



*Denton County Transportation Authority*

**\*\*Note New Address\*\***

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

*(972) 221-4600  
dcta.net*

**Board of Directors  
Work Session  
December 18, 2014  
1:30 p.m.**

1. Routine Briefing Items
  - a. Financial Reports
    - i. Financial Statements (to be provided in January 2015)
    - ii. Capital Projects Fund (to be provided in January 2015)
    - iii. Sales Tax Report
    - iv. Procurement Report
  - b. Communications and Marketing
    - i. Marketing and Communications Initiatives
    - ii. Media Coverage
    - iii. Customer Service
  - c. Capital Projects Update
    - 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
    - i. Rail Operations
    - ii. Bus Operations
  - e. Strategic Planning / Development
    - i. Priority Projects Update
    - ii. Outreach Efforts
2. Discussion of Regular Board Meeting Agenda Items (December 18, 2014)

3. 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.
4. Reconvene Open Session
  - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.
5. Discussion of Future Agenda Items
  - a. Board Member Requests

**Board of Directors  
Regular Meeting  
December 18, 2014  
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 – Presentation of Agency Awards

1. CONSENT AGENDA
  - a. Approval of Minutes November 20, 2014
  - b. Approve Award and Authorize the President to Execute a Contract for Remanufactured Engines
  - c. Approve Award and Authorize the President to Execute a Contract for Remanufactured Transmissions
2. CHAIR REPORT
  - a. Discussion of Regional Transportation Issues
  - b. Legislative Update
3. PRESIDENT'S REPORT
  - a. Regional Transportation Update
  - b. Budget Transfers

**4. 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.

**5. CONVENE EXECUTIVE SESSION**

- a. As Authorized by Section 551.071(2) of the Texas Government Code, the 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.

**6. RECONVENE OPEN SESSION**

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

**7. 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**

December 10, 2014

**Subject: Work Session 1ai, ii) Monthly Financial Reports**

**Background**

Due to the change in Board Meeting to December 18 from the normal 4th Thursday of the month, the Monthly Financial Reports for the month ended November 2014 will be presented at the January 2015 Board meeting.

**Identified Need**


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

**Recommendation**

N/A

Submitted by: Marisa Perry, CPA  
Accounting Manager

Final Review:   
Department Head

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



## Board of Directors Memo

December 18, 2014

### Item: WS 1(a)iv 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 FY2015 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 December allocation is for sales generated in the month of October and represents revenue for the first month of FY2015.

- Sales tax for sales generated at retail in the month of October and received in December was \$1,945,699.67.
- This represents an increase of 13.57% or \$232,507 compared to budget for the month.
- Receipts are favorable 13.57% year-to-date compared to budget.
- Compared to the same month last year, sales tax receipts were \$298,741 or 18.14% more than budgeted.
- Member city collections for the month compared to prior year are as follows:
  - City of Lewisville up 4.98%
  - City of Denton up 26.22%
  - Highland Village up 10.41%


#### 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				\$ 1,582,022		
December	February	\$ 2,226,453				\$ 2,173,929		
January	March	\$ 1,592,189				\$ 1,570,510		
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		
<b>YTD Total</b>		<b>\$ 21,347,079</b>	<b>\$ 1,945,700</b>	<b>\$ 232,507</b>	<b>13.57%</b>	<b>\$ 21,367,086</b>	<b>\$ 298,741</b>	<b>18.14%</b>

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department  
Prepared By: Denton County Transportation Authority Finance Department  
December 11, 2014

**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			
December	February	\$ 3,094,980			
January	March	\$ 2,250,821			
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			
<b>YTD Total</b>		<b>\$ 30,175,351</b>	<b>\$ 2,532,839</b>	<b>\$ 120,038</b>	<b>4.98%</b>

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			
December	February	\$ 415,312			
January	March	\$ 240,189			
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			
<b>YTD Total</b>		<b>\$ 3,514,486</b>	<b>\$ 268,275</b>	<b>\$ 25,299</b>	<b>10.41%</b>

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			
December	February	\$ 2,657,999			
January	March	\$ 1,877,525			
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			
<b>YTD Total</b>		<b>\$ 26,062,974</b>	<b>\$ 2,345,573</b>	<b>\$ 487,290</b>	<b>26.22%</b>

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department  
Prepared By: Denton County Transportation Authority Finance Department  
December 11, 2014

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

<b>Transit</b>	<b>Current Rate</b>	<b>Net Payment This Period</b>	<b>Comparable Payment Prior Year</b>	<b>% Change</b>	<b>2014 Payments To Date</b>	<b>2013 Payments To Date</b>	<b>% Change</b>
Houston MTA	1.00%	\$ 59,665,187.36	\$ 52,014,253.65	14.71%	\$ 697,260,072.76	\$ 648,580,709.63	7.51%
Dallas MTA	1.00%	\$ 41,251,109.45	\$ 38,046,469.39	8.42%	\$ 488,945,040.21	\$ 458,389,007.36	6.67%
Austin MTA	1.00%	\$ 16,398,442.95	\$ 14,493,303.47	13.14%	\$ 195,778,040.12	\$ 178,881,668.40	9.45%
San Antonio MTA	0.50%	\$ 10,881,101.66	\$ 9,773,994.15	11.33%	\$ 132,050,586.89	\$ 120,068,060.62	9.98%
San Antonio ATD	0.25%	\$ 4,843,879.57	\$ 4,459,273.23	8.62%	\$ 59,520,180.72	\$ 54,560,096.21	9.09%
Fort Worth MTA	0.50%	\$ 5,184,232.74	\$ 4,876,345.38	6.31%	\$ 63,259,164.87	\$ 59,049,032.00	7.13%
El Paso CTD	0.50%	\$ 3,158,713.83	\$ 2,934,091.22	7.66%	\$ 39,099,056.64	\$ 37,634,070.37	3.89%
Corpus Christi MTA	0.50%	\$ 3,040,082.39	\$ 2,522,066.48	20.54%	\$ 34,847,339.04	\$ 32,904,352.26	5.90%
Denton CTA	0.50%	\$ 1,945,699.67	\$ 1,646,958.60	18.14%	\$ 21,665,827.12	\$ 20,218,320.70	7.16%
Laredo CTD	0.25%	\$ 646,534.91	\$ 567,917.05	13.84%	\$ 7,756,741.03	\$ 7,689,241.37	0.88%
<b>TOTALS</b>		<b>\$ 147,014,984.53</b>	<b>\$ 131,334,672.62</b>	<b>11.94%</b>	<b>\$ 1,740,182,049.40</b>	<b>\$ 1,617,974,558.92</b>	<b>7.55%</b>

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department  
 Prepared By: Denton County Transportation Authority Finance Department  
 December 11, 2014





**Board of Directors Memo**

**December 18, 2014**

**Item: 1(a)(iv) Procurement Status Report**

**Landscape at Rail Stations**

Huitt Zollars is finalizing the specifications and drawings for the procurement documents. It is anticipated the procurement will be released in January with award anticipated on the February agenda.

**Drainage Project**

HNTB is finalizing the specifications and drawings for the procurement documents. It is anticipated the procurement will be released in January with award anticipated on the February agenda.

**Triennial Review**

Staff is working to provide the requested documentation and information requested by FTA in preparation for the Triennial Review scheduled for May 2015.

**Restroom Facility at Trinity Mills**

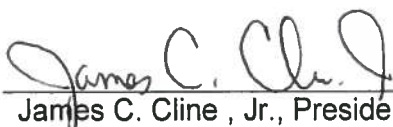
HNTB has been tasked to develop specifications and drawings for a single use restroom facility to be located at the Trinity Mills station. It is anticipated the procurement will be released during the first quarter of 2015.

**Comprehensive Service Analysis**

Staff is currently developing the scope for a request for proposal. It is anticipated the procurement will be released in January with award anticipated on the March agenda.

Submitted by:   
Athena Forrester, Procurement Manager

Final Review:   
Anna Mosqueda, CFO

Approval:   
James C. Cline , Jr., President



**Board of Directors Memo**

**December 18, 2014**

**Item: 1(b) Communications and Marketing Update**

**Marketing & Communications Initiatives**

35Express Construction Campaign  
 Where's My Ride Development & Implementation  
 Community Events Calendar Coordination  
 Agency Rebranding Development & Implementation  
 Mean Green Game Day Shuttle Partnership  
 Agency Fact Sheets Development  
 EnRoute News Implementation  
 EnRoute News Scavenger Hunt Contest Promotion  
 Lewisville Holiday Stroll Partnership  
 Denton Holiday Lighting Festival Partnership

DDTC Kiosks Rebranding  
 Holiday Service Schedule Implementation  
 University Brochure Creative Planning  
 Transit Connections Brochure Development  
 Internal Communications Development  
 Passenger Information Development  
 Why I Ride DCTA Social Media Campaign  
 Implementation  
 Messaging Map Development & Implementation  
 A-train Magazine Planning & Development

**Regional Initiatives**

NCTCOG Air North Texas  
 NCTCOG Regional Transit Survey  
 Veteran's Transp. & Community Living Initiative  
 NCTCOG Casual Carpool App

GoPass Mobile Application Promotion  
 Human Trafficking Campaign Development &  
 Implementation

**Recent Events**

5-Dec	Denton Holiday Lighting Festival	17,000 attendees
6-Dec	Lewisville Holiday Stroll	3,500 attendees

**Upcoming Events**

19-Jan January Service Changes

**General DCTA Related Media**

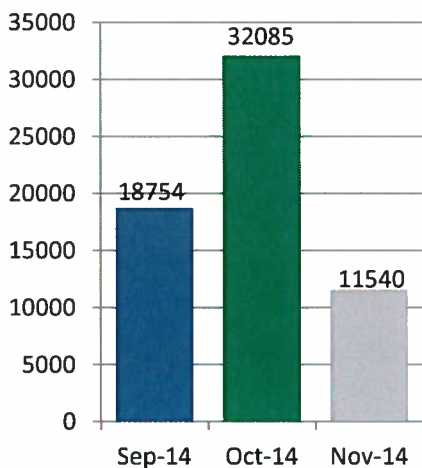
Articles Mentioning DCTA	24	Month Total Ad Value	\$8,842
Web Reach Per Million	3,773	YTD Total Ad Value	\$10,532
YTD Web Reach Per Million	3,781		

