



Denton County Transportation Authority

****Note New Address****

**1955 Lakeway Dr., # 260
Lewisville, Texas 75057**

*(972) 221-4600
RideDCTA.net*

**Board of Directors
Work Session
March 26, 2015
1:30 p.m.**

1. Routine Briefing Items
 - a. Financial Reports
 - i. Financial Statements
 - ii. Capital Projects Report
 - iii. Sales Tax Report
 - iv. Procurement Report
 - b. Marketing and Communications
 - i. Marketing and Communications Initiatives
 - ii. Marketing and Communications Metrics
 - iii. Customer Service Metrics
 - iv. Passenger Satisfaction Survey Update
 - v. Public Meeting Update
 - c. Capital Projects Update
 - i. GTW Integration
 - ii. Lewisville Bike Trail
 - iii. Positive Train Control (PTC)
 - iv. Station Improvements
 - v. Rail Facility Drainage
 - d. Transit Operations
 - i. Rail Operations
 - ii. Bus Operations
 - e. Strategic Planning / Development
 - i. Priority Projects Update
 - ii. Outreach Efforts

2. Items for Discussion
 - a. Legislative Update
3. Discussion of Regular Board Meeting Agenda Items (March 2015)
4. Convene Executive Session
 - a. As Authorized by Section 551.071(2) of the Texas Government Code, the Work Session or the Regular Board Meeting may be Convened into Closed Executive Session for the Purpose of Seeking Confidential Legal Advice from the General Counsel on any Agenda Item Listed Herein.
 - b. As authorized by Texas Government Code section 551.071 consultation with General Counsel regarding pending litigation Cause No 2011-30066-211; URS Corporation v. Denton County Transportation Authority; 211th District Court, Denton County, Texas.
 - c. Advice from the General Counsel on any Agenda Item Listed Herein. Texas Government Code Section 551.072 Deliberation regarding Real Property: Discuss acquisition, sale or lease of real property related to long-range service plan within the cities of Denton, Lewisville, or Highland Village

5. Reconvene Open Session
 - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.
6. Discussion of Future Agenda Items
 - a. Board Member Requests

Board of Directors
Regular Meeting
March 26, 2015
3:00 p.m.*

**or immediately following Board Work Session*

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS

INVOCATION

WELCOME AND INTRODUCTION OF VISITORS

1. CONSENT AGENDA
 - a. Approval of Minutes Board Meeting February 26, 2015
 - b. Acceptance of Financial Reports
 - c. Authorize the President to Execute Annual Renewal of TML Intergovernmental Risk Pool Insurance (TML-IRP) Coverage
 - d. Approval of Resolution 15-02 Supporting DCTA Response to Transportation Alternatives Program Call for Projects

2. REGULAR AGENDA

- a. Discussion/Approval of Operating and Capital Project Budget Amendment for Passenger Information
- b. Discussion/Approval to Approve Award and Authorize the President to execute contracts for Transit and Transportation Planning Services
- c. Discussion/Approval to Award for the Purchase of Fluids, Oils and Lubricants
- d. Discussion/Approval of Resolution 15-02 Stating Position of DCTA on Legislation

3. CHAIR REPORT

- a. Discussion of Regional Transportation Issues
- b. Discussion Legislative Issues
 - i. Regional
 - ii. State
 - iii. Federal

4. PRESIDENT'S REPORT

- a. Budget Transfers
- b. Regional Transportation Issues

5. REPORT ON ITEMS OF COMMUNITY INTEREST

- a. Pursuant to Texas Government Section 551.0415 the Board of Directors may report on following items: (1) expression of thanks, congratulations, or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming DCTA and Member City events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety.

6. ADJOURN

**Chair – Charles Emery
Vice Chair – Paul Pomeroy**

**Secretary – Richard Huckaby
Treasurer – Dave Kovatch**

**Members – Skip Kalb, Doug Peach, Jim Robertson, Daniel Peugh,
Don Hartman, George A. Campbell, Allen Harris, Carter Wilson
President – Jim Cline**



Board of Directors Memo

March 26, 2015

Subject: Monthly Financial Reports

Background

The financial statements are presented monthly to the Board of Directors for acceptance. The reports presented for the period ending February 28, 2015 include the Statement of Change in Net Assets, Statement of Net Assets, and Capital Projects Fund. These reports provide a comparison of budget vs. actual for the fiscal year as of the current month.

The following are major variances which are annotated on the Statement of Change in Net Assets, Statement of Net Assets, and Capital Projects Fund:

Statement of Changes in Net Assets:

- **Note A:** Passenger Revenues – YTD unfavorable by (\$13k). YTD actual ridership of 1.359 million is slightly lower than budgeted ridership of 1.365 million.
- **Note B:** Contract Service Revenue – YTD unfavorable by (\$187k) because actual fuel usage and price are lower than budgeted. Billed usage was 68,135 gallons compared to budgeted 81,753 gallons, down 17%. In addition, YTD revenue hours are 2% below budget due to the inclement weather days in February.
- **Note C:** Sales Tax Revenue – February sales tax revenue is not yet received and is accrued for the month based on budget. Sales tax generated in February will be received in April. The Sales Tax Report included in this agenda packet provides a more detailed Budget to Actual comparison of FY15 sales tax receipts collected through March.
- **Note D:** Federal/State Grants – YTD unfavorable by (\$4.8 million) is due to delays in the timing of capital projects as anticipated in the budget. Expenses and corresponding reimbursements for PTC (\$2.3 million), Fleet Replacement (\$388k), Comprehensive Service Analysis Study (\$381k), Bus Radios (\$67k), scheduling software (\$200k), Lewisville Hike & Bike Trail (\$749k), and rail preventive maintenance (\$484k) were less than anticipated. As additional expenses for these projects are incurred, reimbursement will be requested.
- **Note E:** Salary, Wages & Benefits – YTD favorable by \$514k primarily due to a delay in billing for TMDC health insurance (\$296k). The bills for January and February coverage have not been received or paid. These expenses will be incurred in the coming months.
- **Note F:** Services – YTD favorable by \$487k due to a delay in expenses for legal fees (\$50k), advertising (\$63k), finance and HR consulting (\$61k), transit planning support (\$25k), marketing professional services and printing (\$177k), IT training and consulting (\$30k), and bandwidth upgrade (\$37k). These expenses will be incurred in the coming months.
- **Note G:** Materials and Supplies – YTD favorable by \$749k mainly due to a delay in expenses for marketing promotional items (\$33k); bandwidth, phone system, and content management supplies (\$88k); bus maintenance parts and tires (\$95k); and tablet replacements (\$22k). Bus operations fuel is \$307k under budget primarily because YTD fuel prices averaged \$2.43/gallon compared to \$4.00/gallon budgeted. Rail operations fuel is \$132k under budget as YTD fuel prices averaged \$2.55.
- **Note H:** Leases & Rentals – YTD unfavorable by (\$18k) because March rent was prepaid in February.

Capital Projects Fund


- The Capital Projects Fund schedule provides budget to actual comparisons for DCTA bus and rail capital projects. It provides information on a life-to-date basis for approved projects.

Identified Need

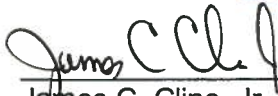
Provides the Board a review of DCTA's financial position and performance to budget.

Recommendation

Staff recommends acceptance.

Submitted by: Marisa Perry, CPA 
Accounting Manager

Final Review: 
Department Head

Approval: 
James C. Cline, Jr., P.E.,
President

Denton County Transportation Authority
Change in Net Assets
Month and Year to Date February 28, 2015
(Unaudited)

