



*Denton County Transportation Authority
1660 S. Stemmons., Suite 250
Lewisville, Texas 75067
(972) 221-4600
dcta.net*

**Board of Directors
Work Session
April 25, 2013
1:30 p.m.**

1. Routine Briefing Items
 - a. Financial Reports
 - i. Financial Statements
 - ii. Capital Projects Fund
 - iii. Sales Tax Report
 - iv. Procurement Report
 - v. 2nd Quarter Investment Report
 - b. Capital Projects Update
 - 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. Passenger Amenities
 - viii. Station Improvements
 - c. Communications and Planning
 - i. Marketing and Communications Initiatives
 - ii. Media Coverage
 - iii. Customer Service
 - iv. Advertising Update
 - v. August Service Change Public Involvement
 - vi. Annual Program of Projects
 - vii. Access North Texas
 - d. Transit Operations
 - i. Rail Operations
 - ii. Bus Operations
2. Items for Discussion
 - a. Title VI Policy
 - b. Public Involvement Policy
 - c. Mobile Ticketing Interlocal Agreement

- d. Legislative Update
 - i. State
 - ii. Federal
 - e. Texas A&M Transportation Institute Interlocal Agreement
3. Discussion of Regular Board Meeting Agenda Items (April 25, 2013)
4. 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.
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
 - b. Fiscal Year 2014 Budget Calendar

**Board of Directors
Regular Meeting**

April 25, 2013

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 March 28, 2012
 - b. Acceptance of Financial Reports
 - c. Approval of 2nd Quarter Investment Report
 - d. Discussion/Approval of Interlocal Agreement with City of Denton for Right of Way Use
2. REGULAR AGENDA
- a. Discussion / Approval of Revision to DCTA Board of Directors Bylaws

- b. Discussion / Approval to Award Contract for the Construction of Bus Shelters
 - c. Discussion / Approval of Purchase of Four (4) Mobile Bus Lifts
 - d. Discussion / Approval to Award Contract for Management and Operation of Vanpool Program
3. CHAIR REPORT
- a. Discussion of Regional Transportation Issues
 - b. Discussion Legislative Issues
 - i. Regional
 - ii. State
 - iii. Federal
4. PRESIDENT'S REPORT
- a. Report on Meetings with Area Communities
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
- 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
- a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.
8. ADJOURN REGULAR MEETING

Chair – Charles Emery
Vice Chair – Paul Pomeroy

Secretary – Richard Huckaby
Treasurer – Dave Kovatch

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

The Denton County Transportation Authority meeting rooms are wheelchair accessible. Access to the building and special parking are available at the east entrance. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by calling Leslee Bachus at 972-221-4600 or e.mail lbachus@dcta.net

This notice was posted at 1660 S. Stemmons, Lewisville, Texas 75067 at a place convenient and readily accessible to the public at all times. Said notice was posted on 4/19/2013 at 10:46 AM.

Leslee Bachus, Executive Assistant

Subject: WS1ai) Monthly Financial Reports**Background**

The financial statements are presented to the Board of Directors on a monthly basis for acceptance. The reports presented for the period ending March 31, 2013 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 Favorable by \$109k attributable to A-train ridership being higher than anticipated in the budget, offset by lower than anticipated bus ridership. Actual YTD ridership was 257,781 A-train riders compared to budget 195,600 riders, an increase of 62,181 in ridership.
- **Note B:** Contract Service Revenue – YTD Unfavorable by (\$96k) due to lower than anticipated revenue hours in December, offset by higher revenue hours in October, November, and January thru March. Actual YTD revenue hours were 29,004 compared to budget 29,730, down 2%. In addition, actual YTD fuel usage was 91,232 gallons compared to budget 97,636 gallons, down 7%.
- **Note C:** Sales Tax Revenue – YTD Favorable by \$423k. Sales tax generated in March has not yet been received and is accrued for the month based on budget. The Sales Tax Report included in this agenda packet provides a more detailed Budget to Actual comparison of sales tax receipts for FY 13.
- **Note D:** Federal/State Grants – YTD Unfavorable by (\$2,427k) due to timing of the Bus O&M project and corresponding delay in grant reimbursement as anticipated in the budget.
- **Note E:** Services – YTD Unfavorable by (\$73k) mainly due to higher than anticipated legal fees (\$82k more than budget), offset by savings in other professional services. This is due to the total expenditure budget of \$250K approved in the FY12 budget not being fully spent. Since operating budget appropriations lapse at year end the balance, \$117,000, will be re-appropriated for FY13 when the revised budget is presented to the Board.
- **Note F:** Utilities – YTD Unfavorable by (\$14k) attributable to an increase in water usage compared to budget, offset by lower than anticipated electricity costs.
- **Note G:** Purchased Transportation Services – YTD Unfavorable by (\$265k) due to the transfer of a credit for DART's payment of the RDC seat re-upholstery from this account to the Leases account as noted below (\$395k).
- **Note H:** Leases and Rentals – YTD Favorable by \$459k. The lease expenses were reduced due by a \$395k credit from DART for RDC seat re-upholstery.

Statement of Net Assets

- **Note A:** Accounts & Notes Receivable increased \$923k due to FTA grants outstanding at the end of March that were received in April.
- **Note B:** Prepaid Expenses increased \$713k primarily due to the annual payment for 2013-2014 TML insurance for workers compensation and other liability insurance which was booked into prepaid expense for the amount of \$778k. This amount will be amortized on a monthly basis.

- **Note C:** Construction in Progress increased \$771k due to vendor payments totaling \$696k for the Bus O&M facility, \$27k for Community Enhancements and \$13k for LTK vehicle rail project management.
- **Note D:** Accounts Payable increased by \$1.5 million primarily due to outstanding payments \$661k for the Bus O&M Facility and \$778K for the TML insurance payment.
- **Note E:** Interest Payable decreased by (\$535k) due to the semi-annual payment of interest on the 2009 Series Bonds and 2011 Contractual Obligations.
- **Note F:** Bonds Payable: No change in the current month. The first payment for the 2009 Series Bonds of \$885k is due in September 2013.
- **Note G:** Net Income for the month of March was \$942,356.

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.

Need

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

Recommendation

Staff recommends acceptance.

Submitted by: Marisa Perry, CPA
Accounting Manager

Final Review: 
V-P Finance /CFO

Denton County Transportation Authority
Statement of Net Assets
As of March 31, 2013
(Unaudited)

	<u>March 31, 2013</u>	<u>February 28, 2013</u>	<u>Change</u>	
Current Assets				
Cash & Cash Equivalents	5,773,197	5,886,559	(113,362)	
Investments	9,229,013	8,985,775	243,238	
Accounts & Notes Receivable	5,215,396	4,292,332	923,064	Note A
Prepaid Expenses	839,327	125,885	713,442	Note B
Restricted Asset-Cash and Equivalents	4,740,205	4,739,197	1,007	
Total Current Assets	<u>25,797,138</u>	<u>24,029,749</u>	<u>1,767,389</u>	
Property, Plant and Equipment				
Land	16,228,337	16,228,337	-	
Land Improvements	5,386,734	5,386,734	-	
Machinery & Equipment	1,028,055	1,028,055	-	
Leasehold Improvements	55,506	55,506	-	
Vehicles	8,261,725	8,261,725	-	
Computers & Software	262,676	262,676	-	
Accumulated Depreciation	(15,834,295)	(15,216,576)	(617,719)	
Total Property, Plant and Equipment	<u>15,388,738</u>	<u>16,006,458</u>	<u>(617,719)</u>	
Other Non Current Assets				
Bond Fees	273,807	291,531	(17,723)	
Total Other Non Current Assets	<u>273,807</u>	<u>291,531</u>	<u>(17,723)</u>	
Capital Assets				
Intangible Assets	16,997,155	16,997,155	-	
Other Capital Assets, Net	240,143,361	240,143,361	-	
Construction in Progress	68,426,741	67,656,155	770,585	Note C
Total Capital Assets	<u>325,567,256</u>	<u>324,796,671</u>	<u>770,585</u>	
Total Assets	<u><u>367,026,940</u></u>	<u><u>365,124,408</u></u>	<u><u>1,902,532</u></u>	
Liabilities				
Current Liabilities				
Accounts Payable	2,589,738	1,043,693	1,546,045	Note D
Salary, Wages, and Benefits Payable	384,442	372,032	12,410	
Accrued Expenses Payable	3,755,658	3,832,586	(76,928)	
Deferred Revenues	360,621	382,353	(21,732)	
Interest Payable	-	534,966	(534,966)	Note E
Total Current Liabilities	<u>7,090,459</u>	<u>6,165,629</u>	<u>924,830</u>	
Non-Current Liabilities				
Rail Easement Payable	1,800,000	1,800,000	-	
Retainage Payable	1,631,635	1,596,289	35,346	
Bonds Payable	35,280,000	35,280,000	-	Note F
Total Non-Current Liabilities	<u>38,711,635</u>	<u>38,676,289</u>	<u>35,346</u>	
Total Liabilities	<u><u>45,802,094</u></u>	<u><u>44,841,918</u></u>	<u><u>960,176</u></u>	
Net Assets				
Invested in Capital Assets	302,097,018	302,097,018	-	
Unrestricted Retained Earnings	18,870,718	18,870,718	-	
Change in Net Assets	257,110	(685,245)	942,356	Note G
Total Equity	<u>321,224,846</u>	<u>320,282,490</u>	<u>942,356</u>	
Total Liabilities and Equity	<u><u>367,026,940</u></u>	<u><u>365,124,408</u></u>	<u><u>1,902,532</u></u>	

Denton County Transportation Authority
Change in Net Assets
Month and Year to Date March 31, 2013
(Unaudited)

