We are moving ahead to now implement programs impacted by these changes – most notably the 5310 program.

*2014 Coordinated Call for Projects:* The November 8<sup>th</sup> Texas Register included an announcement of this fiscal year's Coordinated Call for Projects with a link to our website for the specific Request for Proposals. A series of webinars are scheduled to provide potential applicant's information on this year's Call for Projects. Project applications are due on February 12, 2014.

*5310 Program Workshops:* The effort to identify needs, priorities, and specific project proposals for FY 14 federal section 5310 funding kicked off with a number of workshops to be held around the state with key stakeholders and members of the public. The majority of these initial workshops are scheduled to be complete by the end of December 2013.

*Bicycle Advisory Committee Expanded:* The Commission will consider at its meeting on November 21, a recommendation to expand the Bicycle Advisory Committee from seven to eleven members. Four individuals will be recommended for consideration, expanding and diversifying the current committee to include members from Northeast Texas (Tyler), Houston, El Paso and San Antonio.

TxDOT's Public Transportation Division also oversees the Department's Bicycle/Pedestrian programs.





TEXAS DEPARTMENT OF TRANSPORTATION



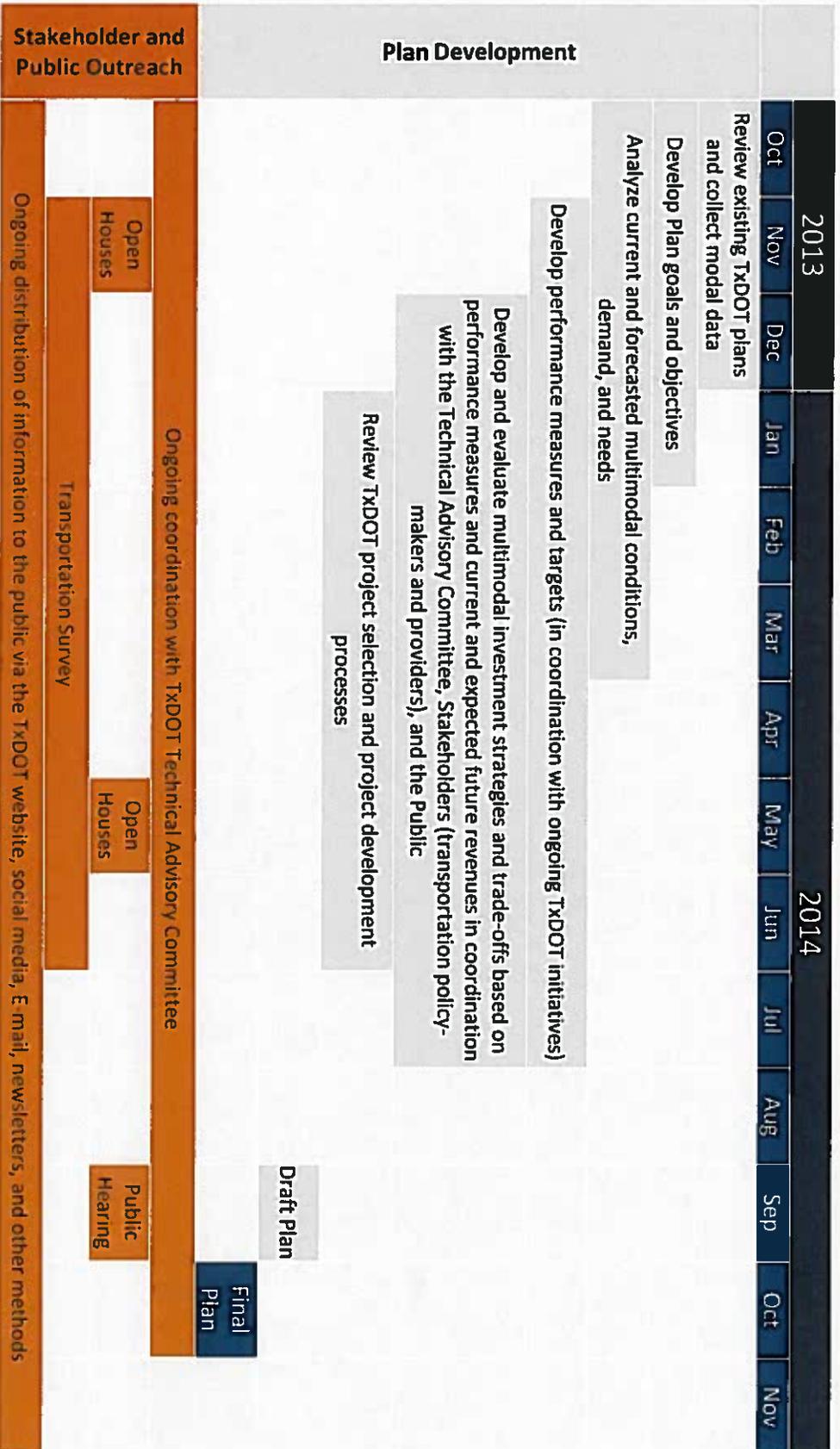
## TEXAS TRANSPORTATION PLAN

Stakeholder Workshop - Round 1

## Texas Transportation Plan Objectives

- Implement TxDOT's Strategic Plan Goals
  - *Maintain a Safe System*
  - *Connect Texas Communities*
  - *Address Congestion*
  - *Become a Best-in-Class State Agency*
- Address state and federal transportation planning requirements
- Build upon the Statewide Long-Range Transportation Plan 2035 and Texas Rural Transportation Plan 2035
- Advance performance-based planning concepts
- Link planning goals and programming decisions
- Advance "Best-in-Class" business partnerships and practices
- Integrate TxDOT's current initiatives:
  - Performance Management (Federal requirement)
  - Asset Management (Federal requirement)
  - Customer Service (Best-in-Class state agency)