Description	Month Ended February 28, 2015			Year to Date February 28, 2015			Annual Budget	
	Actual	Budget	Variance	Actual	Budget	Variance		
Revenue and Other Income								
Passenger Revenues	110,610	126,003	(15,393)	614,134	627,439	(13,305)	1,515,377	Note A
Contract Service Revenue	280,861	371,475	(90,614)	1,335,771	1,523,264	(187,493)	3,259,635	Note B
Sales Tax Revenue	1,734,927	1,584,735	150,192	9,471,792	8,620,746	851,046	21,347,080	Note C
Federal/State Grants and Reimbursements	153,952	1,775,819	(1,621,867)	1,815,049	6,607,590	(4,792,541)	18,975,801	Note D
Total Revenue and Other Income	2,280,351	3,858,032	(1,577,681)	13,236,746	17,379,039	(4,142,293)	45,097,893	
Operating Expenses								
Salary, Wages and Benefits	649,177	790,837	141,660	3,293,276	3,806,964	513,688	9,173,856	Note E
Services	142,733	154,753	12,021	571,399	1,058,756	487,357	2,089,106	Note F
Materials and Supplies	175,894	357,015	181,121	1,109,034	1,858,091	749,057	4,174,635	Note G
Utilities	38,834	37,112	(1,722)	156,440	192,362	35,922	452,149	
Insurance, Casualties and Losses	64,562	64,121	(441)	321,909	320,606	(1,303)	778,013	
Purchased Transportation Services	1,003,088	828,429	(174,659)	4,101,424	4,139,810	38,386	9,938,813	
Miscellaneous	10,987	17,748	6,760	59,882	107,901	48,020	245,476	
Leases and Rentals	9,706	8,934	(773)	62,945	44,669	(18,276)	207,205	Note H
Depreciation	753,443	794,050	40,607	3,756,138	3,970,560	214,422	9,503,440	
Total Operating Expenses	2,848,425	3,052,999	204,574	13,432,446	15,499,719	2,067,272	36,562,693	
Income Before Non-operating Revenue and Expense	(568,074)	805,033	(1,373,107)	(195,701)	1,879,320	(2,075,021)	8,535,200	
Non-Operating Revenues / (Expense)								
Investment Income	1,602	2,750	(1,148)	10,208	13,750	(3,542)	33,000	
Gain (Loss) Disposal of Assets	-	-	-	900	-	900	-	
Fare Evasion Fee	150	525	(375)	750	2,625	(1,875)	6,300	
Other Income - Miscellaneous	54,050	-	54,050	111,007	-	111,007	-	
Long Term Debt Interest/Expense	(100,992)	(100,992)	0	(504,958)	(504,958)	0	(2,721,899)	
Total Non-Operating Revenue / (Expense)	(45,189)	(97,717)	52,527	(382,094)	(488,583)	106,489	(2,682,599)	
Change in Net Assets	(613,263)	707,316	(1,320,580)	(577,794)	1,390,737	(1,968,531)	5,852,601	

Denton County Transportation Authority
Statement of Net Assets
As of February 28, 2015
(Unaudited)

	<u>February 28, 2015</u>	<u>January 31, 2015</u>	<u>Change</u>
Current Assets			
Cash & Cash Equivalents	9,933,764	9,715,160	218,605
Investments	6,846,284	5,072,047	1,774,237
Accounts & Notes Receivable	4,726,360	5,604,620	(878,260)
Prepaid Expenses	9,065	73,277	(64,212)
Inventory	28,212	35,168	(6,956)
Restricted Asset-Cash and Equivalents	4,745,135	4,744,559	576
Total Current Assets	<u>26,288,820</u>	<u>25,244,830</u>	<u>1,043,990</u>
Property, Plant and Equipment			
Land	16,228,337	16,228,337	-
Land Improvements	5,386,734	5,386,734	-
Machinery & Equipment	1,934,927	1,934,927	-
Leasehold Improvements	55,506	55,506	-
Vehicles	89,262,558	89,262,558	-
Computers & Software	262,676	262,676	-
Accumulated Depreciation	(33,491,781)	(32,738,337)	(753,443)
Total Property, Plant and Equipment	<u>79,638,958</u>	<u>80,392,401</u>	<u>(753,443)</u>
Capital Assets			
Intangible Assets	16,997,155	16,997,155	-
Other Capital Assets, Net	228,659,209	228,659,209	-
Construction in Progress	11,672,653	11,457,728	214,925
Total Capital Assets	<u>257,329,017</u>	<u>257,114,092</u>	<u>214,925</u>
Total Assets	<u><u>363,256,795</u></u>	<u><u>362,751,323</u></u>	<u><u>505,471</u></u>
Liabilities			
Current Liabilities			
Accounts Payable	-	-	-
Salary, Wages, and Benefits Payable	493,444	483,541	9,903
Accrued Expenses Payable	4,015,882	2,959,497	1,056,385
Deferred Revenues	155,265	167,424	(12,159)
Interest Payable	504,958	403,966	100,992
Total Current Liabilities	<u>5,169,550</u>	<u>4,014,429</u>	<u>1,155,121</u>
Non-Current Liabilities			
Rail Easement Payable	1,500,000	1,500,000	-
Retainage Payable	1,500,092	1,536,478	(36,387)
Bonds Payable	33,475,000	33,475,000	-
Total Non-Current Liabilities	<u>36,475,092</u>	<u>36,511,478</u>	<u>(36,387)</u>
Total Liabilities	<u>41,644,642</u>	<u>40,525,907</u>	<u>1,118,735</u>
Net Assets			
Invested in Capital Assets	304,221,470	304,221,470	-
Unrestricted Retained Earnings	17,968,477	17,968,477	-
Change in Net Assets	(577,794)	35,469	(613,263)
Total Equity	<u>321,612,153</u>	<u>322,225,416</u>	<u>(613,263)</u>
Total Liabilities and Equity	<u><u>363,256,795</u></u>	<u><u>362,751,323</u></u>	<u><u>505,471</u></u>

Capital Projects Fund - DCTA
Budget vs. Actual
As of February 28, 2015
(Cash Basis)

WS 1(a)ii

ASSETS

Fixed Assets

1660 · Construction Work in Progress

1 · G&A Capital Projects

	Original Budget	Revised Budget	February 2015 Expenses Booked	Life To Date	\$ Under/(Over) Budget	% of Budget (As of February 2015 Close)
Total 10401 · Cloud Hybrid Backup Solution	35,000	35,000	-	-	35,000	0%
Total 10601 · COGNOS Report Application	200,000	200,000	-	-	200,000	0%
Total 10602 · Comprehensive Service Analysis	567,414	567,414	1,171	1,171	566,243	0%
Total 10603 · Legal Support	226,753	226,753	-	10,575	216,178	5%
Total 1 · G&A Capital Projects	1,029,167	1,029,167	1,171	11,746	1,017,421	1%

5 · Bus Capital Projects

Total 50203 · Passenger Amenities (2015)	53,483	53,483	-	-	53,483	0%
Total 50301 · Bus O&M Facility	8,142,667	11,720,717	155	11,362,303	358,414	97%
Total 50303 · DDTC	373,282	373,282	46	13,619	359,663	4%
Total 50406 · Where's My Ride	940,485	940,485	62,350	797,586	142,900	85%
Total 50502 · Fleet Replacement	1,968,500	3,411,592	-	2,982,327	429,265	87%
Total 50504 · Fleet Replacement (2014)	877,998	877,998	-	762,385	115,613	87%
Total 50505 · Fleet Replacement (2015)	395,000	395,000	-	62,000	333,000	16%
Total 50506 · Bus Engines/Transmissions	150,000	150,000	6,886	16,659	133,341	11%
Total 50408 · Bus Radios	137,457	120,870	-	47,861	73,009	40%
Total 50601 · Scheduling Software (Bus)	250,000	250,000	-	-	250,000	0%
Total 5 · Bus Capital Projects	13,288,872	18,293,427	69,437	16,044,740	2,248,687	88%

6 · Rail Construction

Total 61401 · Fare Collection Systems	569,000	733,104	-	649,943	83,161	89%
Total 61406 · Positive Train Control	16,997,441	22,902,951	13,920	1,255,416	21,647,535	5%
Total 61707 · Community Enhancements	752,708	752,708	13,678	691,018	61,690	92%
Total 61708 · Lewisville Bike Trail	3,099,856	3,099,856	28,861	683,376	2,416,480	22%
Total 61710 · HV Parking Expansion	250,000	320,000	11,471	319,378	622	100%
Total 60701 · Passenger Information	56,214	96,821	-	61,411	35,410	63%
Total 61711 · Rail MOW	150,000	150,000	414	74,080	75,920	49%
Total 61712 · Rail MOE	585,000	1,302,627	-	137,848	1,164,779	11%
Total 61503 · Rail Single Car Operations	101,800	101,800	-	22,169	79,631	22%
Total 61504 · Re-Railing Equipment	121,000	121,000	48,400	48,400	72,600	40%
Total 61505 · GTW Wheel Work	915,041	915,041	-	-	915,041	0%
Total 61209 · Trinity Mills Crew Facility	250,000	250,000	366	366	249,634	0%
Total 61210 · Station Landscaping	75,000	485,000	-	-	485,000	0%
Total 61407 · Shunt Enhancement	141,000	141,000	-	-	141,000	0%
Total 61104 · Rail Drainage Improvement	250,000	250,000	27,206	53,108	196,892	21%
Total Rail Construction Projects	24,314,060	31,621,908	144,317	3,996,514	27,625,395	13%

Total 1660 · Construction Work in Progress

	38,632,099	50,944,502	214,925	20,052,999	30,891,503	39%
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Board of Directors Memo

March 26, 2015

Subject: Sales Tax Report

Background

Sales tax represents the single largest source of revenue for DCTA at 42.1% for FY15 budget. The annual Sales Tax budget for FY 2015 is \$21,347,080. Because of its importance in funding of DCTA's ongoing operations, the Board adopted a Budget Contingency Plan that outlines the Agency's response when declines in sales tax hit a specific target. This month, receipts were favorable compared to budget. The March allocation is for sales generated in the month of January and represents revenue for the fourth month of FY 2015.