WS1ai

Description	Month Ended March 31, 2013			Year to Date March 31, 2013			Annual Budget	
	Actual	Budget	Variance	Actual	Budget	Variance		
Revenue and Other Income								
Passenger Revenues	116,098	90,583	25,515	622,461	513,442	109,019	1,030,940	Note A
Contract Service Revenue	253,360	257,365	(4,005)	1,617,704	1,713,781	(96,077)	3,001,040	Note B
Sales Tax Revenue	1,994,880	1,922,042	72,838	10,122,328	9,699,684	422,644	18,775,391	Note C
Federal/State Grants and Reimbursements	1,144,393	734,566	409,827	2,579,640	5,007,008	(2,427,368)	10,248,100	Note D
Total Revenue and Other Income	3,508,732	3,004,556	504,176	14,942,132	16,933,915	(1,991,783)	33,055,471	
Operating Expenses								
Salary, Wages and Benefits	582,551	607,296	24,745	3,415,064	3,646,754	231,690	7,196,725	
Services	113,310	112,934	(377)	815,836	743,301	(72,535)	1,505,452	Note E
Materials and Supplies	279,201	294,233	15,031	1,370,047	1,791,279	421,232	3,498,665	
Utilities	34,784	31,062	(3,722)	200,658	186,370	(14,289)	372,740	Note F
Insurance, Casualties and Losses	64,858	45,394	(19,464)	236,639	272,366	35,727	544,732	
Purchased Transportation Services	724,570	702,515	(22,055)	4,480,242	4,215,093	(265,149)	8,430,186	Note G
Miscellaneous	13,772	17,266	3,494	48,334	92,838	44,504	165,666	
Leases and Rentals	21,477	22,611	1,134	(173,196)	285,665	458,861	421,330	Note H
Depreciation	617,719	775,162	157,443	3,587,300	4,669,470	1,082,170	9,320,443	
Total Operating Expenses	2,452,243	2,608,472	156,230	13,980,924	15,903,136	1,922,212	31,455,940	
Income Before Non-operating Revenue and Expense	1,056,489	396,084	660,406	961,209	1,030,779	(69,571)	1,599,531	
Non-Operating Revenues / (Expense)								
Investment Income	3,243	3,000	243	19,065	18,000	1,065	36,000	
Gain (Loss) Disposal of Assets	-	-	-	-	-	-	-	
Fare Evasion Fee	225	-	225	225	-	225	-	
Other Income - Miscellaneous	4,613	-	4,613	22,409	-	22,409	-	
Long Term Debt Interest/Expense	(122,214)	(180,743)	58,529	(745,797)	(1,084,460)	338,663	(2,168,920)	
Total Non-Operating Revenue / (Expense)	(114,133)	(177,743)	63,610	(704,098)	(1,066,460)	362,362	(2,132,920)	
Change in Net Assets	942,356	218,340	724,016	257,110	(35,681)	292,791	(533,389)	

Budget vs. Actual

As of March 31, 2013

(Cash Basis)

ASSETS

Fixed Assets

1660 · Construction Work in Progress

5 · Bus Capital Projects

50202 · Passenger Amenities (Phase 2)

5020214 · Acquisition

174,011

229,326

-

138,973

90,353

61%

Total 50202 · Passenger Amenities (Phase 2)

174,011

229,326

-

138,973

90,353

61%

50301 · Bus O&M Facility

5030113 · Design

590,000

1,294,280

8,870

929,364

364,916

72%

5030115 · Survey, Testing, Inspection

-

-

6,863

104,735

(104,735)

N/A

5030114 · Land Acquisition

1,164,310

1,164,310

-

1,173,451

(9,141)

101%

5030116 · Building Construction

4,745,690

5,469,392

430,742

433,002

5,036,390

0%

5030118 · Canopy Construction

-

-

-

-

-

0%

5030120 · Landscaping

-

472,513

-

10,000

462,513

0%

5030125 · Utilities

-

1,362,500

176,365

176,365

1,186,135

0%

5030126 · Furniture, Fixtures & Equipment

1,642,667

517,865

-

-

517,865

0%

5030128 · Contingency

-

835,585

-

-

835,585

0%

5030129 · Project Management

-

341,331

55

55

341,276

0%

5030131 · Insurance/Bonds

-

105,521

-

105,521

-

0%

5030132 · Mobilization

-

157,060

19,378

42,884

114,176

0%

5030133 · Legal Fees

-

360

-

-

360

0%

Total 50301 · Bus O&M Facility

8,142,667

11,720,717

642,273

2,975,377

8,745,340

28%

50302 · Bus Maintenance Equipment

5030214 · Acquisition

500,000

500,000

1,041

79,818

420,182

16%

Total 50302 · Bus Maintenance Equipment

500,000

500,000

1,041

79,818

420,182

16%

50303 · DDTC

5030314 · Acquisition

373,282

373,282

-

-

373,282

0%

Total 50303 · DDTC

373,282

373,282

-

-

373,282

0%

50406 · Where's My Ride

5040614 · Acquisition

940,485

940,485

2,243

3,233

937,253

0%

Total 50406 · Where's My Ride

940,485

940,485

2,243

3,233

937,253

0%

50407 · Bus Ops Safety & Security Equipment

5040714 · Acquisition

88,555

88,555

-

-

88,555

0%

5040721 · Systems

-

-

69,470

69,470

(69,470)

N/A

Total 50407 · Bus Ops Safety & Security Equipment

88,555

88,555

69,470

69,470

19,085

78%

50502 · Fleet Replacement

5050214 · Acquisition

1,968,500

3,136,993

-

2,871,592

265,401

92%

Total 50502 · Fleet Replacement

1,968,500

3,136,993

-

2,871,592

265,401

92%

Total 5 · Bus Capital Projects

12,187,500

16,989,358

715,027

6,138,463

10,850,895

36%

Capital Projects Fund - DCTA
Budget vs. Actual
As of March 31, 2013
(Cash Basis)

Work Session 1a ii

	Original Budget	Revised Budget	March 2013 Expenses Booked	LTD	\$ Under/(Over) Budget	% of Budget (As of March 2013 Close)
6 - Rail Construction (RTRFI Funded)						
61102 - Rail Grinding						
6110217 - Track & Civil Work Construction	204,000	204,000		191,609	12,391	94%
Total 61102 - Rail Grinding	204,000	204,000	-	191,609	12,391	94%
61206 - MedPark Extension	1,000,000	1,000,000	-	1,000,000	-	100%
61208 - Rail Station Improvements						
6120815 - Installation		15,000		-	15,000	0%
Total 61208 - Rail Station Improvements	-	15,000	-	-	15,000	0%
61401 - Fare Collection Systems						
6140111 - Engineering	-	68,962		68,963	(1)	100%
6140114 - Acquisition	489,000	582,371		477,281	105,090	82%
6140115 - Installation	80,000	81,771	56	101,290	(19,519)	124%
Total 61401 - Fare Collection Systems	569,000	733,104	56	647,534	85,570	88%
61403 - Traffic Signals						
6140323 - Crossings/Traffic Signals	2,480,000	3,046,178		2,733,818	312,360	90%
Total 61403 - Traffic Signals	2,480,000	3,046,178	-	2,733,818	312,360	90%
61406 - Positive Train Control						
6140617 - Construction		13,492,026			13,492,026	0%
6140628 - Contingency		728,554			728,554	0%
6140629 - Project Management		2,097,992	10,973	472,813	1,625,179	23%
6140633 - Legal Fees		80,939			80,939	0%
6140636 - Vehicle Provisions		597,930		358,758	239,172	60%
6140621 - Systems	-	-		-	-	0%
Total 61406 - Positive Train Control	-	16,997,441	10,973	831,571	16,165,870	5%
61603 - Stadler Implementation						
6160332 - Mobilization	-	895,803	4,835	545,218	350,585	61%
Total 61603 - Stadler Implementation	-	895,803	4,835	545,218	350,585	61%
61707 - Community Enhancements						
6170711 - Engineering	-	22,000		-	22,000	0%
6170712 - Preliminary Design	-	12,500	2,088	39,121	(26,621)	313%
6170713 - Final Design	-	15,000	24,646	52,169	(37,169)	348%
6170715 - Survey, Inspection & Testing	-	6,000		-	6,000	0%
6170716 - Building Construction	-	545,000		-	545,000	0%
6170720 - Landscaping	-	25,000		2,500	22,500	10%
6170726 - FF&E	-	10,000		-	10,000	0%
6170727 - Environmental Mitigation	-	4,000		-	4,000	0%
6170728 - Contingency	-	15,029		-	15,029	0%
6170729 - Project Management	-	85,088		-	85,088	0%
6170733 - Administration Fees	-	13,091		13,091	-	100%
Total 61707 - Community Enhancements	-	752,708	26,734	106,881	645,827	14%

Budget vs. Actual

As of March 31, 2013

(Cash Basis)

	Original Budget	Revised Budget	March 2013 Expenses Booked	LTD	\$ Under/(Over) Budget	% of Budget (As of March 2013 Close)
61708 · Lewisville Bike Trail						
6170811 · Engineering	-	75,000	-	-	75,000	0%
6170812 · Preliminary Design	-	75,000	-	-	75,000	0%
6170813 · Final Design	-	41,000	-	-	41,000	0%
6170816 · Building Construction	-	2,410,102	-	-	2,410,102	0%
6170820 · Landscaping	-	21,000	-	-	21,000	0%
6170822 · Bridges	-	55,355	-	-	55,355	0%
6170823 · Crossings/Traffic Signals	-	200,000	-	-	200,000	0%
6170825 · Utilities	-	75,000	-	-	75,000	0%
6170826 · FF&E	-	3,000	-	-	3,000	0%
6170827 · Environmental Mitigation	-	28,800	-	-	28,800	0%
6170828 · Contingency	-	50,000	-	-	50,000	0%
6170829 · Project Management	-	394,454	-	-	394,454	0%
6170833 · Administration Fees	-	60,685	-	60,685	-	100%
Total 61708 · Lewisville Bike Trail	-	3,489,396	-	60,685	3,428,711	2%
61709 · ROW Fencing						
6170914 · Acquisition	25,000	25,000	-	-	25,000	0%
Total 61709 · ROW Fencing	25,000	25,000	-	-	25,000	0%
60701 · Passenger Information						
6070114 · Acquisition	-	56,214	-	23,851	32,363	42%
Total 60701 · Passenger Information	-	56,214	-	23,851	32,363	42%
Total Rail Construction Projects	4,278,000	27,214,844	42,598	6,141,186	21,073,678	23%
61501 · Rail Cars						
6150114 · Acquisition	71,500,000	77,715,424	-	77,781,249	(65,825)	100%
6150128 · FRA Compliance Contingency	-	250,396	-	-	250,396	0%
6150133 · Legal Fees	-	15,005	-	15,005	-	100%
6150129 · Project Management	-	1,814,699	12,961	1,519,085	295,614	84%
Total 61501 · Rail Cars	71,500,000	79,795,524	12,961	79,315,340	480,184	99%
TOTAL RAIL CONSTRUCTION & CARS	75,778,000	107,010,368	55,559	85,456,506	21,553,862	80%
Total 1660 · Construction Work in Progress	87,965,500	123,999,726	770,585	91,594,969	32,404,757	74%



Item: WSM 1 (a) iii Sales Tax Report

Background

Sales tax represents the single largest source of revenue for DCTA, at 56.7% for FY13 budget. The annual Sales Tax budget is \$18,775,391. 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.

- Sales tax for sales generated at retail in the month of February and received in April was \$1,494,663.
- This represents an increase of 5.12% or \$72,838 compared to budget for the month.
- Receipts are favorable 5.43% year-to-date compared to budget.
- Compared to the same month last year, sales tax receipts were \$114,250 or 8.28% more.