**Topic Highlights**

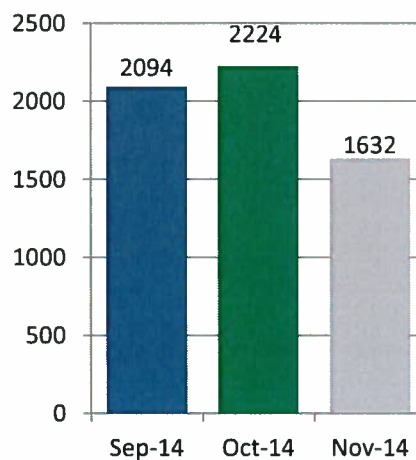
DCTA To Provide Free Ride To Apogee For Mean Green Fans  
 Lewisville to host Old Town Holiday Stroll  
 DCTA announces holiday schedule  
 DART's GoPass app takes stress out of riding public transit

### GoPass Application

**New Downloads**



**DCTA Tickets Sold**

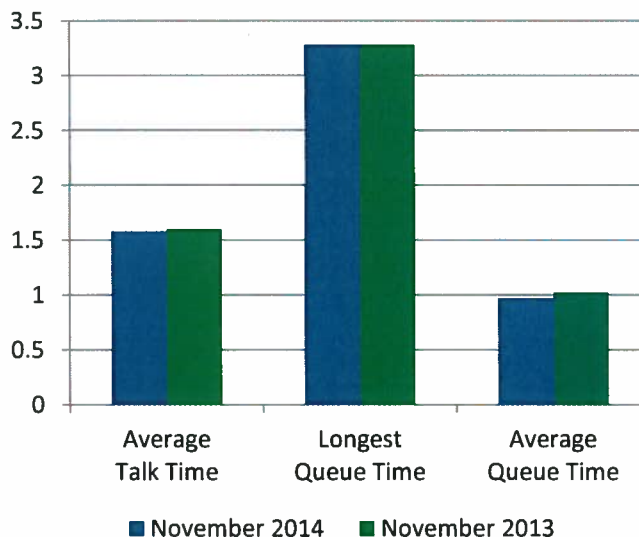
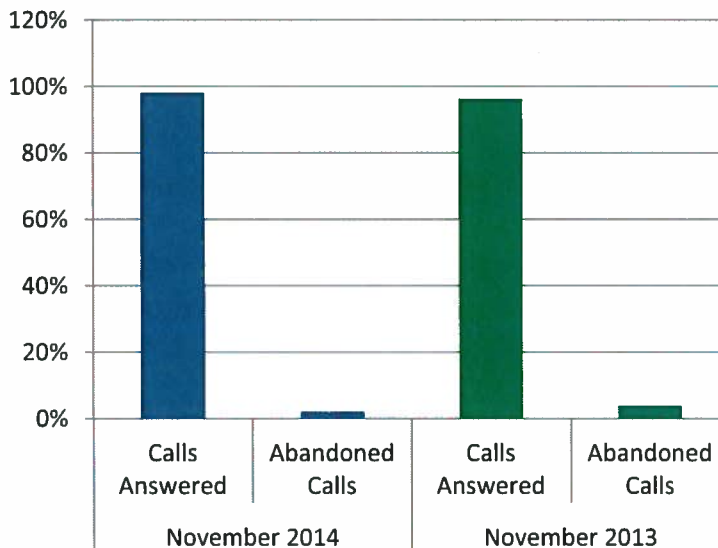


### Call Center Statistics

In November, DCTA's call center received 4,256 calls compared to the 5,197 calls that were recorded in the month of October. This is a 18% decrease in call volume from the previous month. 4,172 of the calls recorded in November were answered and 84 were abandoned.

The target for answered calls is 90%. With a 98% rate of calls answered, this target was met this month.

DCTA's target talk time is three minutes. The longest queue time that we would like to see is three minutes. The ideal average queue time is 90 seconds.



## GoRequest Statistics

DCTA had a total of 44 submissions into GoRequest during the month of November. This is a 48% decrease from the month of October.

Accident / Safety / Security	1
Customer Service Information	8
Driver Conduct	9
Driving Skills	2
On Time Performance	10
Other	4
Rail Safety	1
Route and Schedule Information	5
Service Request	2
Ticket or Ticket Vending Machine Issue	1
UNT Shuttle	1

### Types of Submittals Breakout

Complaint	26
Compliment	2
Question	16

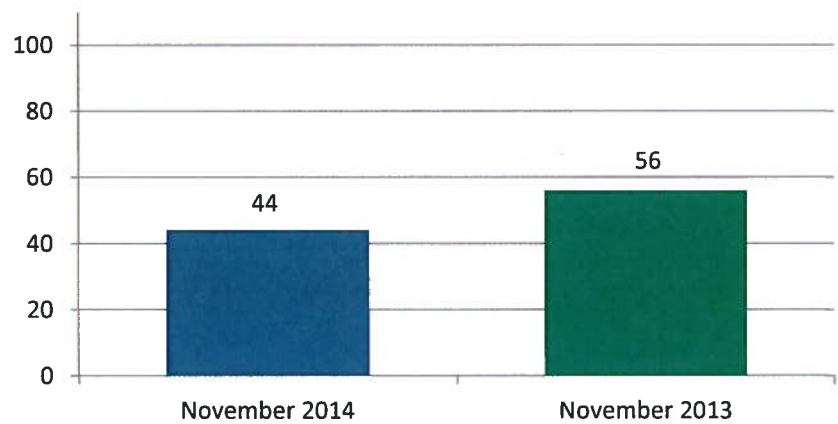
### Complaints Per 10,000 Passengers

0.89 Complaints/10,000 Passengers  
 1.50 Total Requests / 10,000 Passengers

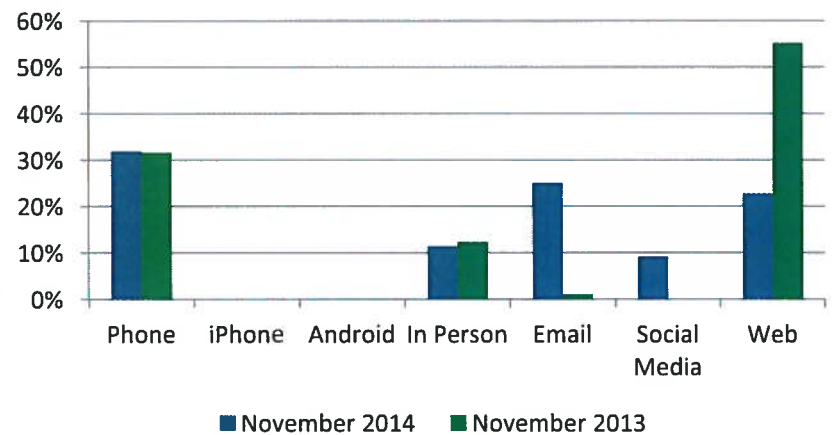
### Complaint Topic Breakout

Accident / Safety / Security	1
Customer Service Information	2
Driver Conduct	8
Driving Skills	1
On Time Performance	8
Other	1
Route and Schedule Information	4
UNT Shuttle	1

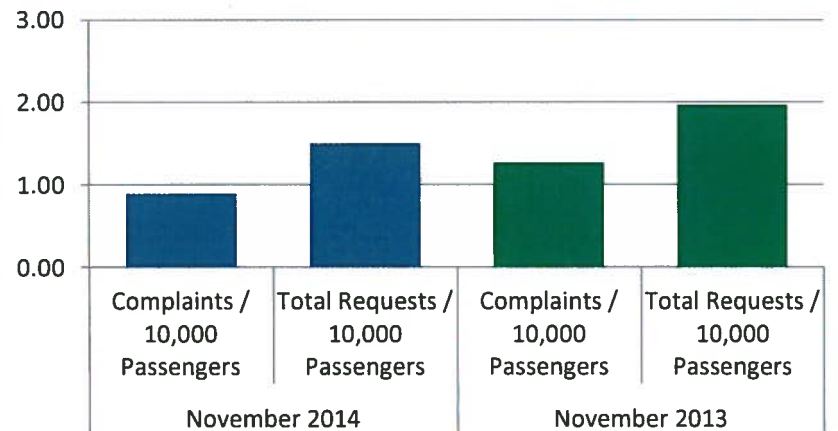
### Number of Opened Requests



### How Requests Are Reported



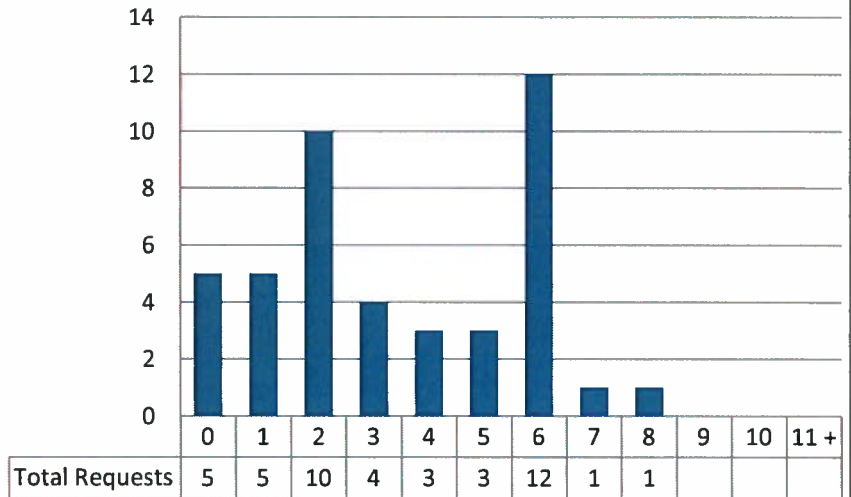
### Requests Per 10,000 Passengers



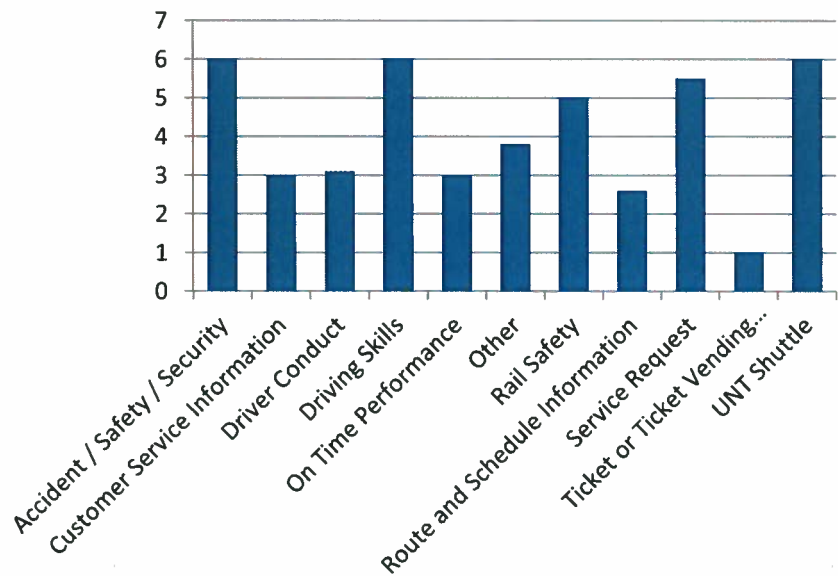
DCTA has a goal to close all requests within seven days. Ten days is the maximum number of days a request is allowed to remain unresolved.