- Sales tax for sales generated at retail in the month of January and received in March was \$1,742,381.
- This represents an increase of 9.43% or \$150,192 compared to budget for the month.
- Receipts are favorable 12.10% year-to-date compared to budget.
- Compared to the same month last year, sales tax receipts were \$171,871 or 10.94% more than budgeted.
- Member city collections for the month compared to prior year are as follows:
 - City of Lewisville up 10.18%
 - City of Denton up 12.34%
 - Highland Village up 3.97%

Need

Provides the Board of Directors a monthly status on Sales Tax collections.

Recommendation

For information only. No action required.

Final Review:


 Anna Mosqueda,
 CFO

**Denton County Transportation Authority (DCTA)
Sales Tax Report
Budget to Actual and Previous Year Comparison**

Sales Generated in Month of:	Received in Month of:	2014-2015 Year Budget	2014-2015 Year Actual	Variance Actual to Budget	CY Actual to CY Budget % Variance	2013-2014 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 1,713,193	\$ 1,945,700	\$ 232,507	13.57%	\$ 1,646,959	\$ 298,741	18.14%
November	January	\$ 1,504,176	\$ 1,765,520	\$ 261,344	17.37%	\$ 1,582,022	\$ 183,498	11.60%
December	February	\$ 2,226,453	\$ 2,433,456	\$ 207,003	9.30%	\$ 2,173,929	\$ 259,526	11.94%
January	March	\$ 1,592,189	\$ 1,742,381	\$ 150,192	9.43%	\$ 1,570,510	\$ 171,871	10.94%
February	April	\$ 1,584,735				\$ 1,278,211		
March	May	\$ 1,891,517				\$ 1,957,442		
April	June	\$ 1,683,191				\$ 1,777,141		
May	July	\$ 1,740,055				\$ 1,756,564		
June	August	\$ 1,932,685				\$ 2,008,175		
July	September	\$ 1,688,016				\$ 1,719,163		
August	October	\$ 1,793,480				\$ 1,838,588		
September	November	\$ 1,997,389				\$ 2,058,382		
YTD Total		\$ 21,347,079	\$ 7,887,057	\$ 851,046	12.10%	\$ 21,367,086	\$ 913,637	13.10%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
 Prepared By: Denton County Transportation Authority Finance Department
 March 11, 2015

**Denton County Transportation Authority (DCTA)
Member Cities Sales Tax Report
Month Allocation is Received from Comptroller
Previous Year Comparison**

City of Lewisville					
Sales Generated in Month of:	Received in Month of:	2013-2014 Year Actual	2014-2015 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 2,412,800	\$ 2,532,839	\$ 120,038	4.98%
November	January	\$ 2,283,269	\$ 2,404,460	\$ 121,191	5.31%
December	February	\$ 3,094,980	\$ 3,407,084	\$ 312,104	10.08%
January	March	\$ 2,250,821	\$ 2,479,995	\$ 229,174	10.18%
February	April	\$ 1,476,738			
March	May	\$ 2,828,191			
April	June	\$ 2,569,274			
May	July	\$ 2,570,909			
June	August	\$ 2,797,425			
July	September	\$ 2,472,024			
August	October	\$ 2,546,174			
September	November	\$ 2,872,745			
YTD Total		\$ 30,175,351	\$ 10,824,378	\$ 782,507	7.79%

City of Highland Village					
Sales Generated in Month of:	Received in Month of:	2013-2014 Year Actual	2014-2015 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 242,975	\$ 268,275	\$ 25,299	10.41%
November	January	\$ 271,909	\$ 283,432	\$ 11,523	4.24%
December	February	\$ 415,312	\$ 441,441	\$ 26,130	6.29%
January	March	\$ 240,189	\$ 249,723	\$ 9,534	3.97%
February	April	\$ 231,225			
March	May	\$ 323,839			
April	June	\$ 269,705			
May	July	\$ 288,253			
June	August	\$ 356,088			
July	September	\$ 271,361			
August	October	\$ 261,084			
September	November	\$ 342,547			
YTD Total		\$ 3,514,486	\$ 1,242,871	\$ 72,486	6.19%

City of Denton					
Sales Generated in Month of:	Received in Month of:	2013-2014 Year Actual	2014-2015 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 1,858,283	\$ 2,345,573	\$ 487,290	26.22%
November	January	\$ 1,802,476	\$ 2,197,657	\$ 395,181	21.92%
December	February	\$ 2,657,999	\$ 3,020,338	\$ 362,339	13.63%
January	March	\$ 1,877,525	\$ 2,109,216	\$ 231,691	12.34%
February	April	\$ 1,940,004			
March	May	\$ 2,488,428			
April	June	\$ 2,077,345			
May	July	\$ 2,003,488			
June	August	\$ 2,482,262			
July	September	\$ 1,922,509			
August	October	\$ 2,317,928			
September	November	\$ 2,634,728			
YTD Total		\$ 26,062,974	\$ 9,672,784	\$ 1,476,501	18.01%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
Prepared By: Denton County Transportation Authority Finance Department
March 11, 2015

**All Transit Agencies
Monthly Sales and Use Tax Comparison Summary**

Transit	Current Rate	Net Payment This Period	Comparable Payment Prior Year	% Change	2015 Payments To Date	2014 Payments To Date	% Change
Houston MTA	1.00%	\$ 54,617,011.46	\$ 51,925,103.53	5.18%	\$ 189,895,180.79	\$ 176,243,744.86	7.75%
Dallas MTA	1.00%	\$ 38,364,616.47	\$ 34,966,175.24	9.72%	\$ 132,343,256.38	\$ 121,476,306.00	8.95%
Austin MTA	1.00%	\$ 15,045,321.81	\$ 13,930,173.07	8.01%	\$ 52,698,047.85	\$ 48,908,668.25	7.75%
San Antonio MTA	0.50%	\$ 9,854,677.01	\$ 9,070,707.43	8.64%	\$ 35,184,844.84	\$ 32,675,944.56	7.68%
San Antonio ATD	0.25%	\$ 4,367,788.19	\$ 4,102,358.23	6.47%	\$ 15,695,752.83	\$ 14,957,057.15	4.94%
Fort Worth MTA	0.50%	\$ 3,993,858.86	\$ 4,550,400.46	-12.23%	\$ 16,219,776.51	\$ 15,646,768.59	3.66%
El Paso CTD	0.50%	\$ 2,835,894.85	\$ 2,683,632.07	5.67%	\$ 10,491,898.90	\$ 10,148,635.64	3.38%
Corpus Christi MTA	0.50%	\$ 2,685,825.07	\$ 2,602,692.46	3.19%	\$ 9,027,927.41	\$ 8,603,743.47	4.93%
Denton CTA	0.50%	\$ 1,742,380.99	\$ 1,570,509.85	10.94%	\$ 5,941,357.02	\$ 5,326,461.16	11.54%
Laredo CTD	0.25%	\$ 551,958.37	\$ 520,943.64	5.95%	\$ 2,141,795.69	\$ 2,048,373.95	4.56%
TOTALS		\$ 134,059,333.08	\$ 125,922,695.98	6.46%	\$ 469,639,838.22	\$ 436,035,703.63	7.71%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
Prepared By: Denton County Transportation Authority Finance Department
March 11, 2015



Board of Directors Memo

March 26, 2015

Subject: Procurement Status Report

Energy Services

Contracts for electric services for the administration office, crossings and stations, 38 locations, located in Lewisville are in place with Summer Energy and Green Mountain for the purchase of electricity will expire at the end of March. Staff conducted a procurement to compare current pricing available in the market to the pricing in our current contracts. A new contract was executed with MidAmerican Energy for 36 months at the Kwh rate of \$.04240. Based on the usage for the prior three year period, total Kwh used 4,427,097, at the rate of \$.05479, DCTA we will see a savings of approximately \$55,000 over the next three years.

Automotive Filters

A procurement is currently advertised for the purchase of automotive filters for bus fleet preventative maintenance. Bids will be due on April 2, 2015, and a recommendation for award will be presented on the April agenda.

Public Relations Software

A procurement is currently advertised for the purchase of a software to be utilized by the Marketing and Communications Department which will provide for:

- management of its public relations efforts for monitoring traditional, non-traditional and social media
- Identify key media contacts and influencers at the national, regional, and local levels, as well as within the public transportation industry
- Provide comprehensive and in-depth media coverage analytics that allow the agency to dissect media statistics;
- Develop in-depth reporting for both overall performance as well as specific queried data
- Facilitate template press release distribution and response management

Proposals are due on March 25, 2015, and a recommendation for award will be presented on the April agenda.