- Member city collections for the month compared to prior year are as follows:
 - City of Lewisville up 40.02% (Audit collection of \$163,623 included)
 - City of Denton up 6.37%
 - Highland Village up .10%

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 Prev. Yr. Comparison**

Sales Generated in Month of:	Received in month of:	2012-2013 Year Budget	2012-2013 Year Actual	Variance Actual to Budget	CY Actual to CY Budget % Variance	2011-2012 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual Variance
October	December	\$ 1,385,756.30	\$ 1,637,689.04	\$ 251,932.74	18.18%	\$ 1,345,394.47	\$ 292,294.57	21.73%
November	January	\$ 1,467,497.19	\$ 1,437,883.91	\$ (29,613.28)	-2.02%	\$ 1,424,754.55	\$ 13,129.36	0.92%
December	February	\$ 2,107,957.25	\$ 2,128,329.19	\$ 20,371.94	0.97%	\$ 2,046,560.44	\$ 81,768.75	4.00%
January	March	\$ 1,394,605.60	\$ 1,501,720.29	\$ 107,114.69	7.68%	\$ 1,353,986.02	\$ 147,734.27	10.91%
February	April	\$ 1,421,825.33	\$ 1,494,663.46	\$ 72,838.13	5.12%	\$ 1,380,412.94	\$ 114,250.52	8.28%
March	May	\$ 1,922,042.18				\$ 1,866,060.37		
April	June	\$ 1,526,010.87				\$ 1,481,563.95		
May	July	\$ 1,613,898.76				\$ 1,566,892.01		
June	August	\$ 1,687,584.24				\$ 1,762,132.21		
July	September	\$ 1,349,344.92				\$ 1,540,038.75		
August	October	\$ 1,350,487.51				\$ 1,533,237.85		
September	November	\$ 1,548,380.37				\$ 1,708,102.34		
Y.T.D Total		\$ 18,775,390.51	\$ 8,200,285.89	\$ 422,644.22	5.43%	\$ 19,009,135.90	\$ 649,177.47	8.60%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
Prepared By: Denton County Transportation Authority Finance Department
April 11, 2013

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

City of Lewisville					City of Highland Village						
Sales Generated in Month of:	Received in month of:	2011-2012 Year Actual	2012-2013 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual Variance	Sales Generated in Month of:	Received in month of:	2011-2012 Year Actual	2012-2013 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual Variance
October	December	\$ 1,732,551.04	\$ 2,371,149.84	\$ 638,598.80	36.86%	October	December	\$ 243,619.10	\$ 250,035.98	\$ 6,416.88	2.63%
November	January	\$ 1,984,090.82	\$ 1,965,351.05	\$ (18,739.77)	-0.94%	November	January	\$ 243,165.41	\$ 246,297.20	\$ 3,131.79	1.29%
December	February	\$ 2,874,196.38	\$ 3,085,264.25	\$ 211,067.87	7.34%	December	February	\$ 395,580.52	\$ 413,313.51	\$ 17,732.99	4.48%
January	March	\$ 1,797,507.20	\$ 2,041,609.87	\$ 244,102.77	13.58%	January	March	\$ 201,738.67	\$ 239,867.34	\$ 38,128.67	18.90%
February	April	\$ 1,501,720.29	\$ 2,102,744.48	\$ 601,024.19	40.02%	February	April	\$ 215,687.96	\$ 215,912.22	\$ 224.26	0.10%
March	May	\$ 2,521,189.10				March	May	\$ 294,815.24			
April	June	\$ 2,056,180.28				April	June	\$ 246,862.39			
May	July	\$ 2,148,891.75				May	July	\$ 280,774.11			
June	August	\$ 2,461,535.81				June	August	\$ 296,673.40			
July	September	\$ 2,130,071.15				July	September	\$ 247,525.92			
August	October	\$ 2,161,803.34				August	October	\$ 240,564.70			
September	November	\$ 2,278,200.43				September	November	\$ 289,237.15			
Y.T.D Total		\$ 25,645,937.59	\$ 11,566,119.59	\$ 1,676,053.86	16.95%	Y.T.D Total		\$ 3,196,264.57	\$ 1,365,426.25	\$ 65,634.59	6.06%

City of Denton					
Sales Generated in Month of:	Received in month of:	2011-2012 Year Actual	2012-2013 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual Variance
October	December	\$ 1,847,567.14	\$ 1,947,109.61	\$ 99,542.47	5.39%
November	January	\$ 1,765,223.00	\$ 1,729,577.71	\$ (35,645.29)	-2.02%
December	February	\$ 2,562,967.74	\$ 2,521,245.16	\$ (41,722.58)	-1.63%
January	March	\$ 1,802,513.11	\$ 1,929,589.80	\$ 127,076.69	7.05%
February	April	\$ 1,733,550.06	\$ 1,843,926.56	\$ 110,376.50	6.37%
March	May	\$ 2,557,253.34			
April	June	\$ 1,825,446.45			
May	July	\$ 1,930,853.61			
June	August	\$ 2,214,480.34			
July	September	\$ 1,919,988.80			
August	October	\$ 1,874,046.32			
September	November	\$ 2,333,782.27			
Y.T.D Total		\$ 24,367,672.18	\$ 9,971,448.84	\$ 259,627.79	2.67%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
Prepared By: Denton County Transportation Authority Finance Department
April 11, 2013

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

Transit	Current Rate	Net Payment This Period	Comparable Payment Prior Year	% Change	2013 Payments To Date	2012 Payments To Date	% Change
Houston MTA	1.00%	\$ 47,050,820.04	\$ 43,214,338.25	8.88%	\$ 208,865,482.18	\$ 192,836,245.45	8.31%
Dallas MTA	1.00%	\$ 32,894,655.00	\$ 31,818,928.70	3.38%	\$ 148,328,212.77	\$ 140,346,955.75	5.69%
Austin MTA	1.00%	\$ 12,957,427.03	\$ 12,077,889.95	7.28%	\$ 58,289,036.17	\$ 53,528,894.47	8.89%
San Antonio MTA	0.50%	\$ 8,691,010.89	\$ 8,107,779.87	7.19%	\$ 38,426,219.62	\$ 35,775,606.68	7.41%
San Antonio ATD	0.25%	\$ 3,928,607.85	\$ 3,715,444.06	5.74%	\$ 17,367,897.78	\$ 16,699,432.70	4.00%
Fort Worth MTA	0.50%	\$ 4,226,321.11	\$ 4,149,263.82	1.86%	\$ 18,933,071.10	\$ 18,044,680.16	4.92%
El Paso CTD	0.50%	\$ 2,783,670.03	\$ 2,832,810.17	-1.73%	\$ 12,725,305.28	\$ 12,334,658.12	3.17%
Corpus Christi MTA	0.50%	\$ 2,464,000.73	\$ 2,226,506.39	10.67%	\$ 11,700,118.61	\$ 9,592,642.78	21.97%
Denton CTA	0.50%	\$ 1,494,663.46	\$ 1,380,412.94	8.28%	\$ 6,562,596.85	\$ 6,205,713.95	5.75%
Laredo CTD	0.25%	\$ 554,358.37	\$ 549,483.12	0.89%	\$ 2,554,650.17	\$ 2,403,212.33	6.30%
TOTALS		\$ 117,045,534.51	\$ 110,072,857.27	6.33%	\$ 523,752,590.53	\$ 487,768,042.39	7.38%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
 Prepared By: Denton County Transportation Authority Finance Department
 April 11, 2013



Board of Directors Memo

April 25, 2013

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

Management of the Vanpool Program

A recommendation for award to Enterprise Holdings LLC is on the regular meeting agenda with the new contract effective in June.

Equipment for New Maintenance Facility

Procurements are available on BidSync for potential suppliers to view, download and submit pricing.

Construction of the Bus Shelters in Denton

Four bids were received on April 18th and a recommendation for award is on the regular meeting agenda for consideration and approval of award.

FTA Procurement Systems Review

FTA will be conducting a procurement review in June. Staff has completed the requested documentation and provided the files to FTA for their review. FTA will review DCTA's procurement procedures to ensure FTA procurement procedures are followed and the files are documented properly.

Submitted by:


Athena Forrester, Procurement
Manager

Final Review:


Anna Mosqueda, CFO



Investment Portfolio Summary

Denton County Transportation Authority



For the Quarter Ended

March 31, 2013

Prepared by
FirstSouthwest Asset Management

Report Name

Certification Page

Executive Summary

Benchmark Comparison

Detail of Security Holdings

Change in Value

Earned Income

Investment Transactions

Amortization and Accretion

Projected Fixed Income Cash Flows

MARKET RECAP:

For the moment, modest economic growth coupled with aggressive Fed monetary policy is overpowering a number of headwinds, including higher taxes, lower government spending and a renewed concern about the situation in Europe. The so called sequester spending cuts officially went into effect on March 1st, as Congress failed to reach agreement on an alternative. Economists expect these cuts to be a significant drag on economic growth as the year progresses, but they also generally believe the economy is now strong enough to overcome it. Instead of 3% growth, perhaps we are looking at something closer to 2%. Headlines in Europe have entered the fray once again as plans to rescue the Cyprus banking system included the confiscation of depositors' funds. This has raised the prospect that similar plans could be applied to banks in other troubled Euro-zone nations, called into question the safety of the system, and fanned fears of crippling bank runs.

Here in the U.S., the month kicked off with a somewhat better than expected February employment report, which showed an increase of 236k jobs and a decline in the unemployment rate from 7.9% to 7.7%. Unfortunately, January data was revised lower and about half of the decrease in the unemployment rate was attributed to a decline in the workforce, taking some of the luster off the report. Retail sales, boosted by higher gas prices, jumped 1.1% in February, the largest rise in five months. While the headline was impressive, if gas prices had not risen so sharply, the increase would have been about half as large. The final revision to fourth quarter 2012 GDP boosted economic growth to 0.4%, a definite improvement from the originally reported *minus* 0.1%. Encouragingly, optimism seems to be on the rise, leading both the DOW and the S&P 500 to record highs in March. While economic conditions have improved, growth is tepid at best, unemployment remains unacceptably high, and risks abound. That has led the Fed to reaffirm its commitment to current monetary policy, and despite a more lively internal debate, there is no real indication that policy is likely to change anytime soon.

For the Quarter Ended
March 31, 2013

This report is prepared for the **Denton County Transportation Authority** (the "Entity") in accordance with Chapter 2256 of the Texas Public Funds Investment Act ("PFIA"). Section 2256.023(a) of the PFIA states that: "Not less than quarterly, the investment officer shall prepare and submit to the governing body of the entity a written report of the investment transactions for all funds covered by this chapter for the preceding reporting period." This report is signed by the Entity's investment officers and includes the disclosures required in the PFIA. To the extent possible, market prices have been obtained from independent pricing sources.

The investment portfolio complied with the PFIA and the Entity's approved Investment Policy and Strategy throughout the period. All investment transactions made in the portfolio during this period were made on behalf of the Entity and were made in full compliance with the PFIA and the approved Investment Policy.