# Texas Transportation Plan Development Schedule

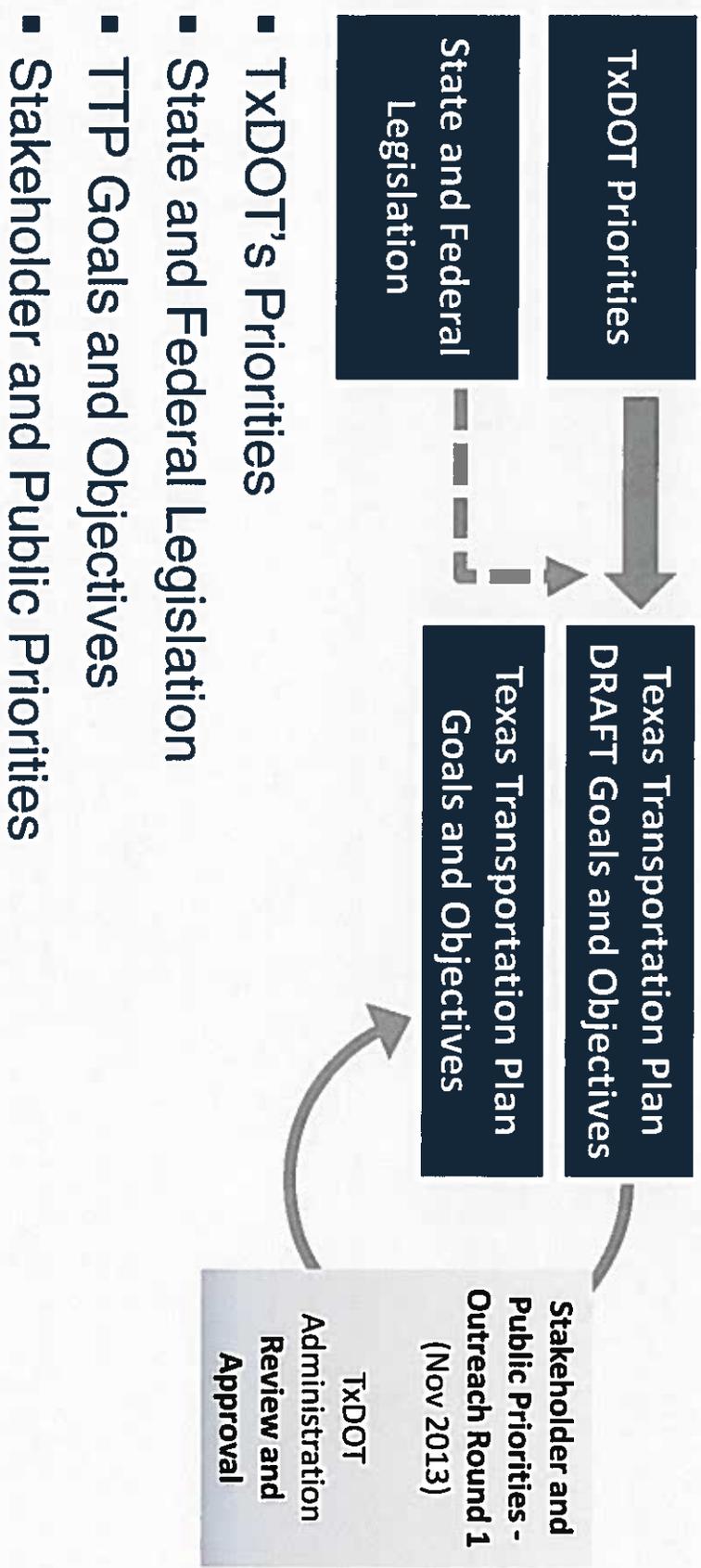


# Stakeholder/Public Participation Schedule – Round 1

DATE	IN-PERSON TXDOT DISTRICT OFFICE LOCATION	VTC (PUBLIC)	ADDRESS
November 6	San Antonio	✓	San Antonio District Bldg. 2 Training Room 4615 NW Loop 410 San Antonio, Texas 78229
November 7	Pharr		Pharr District District Conference Center 600 W US Expressway 83 Pharr, Texas 78577
November 13	Houston		Houston District Conference Auditorium 7600 Washington Ave Houston, Texas 77007
November 14	Bryan		Bryan District Assembly Room 2591 N Earl Rudder Freeway Bryan, Texas 77803
November 18	Lubbock		Lubbock District Bluebonnet Room 135 Slaton Road Lubbock, Texas 79404
November 19	Wichita Falls		Wichita Falls District District Training Center Large Training Room 1601 Southwest Pkwy Wichita Falls, Texas 76302
November 20	Dallas	✓	Dallas District District VTC 2 4777 E Hwy 80 Mesquite, Texas 75150
November 21	Ablene		Ablene Center for Contemporary Arts 220 Cypress Street Ablene, Texas 79601

\* Video teleconference via Internet

# TTP Goals and Objectives Development Process



- TxDOT's Priorities
- State and Federal Legislation
- TTP Goals and Objectives
- Stakeholder and Public Priorities

*This presentation provides TTP DRAFT Goals and Objectives for stakeholder review and comment. Goals and Objectives are designed to align TxDOT planning priorities with State/Federal legislation and TxDOT's Strategic Plan.*

# Safety

- **Safety** is the first goal of the federal legislation (MAP-21), the #1 goal for TXDOT across all modes, and the primary goal of the current Strategic Plan.
- **TXDOT priorities for safety** span all modes and include highway/ bridge, transit, aviation, and rail-highway crossing safety; and infrastructure preservation to maintain a safe system.
- **Group discussion** – What are your priorities for multimodal safety, both today and in the long-term?