In this reporting period it took, on average, 3.43 days to close out a request.

### Number of Days to Close a Request



### Average Number of Days to Close a Request



Submitted by: *Rusty Comer*  
 Rusty Comer, Marketing Coordinator

Approved by: *Kristina Brevard*  
 Kristina Brevard, Vice President,  
 Strategic Planning & Development



## Board of Directors Memo

December 18, 2014

### Item: 1(c) Capital Projects Update

#### GTW Implementation

- Initial single car testing was performed 12/5/2014 from Hebron to Trinity Mills.
- Additional testing will continue for several months to obtain a baseline that reflects rail grinding and scrubbing and to determine where additional work is required.
- Track circuit modifications between North Lake and South Med are planned for Q2, 2015.
- Staff is researching options to enable continuous monitoring of shunt conditions.

#### Where's My Ride

- Beta testing of IVR, text and web portal concluded November 21<sup>st</sup> with positive results.
- A-train power supply installations are expected to be complete by end of year 2014.
- WMR will be announced to the public with the January service changes.

#### Community Enhancements

- The project is substantially complete. The contractor is waiting on completion of the 3 way agreements with the City to schedule the paving modifications.
- The historical markers have been removed from the Lemco contract and will be completed as a separate purchase. The signs require design work that was not included in the contractor's scope.

#### Lewisville Hike/Bike Trail

- TxDOT approved the contractor's DBE program, NTP is planned for December 29<sup>th</sup>.

#### Positive Train Control (PTC)

- DART continues to evaluate proposals for the IETMS.
- The DCTA ACSES II solicitation has been released with bids due in February.

#### Station Landscaping

- The project cost estimate is \$483,600 with a recommend phased implementation:
- Phase 1 addresses safety, irrigation, erosion and replacement of some non-native plants with drought tolerant plants. The phase 1 estimate is \$193,200 which includes 10% contingency and 10% project management.
  - An FY15 capital project is approved in the amount of \$75,000.
  - Existing grant funds are available in the amount of \$49,661.
- Phase 2 replaces non-native plants with native and drought tolerant plants. The phase 2 estimate is \$290,400 which includes 10% project management and 10% contingency.
  - Phase 2 will be incorporated in a FY2016 capital budget request.
- If approved, this capital work will be included in a comprehensive ground maintenance contract for upkeep of DCTA rail stations, the Bus O&M facility and the DDTTC grounds.

Phase 1	\$193,200	FY2015
Phase 2	\$290,400	FY2016
<b>Total including contingency</b>	<b>\$483,600</b>	


**Rail OMF Drainage**

- DCTA received exemption from the Corps of Engineers from 404 permit requirements.
- NTP is anticipated in February, 2015.

**Station Enhancement (Trinity Mills Station)**

- DCTA is issuing a task order to HNTB in the amount not to exceed \$50,698.44 for site planning, design and coordination efforts for installation of a restroom facility to be located at the Trinity Mills station.
- DCTA has allocated a total of \$250,000 for this project which includes engineering and design fees.

Final Review:   
Raymond Suarez, COO

Approved By:   
James C. Cline Jr., President

## Board of Directors Memo

December 18, 2014

### Item: 1(d) Transit Operations Report

#### RIDERSHIP

- DCTA carried 293,253 passengers system wide (rail and bus) in November. Overall ridership increased 3% compared to last November. This increase in ridership is credited to UNT enrollment.
- The A-train carried 43,455 passengers during the month of November reflecting an overall 4% decrease in ridership and a 22% decrease in Saturday ridership as compared to November 2013. The sharp decrease in ridership is likely attributable to DART's CBD rail replacement, construction activities nearby the DDTC, and 35 E construction activities which has significantly impacted retailers and other employers along the corridor.
- DCTA's bus system carried 249,798 passengers which is a 4% increase from November 2013.
- UNT Shuttle ridership increased 7% in November 2014 as compared to November 2013.
- Connect ridership dropped by 8% when compared to last November.
- NCTC ridership increased 5% compared to November 2013.
- Ridership on Connect RSVP decreased by 45% (or 120 boardings) as compared to November 2013. This represents approximately 3 to 4 paired trips per day. The sharp drop in ridership may be attributable in part to the additional parking provided at HV/LL station resulting in less Highland Village originated trips.
- Access boardings in November remained about the same in comparison to the previous year.

#### SYSTEM ON-TIME PERFORMANCE

- October "On Time Performance" (OTP) for the A-train was 98.45%
- October "On Time Performance" (OTP) for Connect service was 87.71%.

#### SAFETY/SECURITY

- DCTA Rail Operations Injury-Free Workdays: 937
- DCTA Bus Operations Injury-Free Workdays: 63


#### PLANNING AND CUSTOMER SERVICE

- Hickory Street construction has caused a reroute of several bus routes in Denton.
- Construction on Highland Street has continued to impact bus routes resulting in customer complaints. DCTA is working with UNT to manage the re-routing during construction and communicate detours to minimize disruption to the customer.

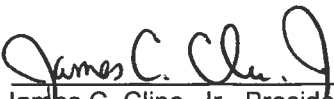
#### MAINTENANCE

- **Right of Way:** Routine daily inspections are being performed by the contractor.
- **Signal/Communications:** There were no signal issues in November.
- **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 November.

Final Review:

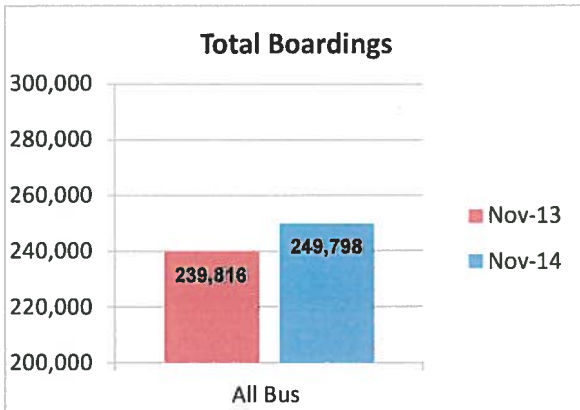
  
Raymond Suarez, COO

Approval:

  
James C. Cline, Jr., President

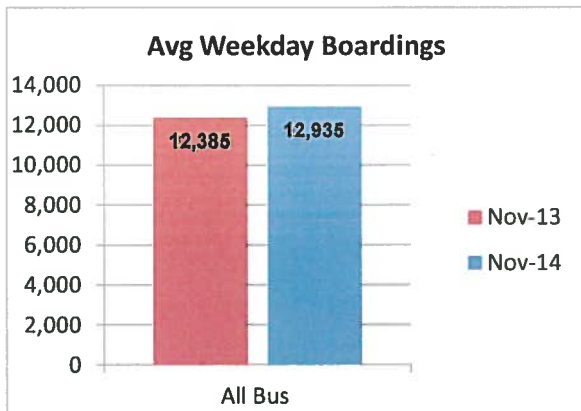


## Total Bus



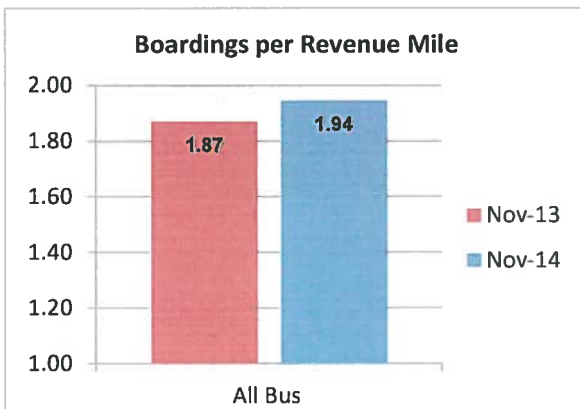
### Total Bus: Total Boardings

Total boardings for all bus service increased by 4% (or 9,982 boardings) when comparing November 2014 to 2013. Overall bus ridership continues to increase due to rising UNT ridership. UNT routes with the largest increase in boardings were Discovery Park by 42% (or 6,882 boardings), Campus Cruiser by 32% (or 1,595 boardings), and Centre Place



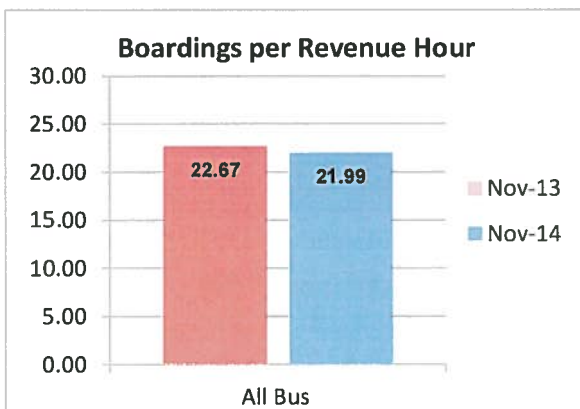
### Total Bus: Average Weekday Boardings

Average weekday boardings increased by 4% (or 550 boardings) per day when comparing November 2014 to the same period in 2013.