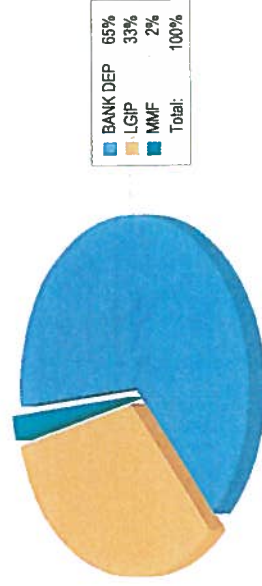
Officer Names and Titles:



Account Summary

	Beginning Values as of 12/31/12	Ending Values as of 03/31/13
Par Value	18,831,014.56	19,895,697.28
Market Value	18,831,014.56	19,895,697.28
Book Value	18,831,014.56	19,895,697.28
Unrealized Gain / Loss	0.00	0.00
Market Value %	100.00%	100.00%
Weighted Avg. YTW	0.215%	0.193%
Weighted Avg. YTM	0.215%	0.193%

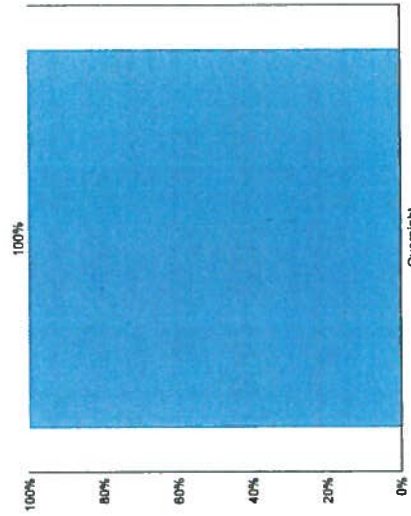
Allocation by Security Type



Allocation by Issuer

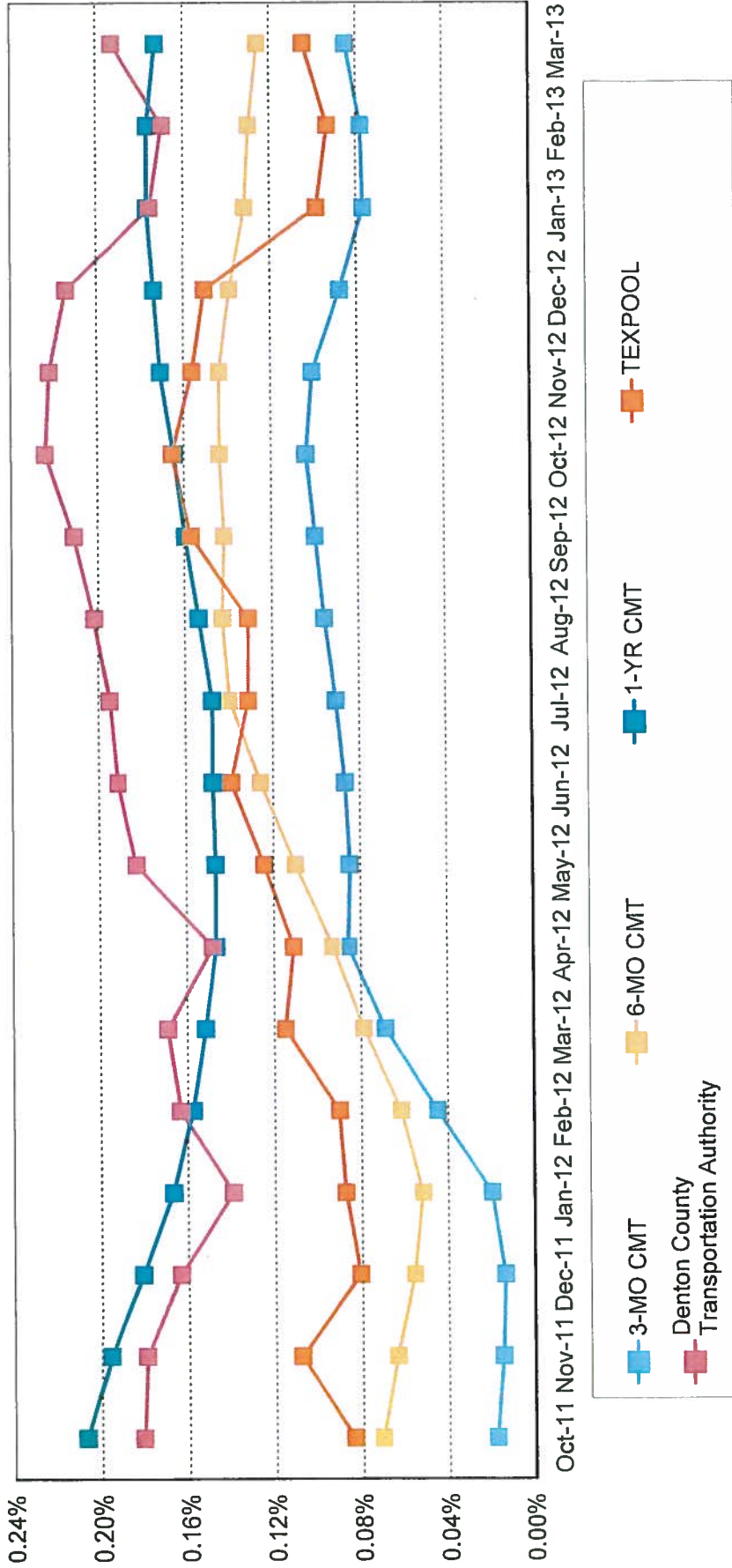


Maturity Distribution %



Credit Quality





Note 1: CMT stands for Constant Maturity Treasury. This data is published in Federal Reserve Statistical Release H.15 and represents an average of all actively traded Treasury securities having that time remaining until maturity. This is a standard industry benchmark for Treasury securities. The CMT benchmarks are moving averages. The 3-month CMT is the daily average for the previous 3 months, the 6-month CMT is the daily average for the previous 6 months, and the 1-year and 2-year CMT's are the daily averages for the previous 12-months.

Note 2: Benchmark data for TexPool is the monthly average yield.



Denton County Transportation Authority
Detail of Security Holdings
 As of 03/31/2013

CUSIP	Settle Date	Sec. Type	Sec. Description	CPN	Mty Date	Next Call	Call Type	Par Value	Purch Price	Orig Cost	Book Value	Mkt Price	Market Value	Days to Mty	Days to Call	YTM	YTW
2011 Bond Fund																	
WF-MANA		BANK DEP	Wells Fargo Managed Rate					3,330,037.43	100.000	3,330,037.43	3,330,037.43	100.000	3,330,037.43	1		0.300	0.300
Total for 2011 Bond Fund																	
Bond Fund																	
TEXSTAR		LGIP	TexSTAR					1,086,771.42	100.000	1,086,771.42	1,086,771.42	100.000	1,086,771.42	1		0.113	0.113
Total for Bond Fund																	
Operating Fund																	
WF-MANA		BANK DEP	Wells Fargo Managed Rate					3,885,921.86	100.000	3,885,921.86	3,885,921.86	100.000	3,885,921.86	1		0.300	0.300
WF-SWEEP		MMF	Wells Fargo Sweep					415,186.93	100.000	415,186.93	415,186.93	100.000	415,186.93	1		0.020	0.020
Total for Operating Fund																	
Reserve Fund																	
WF-PREM		BANK DEP	Wells Fargo Premium Rate					5,511,292.31	100.000	5,511,292.31	5,511,292.31	100.000	5,511,292.31	1		0.160	0.160
Total for Reserve Fund																	
RTRFI Funding																	
TEXSTAR		LGIP	TexSTAR					0.75	100.000	0.75	0.75	100.000	0.75	1		0.113	0.113
TEXSTAR2		LGIP	TexSTAR					0.37	100.000	0.37	0.37	100.000	0.37	1		0.113	0.113
WF-MANA		BANK DEP	Wells Fargo Managed Rate					152,946.09	100.000	152,946.09	152,946.09	100.000	152,946.09	1		0.300	0.300
Total for RTRFI Funding																	



Denton County Transportation Authority
Detail of Security Holdings
 As of 03/31/2013

CUSIP	Settle Date	Sec. Type	Sec. Description	CPN	Mty Date	Next Call	Call Type	Par Value	Purch Price	Orig Cost	Book Value	Mkt Price	Market Value	Days to Mty	Days to Call	YTM	YTW	
RTRFI Interest																		
TEXSTAR		LGIP	TexSTAR					170,434.32	100.000	170,434.32	170,434.32	100.000	170,434.32	1		0.113	0.113	
TEXSTAR2		LGIP	TexSTAR					14.55	100.000	14.55	14.55	100.000	14.55	1		0.113	0.113	
Total for RTRFI Interest													1	170,448.87	100.000	170,448.87	0.113	0.113
Sales Tax Fund																		
TEXSTAR		LGIP	TexSTAR					5,343,091.25	100.000	5,343,091.25	5,343,091.25	100.000	5,343,091.25	1		0.113	0.113	
Total for Sales Tax Fund													1	5,343,091.25	100.000	5,343,091.25	0.113	0.113
Total for Denton County Transportation Authority													1	19,895,697.28	100.000	19,895,697.28	0.193	0.193



Denton County Transportation Authority
Change in Value
 From 12/31/2012 to 03/31/2013

CUSIP	Security Type	Security Description	12/31/12 Book Value	Cost of Purchases	Maturities / Calls / Sales	Amortization / Accretion	Realized Gain/(Loss)	03/31/13 Book Value	12/31/12 Market Value	03/31/13 Market Value	Change In Mkt Value
2011 Bond Fund											
WF-MANA	BANK DEP	Wells Fargo Managed Rate	3,327,792.93	2,244.50	0.00	0.00	0.00	3,330,037.43	3,327,792.93	3,330,037.43	2,244.50
Total for 2011 Bond Fund			3,327,792.93	2,244.50	0.00	0.00	0.00	3,330,037.43	3,327,792.93	3,330,037.43	2,244.50
Bond Fund											
TEXSTAR	LGIP	TexSTAR	4,576.93	1,082,194.49	0.00	0.00	0.00	1,086,771.42	4,576.93	1,086,771.42	1,082,194.49
Total for Bond Fund			4,576.93	1,082,194.49	0.00	0.00	0.00	1,086,771.42	4,576.93	1,086,771.42	1,082,194.49
Operating Fund											
WF-MANA	BANK DEP	Wells Fargo Managed Rate	3,883,302.69	2,619.17	0.00	0.00	0.00	3,885,921.86	3,883,302.69	3,885,921.86	2,619.17
WF-SWEEP	MMF	Wells Fargo Sweep	217,161.52	278,420.19	(80,394.78)	0.00	0.00	415,186.93	217,161.52	415,186.93	198,025.41
Total for Operating Fund			4,100,464.21	281,039.36	(80,394.78)	0.00	0.00	4,301,108.79	4,100,464.21	4,301,108.79	200,644.58
Reserve Fund											
WF-PREM	BANK DEP	Wells Fargo Premium Rate	5,509,314.65	1,977.66	0.00	0.00	0.00	5,511,292.31	5,509,314.65	5,511,292.31	1,977.66
Total for Reserve Fund			5,509,314.65	1,977.66	0.00	0.00	0.00	5,511,292.31	5,509,314.65	5,511,292.31	1,977.66
RTRFI Funding											
TEXSTAR	LGIP	TexSTAR	0.75	0.00	0.00	0.00	0.00	0.75	0.75	0.75	0.00
TEXSTAR2	LGIP	TexSTAR	0.37	0.00	0.00	0.00	0.00	0.37	0.37	0.37	0.00
WF-MANA	BANK DEP	Wells Fargo Managed Rate	152,943.00	103.09	0.00	0.00	0.00	152,946.09	152,943.00	152,946.09	103.09
Total for RTRFI Funding			152,944.12	103.09	0.00	0.00	0.00	152,947.21	152,944.12	152,947.21	103.09