## Asset Management

- **Asset management** is a strategic and systematic process of operating, maintaining, and improving physical assets, with a focus on engineering and economic analysis based upon quality information, to identify a structured sequence of maintenance, preservation, repair, rehabilitation, and replacement actions that will achieve and sustain a desired state of good repair over the lifecycle of the assets at minimum practicable.
- **TxDOT priorities** for investment accountability and transparency align with asset management principles and practices for maintaining and preserving the multimodal system using cost-beneficial treatments and strategies.
- **Group discussion** – What are your priorities for multimodal system preservation and asset management?

## Mobility and Reliability

- **Mobility and Reliability** are critical for economic development and personal productivity.
- **Transportation** empowers us all and **affects every aspect of our daily lives**. Most people must travel to school, to work, to obtain necessities or medical care, and for social reasons. Whether you own a vehicle, use transit, fly on an airplane, ride a bicycle, or walk, transportation gives you the freedom to move about and makes the life you enjoy possible. The goods we consume are transported from a farm, a manufacturer, a refinery, or a warehouse—often using more than one mode of transportation.
- **TxDOT priorities** include congestion reduction, commerce facilitation, and customer service/information sharing to improve system efficiency and performance for passengers and freight.
- **Group discussion** – What are your mobility and reliability priorities for passenger and freight modes?

## Multimodal Connectivity

- **Connectivity** is the extent to which the modes within a system are connected to facilitate the movement of people and freight within communities, as well as intercity, interstate, nationally, and globally.
- **TxDOT priorities** include comprehensive multimodal planning, commerce facilitation, and integration of changing travel behaviors across age groups to enhance connections across Texas, the nation, and the globe.
- **Group discussion** – What are your main connectivity concerns for passengers and freight today, and in the long term?

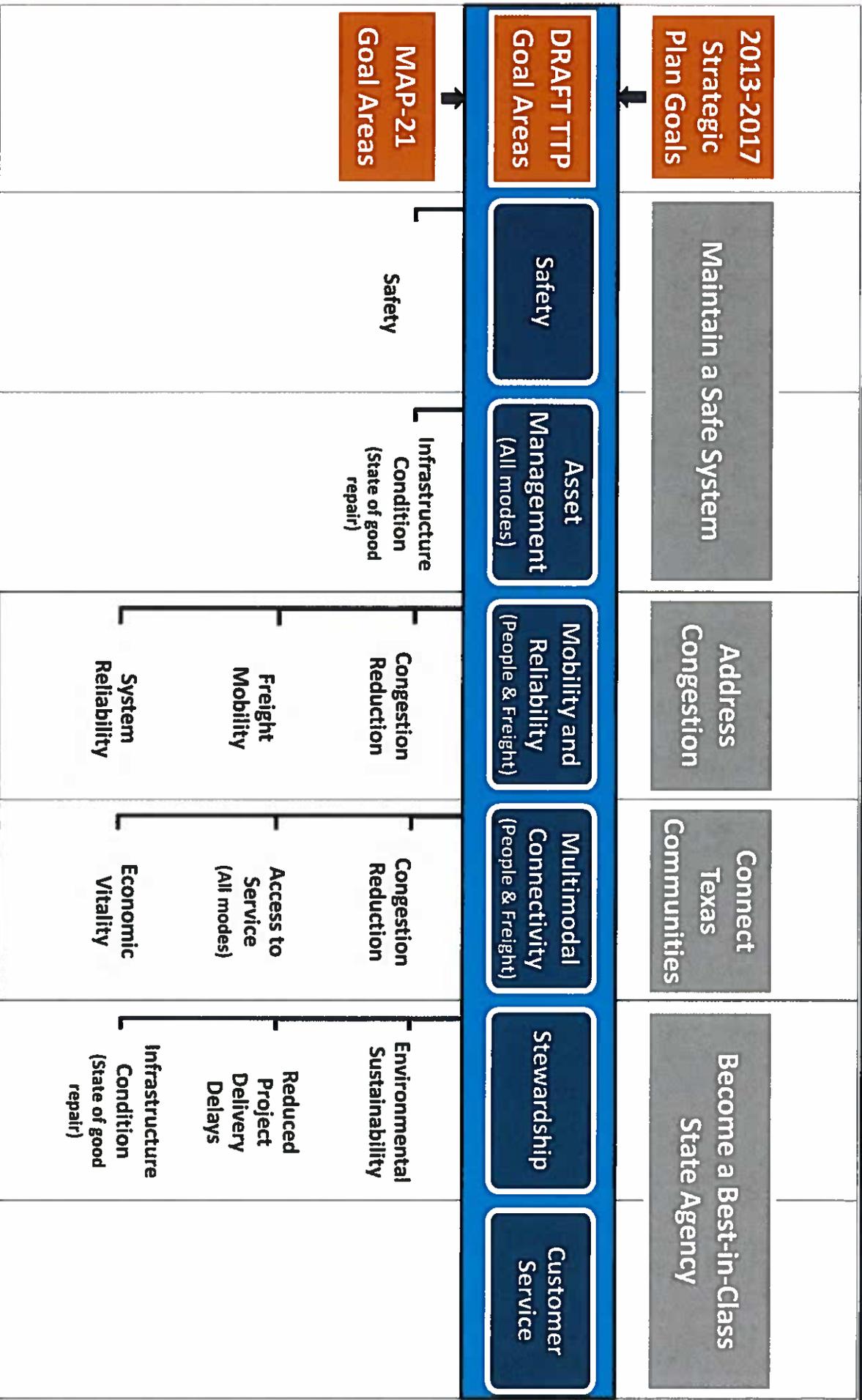
## Stewardship

- **Stewardship** includes earning public trust, maintaining accountability in decision-making, and being responsive to public input during the planning process.
- **TxDOT priorities** related to accountability, socially-responsible planning, and cost-beneficial decision-making can be grouped under stewardship.
- **Group discussion** – What additional priorities should be captured under stewardship?