Brand Ambassador Staffing

A procurement was released on March 16, 2015, seeking a guerilla staffing agency to assist in the execution of critical marketing and communications campaigns. The qualified agency should be able to present successful campaign execution, skilled reporting, top-notch brand ambassadors, and fair-market pricing. The contract is anticipated to be below \$25,000 and will be awarded administratively.

Submitted by:


Athena Forrester, Procurement Manager

Final Review:


Anna Mosqueda, CFO



Board of Directors Memo

March 26, 2015

Subject: Marketing & Communications Update

MARKETING & COMMUNICATIONS INITIATIVES		
Category	Initiative	Important Dates
Brand Planning	RFP for Brand Ambassador Staffing	Out for Bid – 3.16.15
	RFP for New Creative/Advertising Firm	Out for Bid – Early April 2015
	Open Source Data (Website)	Research Phase
Marketing Campaigns	Mean Green Game Day Campaign	Planning Phase
	University Marketing Campaign	Development Phase
	Summer Sales/Summer Youth Pass Campaign	Development Phase
	Where's My Ride Travel Alerts	Beta Testing in Development
	Where's My Ride Campaign	Executed
Collateral Development	Where's My Ride Travel Alerts (copy only)	Development Phase
	Title VI Translations	Development Phase
	EnRoute News March/April Issue	Distributed – 3.4.15
	EnRoute News May/June Issue	Planning Phase
Public/Media Relations	Media Relations/Crisis Communications Procedures	Planning Phase
	Travel Alerts Messaging Templates	Planning Phase
	Critical Talking Points	Development Phase
	AMCP Hermes Award Entries	Development Phase
	APTA Stand Up 4 Transportation Proactive Pitch (nat'l coverage)	Development Phase
	KDTX TV-58 (TBN) Broadcast Interview	Executed
	Inclement Weather Announcements and Coverage	Executed
	RFP for PR Monitoring Software	Our for Bid – 3.9.15
	Transit Driver Appreciation Day Video	Picked Up – Commuter Benefits Blog
	Valentine's Day #BeMine Campaign Case Study	Picked Up – PR Week
	PR Calendar of Activities	Ongoing
Social Media	Social Video Development	Development Phase
	Executive Social Media Plan (Jim Cline Posts)	Development Phase
	Selfie with Your Favorite Bus Operator Contest	Executed
	Inclement Weather Announcements and Coverage	Executed
	Editorial Calendar Execution	Ongoing
	Video Production	Ongoing
Internal Communications	Monthly Messaging Map	Ongoing
	Monthly Staff Meeting Presentation	Ongoing
Community Relations	AVID Field Trip	Planning Phase
	Denton Juneteenth Sponsorship	Planning Phase
	Leadership Lewisville Presentation	Development Phase
	Member City Involvement	Ongoing
Events	Community Enhancements Celebration (Lewisville)	Planning Phase
	Mayor's Mile	Planning Phase
	Lewisville Western Days Festival	Planning Phase
	Denton Arts & Jazz Festival	Development Phase
Public Involvement	Public Meeting Standard Operating Procedures	Development Phase
	Passenger Satisfaction Survey (April 2015)	Development Phase
	Public Meetings – 4.11.15 and 4.13.15	Development Phase
	Citizen's Advisory Team Meetings	Planned – 4.7.15 & 4.16.15
Regional Initiatives	Go Pass 2.0	Planning Phase
	Regional Marketing/Communications Meeting	Execution Phase
	NCTCOG Casual Carpool Application	Ongoing
	NCTCOG Air North Texas	Ongoing
	NCTCOG MyRideNCT	Ongoing

MARKETING & COMMUNICATIONS METRICS				
Activity	Metric	Annual Goal	Monthly	YTD
Brand Impressions				
Community Brand Impressions*	Confirmed Impressions	300,000	0	47,145
Media Buy Impressions**	Online/Confirmed Impressions	500,000	106,962	230,062
	Print/Confirmed Impressions	100,000	72,200	181,200
Media Relations				
Press Coverage	Articles About DCTA	450 Placements	56	159
Ad Value^	Articles About DCTA	\$255,000	\$92,296	\$185,328
Publicity Value^^	Articles About DCTA	\$460,000	\$276,889	\$392,448
Headline Highlights	DCTA's Lewisville Hike and Bike Train Construction Begins Denton County Transportation Authority offering free rides for Valentine's Day Denton County transit riders can follow buses, trains in real time DCTA alters service schedule due to weather conditions Writing Passion Drives Journalism Major Up Professional Ladder			
Major Media Outlets	Dallas Morning News, Denton Record Chronicle, Star Local media, KTVT-TV/CBS, KRLD-AM, Mass Transit Magazine, Monster.com			
Social Media				
Facebook Likes	Total Likes	6,500	49	5,205
Twitter Followers	Total Followers	3,500	131	2,855
DCTA Blog	Confirmed Impressions	1,900	320	863
	Top Referring Sites	Google, Facebook, RideDCTA.net		
Website Results				
Website Impressions	Pageviews	1.4M	128,413	599,498
Top 5 Referring Sites	Twitter, UNT, DART, Mobile Facebook, Dallas Morning News			
Go Pass				
New Downloads	Total Count	160,000	12,946	82,329
Tickets Sold	Total Count	16,000	2,089	9,617

CUSTOMER SERVICE				
Activity	Metric	Annual Goal	Monthly	YTD
Provide Excellent Customer Service	Calls Answered	>95%	97%	98%
	Abandoned Calls	<5%	3%	2%
Where's My Ride	Total Hits***	100,000	37,749	49,172
	SMS (Texts)	10,000	1,977	3,024
	Calls	2,000	678	939
Go Request	Avg. Days/Closeout	<3.5	3.48	3.2
	Total Entries/10K	>3	1.68	2.05
	Complaints/10K	<5	0.91	1.19
	Types of Submittals	Complaint – 23; Compliment – 11; Problem – 3; Question – 5; Suggestion - 6		

Footnote:

^Ad Value (AVEs) – Ad values are calculated based upon what a professional media buyer would pay for that amount of exposure for a particular media outlet. Most AVEs are based on the advertising rates for print outlets and in many cases advertising rates do not exist for online stories and even some broadcast placements.

^^Publicity Value – Publicity values are calculated generalizations based on the average cost per impression. Tracking publicity rates provides consistent and rational publicity values for print, online and broadcast/radio hits, regardless of availability or validity of a published ad rate. NOTE: Current PR monitoring software just started reporting publicity value January 2015.

*Community Brand Impressions – This is the total number of individuals impacted through events, fairs and sponsorships. This total is a mixture in-person and branding impressions (i.e. those who saw our logo on event signage, etc.).

**Media Buy Impressions – This is the number of individuals who see DCTA online advertisements. They may not click through the ad, but they were served the ad.

***Where's My Ride "hits" track all visits to the site. Total hits reported are not unique visitors.

Approved by: Nicole M. Recker
 Nicole M. Recker, Vice President of
 Marketing & Communications



Complete for a chance to win up to \$100 *

Return your completed survey to a DCTA representative, bus or train operator, the ticket counter at the Eulene Brock Downtown Denton Transit Center or complete our online version at RideDCTA.net

1. Which service(s) do you use most frequently? Check all that apply.

- A-train Connect RSVP Access Paratransit
 Denton Connect UNT Shuttle DART
 Lewisville Connect NCTC Shuttle

2. How often do you use DCTA's services?

- Daily A few times a month
 More than four times a week Occasionally throughout the year
 Once or twice a week

3. Why do you ride DCTA's services?

- To save money To get to work
 To avoid traffic To get to entertainment venues
 To get to school Other _____

4. How would you describe DCTA's services in terms of:

	Excellent	Good	Average	Poor	Very Poor
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affordability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Convenience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comfort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Please rank the following attributes, with 1 being the most important to you and 6 being the least.

- ___ Reliability ___ Affordability
 ___ Safety ___ Convenience
 ___ Employee Service ___ Comfort

Denton County Transportation Authority
 RideDCTA.net | 940.243.0077 | info@dcta.net

6. How likely are you to recommend DCTA services to a friend or family member?

- Very Likely Not too Likely
 Somewhat Likely Not at all Likely
 Might or Might Not

7. Are you familiar with DCTA's new vehicle tracking tool Where's My Ride?

- Yes No

8. Are you familiar with DCTA's customer comment tool Go Request?

- Yes No

Questions #9 - #15 are optional.

9. Zip Code (Residence) 10. Zip Code (Work/School) 11. Gender
 Male
 Female

12. Which of the following best describes your household income before taxes?

- Less than \$25,000 \$85,000 - \$104,000
 \$25,000 - \$44,000 More than \$105,000
 \$45,000 - \$64,000 Do not care to respond
 \$65,000 - \$84,000

13. Which age category best describes you?

- Under 18 35-44 65+
 18-24 45-54 Do not care to respond
 25-34 55-64

14. Which category best describes your ethnic or racial background?

Check all that apply.