Denton County Transportation Authority
Change in Value
 From 12/31/2012 to 03/31/2013

CUSIP	Security Type	Security Description	12/31/12 Book Value	Cost of Purchases	Maturities / Calls / Sales	Amortization / Accretion	Realized Gain/(Loss)	03/31/13 Book Value	12/31/12 Market Value	03/31/13 Market Value	Change in Mkt Value
RTRFI Interest											
TEXSTAR	LGIP	TexSTAR	170,389.06	45.26	0.00	0.00	0.00	170,434.32	170,389.06	170,434.32	45.26
TEXSTAR2	LGIP	TexSTAR	14.55	0.00	0.00	0.00	0.00	14.55	14.55	14.55	0.00
Total for RTRFI Interest			170,403.61	45.26	0.00	0.00	0.00	170,448.87	170,403.61	170,448.87	45.26
Sales Tax Fund											
TEXSTAR	LGIP	TexSTAR	5,565,618.11	1,061,079.90	(1,283,606.76)	0.00	0.00	5,343,091.25	5,565,618.11	5,343,091.25	(222,526.86)
Total for Sales Tax Fund			5,565,618.11	1,061,079.90	(1,283,606.76)	0.00	0.00	5,343,091.25	5,565,618.11	5,343,091.25	(222,526.86)
Total for Denton County Transportation Authority			18,831,014.56	2,428,684.26	(1,364,001.54)	0.00	0.00	19,895,697.28	18,831,014.56	19,895,697.28	1,064,682.72

CUSIP	Security Type	Security Description	Beg. Accrued	Interest Earned	Interest Rec'd / Sold / Matured	Interest Purchased	Ending Accrued	Disc Accr / Prem Amort	Net Income
2011 Bond Fund									
WF-MANA	BANK DEP	Wells Fargo Managed Rate	0.00	2,244.50	2,244.50	0.00	0.00	0.00	2,244.50
Total for 2011 Bond Fund			0.00	2,244.50	2,244.50	0.00	0.00	0.00	2,244.50
Bond Fund									
TEXSTAR	LGIP	TexSTAR	0.00	194.49	194.49	0.00	0.00	0.00	194.49
Total for Bond Fund			0.00	194.49	194.49	0.00	0.00	0.00	194.49
Operating Fund									
WF-MANA	BANK DEP	Wells Fargo Managed Rate	0.00	2,619.17	2,619.17	0.00	0.00	0.00	2,619.17
WF-SWEEP	MMF	Wells Fargo Sweep	0.00	25.01	25.01	0.00	0.00	0.00	25.01
Total for Operating Fund			0.00	2,644.18	2,644.18	0.00	0.00	0.00	2,644.18
Reserve Fund									
WF-PREM	BANK DEP	Wells Fargo Premium Rate	0.00	1,977.66	1,977.66	0.00	0.00	0.00	1,977.66
Total for Reserve Fund			0.00	1,977.66	1,977.66	0.00	0.00	0.00	1,977.66
RTRFI Funding									
WF-MANA	BANK DEP	Wells Fargo Managed Rate	0.00	103.09	103.09	0.00	0.00	0.00	103.09
Total for RTRFI Funding			0.00	103.09	103.09	0.00	0.00	0.00	103.09
RTRFI Interest									
TEXSTAR	LGIP	TexSTAR	0.00	45.26	45.26	0.00	0.00	0.00	45.26
Total for RTRFI Interest			0.00	45.26	45.26	0.00	0.00	0.00	45.26



FirstSouthwest
A PlainsCapital Company

Denton County Transportation Authority
Earned Income
From 12/31/2012 to 03/31/2013

CUSIP	Security Type	Security Description	Beg. Accrued	Interest Earned	Interest Rec'd / Sold / Matured	Interest Purchased	Ending Accrued	Disc Accr / Prem. Amort	Net Income
Sales Tax Fund									
TEXSTAR	LGIP	TexSTAR	0.00	1,419.75	1,419.75	0.00	0.00	0.00	1,419.75
Total for Sales Tax Fund			0.00	1,419.75	1,419.75	0.00	0.00	0.00	1,419.75
Total for Denton County Transportation Authority									
			0.00	8,628.93	8,628.93	0.00	0.00	0.00	8,628.93

Board of Directors Memo

April 25, 2013

Item: 1(b) Capital Projects Update**GTW Implementation**

Staff continues to work with HTSI, Stadler and the FRA to test GTWs with the intent of eventually operating single units. HTSI, DCTA and the FRA conducted two rounds of single car testing along the entire corridor, neither of which was successful. A work session was held on April 15th and included representatives from HTSI, HTI, Stadler, and Isis (signal system designer). The discussion yielded many avenues of further exploration to include possible modifications to the GTW and DCTA signal system. The loss of shunt experienced by a single GTW is a complex issue that will likely require a multi-disciplined approach to solve.

Where's My Ride

Staff is nearing the end of the contract negotiation process with Strategic Mapping for the development of the WMR project. Once finalized, an updated project schedule will be provided. Project completion is anticipated to occur prior to the end of the 2013 calendar year.

Bus Operations and Maintenance Facility

Work is ongoing on the public improvements, particularly the drainage way. Four change requests have been approved resulting in a credit of \$177k to the agency. One change order is still being negotiated to replace the 18" spiral wrapped clay sewer line. This replacement will be beneficial to future planned expansions on the site and expedite construction sequencing. We expect that change order to be equal to or slightly more than the credit and result in no additional cost to the contract. DCTA is negotiating with the City of Denton to amend the Hold Harmless agreement, allowing the contractor to proceed with general construction concurrently with work on the drainage channel. Project completion is anticipated in January 2014.

Community Enhancements

95% plans have been submitted to TxDOT and the City of Denton for review. We are awaiting comments. The schedule reflects construction start late summer, 2013, so that planting can be completed in the Fall.

Lewisville Hike/Bike Trail

Jacobs has begun work on Phase 1 of the project, including data gathering and base map preparation, corridor analysis and a draft concept design. A meeting was held with the City of Lewisville stakeholders and DCTA to walk the route and identify any major issues. A preferred route was identified and Jacobs is proceeding with the draft conceptual design. Final engineering is expected to be complete in late 2013 with construction start in the spring of 2014.

Positive Train Control (PTC)

The high level budget and Executive Summary for the regional effort was presented to the Executive Committee. The partners will meet the first week of May to further analyze the schedule and budget before giving LTK notice to proceed on the RFP documents. Per the preliminary schedule, the DBI bid documents will be complete by the end of June 2012.


Passenger Amenities

The Right of Way Use Agreement is being modified to lower the liability insurance requirements from \$5M. Staff will present the modification to the Board for approval and the City of Denton City Council will review and approve the modification in early May. Construction bids are due April 18, 2013 and are schedule for April award by the board.

Submitted by:

Ann Boulden, Project Manager

Submitted by:

_____
Dee Leggett, Vice President



COMMUNICATIONS AND PLANNING REPORT

April 25, 2013

Marketing and Communications Initiatives

- August Service Changes Planning
- Community Open House Events
- Late Night Train Communication
- University Pass Promotion
- American Airlines Cntr. Events Communication
- Apartment Community Outreach
- International Student Outreach
- Arts & Jazz Festival Outreach
- Summer Orientation Outreach Planning
- Summer Youth Pass Promotional Development
- A-train Magazine Content Development

- I-35E Construction Campaign & Communications
- Communication Architecture Development
- DentonRadio.com Partnership
- Social Media Presence Enhancement
- Where's My Ride? (GO Time) Comm. Planning
- Website Enhancement
- Rail Safety Outreach
- Bus Driver Recruitment
- Back to School Resource Fairs

Regional Initiatives

- 635 Construction Communications
- NCTCOG Air Quality Public Relations Task Force
- Regional Saturday Fare Promotion Coordination
- Regional Events Promotion Coordination

- APTA's Dump the Pump Regional Coordination
- Transit Advertising
- Mobile Ticketing (GO Pass) Comm. Planning

Recent Events

- 4/11 Community Open House: August 2013 Service Changes, Highland Village
- 4/11 Twitter Townhall Meeting: August 2013 Service Changes
- 4/11 Hedrick Middle School Field Trip 50 attendees
- 4/18 Citizen's Advisory Team, Denton
- 4/19-4/20 Fort Worth Main Street Arts Festival (Regional promotion)
- 4/19 UNT International Student Transportation Meet & Greet
- 4/20 Community Open House: August 2013 Service Changes, Lewisville
- 4/20 Community Open House: August 2013 Service Changes, Denton
- 4/22 Earth Day Promotion

Upcoming Events

- | | | | |
|-------------|---|-----------|--------------------------------------|
| 4/26 - 4/28 | Denton Art's & Jazz Festival | 7/12 | UNT Orientation |
| 4/30 | Texas Education Centers Transition Fair | 7/14-7/15 | UNT Orientation |
| 5/3 | UNT Orientation | 7/17-7/19 | UNT Orientation |
| 5/9 | GDAC "It's In the Bag" | 7/26 | UNT Orientation |
| 5/11 | National Train Day | 7/29-7/30 | UNT Orientation |
| 5/16 | Rail Ready: Denton Olive Stephens Elem. | 8/2 | UNT Orientation |
| 5/29 | Lewisville Senior Center Field Trip | 8/8 | Back 2 School Fair: Chin Community |
| 5/31 | UNT Orientation | 8/10 | Back 2 School Fair: Southeast Denton |
| 6/17-6/18 | UNT Orientation | 8/15 | Back 2 School Fair: Lake Dallas ISD |
| 6/19 | APTA's National Dump the Pump | 8/17 | Back 2 School Fair: Lewisville ISD |
| 6/23-6/24 | UNT Orientation | 8/21-8/22 | UNT Orientation |
| 6/26-6/27 | UNT Orientation | 8/3 | UNT Orientation |
| 7/3 | UNT Orientation | 8/27 | UNT Orientation |
| 7/9-7/10 | UNT Orientation | | |