## Customer Service

- **Customer service** includes educating all transportation stakeholders (our customers) on the planning and decision-making processes, soliciting and providing opportunities for input, then integrating customer feedback into the transportation planning and project delivery processes.
- **TxDOT priorities** include educating the public on investment decision-making and listening to their needs and priorities.
- **Group discussion** – What are your priorities regarding customer service, and how can TxDOT best integrate and respond to customer input in the transportation planning process?

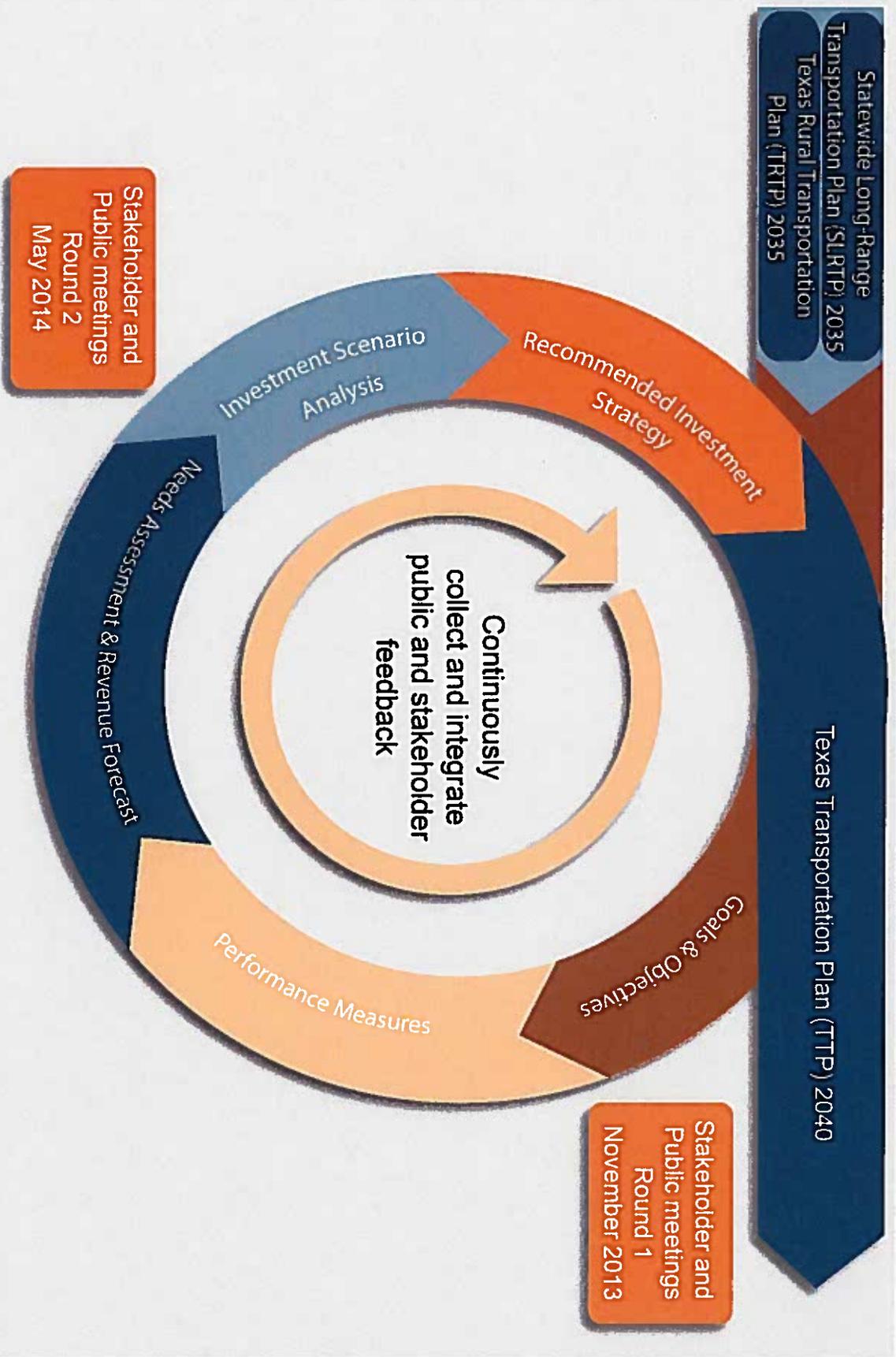
# Texas Transportation Plan DRAFT Goal Areas – Summary



## Stakeholder Goal Areas and Priorities – Discussion

- Stakeholders may:
  - Propose additional goal areas
  - Identify additional priorities by goal area
  - Ask questions about transportation planning and plan development
  - Provide data or information to be considered during plan development
  - Submit comments to TXDOT related to any transportation issue

# Plan Development Process – Opportunities for Input





TEXAS DEPARTMENT OF TRANSPORTATION

# THANK YOU!

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Michelle Conkle, TTP Project Manager  
Michelle.Conkle@txdot.gov  
512-486-5132