- White American Indian or Alaska Native
 Hispanic Other _____
 Black/African American Do not care to respond
 Native Hawaiian/Pacific Islander

15. What is the primary language spoken in your home?

- English Spanish Other _____

* Thank you for participating in our survey! Please make sure the required survey questions and contact information below is filled out entirely to be entered to win one of three gift card drawings for \$100, \$50 and \$25. All completed surveys must be received no later than April 18, 2015 to be entered into the drawing. Contestants will be notified the week of April 27, 2015 if they are a winner. All survey submissions are confidential.

Name: _____

Phone Number: _____ - or -

Email: _____



Board of Directors Memo

March 26, 2015

Subject: Capital Projects Update

GTW Implementation

- Phase 1 of single car testing is complete.
- Track circuit modifications between North Lake and South Med are planned to complete June, 2015.
- The plan is to have a pilot for continuous real time monitoring of shunt conditions monitoring by the end of June, 2015. If the pilot is successful we will procure the remaining hardware to implement real time reporting as soon as possible thereafter and single car operations can commence.

Lewisville Hike/Bike Trail

- The contractor is working along Valley Ridge. The walkway is complete along Lakeside and most of the walkway is complete on Hebron. Project completion is anticipated in June.

Positive Train Control (PTC)

- DCTA has submitted a draft exclusionary waiver request to the local FRA regional office. We continue to explore all available options.

Station Landscaping

- A comprehensive grounds maintenance scope of service has been developed for upkeep of DCTA rail stations, the Bus O&M facility and the DDTC. Solicitation Pre-Bid meeting will be scheduled for late March early April.

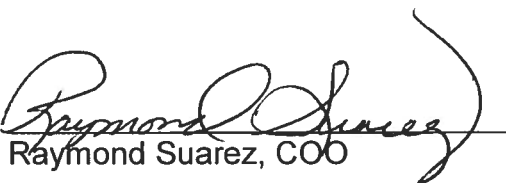
Rail OMF Drainage

- DCTA has completed engineering and site plans and is working with Hillwood to determine how the work will be performed. We have asked the contractor working for Hillwood for a proposal. We expect to receive pricing in March, 2015.

Station Enhancement (Trinity Mills Station)

- Engineering is in progress.
- DCTA has allocated a total of \$250,000 for this project which includes engineering and design fees.
- The engineer will submit schematic design for DART approval prior to submitting to the City of Carrollton Planning and Zoning Committee in April.

Final Review:


Raymond Suarez, COO

Board of Directors Memo

March 26, 2015

Subject: Transit Operations Report

System On-Time Performance

- FY 2015 YTD, "On Time Performance" (OTP) for the A-train was 98.7%
- FY 2015 YTD "On Time Performance" (OTP) for Connect service was 94.58%.

Ridership Performance

Year to date change in ridership by service type

Service	% Change FY 2014 to FY 2015	Color Indicator	Notation No.
All Bus & Rail	2.67%	Green	1
Rail	0.25%	Green	
All Bus	3.66%	Green	
Connect	-0.82%	Yellow	2
UNT	5.04%	Green	3
NCTC	15.81%	Green	4
Access	7.08%	Green	5
Connect RSVP	-36.10%	Red	6

1. YTD ridership is up over last year primarily due to UNT ridership growth and despite a significant decrease in gasoline fuel prices. Typically with low fuel prices, a decline in transit ridership is seen. Since November 2014, statewide retail fuel prices began dropping below \$3.00 per gallon and reached a low of \$1.976¹ in January 2015.
2. The slight drop in Connect ridership is most likely due to inclement weather resulting in 4 limited service days in February of FY 2015.
3. UNT ridership continues to grow despite UNT having 5 less regular class days in January, FY 2015 and 3 less class days due to inclement weather in February, FY 2015 relative to FY 2014.
4. NCTC service continues to grow despite operating 5 less days in January of FY 2015 relative to January in FY 2014 and 3 limited service days due to inclement weather in February of FY 2015. This overall growth from October to February of FY 2015 is likely attributed to expansion of NCTC service in September 2014.
5. Access service continues to grow and is likely due to an increase in ADA qualified people.
6. Connect RSVP continues to decline is likely due to riders no longer using this service, additional parking available at HV/LL station and potential riders are currently unable to make same day reservations. Staff is planning new service options for the August, 2015 service change.

Color Key

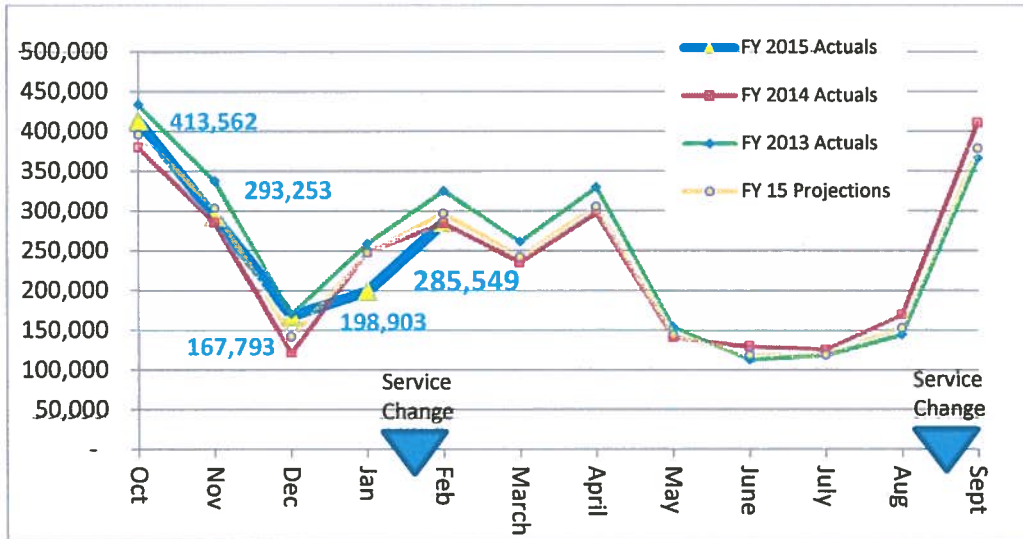
Green indicates positive performance

Yellow indicates service that will be monitored by staff

Red indicates poor performance and needs further research

¹ "Weekly Retail Gasoline and Diesel Prices." *via Texas Gasoline and Diesel*. U.S. Energy Information Administration, 9 Mar. 2015. Web. 12 Mar. 2015.

Rail and All Bus: Total Boardings

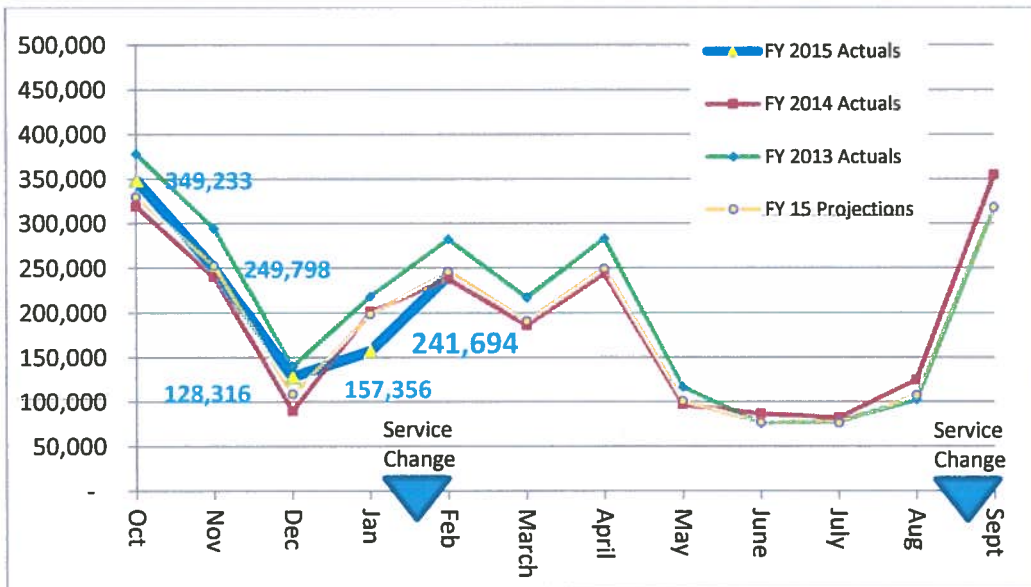


Note: Statistics include A-train, Connect, UNT, NCTC, Access, Connect RSVP, and special movement services.

Rail and All Bus: Total Boardings

- YTD ridership is trending upward despite inclement weather impacting service for 4 days in February of FY 2015.