COMMUNICATIONS AND PLANNING REPORT

April 25, 2013

General DCTA Related Media

Articles Mentioning DCTA	33	Month Total Ad Value	\$ 6,068
Web Reach Per Million	211	YTD Total Ad Value	\$ 81,320
YTD Web Reach Per Million	1,618		

Topic Highlights:

- A-Train Could Lose Late-Night Weekend Service
- DCTA mulls bylaws
- DCTA plans work on portion of train tracks
- DCTA sees increase in ridership
- DCTA to host community open house events
- 'Real Time' passenger information coming to DCTA

Incident Related Media

Title	Source
Driver Collides with DCTA ATrain	KXAS-TV [NBC 5]
Driver Collides with DCTA A-Train	KXAS-TV [NBC 5]

COMMUNICATIONS AND PLANNING REPORT

April 25, 2013

Customer Service Performance

Call Center Monthly Statistics

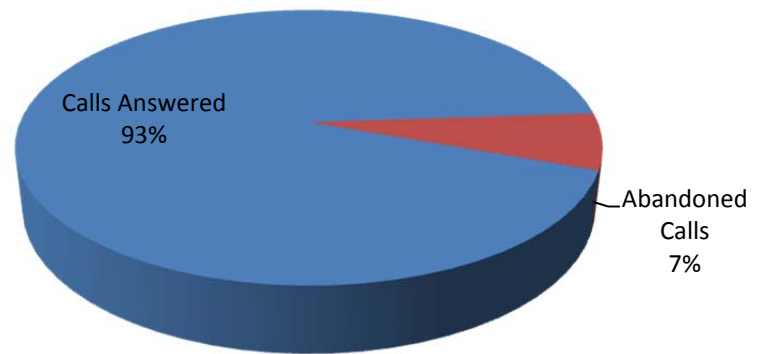
In March, DCTA's call center received 4,401 calls compared to the 2,001 calls that were recorded in the month of February. The missing days in the report for February attribute to the 55% increase. 4,110 of the calls recorded in March were answered and 291 were abandoned.

The target for answered calls is 90%. With a 93% 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.

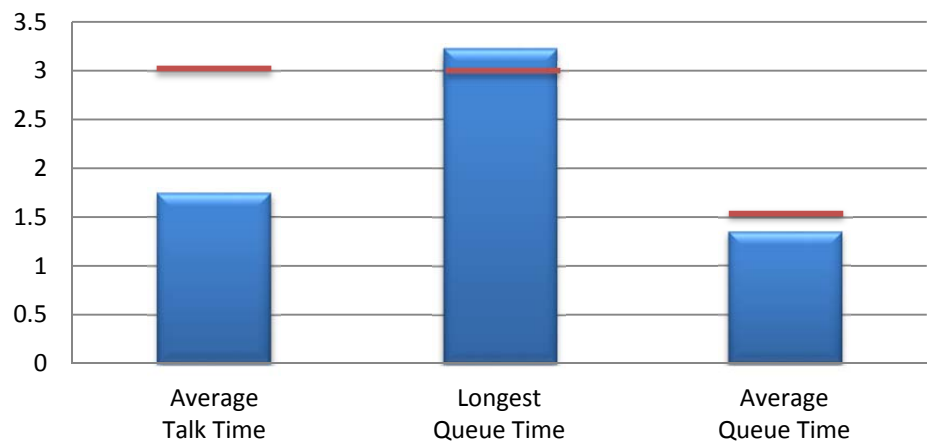
Incoming Calls

3/1/13 - 3/31/13



Call Center Performance

3/1/13 - 3/31/13



COMMUNICATIONS AND PLANNING REPORT

April 25, 2013

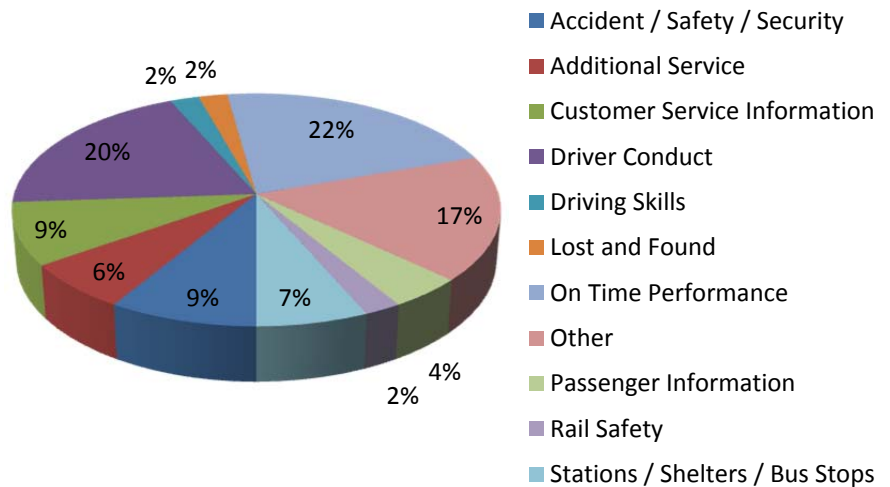
GoRequest Monthly Statistics

DCTA had a total of 46 requests during the month of March. This is an 18% increase from the month of February.

Accident / Safety / Security	4
Additional Service	3
Customer Service Information	4
Driver Conduct	9
Driving Skills	1
Lost and Found	1
On Time Performance	10
Other	8
Passenger Information	2
Rail Safety	1
Stations / Shelters / Bus Stops	3

Topic Counts of Opened Requests

3/1/13 - 3/31/13

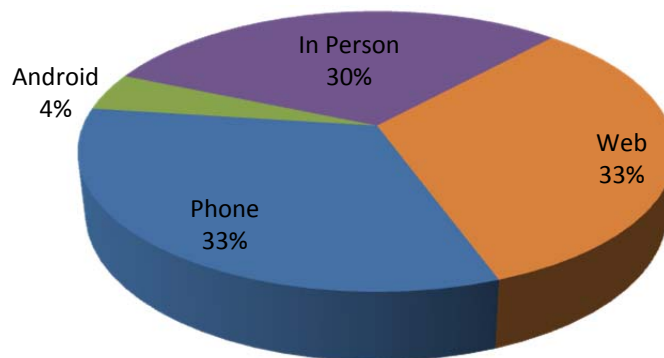


When a passenger enters a request they are asked to categorize it into a particular type. There are five request types to choose from complaint, compliment, problem, question and suggestion. Of the 46 requests received in March, the breakout looks like this:

Complaint	22
Compliment	4
Problem	2
Question	14
Suggestion	4

How Requests Are Reported

3/1/13 - 3/31/13



0.92 Complaints/10,000 Passengers
 1.76 Total Requests / 10,000 Passengers

COMMUNICATIONS AND PLANNING REPORT

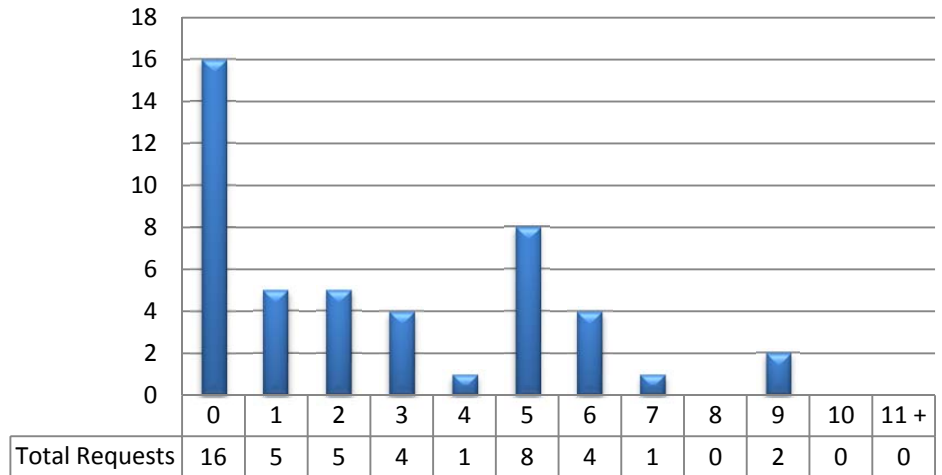
April 25, 2013

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

In this reporting period it took, on average, 2.61 days to close out a request.

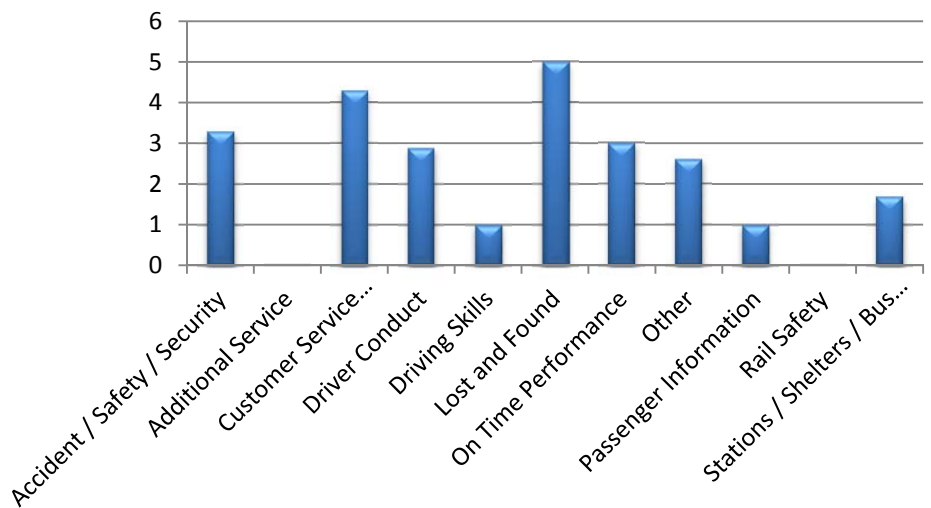
Number of Days to Close a Request

3/1/2013 - 3/31/2013



Average Number of Days to Close a Request by Topic

3/1/13 - 3/31/13




Dee Leggett
VP of Communications & Planning



RAIL OPERATIONS REPORT

Thursday, April 25, 2013

❖ RIDERSHIP

- The A-train carried 44,071 passengers during the month of March. This reflects an overall increase in ridership of 34% for the month of March 2013, when compared to March 2012.
- Refer to attached ridership charts.