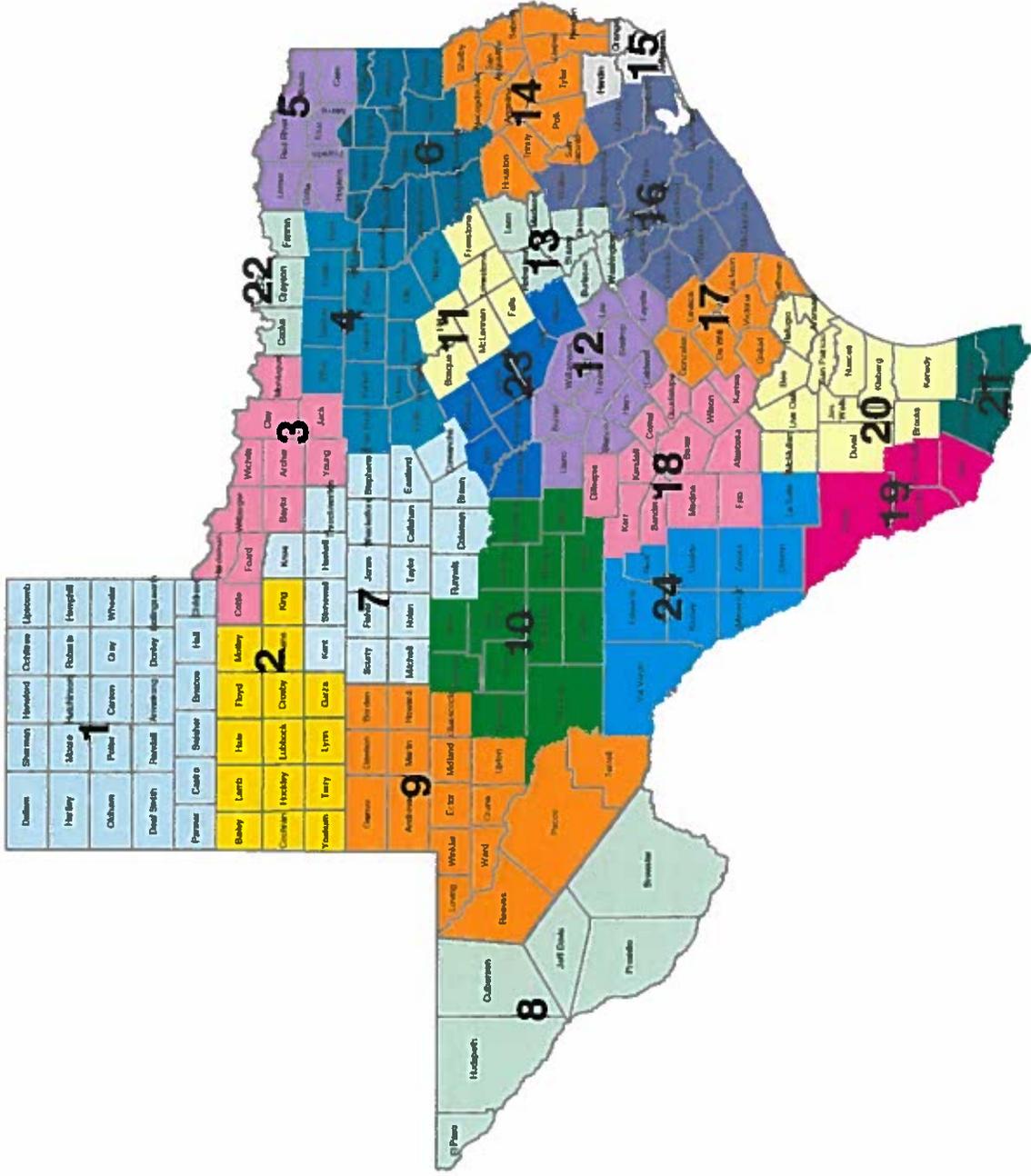
Casey Dusza, Deputy PM  
Casey.Dusza@txdot.gov  
512-486-5149



**Regionally Coordinated Transportation Planning  
PTAC Meeting  
November 26, 2013 - Draft**

- I. Texas Map of Planning Regions & Directory of Lead Agencies (see attachment)
  
- II. Funding History:
  - FY 2006: \$ 2,600,000
  - FY 2007/08: \$ 1,380,000
  - FY 2009: \$ 1,380,000
  - FY 2010: \$ 1,376,984
  - FY 2011: \$ 1,715,494
  - FY 2012: \$ 1,201,348
  - FY 2013: \$ 1,045,170
  - FY 2014: \$ 418,847
  - Total: \$ 11,117,843
  
- III. Accomplishments / Benefits
  - a. 23 of 24 planning regions have updated plans
  - b. Regular, systemic processes are in place in most regions to identify transportation issues and solutions
  - c. Individual successes across Texas
  - d. Performance measures / metrics will likely be addressed this year (this is a recommendation of the statewide working group that recently convened to make recommendations on future direction of the regional planning effort in Texas)
  
- IV. Lessons Learned / Essential Elements
  - a. An interdisciplinary / inter-agency team
  - b. Capacity to support the planning process
  - c. A locally driven process
  - d. State-level agency collaboration
  - e. Creativity
  - f. Flexibility
  - g. Communication
  
- V. Current Activities
  - a. FY 2014 PGA regional planning activities
    - i. \$418,847 awarded
    - ii. Sample projects (see attached handout)
  - b. Increased attention to veterans' transportation needs
  - c. Statewide working group on future direction on the regional planning effort in Texas
    - i. Recommendations to TxDOT (see attachment)
    - ii. Recommendations to be shared with all lead agencies & other stakeholders
  