### Total Bus: Boardings per Revenue Mile

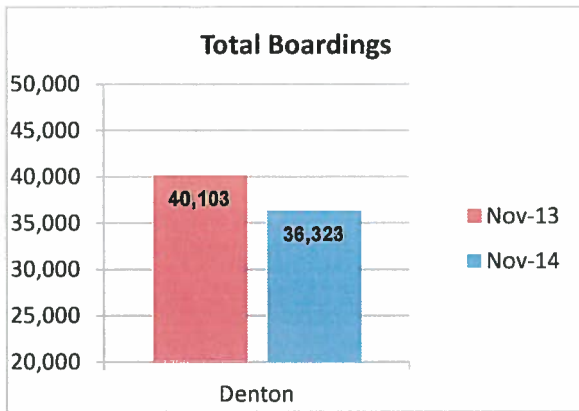
Overall in November, boardings per revenue mile increased by 4% compared to the previous year. Boardings increased while revenue miles remained the same.



### Total Bus: Boardings per Revenue Hour

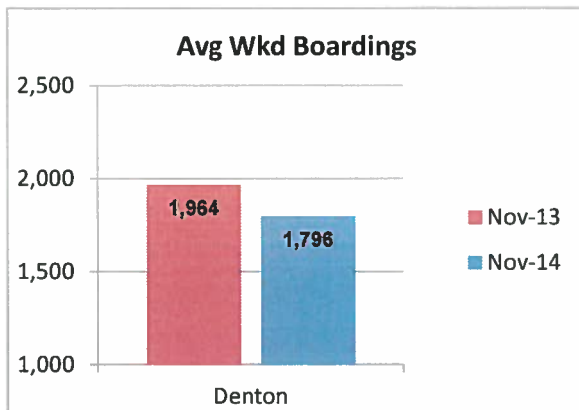
In November, boardings per revenue hour dropped by 3% compared to last year. Revenue hours added in January 2014 and August 2014 have not resulted in similar increases in boardings. This may indicate that new service is still maturing.

## Denton Connect



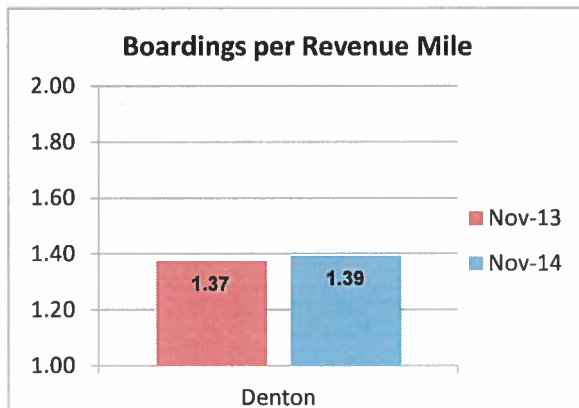
### Denton Connect: Total Boardings

In November 2014, boardings on Denton routes dropped by 9% (or 3,780 boardings) compared to 2013. Seven Denton routes lost ridership while one remained about the same. Only route 6 gained ridership.



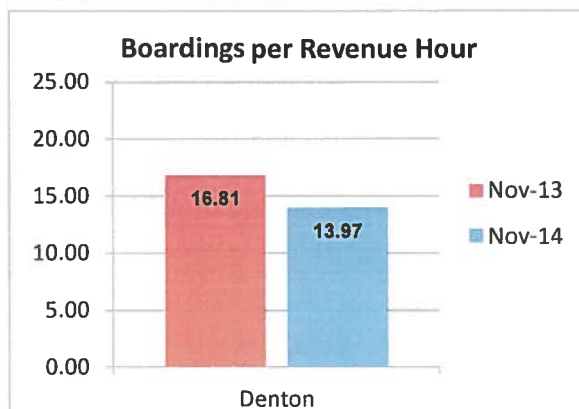
### Denton Connect: Average Weekday Boardings

In November 2014, boardings on a typical weekday dropped by 8% (or 168 boardings per weekday) compared to 2013. Service changes in January 2014 and August 2014 resulted in six Denton routes losing one-way weekday trips and one route remaining the same. Four routes gained one-way weekday trips.



### Denton Connect: Boardings per Revenue Mile

In November, boardings per revenue mile remained about the same from the previous year. That is, boardings decreased about the same rate as revenue miles.

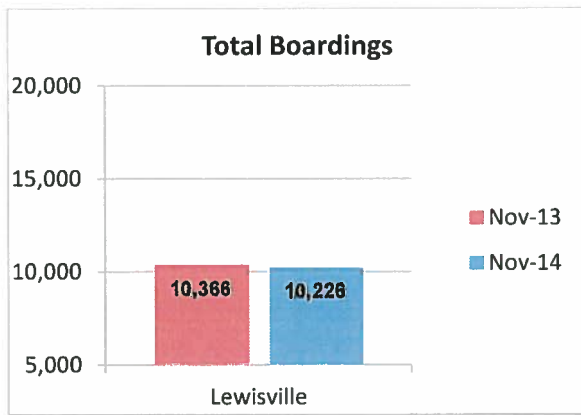


### Denton Connect: Boardings per Revenue Hour

In November 2014, boardings per revenue hour dropped by 17% (or almost 3 boardings per hour) from the previous year. Service changes in January 2014 and August 2014 added revenue hours and for some routes decreased the number of weekday trips.

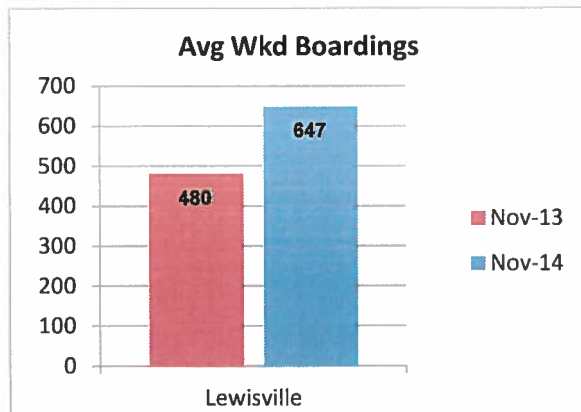
Average speed for Denton routes, dropped by 18% (or 2 mph) which indicates that revenue miles decreased while revenue hours increased.

## Lewisville Connect



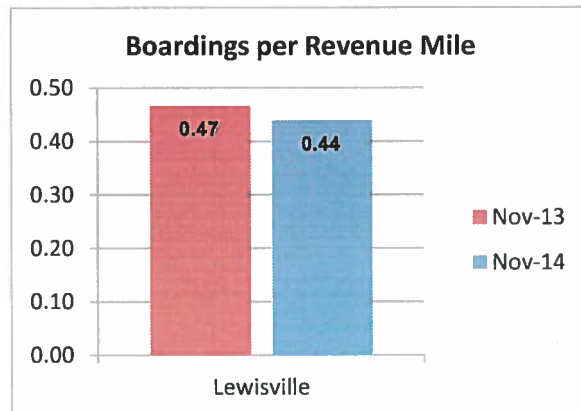
### Lewisville Connect: Total Boardings

In November, boardings remained about the same when compared to the previous year.



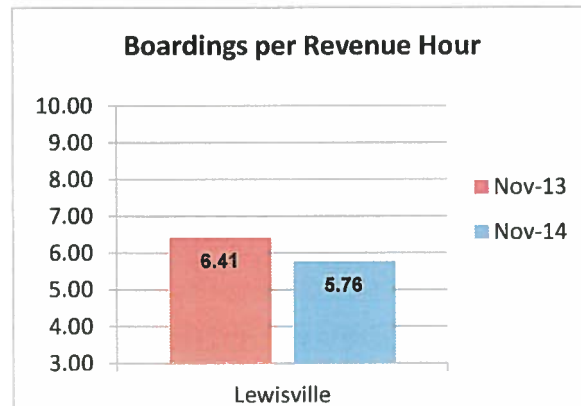
### Lewisville Connect: Average Weekday Boardings

In November, average weekday boardings increased by 35% (or 167 boardings per day) when compared to the previous year. In contrast to Denton routes, all routes in Lewisville gained weekday one-way trips. This increase in weekday service helps explain the jump in average weekday boardings.



### Lewisville Connect: Boardings per Revenue Mile

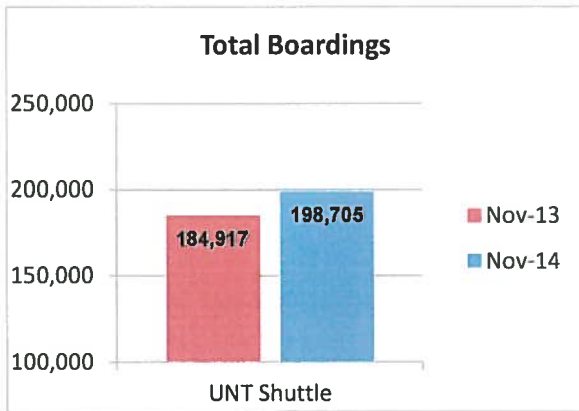
In November, boardings per revenue mile dropped by 6% when compared to 2013. That is, boardings remained about the same relative to increases in revenue miles.



### Lewisville Connect: Boardings per Revenue Hour

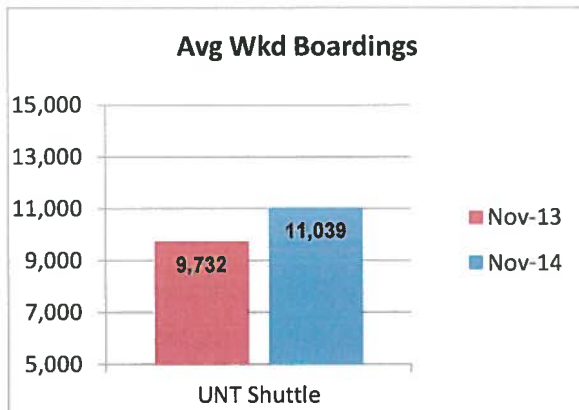
In November, boardings per revenue hour dropped by 10% from the previous year. As part of the January 2014 service changes, service was added to routes 21, 22, and 23. Because this is new service, ridership has not grown as fast as revenue hours.