All Bus: Total Boardings

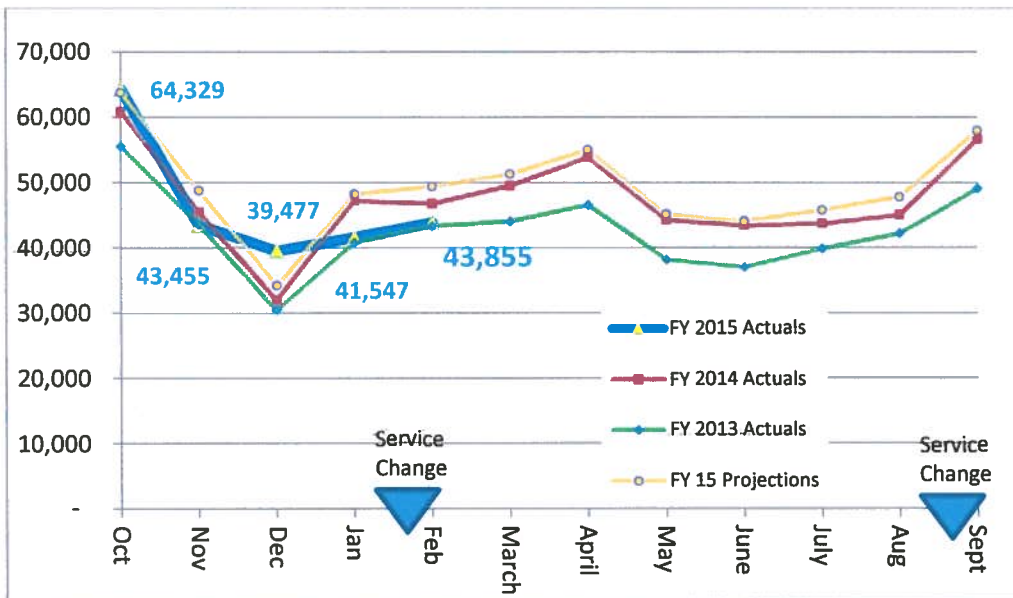


Note: Statistics include Connect, UNT, NCTC, Access, Connect RSVP, and special movement services.

All Bus: Total Boardings

- Growth in UNT ridership is the primary driver of total bus growth.

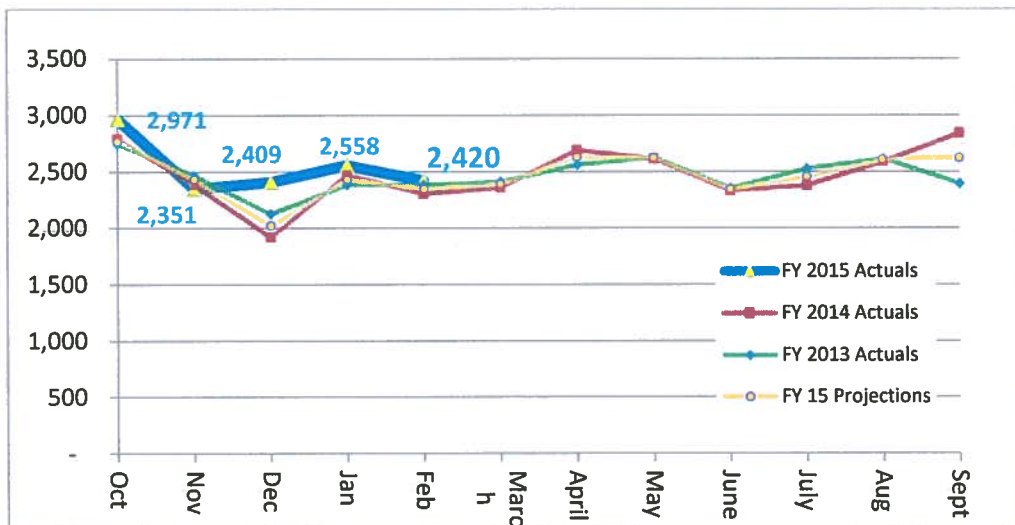
Rail: Total Boardings



Rail: Total Boardings

- YTD Mid-day ridership has grown 100% in southbound and 11% in northbound boardings despite inclement weather and less operating days.
- Data shows both an increase in AM peak and a significant increase in mid-day boardings. In contrast, PM peak ridership is declining. This data may indicate a shift in travel patterns where southbound mid-day trips are replacing PM peak southbound travel.

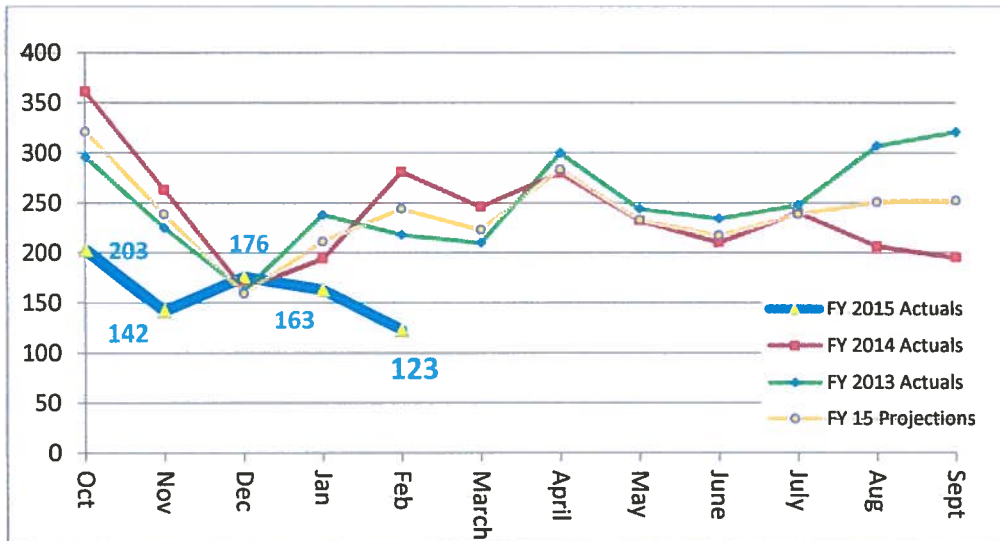
Access: Total Boardings



Access: Total Boardings

- YTD boardings continue to increase higher than projected due to more people becoming eligible for this service.

Connect RSVP: Total Boardings



Connect RSVP: Total Boardings

- The decline in February’s ridership may be attributed to inclement weather and the lack of new riders replacing current riders who no longer use this service. An additional factor may be that potential riders are unable to make same day reservations from the HV/LL Station which is the current policy. Staff is investigating options to enhance the service.

Safety/Security

- DCTA Rail Operations Injury-Free Workdays: 1,021
- DCTA Bus Operations Injury-Free Workdays: 33
- On February 25th and 28th, vehicles were stuck on the track at Eagle Point Road. No train delays or injuries occurred. This intersection will be improved within the next two years as part of the 35E construction project. DCTA staff are evaluating options to enhance safety at this crossing until the reconstruction is complete.

Maintenance

- **Right of Way:** Routine daily inspections are being performed by the contractor.
- **Signal/Communications:** There were no signal issues in February.
- **Stations:** DCTA contract operations (HTSI) continues to perform weekly safety inspections, which have not identified any major issues, and any minor aesthetic issues have been resolved (i.e. landscape maintenance, etc.).
- **Rail Mechanical:** DCTA contract operations (HTSI) reported no mechanical issues in February.

Final Review: 
 Raymond Suarez, COO



Board of Directors Memo

March 26, 2015

Subject: Strategic Planning & Development Update

PRIORITY PROJECTS

Transit Planning Services (Comprehensive Service Analysis)

- RFP for transit planning services was posted on January 7, 2015
- 20 vendors attended the pre-proposal meeting on January 20, 2015
- 10 proposals were received on February 18, 2015
- Staff interviewed three firms on March 17, 2015
- Staff will seek board approval of two qualified firms to perform transit planning task orders as part of the comprehensive service analysis on March 26, 2015

Major Service Corridor Preliminary Planning

Highland Village (FM407 Retailers)

- Continuing to develop service plans to address the labor force demand
- Incorporated Highland Village service via FM407 into Major Service Corridors Preliminary Plan
- Exploring fleet options available through NCTCOG
- Staff will obtain feedback from community members at April Public Meetings
- Staff anticipates executing Phase one of FM407 service (connecting Shops of Highland Village to A-train) in August 2015

Regional Express Corridor Service

- Staff has received support from NCTCOG and DCTA Board of Directors to move forward with the continued development of the Regional Express Corridors
- The Regional Express Corridor Service Preliminary Plan will be shared with partners and potential partners through a series of meetings with member and non-member cities as well as potential private sector partners
- Staff will obtain feedback from community members at April Public Meetings

Additional Projects

- Update DCTA's Long Range Service Plan
- Coordinate DCTA's rail expansion vision into NCTCOG 2040 Plan

OUTREACH EFFORTS

Upcoming Outreach Efforts & Activities

3/17	City of Lewisville Hebron/121 Plan Review
3/20	Nebraska Furniture Mart
3/27	NCTCOG Surface Transportation Technical Committee
4/2	NCTCOG Regional Trails/Bikeway Planning Meeting
4/7	Northwest Metroport Chamber Luncheon
4/8	Northwest Communities Partnership General Meeting
4/8	TWU Comprehensive Master Planning Committee Kick Off
4/11	DCTA Open House Public Meetings (Denton & Lewisville)
4/15	35W Coalition Quarterly Meeting
5/3 – 5/6	APTA Bus & Paratransit Conference (Fort Worth)

Additional Upcoming Outreach Efforts

- Frisco
- Flower Mound
- The Colony
- Denton
- Lewisville
- Highland Village

Submitted by:



Kristina Brevard, VP, Strategic Planning & Development



1955 Lakeway Dr., # 260
Lewisville, Texas 75057

Denton County Transportation Authority
Board of Directors
Work Session and Board Meeting Minutes

Board Retreat Minutes

The Board of Directors of the Denton County Transportation Authority convened with Chairman Charles Emery presiding at 9:06 a.m. February 26, 2015 at TCC Corporate Services Alliance Corporate Training Center, 13600 Heritage Parkway, Suite 100, Fort Worth, TX 76177. A quorum was present.