❖ OPERATIONS

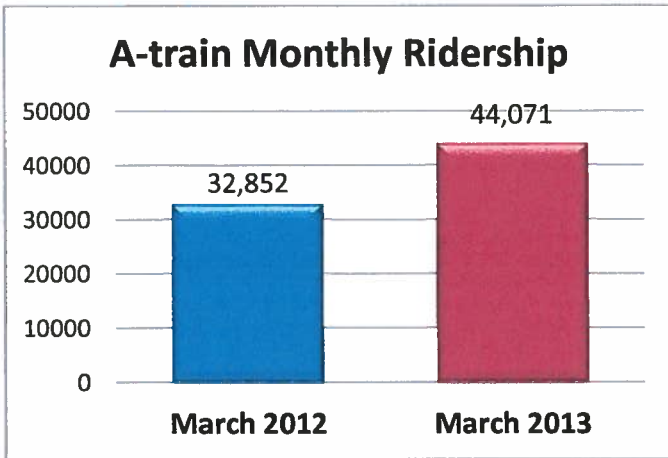
- March "On Time Performance" (OTP) was 99.6%.

❖ SAFETY/SECURITY

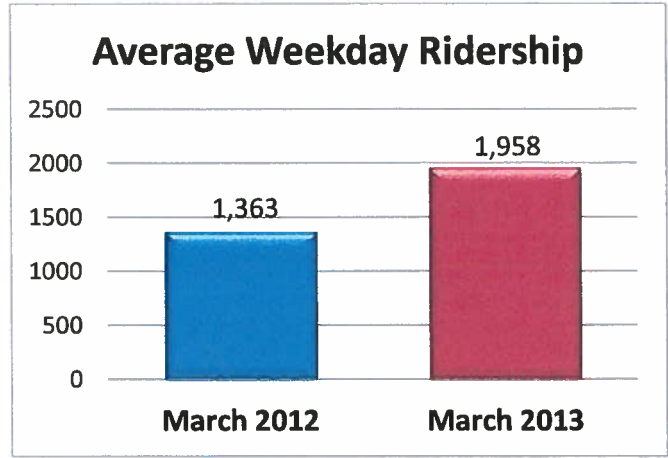
- DCTA Rail Operations Injury-Free Workdays: 281 days
- There were two vehicle issues at the Eagle Point road crossing during March, which did not result in delayed trains or track damage.

❖ MAINTENANCE

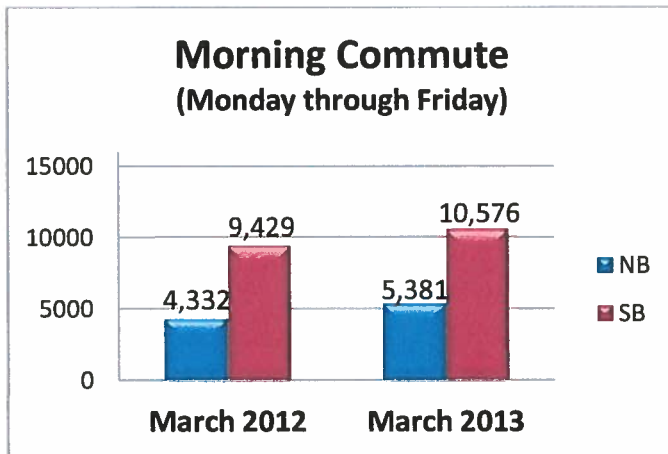
- **Right of Way:** Routine daily inspections are being performed by the contractor.
- **Signal/Communications:** No Issues.
- **Stations:** DCTA contract operations (HTSI) continues to perform weekly safety inspections, which have not identified any major issues and any minor aesthetic issues have been quickly resolved (i.e. landscape maintenance, etc.).
- **Mechanical:** DCTA contract operations (HTSI) reported one (1) mechanical issue in the month of March which resulted in two (2) train delays.



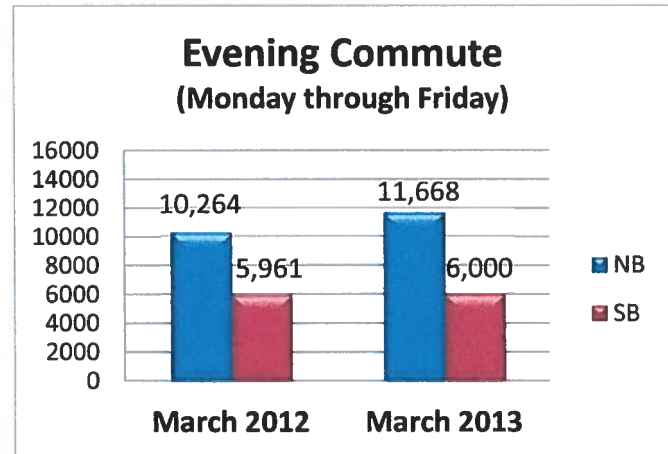
The A-train moved 44,071 passengers during the month of March, a 34% increase over March 2012.



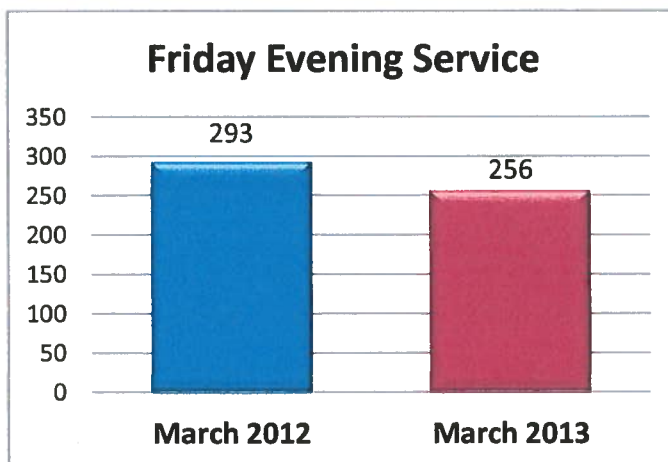
The daily average for A-train ridership during the month of March was 1,958 passengers, an increase of 44% over March 2012.



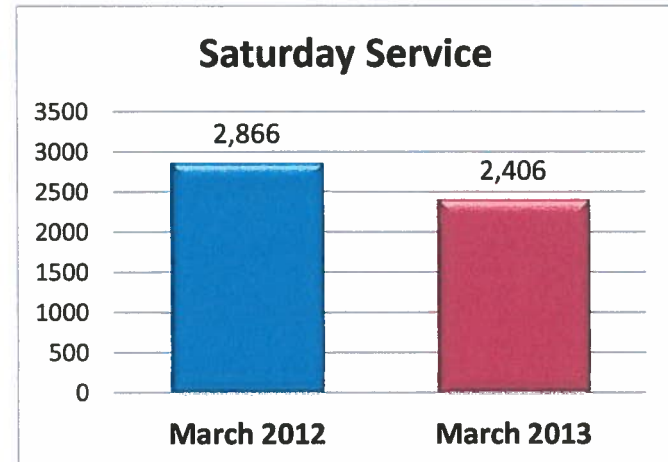
Morning commute ridership increased by 24% for northbound and 12% for southbound, compared to March 2012.



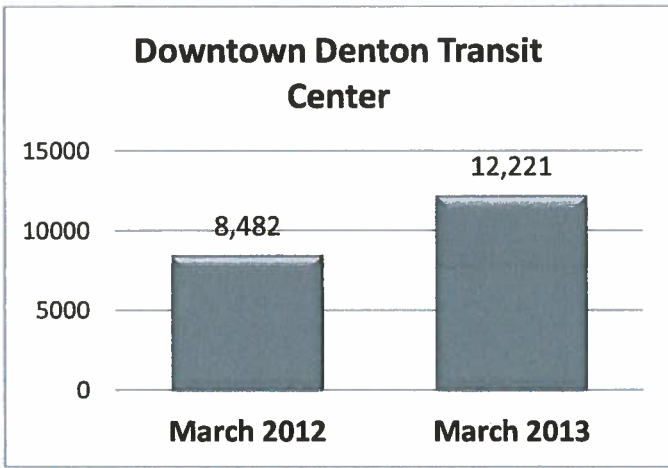
Evening commute ridership increased by 14% for northbound and 1% for southbound, compared to March 2012.



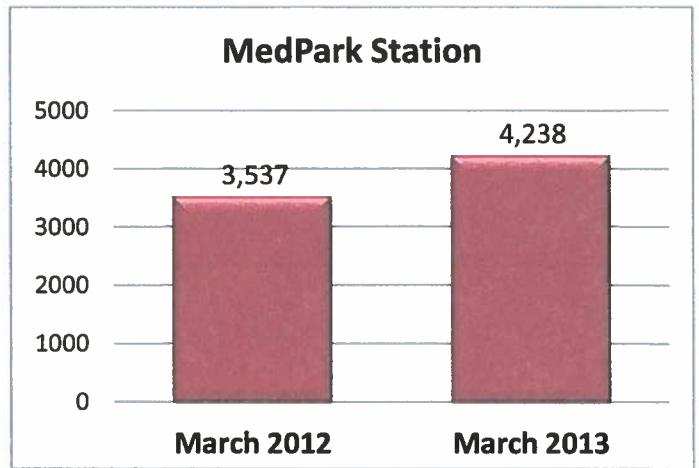
Friday evening service experienced a decrease of 13% in ridership for the month of March 2013, compared to March 2012.



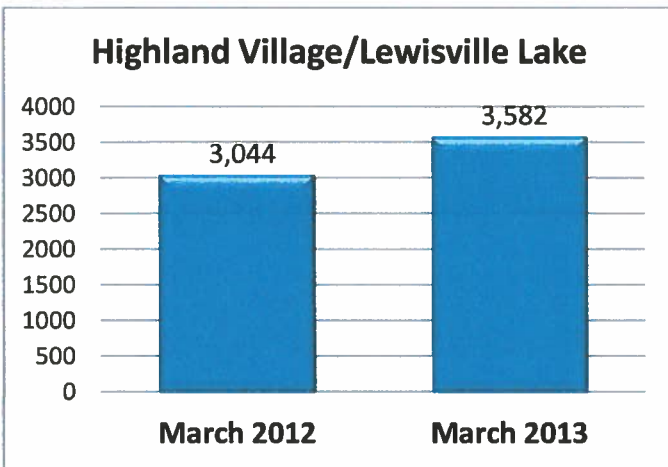
Saturday ridership decreased by 16% for the month of March 2013, compared to the March 2012.