## UNT Shuttle



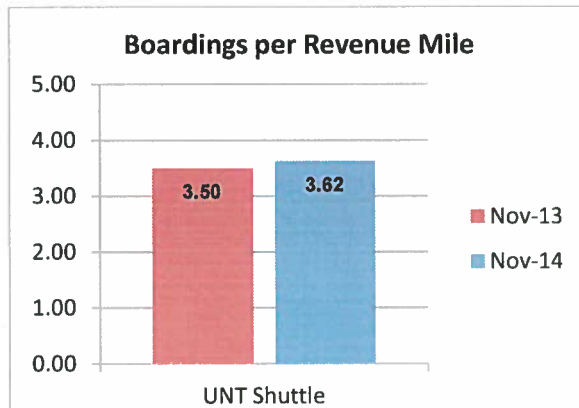
**UNT Shuttle: Total Boardings**

In November, UNT boardings increased by 9% (or 13,788 boardings) relative to the previous year. Increases in ridership in since August 2014 may represent a reversal of a 24 month period of declines. As part of service changes in August 2014, service was added to the Colorado Express, Campus Cruiser, and Centre Place (East West).



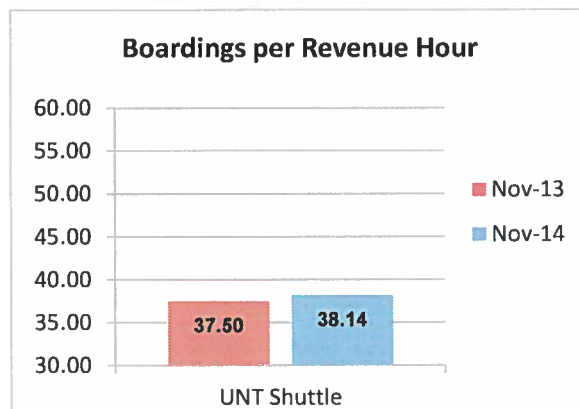
**UNT Shuttle: Average Weekday Boardings**

In November, UNT average weekday boardings increased by 13% (or 1,307 boardings per day).



**UNT Shuttle: Boardings per Revenue Mile**

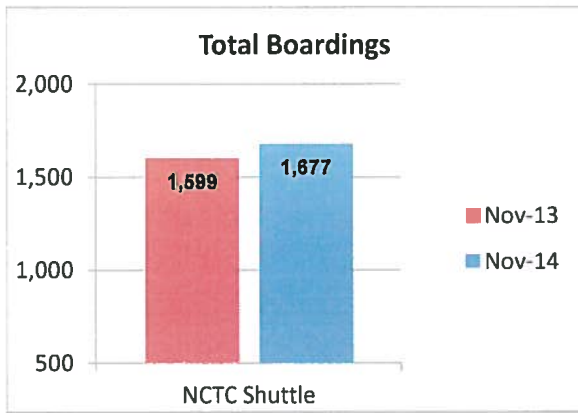
In November, boardings per revenue mile increased by 3%. Routes with the greatest gains in boardings per revenue miles were Discovery Park (by 54%), Centre Place (by 16%), and Mean Green (by 13%).



**UNT Shuttle: Boardings per Revenue Hour**

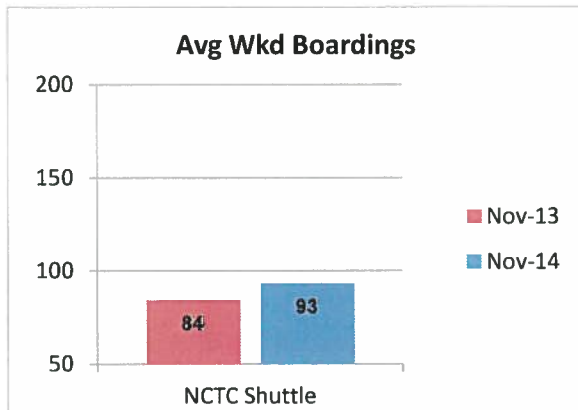
In November, boardings per revenue hour increased by 2%.

## NCTC Shuttle



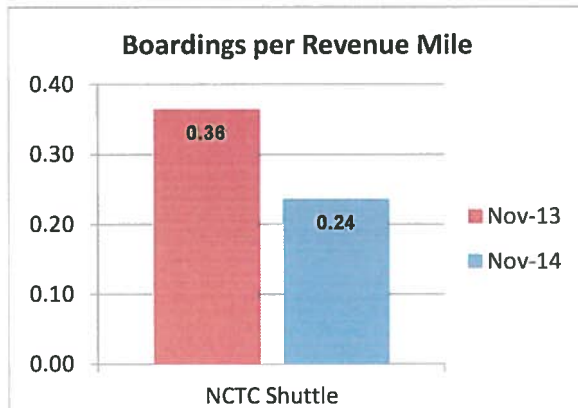
### NCTC Shuttle: Total Boardings

In November, NCTC boardings increased by 5% (or 78 boardings) when compared to 2013.



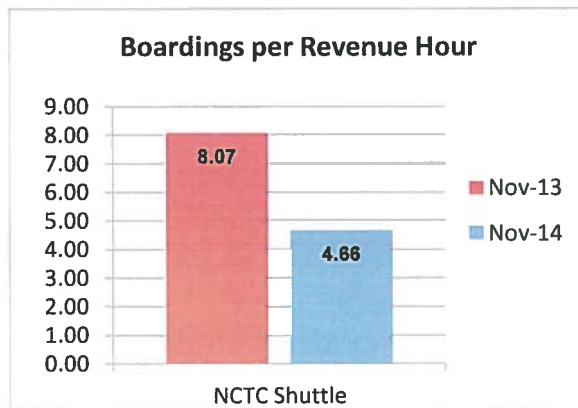
### NCTC Shuttle: Average Weekday Boardings

In November, NCTC average weekday boardings increased by 10% (or 9 boardings per day) when compared to 2013. This is due to additional service being added in September 2014.



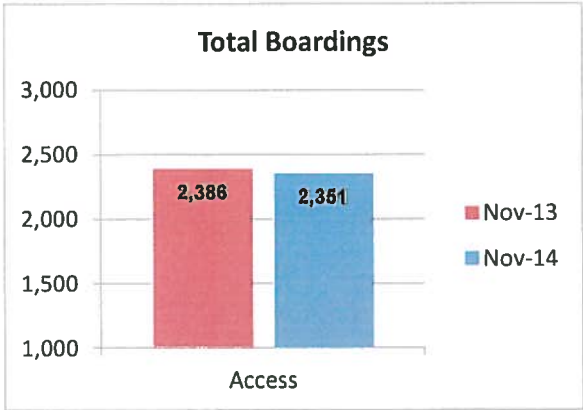
### NCTC Shuttle: Boardings per Revenue Mile

In November, boardings per revenue mile decreased by 35% from the previous year. In September 2014, additional service was added. This resulted in revenue miles increasing by 62% (or 152 miles per average weekday)

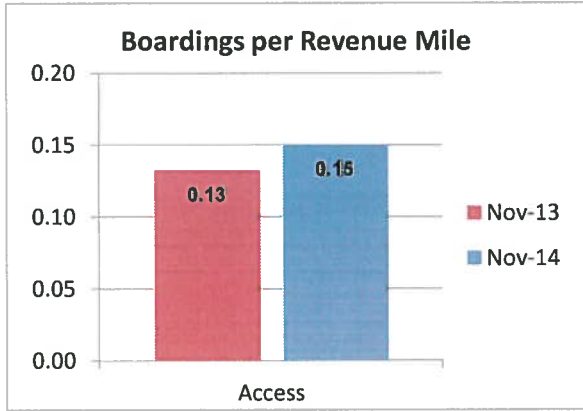


### NCTC Shuttle: Boardings per Revenue Hour

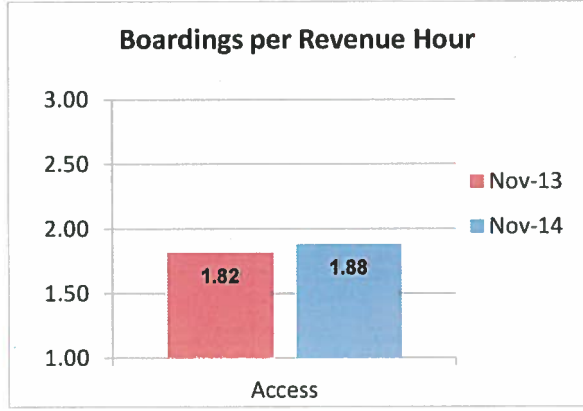
In November, boardings per revenue hour decreased by 45% from the previous year. Revenue hours increased dramatically from this period in 2013 while boardings did not increase as fast.



**Access: Total Boardings**  
In November, boardings remained about the same relative to the previous year. Average weekday boardings also remained flat.



**Access: Boardings per Revenue Mile**  
In November, boardings per revenue mile increased by 13% when compared to the previous year. While boardings remained unchanged, revenue miles dropped which resulted in a gain in boardings per revenue mile.

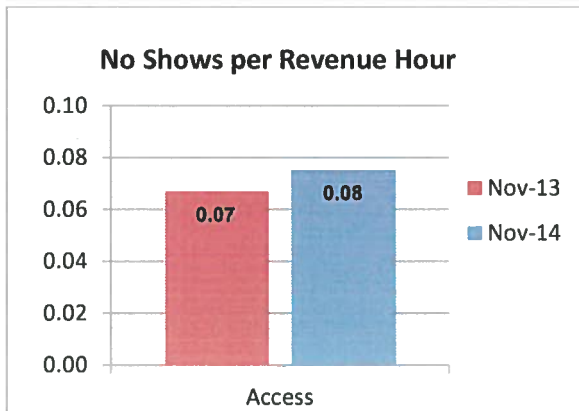


**Access: Boardings per Revenue Hour**  
In November 2014, boardings per revenue hour increased by 3%.



**Access: Trip Denials**

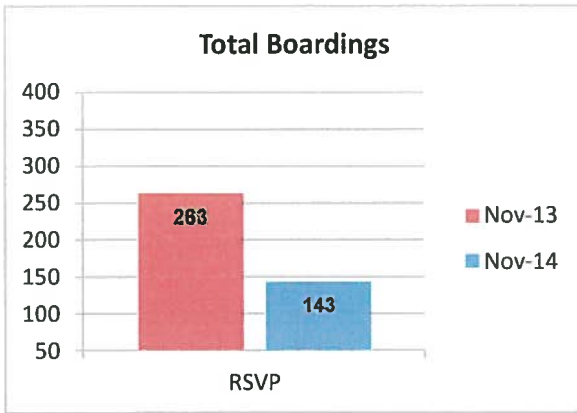
In November, non-ADA trip denials decreased by 14% (or 5 denials) when compared to 2013. This drop is explained by a slight decrease in Access boardings which increase capacity for non-ADA trips.