Attendance

Small Cities

Skip Kalb

Large Cities

Charles Emery, Lewisville, Chairman
Paul Pomeroy, Highland Village, Vice-Chair
Richard Huckaby, Denton, Secretary
(Left 10:30 / Returned 2:25 p.m.)
Carter Wilson, Frisco
Allen Harris, The Colony (left at 10:50 a.m.)
Doug Peach, Little Elm (left at 10:28 a.m.)

Denton County at Large

Dave Kovatch, Treasurer

Denton County Unincorporated

George A. Campbell
Don Hartman

Board Members Absent

Daniel Peugh, Corinth
Jim Robertson, Flower Mound

DCTA Staff

James C. Cline, Jr., P.E.
Anna Mosqueda, CFO / Sr. VP Finance
Kristina Brevard, VP Strategic Planning &
Development
Nicole Recker, VP Marketing & Communications

Jeff Bennett, Director of Transit Operations
Marisa Perry, Accounting Manager
Shanna O'Gilvie, Program Manager HR / Grants
Ann Boulden, Project Manager Capital Projects
Athena Forrester, Purchasing Manager
Chrissy Nguyen, Senior Accountant

Legal Counsel

Pete Smith, General Counsel

CALL TO ORDER – Chairman Charles Emery called the meeting to order and announced the presence of a quorum of the Board.

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS – Richard Huckaby

INVOCATION – Don Hartman

WELCOME AND INTRODUCTION OF VISITORS – Jennifer Ripka, Weaver & Tidwell

1. ACTION ITEM

- a. Presentation of Audit Report for Fiscal Year End 9/30/2014 by Weaver & Tidwell, LLP – Presentation made by Jennifer Ripka, of Weaver & Tidwell
- b. Discussion/Action - Accept the 2014 Financial Statements and Supplementary Information
-Motion to Accept the 2014 Financial Statements and Supplementary Information made by George Campbell. 2nd by Dave Kovatch. Motion carried unanimously.

2. Routine Briefing Items

- a. Financial Reports – Anna Mosqueda presented financial information
 - i. Monthly Financial Reports
 - ii. Capital Projects Report
 - iii. Sales Tax Report
 - iv. Procurement Report
- b. Communications and Marketing – Nicole Recker reported on these items
 - i. Marketing and Communications Initiatives
 - ii. Marketing and Communications Metrics
 - iii. Customer Service
- c. Capital Projects Update - Raymond Suarez presented information on the following topics
 - i. GTW Integration
 - ii. Where's My Ride
 - iii. Lewisville Bike Trail
 - iv. Positive Train Control (PTC)
 - v. Station Improvements
 - vi. Rail Facility Drainage
- d. Transit Operations – Raymond Suarez provided an update
 - i. Rail Operations
 - ii. Bus Operations
- e. Strategic Planning / Development – Kristina Brevard provided an update
 - i. Priority Projects Update
 - ii. Outreach Efforts

3. BOARD PLANNING RETREAT – Discussion of Long Range Service Plan Implementation.

4. EXECUTIVE SESSION - 10:02 a.m.

- a. As Authorized by Section 551.071(2) of the Texas Government Code, the Work Session or the Regular Board Meeting may be Convened into Closed Executive Session for the Purpose of Seeking Confidential Legal Advice from the General Counsel on any Agenda Item Listed Herein.
- b. As authorized by Texas Government Code section 551.071 consultation with General Counsel regarding pending litigation Cause No 2011-30066-211; URS Corporation v. Denton County Transportation Authority; 211th District Court, Denton County, Texas.

- c. Texas Government Code Section 551.072 Deliberation regarding Real Property: Discuss acquisition, sale or lease of real property related to long-range service plan within the cities of Denton, Lewisville, or Highland Village.

5. RECONVENE OPEN SESSION - 10:55 a.m.

- a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.

<Break> 10:55 a.m. – 11:12 a.m.

6. CONSENT AGENDA

- a. Approval of Minutes Board Meeting January 22, 2015
- b. Acceptance of Financial Reports
- c. Approval of Change Order for Intelligent Transportation System, Where's My Ride
- d. Approval of Purchase of Special Tools for Stadler Vehicles
-Motion to approve Consent Agenda Items 1a-d made by Richard Huckaby. 2nd by Skip Kalb. Motion carried unanimously.

7. REGULAR AGENDA

- a. Discussion/Approval of Resolution 15-01 expressing the intent of DCTA to acquire certain real and personal property from the City of Denton, Texas, specifically, the Euline Brock Downtown Denton Transit Center, for the provision of public transportation by DCTA, including any federal grant interest associated with the procurement, pursuant to approval by the Federal Transit Administration of the proposed transfer; and providing an effective date.
-Motion to Approve Resolution 15-0 made by Richard Huckaby. 2nd by Carter Wilson. Motion carried unanimously.
- b. Discussion/Approval of Operating and Capital Project Budget Amendments
 - i. Highland Village Lewisville Lake Recreational Parking
 - ii. Rail Station Landscaping
 - iii. Passenger Amenities.
 -Motion to Approve Operating and Capital Project Budget Amendments as submitted made by Paul Pomeroy. 2nd by George Campbell. Motion carried unanimously.

8. CHAIR REPORT – Charles Emery gave an update Regional Transportation Issues

- a. 2015 Board Committee Assignments – will retain 2014 assignments
- b. Discussion of Regional Transportation Issues
- c. Discussion Legislative Issues
 - i. Regional
 - ii. State
 - iii. Federal

9. PRESIDENT'S REPORT – Jim Cline reported
 - a. Budget Transfers
 - b. Regional Transportation Issues

10. REPORT ON ITEMS OF COMMUNITY INTEREST
 - a. Pursuant to Texas Government Section 551.0415 the Board of Directors may report on following items: (1) expression of thanks, congratulations, or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming DCTA and Member City events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety.

11. DISCUSSION OF FUTURE AGENDA ITEMS
 - a. Board Member Requests

12. LUNCH (fit into agenda as appropriate)

13. BOARD GUIDANCE – Jim Cline recapped information from discussions throughout the day.

14. ADJOURN 4:32 p.m.

The minutes of the February, 2015 Board of Directors Retreat were passed, and approved by a vote on this 26th day of March, 2015.'

Charles Emery, Chairman

ATTEST

Richard Huckaby, Secretary



Board Memo Work Session

March 26, 2015

Subject: Authorize the President to Execute Annual Renewal of TML Intergovernmental Risk Pool Insurance (TML-IRP) Coverage

Background

In order to provide public services a government entity inevitably exposes itself, its employees and governing body to risk. The various types of risk loss associated with the delivery of public services can take a myriad of forms and these include torts; theft of, damage to, or destruction of assets; errors or omissions; job-related illnesses or injuries to employees; natural disasters; and environmental occurrences.

DCTA has an Interlocal Agreement with the TML-IRP for insurance coverage for workers' compensation, automobile liability and physical damage coverage, real and personal property, general liability, mobile equipment (rail vehicles), errors and omission, and crime insurance. TML-IRP provides Texas municipalities and other units of local government with a stable source of risk financing and loss prevention services at the lowest cost consistent with sound business practices. In addition, TML-IRP's equity return policy allows the TML-IRP Board to approve equity returns for Liability and Worker's Compensation for members when certain conditions occur. The equity return is based on each member's loss experience and longevity as a member of the Pool.

Workers' Compensation: TML workers' compensation coverage is first dollar coverage with price based on salary and wages paid to DCTA and TMDC employees during the coverage period.