- VI. Questions

# Map of Texas State Planning Regions and Directory of Lead Agencies



**Lead Agencies for Regionally Coordinated Transportation Planning by State Planning Region**

<b>Region</b>	<b>Lead Agency</b>	<b>Contact</b>	<b>Contact Telephone</b>	<b>Contact E-mail</b>	<b>Contact Mailing</b>
1	Panhandle Regional Planning Commission	Ms. Jaime Allen Local Government Services Coordinator	(806) 372-3381	kingham@thprpc.org	P. O. Box 9257 Amarillo, TX 79105
2	South Plains Association of Governments	Ms. Elena Quintanilla Director of Regional Services	(806) 762-8721	equintanilla@spag.org	P. O. Box 3730 Freedom Station Lubbock, TX 79452-3730
3	Nortex Regional Planning Commission	Mr. Joe Gambill Economic Development Specialist	(940) 322-5281 x122	jpgambill@nortexrpc.org	P. O. Box 5144 Wichita Falls, TX 76707
4	North Central Texas Council of Governments	Ms. Jessie Huddleston Principal Transportation Planner	(817) 608-2399	jhuddleston@nctcog.org	P. O. Box 5888 Arlington, TX 76005-5888
5	Ark-Tex Council of Governments	Ms. Lynda Woods-Pugh, CCTM Transp. & Community Dev. Manager	(903) 832-8636	lpugh@atcog.org	P. O. Box 5307 Texarkana, TX 75505-5307
6	East Texas Council of Governments	Mr. John Hedrick Director of Transportation	(903) 984-8641 x242	john.hedrick@etcog.org	3800 Stone Rd. Kilgore, TX 75662
7	Central Texas Rural Transit District	Mr. Joe Guajardo Assistant General Manager	(325) 625-4491	joe@cityandruralrides.com	P. O. Box 712 Coleman, TX 76834
8	County of El Paso	Mr. Bob Geyer Rural Transit Manager	(915) 834-8242	bgeyer@epcounty.com	800 E. Overland, Suite 208 El Paso, TX 79901
9	Midland-Odessa Transportation Organization	Ms. Angela Wolf Administrative Planning Asst.	(432) 617-0129 x1006	awolf@motor.mpo	PO Box 60916 Midland TX 79711
10	Concho Valley Transit District	Major Hofheins Transportation Operations Manager	(325) 947-8729	major.hofheins@cvcog.org	2801 W. Loop 306, Ste. A San Angelo, TX 76904
11	Heart of Texas Council of Governments	Mr. Gary Luft Director of Health and Human Services	(254) 292-1837	gary.luft@hot.cog.tx.us	1514 South New Road Waco, TX 76711
12	Capital Area Metropolitan Planning Organization	Ms. Michelle Meaux Senior Planner	(512) 974-6051	Michelle.meaux@campotexas.org	P. O. Box 1088 Austin, TX 78747
13	Brazos Valley Council of Governments	Mr. Michael Parks Assistant Executive Director	(979) 595-2800 x2001	mparks@bvocog.org	P. O. Drawer 4128 Bryan, TX 77805-4128
14	Deep East Texas Council of Governments	Mr. Rusty Phillips Regional Service Director	(409) 384-5704	rphillips@detcog.org	210 Premier Dr. Jasper, TX 75951
15	South East Texas Regional Planning Commission	Mr. Bob Dickinson Director, Transp. & Enviro Resources	(409) 899-8444 x7520	bdickinson@setrpc.org	2210 Eastex Freeway Beaumont, TX 77904
16	Houston-Galveston Area Council	Mr. Kari Hackett Program Manager	(713) 993-4576	kari.hackett@h-gac.com	P. O. Box 22777 Houston, TX 77227-2777
17	Golden Crescent Regional Planning Commission	Ms. Linda Ybago Transportation Program Coordinator	(361) 578-1587	lindsay@gcrpc.org	568 Big Bend Drive Victoria, TX 77904
18	Alamo Area Council of Governments	Ms. Beverly Lutz Transportation Manager	(210) 362-5238	blutz@aacog.com	8700 Tesoro Drive, Suite #700 San Antonio, TX 78217
19	South Texas Development Council	Mr. Juan E. Rodriguez Program Planner	(956) 722-3995 x39	jerodriguez@stcdc.cog.tx.us	P. O. Box 2187 Laredo, TX 78043
20	Transportation Coordination Network of the Coastal Bend / County of Jim Wells	Mr. Martin Ornelas Inter-County Mobility Director	(361) 664-7826	martin.ornelas@icnccb.org	601 E. Main Street, Suite 200 Alice, TX 78332
21	Lower Rio Grande Valley Development Council	Mr. Tom Logan Director, Valley Metro	(956) 969-5761	tlogan@lrgvdctransit.org	510 S. Pleasantview Drive Weslaco, TX 78596
22	Texoma Area Paratransit System (TAPS)	Mr. Brad Underwood CEO/Executive Director	(903) 893-4601	bradunderwood@tapsbus.com	6104 Texoma Parkway Sherman, TX 75091
23	Central Texas Council of Governments	Ms. Cheryl Maxwell, AICP Senior Planner	(254) 770-2379	cmxwell@ctcog.org	PO Box 729 Belton, TX 76513
24	Southwest Area Regional Transit District	Ms. Sarah Hidalgo-Cook General Manager	(830) 278-4155 x3009	scook@pascoswart.org	713 E. Main Street Uvalde, TX 78801