**Access: No-Shows per Revenue Hour**

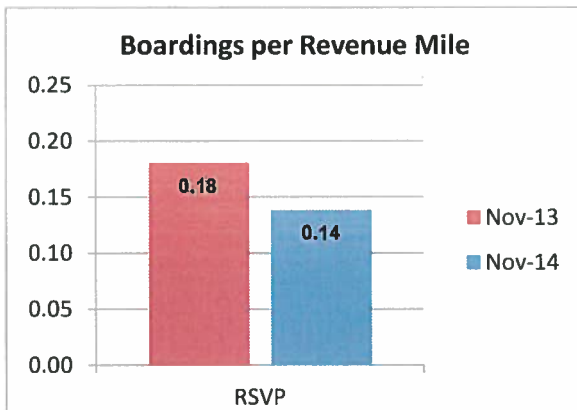
In November, the rate of no-shows per revenue hour increased by 12% from the previous year. No shows increased by 6% (or 6 no shows) while revenue hours decreased by 5% (or 63 hours).

## Connect RSVP



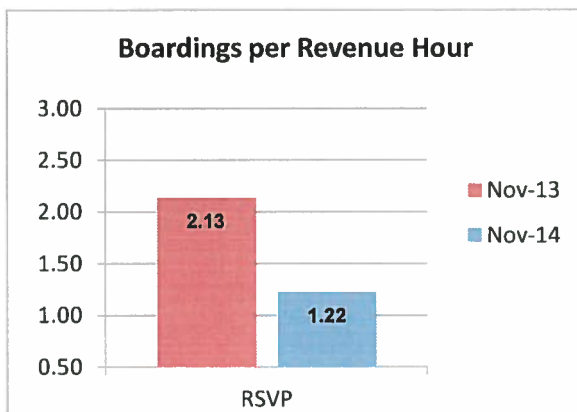
### Connect RSVP : Total Boardings

In November, boardings dropped by 45% (or 120 boardings) when compared to 2013. This drop was caused by RSVP service returning to peak only hours.



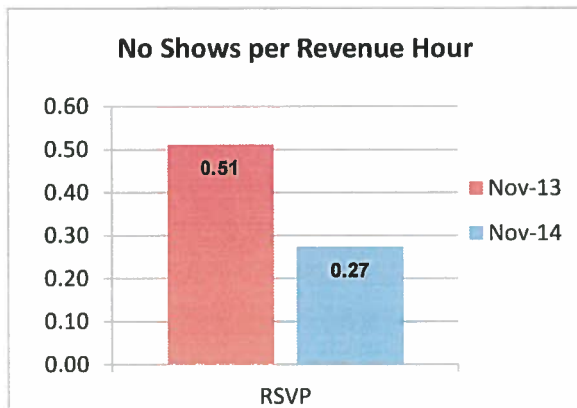
### Connect RSVP : Boardings per Revenue Mile

Boardings per revenue miles dropped by 23% when comparing November 2014 to 2013. RSVP boardings dropped faster than revenue hours and miles were reduced compared to last year.



### Connect RSVP: Boardings per Revenue Hour

In November, boardings per revenue hour dropped by 43% when compared to 2013. Like with boardings per revenue mile, boardings dropped faster than revenue hours relative to 2013.

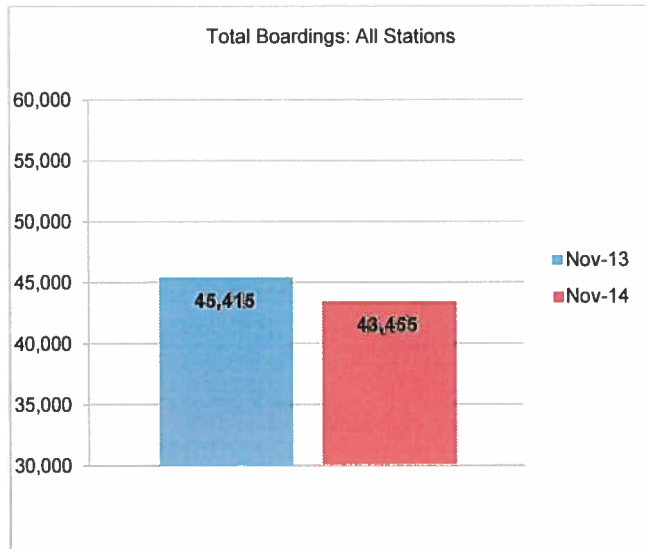


### Connect RSVP: No-Shows per Revenue Hour

In November, no-shows per revenue hour dropped by 46% (or 24 no shows per 100 hours) from the previous year. No-shows dropped by 49% (or 31 no-shows) while revenue hours dropped by 5% (or 6 hours).

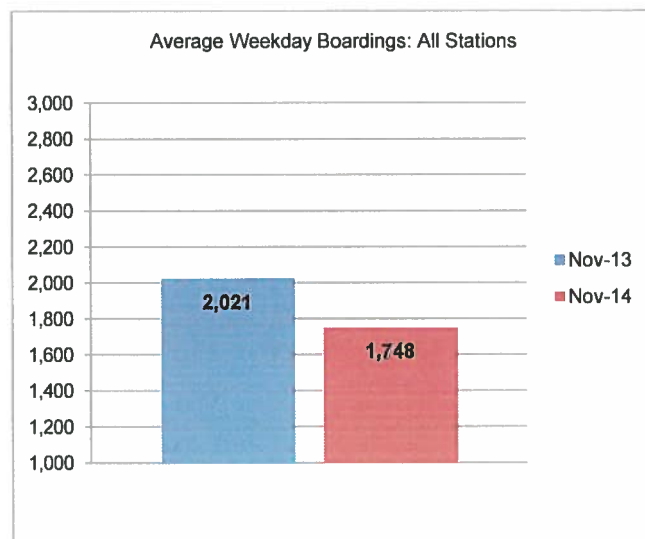


## All Stations



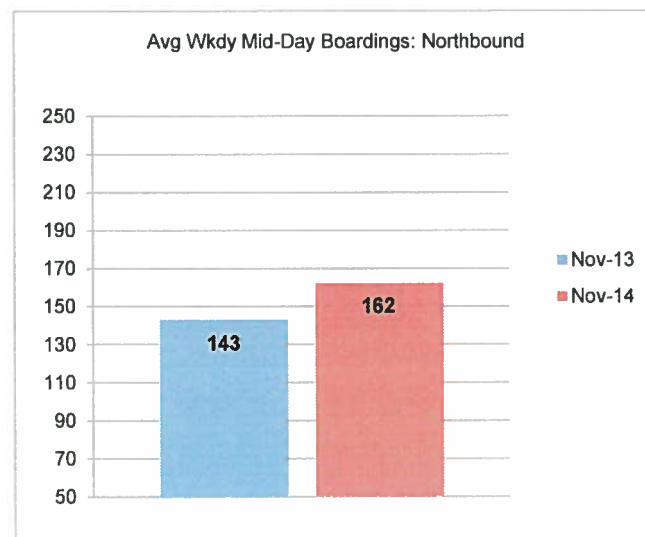
### Total Boardings: All Stations

In November 2014, total boardings decreased by 4% (or 1,960 boardings) compared to 2013. Reasons for the drop in boardings include the A-train operating one less weekday and UNT had one less regular class day in November 2014.



### Average Weekday Boardings: All Stations

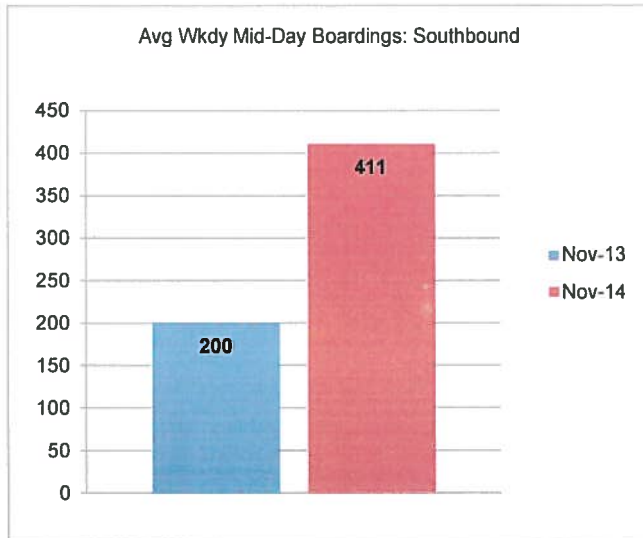
Average weekday boardings decreased by 13% (or 273 boardings per weekday) from the previous year. UNT having one less day of regular classes may have negatively impacted average weekday ridership.



### Average Weekday Mid-Day Boardings: Northbound

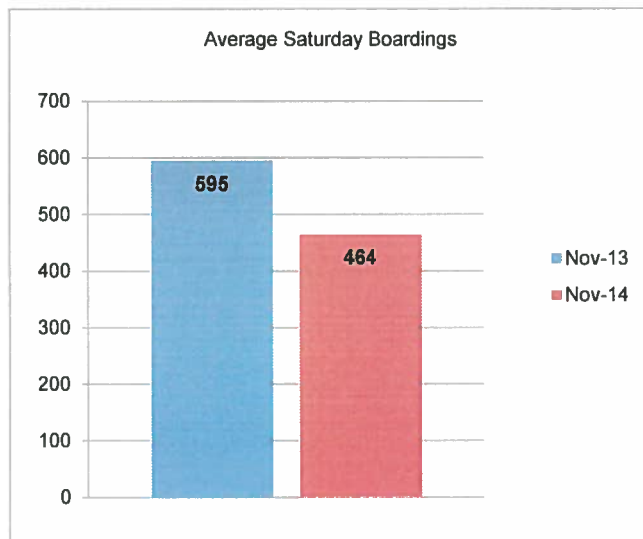
On an average weekday during the mid-day, boardings increased by 13% (or 19 boardings per day) on northbound trains from November 2013 to November 2014. From August 2013 to January 2014, one northbound train was added.