Automobile Liability: TML automobile liability coverage is written with a limit of \$5,000,000 per each occurrence with Medical payments limit of \$25,000 each person and \$1,000 deductible per occurrence. The automobile physical damage coverage for collision and comprehensive coverage has a \$10,000 deductible each vehicle and \$10,000 each occurrence. Units with a market value less than \$10,000 are not insured for physical damage. In addition to coverage for the DCTA fleet, the vehicle liability policy covers staff and board members driving their personal vehicles for the benefit of DCTA. The liability coverage would apply after the limits of the individual vehicle owner's policy up to the limits of the DCTA policy. The policy does not provide coverage for damage to the individual's personal vehicle. The policy also provides liability and physical property damage for DCTA staff and board members while traveling and renting vehicles at the travel destination. The individual would have full liability coverage under the policy and physical damage coverage for the vehicle subject to the \$10,000 deductible.

Mobile Equipment (rail vehicles): Stadler vehicles property damage coverage with a \$25,000 deductible.

Errors and Omissions: TML errors and omissions liability has a \$3,000,000 limit of liability each wrongful act with \$6,000,000 annual aggregate and \$10,000 deductible each wrongful act.

General Liability: TML general liability coverage has no deductible with limits of \$1,000,000 each occurrence, \$1,000,000 each occurrence for sudden events involving pollution and an annual aggregate of \$2,000,000.

Crime/Theft: TML Crime coverage includes: computer fraud and forgery or alteration both with limits of \$1,000,000 per occurrence and \$10,000 deductible; public employee dishonesty with \$100,000 limit per occurrence and \$10,000 deductible; theft, disappearance and destruction of documents with a \$5,000 limit and \$500 deductible.

Identified Need

DCTA must be properly insured and TML-IRP services provide the needed risk coverage, loss control, legal defense and claims handling as well as providing equity returns to pool member for low loss claims.

Financial Impact:

March 2015 TML INSURANCE COVERAGE RENEWAL				
		FY14-15 BUDGET	FY14-15 BILLABLE	Budget Variance
Worker comp	\$	121,881.72	\$ 120,543.92	
Auto Phys Damage	\$	141,850.52	\$ 140,269.82	
Bus	\$	140,723.00		
Rail	\$	1,127.52		
Real /Per. Property -	\$	84,666.34	\$ 63,165.60	
Bus	\$	12,618.34		
Rail	\$	72,048.00		
General Liability	\$	552.06	\$ 546.00	
Mobile Equipment	\$	421,074.00	\$ 416,452.00	
Errors & Omissions	\$	5,730.90	\$ 5,668.00	
Crime Insurance	\$	2,257.74	\$ 2,233.00	
TOTAL	\$	778,013.28	\$ 748,878.34	\$ 29,134.94

Recommendation

Staff recommends approval to authorize the President to renew the TML-IRP coverage for the risk identified above.

Final Review: 
 Anna Mosqueda, CFO

Approval: _____
 James C. Cline , Jr., President



Board of Directors Memo

March 26, 2015

Subject: Discussion/Approval of Operating and Capital Project Budget Amendment for Passenger Information

Background

DCTA staff has identified an FTA grant to fund professional services and printing initiatives.

- The grant amount available is \$57,142 with a local match of \$14,286 for a total of \$71,428.
- Based on historical cost data, we anticipate the following production:
 - Professional services for the following campaigns: general branding, State Fair of Texas, university marketing, Where's My Ride, GO Request, Summer Youth Pass/Sales, and safety education
 - Print services for the following initiatives: State Fair of Texas, Where's My Ride, general passenger information, and public meeting information.
 - Reskin of the DCTA Transit Talk blog to provide customer-centric information via a sustainable online platform

Financial Impact

The total operating budget increase requested is \$71,428 of which \$14,286 is a local match and \$57,142 is FTA grant funded. The local match will be funded by savings in the existing Marketing and Communications operational budget.

Recommendation

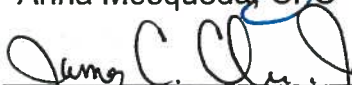
Staff requests the Board approve the 2015 Passenger Information project.

Submitted by: 

 Nicole M. Recker, VP Marketing & Communications

Final Review: 

 Anna Mosqueda, CFO

Approval: 

 James C. Cline, Jr., President

**DENTON COUNTY TRANSPORTATION AUTHORITY (DCTA)
BUDGET TRANSFER / REVISION REQUEST**

Number: 2015-11

Type: Transfer _____
 Revision ✓

	<u>Current Budget Amount</u>	<u>Budget Revision Amount</u>	<u>Adjusted Budget Amount</u>
TO:			
140 - 50309 Professional Services	192,021	28,500	220,521
140 - 50311 Printing	158,045	42,928	200,973
FROM:			
140 - 50420 Promotional Supplies	59,400	(14,286)	45,114
Total	<u>409,466</u>	<u>57,142</u>	<u>466,608</u>
<i>Federal Grant Funds Available @ 80%</i>		57,142	

Explanation:

Available grant funds for creative development, website services and print production.

Usage:

- 1.) Professional creative services to support the branding and creative development for –
 - o General branding, State Fair of Texas, university marketing, Where's My Ride education, Go Request, summer promotions, and a safety awareness campaign
 - o Reskin of DCTA Transit Talk blog to provide customer-centric information via a sustainable online platform

- 2.) Print production of informational passenger collateral
 - o Printed items include State Fair of Texas materials, safety education and standard passenger information.

Date: 3.12.15

Requested By Nicole Recker

Date

Reviewed By _____

Date

President _____



Board of Directors Memo

March 26, 2015

Subject: 2 b Approve Award and Authorize the President to execute contracts for Transit and Transportation Planning Services

Background

A request for proposals was released on January 7, 2015, for Transit and Transportation Planning Services. The purpose of the RFP was for the support DCTA's Planning and Development initiatives. DCTA will establish a panel of Transit/Transportation Planning firms to provide services to DCTA on a Task Order basis over a two (2) year period, with three (3) one-year options to be exercised at the sole discretion of DCTA.

On February 18, 2015, ten (10) proposals were received in response to the RFP. An Evaluation Team reviewed all ten (10) proposals and conducted interviews with (3) shortlisted firms.

Identified Need

All work will be assigned on a Task Order basis not to exceed a total of \$325,000 currently identified in the FY 15 budget. Two task orders, one to each firm identified below will be issued immediately and will not exceed the budgeted amount.

Financial Impact

Expenditures for these services will be reimbursed with FTA funds at 80% from Federal Transit Administration (FTA) 5307 Formula funding and 5316 JARC grant funds. Anticipated annual expenses in FY2015 will not exceed \$325,000.

Recommendation

Staff recommends the Board approve the award to Nelson\Nygaard Consulting Associates, Inc. and HDR Engineering, Inc., and authorize the President to execute contracts with the firms. Staff is also requesting approval to enter into Task Orders with the firms and authorize the President to execute the Task Orders.

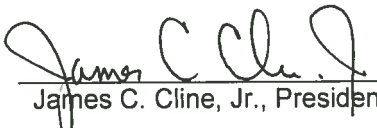
Submitted by:


Athena Forrester, Purchasing Manager

Approval:


Kristina Brevard, VP of Strategic
Planning and Development

Approval:


James C. Cline, Jr., President



Board of Directors Memo

March 26, 2015

Subject: Approve Award for the Purchase of Fluids, Oils and Lubricants

Background

A request for bids was released on January 26, 2015, on BidSync for the purchase of automotive fluids for various vehicles in the fleet. Notices were provided to over 1,000 potential suppliers, forty-five (45) suppliers viewed the documents.

On February 27, 2015, DCTA received seven (7) bids in response to our RFB:

1. Western Marketing
2. Hightowers Petroleum Co.
3. Progenis Services
4. Douglass Distributing
5. MHC Kenworth
6. Universal Lubricants, LLC
7. Certified Laboratories, a division of NCH Corporation

Staff conducted a review and evaluation of the bids received and staff is recommending award of items as follows:

Universal Lubricants

01-01	Antifreeze Coolant	\$ 7.30
01-05	Transmission Fluid	\$ 16.00
01-06	Grease (lbs)	\$ 1.69
01-07	Gear Oil	\$ 7.15

Douglass Distributing

01-02	Engine Oil 15W40	\$ 6.41
01-03	Engine Oil 10W40	\$ 5.86
01-04	Diesel Exhaust Fluid	\$ 1.31

Identified Need

Fluids will be ordered on an as needed basis to perform repairs and preventative maintenance on buses and other fleet vehicles.


Financial Impact

Expenditures for fluids are reimbursed by FTA funds at 80% from preventive maintenance grant funds. Anticipated annual expenses are \$90,000. Fluids are replaced on an as needed basis.


Recommendation

Staff recommends the Board approve the award to Universal Lubricants, LLC and Douglass Distributing as shown above.

Submitted by:


Athena Forrester, Purchasing Manager

Approval:


Raymond Suarez, COO