## Regionally Coordinated Transportation Planning Grant Recipients for FY 2014

### Selected Activities Requested for Funding

DRAFT

Planning Region	Lead Agency	Project
1	Panhandle Regional Planning Commission	<ul style="list-style-type: none"> <li>Conduct a comprehensive analysis of veterans' transportation needs and available resources in Planning Region 1.</li> </ul>
2	South Plains Association of Governments	<ul style="list-style-type: none"> <li>Develop a plan for helping people with special needs including senior citizens, individuals with disabilities, and others without transportation to have a mode of transportation during a large-scale emergency or disaster.</li> </ul>
5	Ark-Tex Council of Governments	<ul style="list-style-type: none"> <li>Design a new flex route transit system in the Paris area.</li> </ul>
6	East Texas Council of Governments	<ul style="list-style-type: none"> <li>Develop a seamless fare system so people throughout Planning Region 6 can ride more comfortably and efficiently through the region by not having to pay separate fares when using more than one transportation provider</li> </ul>
8	El Paso County	<ul style="list-style-type: none"> <li>Develop a Section 5310 (Seniors and Individuals with Disabilities) plan for Planning Reg. 8 to direct Sec. 5310 and formerly New Freedom funds to the most critical regional mobility needs. This 5310 plan will affirm existing needs, identify new or emerging needs (such as transportation for persons with Alzheimer's disease or disabled youth), and establish regional priorities for use of Sec. 5310 funds.</li> <li>Develop a plan to reduce system-wide demand-response passenger pick-up and return trip wait times. This plan will establish wait-time standards and relevant provider agreements, outlining a process to identify and reassign trips to alternative vehicles or providers.</li> <li>Conduct a survey &amp; analysis to determine if sufficient ridership exists to establish scheduled commuter service betw. selected rural communities.</li> <li>Develop a plan to sustain the regional transportation planning effort. This plan will include identification of approach-options, budget needs, potential funding sources, action steps and timeframe.</li> </ul>
9	Midland Odessa Transportation Organization	<ul style="list-style-type: none"> <li>Develop an outreach plan for informing people in Planning Reg. 9 about public transp. services. This outreach plan will identify ways to effectively share information with vulnerable populations including seniors, individuals with disabilities, and people with low incomes.</li> <li>Develop and carry out a pilot project for a centralized website to assist transp. providers with trip scheduling to prevent overlap &amp; duplication of services. This will promote seamless travel with interfacing of scheduling software and integration of other urban and rural provider activities.</li> </ul>
10	Concho Valley Transit District	<ul style="list-style-type: none"> <li>Evaluate the effectiveness and efficiencies of public transportation technology used in Planning Region 10.</li> </ul>
12	Capital Area Metropolitan Planning Organization	<ul style="list-style-type: none"> <li>Continue work on Planning Reg. 12's transportation resources web-based database; promote use of this database by stakeholder agencies.</li> <li>Integrate regional transportation planning activities &amp; those of the Office of Mobility Management (an office coordinated between Capital Metro and CARTS). This office will serve as a 1-stop information center and will coordinate transp. planning issues, provide mentoring with human services transportation providers, coordinate training, consolidate transportation resources &amp; coordinate volunteer networks.</li> <li>Plan and facilitate a regional transportation workshop to include elected officials, human services agencies, and transportation professionals.</li> </ul>

<b>Planning Region</b>	<b>Lead Agency</b>	<b>Project</b>
14	Deep East Texas Council of Governments	<ul style="list-style-type: none"> <li>• Develop a plan for a demand/response transportation service pilot project in San Augustine, Sabine, Shelby, Tyler, Jasper &amp; Newton Cos. (counties currently without public transportation services).</li> </ul>
15	South East Texas Regional Planning Commission	<ul style="list-style-type: none"> <li>• Develop a regional ride connection plan for transit dependent persons in Jefferson, Orange and Hardin Counties. This will include identifying major nodes, service overlaps, a transfer plan and connection options.</li> <li>• Design trip plans. Determine how service overlaps can be used to reach major nodes, identify alternative transportation options, and coordinate services offered by all transportation providers.</li> </ul>
17	Golden Crescent Regional Planning Commission	<ul style="list-style-type: none"> <li>• Develop an outreach &amp; marketing plan for effectively sharing information on public transportation options with priority population groups including senior citizens, individuals with disabilities, and people with low incomes.</li> </ul>
18	Alamo Area Council of Governments	<ul style="list-style-type: none"> <li>• Develop a plan to better serve seniors in rural areas of Planning Reg. 18 by modeling the Community Outreach for Older Persons program (which currently is in urban parts of the region). This program will go beyond the traditional scope of transit systems as volunteers will go door to door to assist riders from inside their homes to medical appointments, grocery shopping or other destinations and then arrange to take them home.</li> <li>• Plan and conduct a workshop to share information on the Community Outreach to Older Persons program.</li> <li>• Create or modify a travel training curriculum and develop a travel training plan for Planning Reg. 18.</li> </ul>
20	Jim Wells County	<ul style="list-style-type: none"> <li>• Develop transportation plans for Refugio Co. and Live Oak Co.</li> <li>• Develop a newsletter or similar publication to be used as a transportation planning tool.</li> </ul>
21	Lower Rio Grande Valley Development Council	<ul style="list-style-type: none"> <li>• Plan and convene regularly scheduled stakeholder committee and subcommittee meetings to identify transportation needs and trends in Planning Reg. 21</li> </ul>
22	Texoma Area Paratransit System, Inc.	<ul style="list-style-type: none"> <li>• Plan and convene regularly scheduled stakeholder committee and subcommittee meetings to identify transportation needs and trends in Planning Region 22 and mobilize efforts to address these issues.</li> </ul>