## All Stations



### Average Weekday Mid-Day Boardings: Southbound

Average daily boardings during mid-day traveling southbound grew by 105% (or 211 boardings per weekday). Between August 2013 and January 2014, two southbound trips were added during the mid-day.



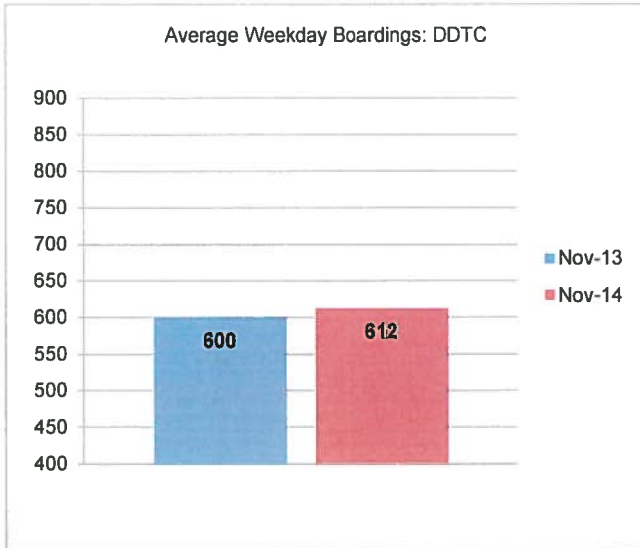
### Average Saturday Boardings: All Stations

In November, average Saturday boardings decreased by 22% (or 131 boardings per Saturday) when compared to the previous year.

## Station by Station

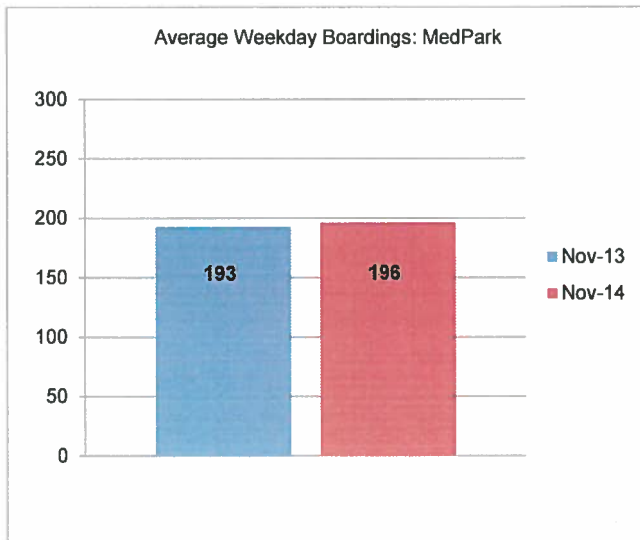
### Average Weekday Boardings: DDTC

In November, average daily boardings at the DDTC increased by 2% (or 12 boardings per weekday) when compared to the previous year.



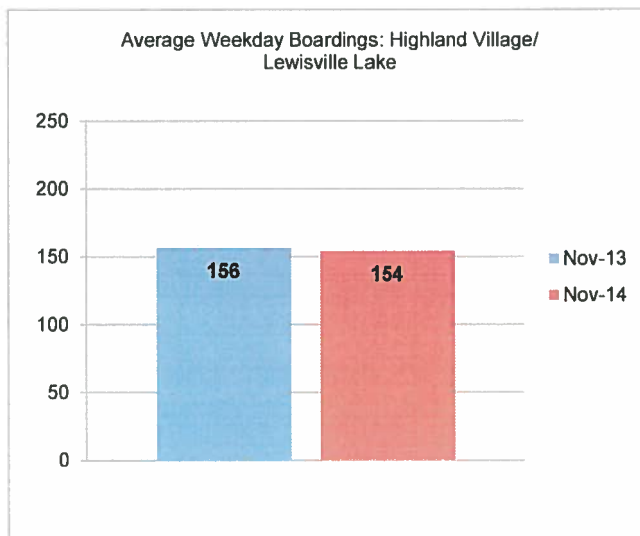
### Average Weekday Boardings: MedPark

In November, average daily boardings at the MedPark Station increased slightly (or 3 boardings per day) when compared to the previous year.

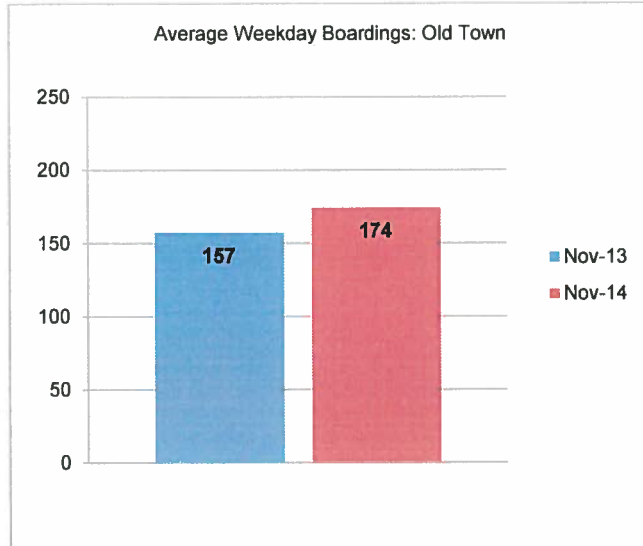


### Average Weekday Boardings: Highland Village/ Lewisville Lake

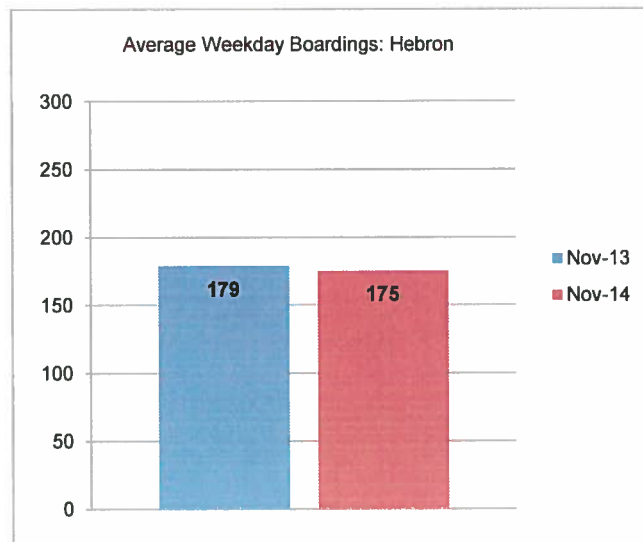
In November, average daily boardings at the Highland Village/Lewisville Lake Station dropped slightly (or 2 boardings per day) when compared to last year



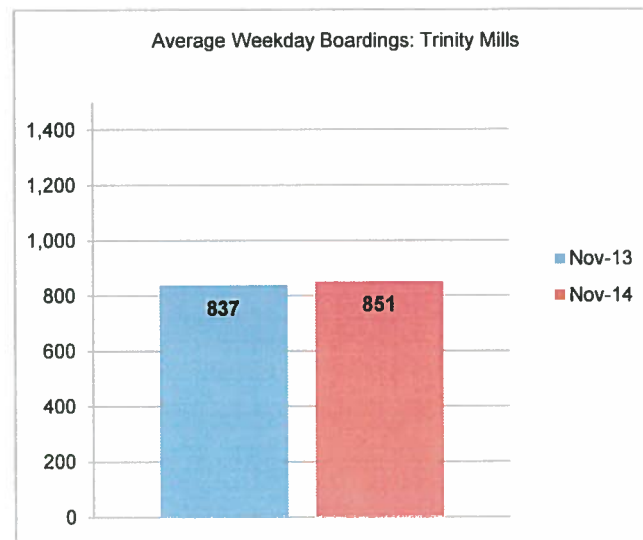
## Station by Station



**Average Weekday Boardings: Old Town**  
 In November, average daily boardings at the Old Town Station increased by 11% (or 17 boardings per weekday) compared to the previous year. This may be explained by holiday events in central Lewisville while boardings at other stations either dropped or remained about the same.



**Average Weekday Boardings: Hebron**  
 In November, the average daily boardings at the Hebron Station dropped by 2% (or 4 boardings per weekday) relative to last year.



**Average Weekday Boardings: Trinity Mills**  
 In November, average daily boardings at the Trinity Mills Station increased by 2% (or 14 boardings per weekday) compared to last year.

**Board of Directors Memo**

December 18, 2014

**Item: 1(e) Strategic Planning & Development Update****PRIORITY PROJECTS****Transit Planning Services (Comprehensive Service Analysis)**

- Finalizing task-based RFP for transit planning services
- Will select two qualified firms to perform transit planning task orders as part of the comprehensive service analysis
- RFP expected to be posted the week of December 15, 2014

**Major Service Corridor Preliminary Planning**

- Refining cost model
- Developing revenue estimations

**Highland Village (FM407 Retailers)**

- Currently developing preliminary service plans to address the labor force demand
- Incorporated Highland Village service into Major Service Corridors for Service Expansion Plan
- Exploring potential funding sources

**I-35W Corridor (Denton to Fort Worth)**

- Currently developing preliminary service plans to establish options for providing service along the I-35W
- Incorporated I-35W Corridor into Major Service Corridors for Service Expansion Plan


**Next Steps**

- Finalize Major Service Corridors
- Finalize Cost Model and Revenue Estimations
- Meet with Program Services Committee
- Explore & Confirm Funding Source
- Marketing Collateral Development
- Meet with Stakeholders & Potential Partners

**OUTREACH EFFORTS****Recent Outreach Efforts**

11/20	TSPE Mid-Cities Rail Roundtable
12/3	TRTC/35W Coalition Joint Meeting
12/5	Northwest Metroport Chamber Mayor's Legislative Breakfast
12/5	STTC Monthly Meeting

Submitted by:   
Kristina Brevard, VP, Strategic Planning & Development

Approved by:   
James C. Cline, Jr., President



1955 Lakeway Dr., # 260  
Lewisville, Texas 75057

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

## Work Session Minutes

The Board of Directors of the Denton County Transportation Authority convened with Chairman Charles Emery presiding at 1:35 p.m. November 20, 2014 at 1955 Lakeway Dr., # 260 Lewisville, Texas 75057 . 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  
Carter Wilson, Frisco  
Doug Peach, Little Elm (arrived 1:50 p.m.)  
Daniel Peugh, Corinth (arrived 2:51 p.m.)

#### Denton County at Large

#### Denton County Unincorporated

Don Hartman (arrived 2:48 p.m.)

#### Board Members Absent

Dave Kovatch, Treasurer  
Allen Harris, The Colony  
Jim Robertson, Flower Mound  
George A. Campbell

#### DCTA Staff

James C. Cline, Jr., P.E.  
Anna Mosqueda, CFO / Sr. VP Finance  
Kristina Brevard, Vice President, Strategic  
Planning & Development  
  
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

Chairman Charles Emery called the meeting to order and announced the presence of a quorum.

1. Routine Briefing Items
  - a. Financial Reports – Anna Mosqueda presented financial information
    - i. Employee Benefits Annual Update
      1. Presentation / Discussion Texas County and Special District Retirement System (TCDRS) Representative regarding TCERS structure and investment strategies – Amy Campbell, of TCERS made a presentation
      2. Presentation / Discussion regarding recommendations for 2015 Employee Health Benefits – Jarrad Willis of Holmes Murphy made a presentation

- ii. Financial Statements
  - iii. Capital Projects Fund
  - iv. Sales Tax Report
  - v. Procurement Report
  - vi. Update on 2015 Triennial Review
- b. Communications and Marketing – Kristina Brevard reported on these items
  - i. Marketing and Communications Initiatives
  - ii. Media Coverage
  - iii. Customer Service
- c. Capital Projects Update - Jim Cline presented information on the following topics
  - i. GTW Integration
  - ii. Where's My Ride
  - iii. Bus Operations and Maintenance Facility (O&M)
  - iv. Community Enhancements
  - v. Lewisville Bike Trail
  - vi. Positive Train Control (PTC)
  - vii. Station Improvements
- d. Transit Operations – Jim Cline provided an update
  - i. Rail Operations
  - ii. Bus Operations
- e. Strategic Planning / Development – Kristina Brevard provided an update
  - i. Comprehensive Service Analysis
  - ii. Outreach Efforts
- 2. Committee Reports
  - a. Program Services Committee – Committee Chair Paul Pomeroy reported
- 3. Items for Discussion – Jim Cline presented the following topics for discussion
  - a. 2015 Board Meeting Calendar
  - b. January 2015 Service Changes
  - c. Agency Performance Metrics
  - d. State Legislative Agenda - Drew Campbell and Byron Campbell, of Capitol-Insights presented information on State Legislative initiatives
- 4. Discussion of Regular Board Meeting Agenda Items (November 20, 2014) – no discussion
- 5. Executive Session - 4:38 p.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: Lease of DCTA Property.

- 6. Reconvene Open Session 4:48 p.m. No action.
  - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.

- 7. Discussion of Future Agenda Items
  - a. Board Member Requests – none

<Break> 3:54 p.m.



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

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

## **Board Meeting Minutes**

The Board of Directors of the Denton County Transportation Authority convened with Chairman Charles Emery presiding at 4:03 p.m. November 20, 2014 at 1955 Lakeway Dr., # 260 Lewisville, Texas 75057. 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  
Carter Wilson, Frisco  
Doug Peach, Little Elm  
Daniel Peugh, Corinth

**Denton County at Large**

**Denton County Unincorporated**

Don Hartman

**Board Members Absent**

Dave Kovatch, Treasurer  
Allen Harris, The Colony  
Jim Robertson, Flower Mound  
George A. Campbell

**DCTA Staff**

James C. Cline, Jr., P.E.  
Anna Mosqueda, CFO / Sr. VP Finance  
Kristina Brevard, Vice President, Strategic Planning & Development  
  
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 – Paul Pomeroy

INVOCATION – Charles Emery

WELCOME AND INTRODUCTION OF VISITORS

1. CONSENT AGENDA

- a. Approval of Minutes October 23, 2014
  - b. Acceptance of Financial Reports
  - c. Approve Award and Authorize the President to Execute a Contract for tires, new and recapped
  - d. Approve Award and Authorize the President to Execute a Contract for Light Duty Sedans
  - e. Approval of Agency Pledge in Support of Department of Transportation Human Trafficking Awareness
- Motion to approve Consent Agenda Items 1a-d made by Skip Kalb. 2<sup>nd</sup> by Doug Peach. Motion carried unanimously.
- Motion to approve Consent Agenda Item 1e made by Don Hartman. 2<sup>nd</sup> by Richard Huckaby. Motion carried unanimously.

2. REGULAR AGENDA

- a. Approval of Resolution 14-08 Authorizing Participation in the Texas County and District Retirement System plan for 2015 and Authorize the President to Execute Plan Documents
- Motion to Approve Resolution 14-08 Authorizing Participation in the Texas County and District Retirement System plan for 2015 and Authorize the President to Execute Plan Documents made by Richard Huckaby. 2<sup>nd</sup> by Skip Kalb. Motion carried. Vote: in favor – 7, against – 1 (Daniel Peugh)
- b. Authorize the President to execute all contracts for 2015 Employee Health and Ancillary Benefits
- Motion to Authorize the President to execute all contracts for 2015 Employee Health and Ancillary Benefits made by Skip Kalb. 2<sup>nd</sup> by Doug Peach. Motion carried unanimously.
- c. Approval of Resolution 14-09 Authorizing Participation in Texas Municipal League MultiState Intergovernmental Employee Benefits Pool
- Motion to approve Resolution 14-09 Authorizing Participation in Texas Municipal League MultiState Intergovernmental Employee Benefits Pool made by Doug Peach. 2<sup>nd</sup> by Paul Pomeroy. Motion carried unanimously.
- d. Discussion / Approval of State Legislative Agenda Revision
- No recommended revisions, no action necessary

3. CHAIR REPORT – Charles Emery gave an update Regional Transportation Issues
  - a. Discussion of Regional Transportation Issues
  
4. PRESIDENT’S REPORT – Jim Cline reported
  - a. Regional Transportation Update
  - b. Budget Transfers
  - c. 2015 Board Retreat
  
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. CONVENE EXECUTIVE SESSION – 4:38 (Work Session Item 5c)
  - a. As Authorized by Section 551.071(2) of the Texas Government Code, the 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.
  
7. RECONVENE OPEN SESSION – 4:48 No action
  - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.
  
8. ADJOURN 4:48 p.m.

The minutes of the November 20, 2014 meeting of the Board of Directors were passed, and approved by a vote on this 18<sup>th</sup> day of December, 2014.

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Charles Emery, Chairman

ATTEST

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Richard Huckaby, Secretary



**Board of Directors Memo**

**December 18, 2014**

**Item: 1(b) Discussion/Approval of Purchase of Remanufactured Engines**

The Gillig buses have a useful life of twelve (12) years or 500,000 miles. The buses have reached the midpoint of their useful life and require replacement of the engines and transmissions to continue to be useful.

A request for bids was released on November 7, 2014, on BidSync for the purchase of five (5) remanufactured diesel engines. Notices were provided to 600 potential suppliers, twenty-two (22) suppliers viewed the documents.

On December 2, 2014, DCTA received one bid in response to our RFB:

- 1. MHC Kenworth-Dallas

Staff conducted a review and evaluation of the bid received and staff is recommending purchase of five (5) remanufactured diesel engines from MHC Kenworth-Dallas.

**Identified Need**

The transmissions will be installed in the 2006 Gillig fleet to meet the useful life of twelve (12) years.

**Financial Impact**

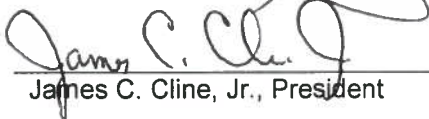
The total cost of the five (5) engines is \$131,546 and will be reimbursed with grant funds at 80%

**Recommendation**

Staff recommends the Board approve the acquisition of five (5) remanufactured diesel engines from MHC Kenworth-Dallas.

Submitted by:   
Athena Forrester, Purchasing Manager

Final Review:   
Raymond Suarez, COO

Approval:   
James C. Cline, Jr., President



**Board of Directors Memo** **December 18, 2014**

**Item: 1(c) Discussion/Approval of Purchase of Remanufactured Transmissions**

**Background**

The Gillig buses have a useful life of twelve (12) years or 500,000 miles. The buses have reached the midpoint of their useful life and require replacement of the engines and transmissions to continue to be useful.

A request for bids was released on November 10, 2014, on BidSync for the purchase of five (5) remanufactured transmissions. Notices were provided to 800 potential suppliers, twenty-four (24) suppliers viewed the documents.

On December 2, 2014, DCTA received four bids in response to our RFB:

1. TFB Global LLC
2. Reliable Transmission Services of Texas LLC
3. MHC Kenworth-Dallas
4. Weller Truck Parts, LLC

Staff conducted a review and evaluation of the bids received and staff is recommending purchase of five (5) remanufactured transmissions from MHC Kenworth-Dallas.

**Identified Need**

The transmissions will be installed in the 2006 Gillig fleet to meet the useful life of twelve (12) years.

**Financial Impact**


The total cost of the five (5) transmissions is \$19,432 and will be reimbursed with grant funds at 80%

**Recommendation**

Staff recommends the Board approve the acquisition of five (5) transmissions from MHC Kenworth-Dallas

Submitted by:   
Athena Forrester, Purchasing Manager

Final Review:   
Raymond Suarez, COO

Approval:   
James C. Cline, Jr., President