**FINAL RECOMMENDATIONS – 11/13/13 - DRAFT**

Topic Identified by Working Group	Recommendations	Responsible Entity	
		Lead Agency	TxDOT
Definition	1. For purpose of these recommendations, we propose that the term “stakeholders” includes but is not limited to seniors (individuals 65 or older), individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, representatives of workforce agencies, education agencies and veterans’ organizations; and other members of the public	★	★
Membership and Engagement of Local Stakeholders	2. We propose that lead agencies be accountable to regional stakeholders and TxDOT for ensuring that the regionally coordinated transportation planning (RCTP) process is transparent and inclusive. At a minimum, each regional plan will indicate that it was developed and adopted with participation from stakeholders by including a list of (1) stakeholders involved in developing the plan, and (2) regional stakeholder committee members who participated in adopting the plan and their signatures.	★	
	3. We propose that stakeholders in the RCTP process collaboratively develop a written statement of what is expected of them and be able to articulate the purpose and benefit of this process.	★	
	4. We propose that stakeholders in the RCTP process actively seek to participate in other relevant planning processes that occur within their region, such as with MPOs and field offices of state agencies.	★	
Selection and expectations of lead agencies (including possible training)	5. We propose that stakeholders in each planning region continue to determine the lead agency for their respective region. Stakeholders may designate a new lead agency at any time but, at a minimum, shall re-confirm the lead agency designation every five years before the funding application to update the plan is prepared and submitted.	★	
	6. We propose that the role of lead agencies is to: <ul style="list-style-type: none"> <li>a. continuously identify and engage stakeholders</li> <li>b. regularly convene meetings, facilitate discussion and keep others engaged in a collaborative planning process;</li> <li>c. manage regional transportation stakeholder steering committees;</li> <li>d. manage development, implementation and updates of the regionally coordinated transportation plan through ongoing collaboration w/other stakeholders and in accordance w/federal &amp; state requirements;</li> <li>e. assure activities in the regional plan move forward and goals, objectives and priorities are accomplished in a timely and inclusive manner;</li> <li>f. provide staff support to manage regional planning grants and to carry out tasks in these grants; and</li> <li>g. participate in TxDOT-sponsored workshops, trainings and conferences on RCTP and related topics.</li> </ul>	★	

<b>Outreach - to inform and educate stakeholders and general public on process and services</b>	7. We propose that lead agencies collaborate with other stakeholders to develop effective strategies for informing the public on the purpose and value of the RCTP process.	★	
	8. We propose that lead agencies collaborate w/other stakeholders to develop effective strategies for informing specific audiences (including but not limited to seniors age 65 and older & individuals w/disabilities) about available transportation services.	★	
<b>Content / Components of regional plans (including prioritizing projects)</b>	<p>9. We propose the following elements be included in each regional plan as best practices:</p> <ul style="list-style-type: none"> <li>a. a vision statement, mission statement, goal, and objectives;</li> <li>b. a description of the methodology used to develop the plan;</li> <li>c. a prioritized financial plan for implementing the regional plan including steps for leveraging multiple resources to sustain this planning process;</li> <li>d. an assessment and description of how this plan will a) complement and be consistent with other metropolitan, regional and statewide planning processes and, b) seek to integrate services of various programs funded by the Federal Transit Administration, Federal Highway Administration, programs funded through health and human services agencies, work force agencies, and others;</li> <li>e. an assessment of the transportation needs of children;</li> <li>f. identification of underused equipment owned by public and private transportation providers;</li> <li>g. an assessment of each planning region's capacity to sustain regional planning activities, implement, and update the regional plan; and</li> <li>h. performance measures to evaluate progress and effectiveness in achieving goals and objectives.</li> </ul> <p><b>Note: These elements are in addition to the federal and state requirements listed at the end of this document.</b></p>	★	
<b>Metrics</b>	10. We propose that lead agencies with the assistance of other stakeholders develop and include in regional plans a metric for each local transportation service priority or identified gap in service that empirically measures the extent to which that service priority was met or the gap in service was filled.	★	
	11. We propose that lead agencies with the assistance of other stakeholders develop <i>local</i> performance metrics relevant to their respective planning regions for demonstrating that individuals throughout their region have improved access to an effective and efficient network of public transportation services, especially for seniors and people with disabilities.	★	

	12. We propose that state and regional stakeholders, including TxDOT and lead agencies, collaborate to develop <i>statewide</i> performance metrics for demonstrating that individuals throughout Texas have improved access to an effective and efficient network of public transportation services, especially for seniors and people with disabilities.	★	★
TxDOT role in providing guidance and direction to regional planning process	13. We propose that TxDOT provide timely guidance to lead agencies on how to develop and adopt the next updated regionally coordinated transportation plan through regional workshops, webinars, websites, and other means of communication.		★
	14. We propose that TxDOT provide ongoing guidance to lead agencies and share information on best practices concerning: <ul style="list-style-type: none"> <li>a. performance metrics that can be customized for individual planning regions</li> <li>b. stakeholder engagement</li> <li>c. expectations concerning the RCTP process &amp; outcomes</li> <li>d. effective principles and strategies concerning outreach and sharing of information with specific audiences</li> <li>e. other relevant and timely topics</li> </ul>		★
	15. We propose that TxDOT carry out ongoing quality assurance measures for all aspects of the RCTP process, including development of the regional plan, content of the plan, and implementation of the plan		★

**For information purposes only, listed below are highlights of required content /components of these regional transportation plans**

**The following is required of TxDOT per state statute (Transportation Code 461):**

- a. Identify overlaps and gaps in the provision of public transportation services, including services that could be more effectively provided by existing, privately funded transportation resources;
- b. Identify underused equipment owned by public transportation providers; and
- c. Identify inefficiencies in the provision of public transportation services by any public transportation provider
- d. Encouragement of public transportation providers to agree on the allocation of specific services and service areas among the providers.

**The following is required per federal statute (MAP-21 and Title VI):**

- a. assessment of available services that identifies current transportation providers (public, private, and nonprofit); *TxDOT interprets this to mean conducting an inventory of entities and public transportation services including public fixed route and demand-response services and other transportation services through private, non-profit, community-based organizations, human services agencies, and others;*
- b. assessment of the public's transportation needs with a required focus on needs of individuals with disabilities and seniors including individuals 65 and older, and persons with limited English proficiency (LEP);

- c. strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to achieve efficiencies in service delivery; and
- d. priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

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