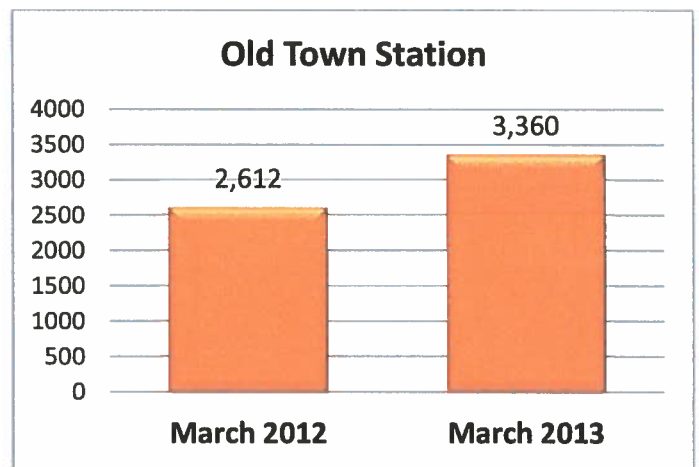
DDTC A-train ridership increased by 44%.



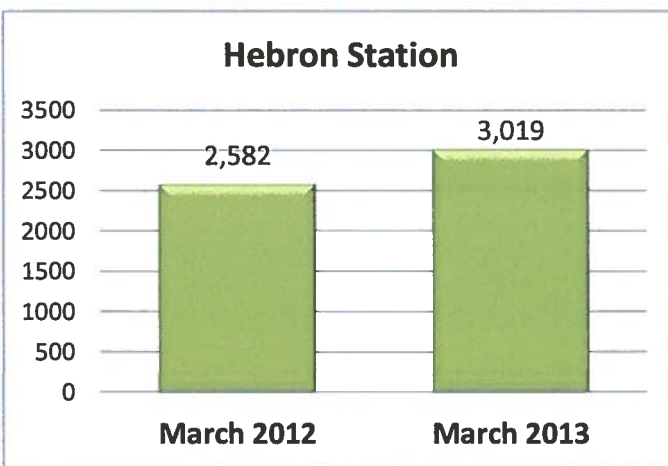
MedPark A-train ridership increased by 20%.



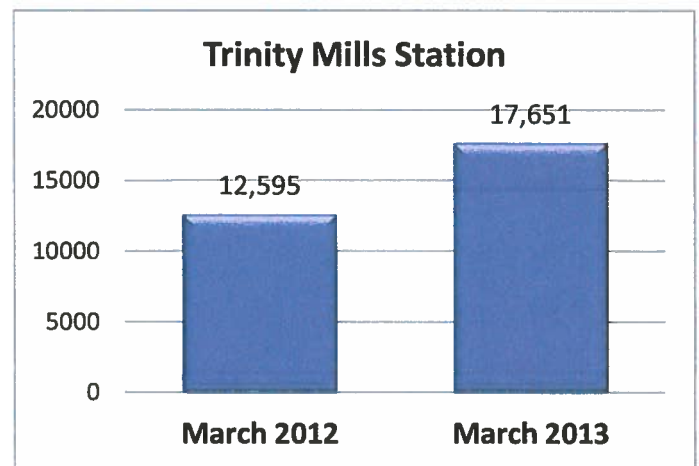
Highland Village/Lewisville Lake A-train ridership increased by 18%.



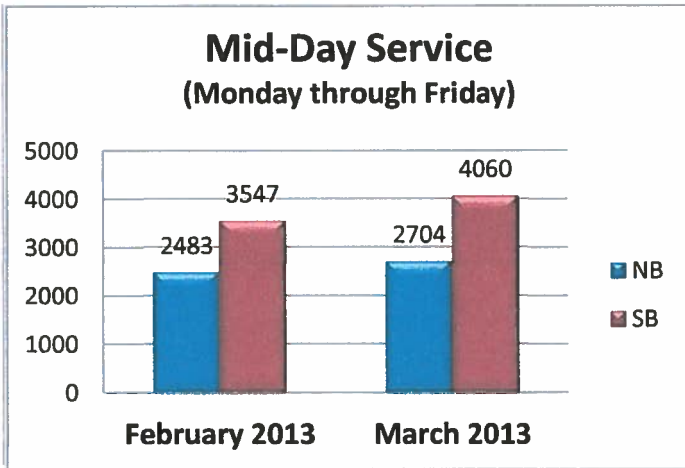
Old Town A-train ridership increased by 29%.



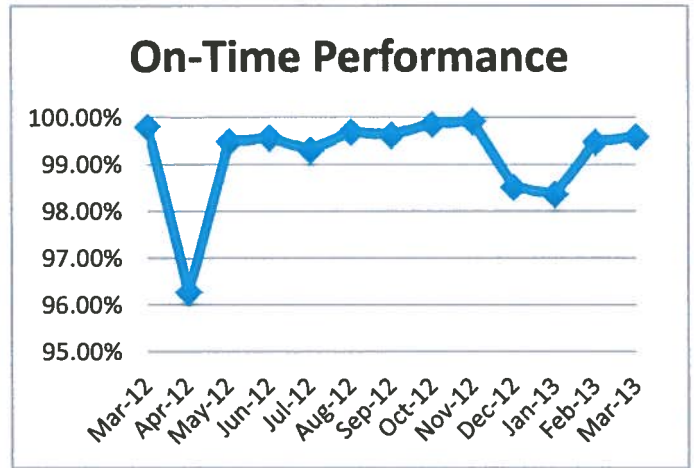
Hebron A-train ridership increased by 17%.



Trinity Mills A-train ridership increased by 40%.



Mid-Day Service ridership saw an increase by 9% for northbound and 14% for southbound in March 2013, compared to February 2013.



A-train On-Time Performance (OTP) is a direct reflection of service and equipment reliability.



BUS OPERATIONS REPORT

Thursday, April 25, 2013

❖ OPERATIONS

- **Ridership:** Bus services carried 217,076 passengers for the month of March.
- **On Time Performance:** Bus services achieved OTP of 99.9% for the month of March. OTP is determined by street supervisor observations. The Where's My Ride Project will provide much more accurate OTP calculations. Agencies deploying this type of technology generally see a significant decrease in OTP.
- **Wellness Program Kickoff:** The TMDC Wellness Committee met for the first time on the evening of April 18th. The committee is charged with the development of a wellness program to encourage healthy lifestyles amongst TMDC staff. The long term goal of the committee will be to help the agency manage the annual cost increases associated with health benefits.

❖ SAFETY/SECURITY

- Bus operations experienced 2.79 accidents per 100,000 miles in March.

❖ FLEET

- **ROAD CALLS:** Bus maintenance experienced 17,929 miles between road calls in March.

❖ PLANNING

- The next service change will occur on August 26, 2013.
- Open houses were held in Lewisville, Highland Village and Denton and a second Townhall Twitter meeting was held. All to encourage participation by riders, the general public and interested parties.

BUS OPERATIONS PERFORMANCE INDICATORS

Ridership

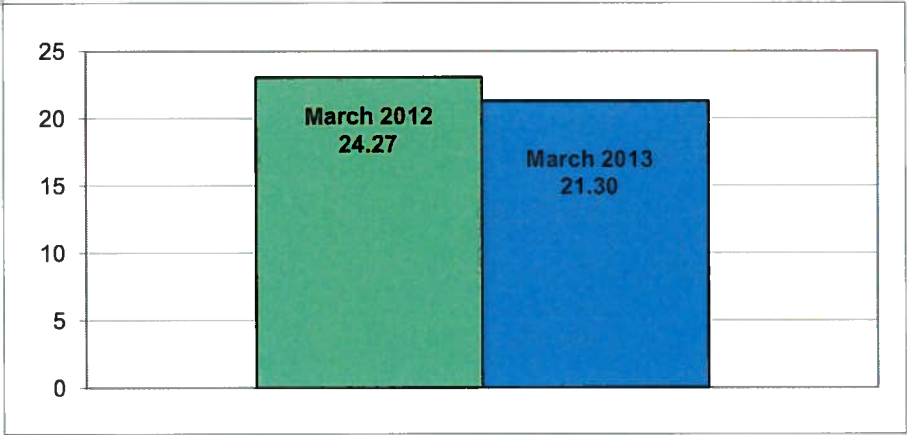
Ridership

March 2012 & March 2013

Performance Measures

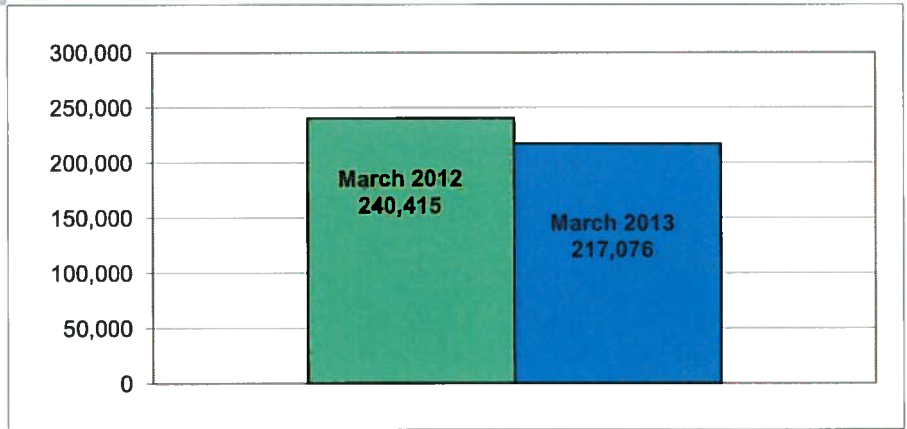
Passengers per Revenue Hour

Passengers per revenue hour, overall, decreased by 12%. The reality that there was one operating day less for the UNT shuttles attributes to this decrease.



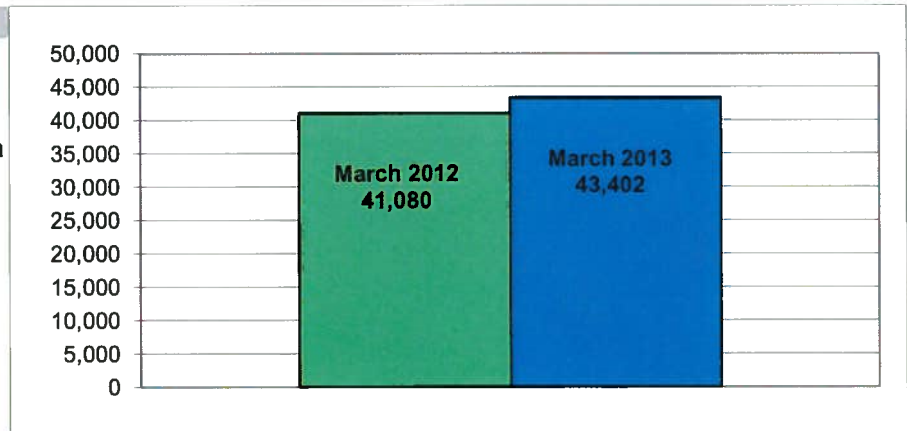
Bus System Ridership

Bus system ridership decreased by 10%, mainly due to one less operating day for the UNT shuttles.



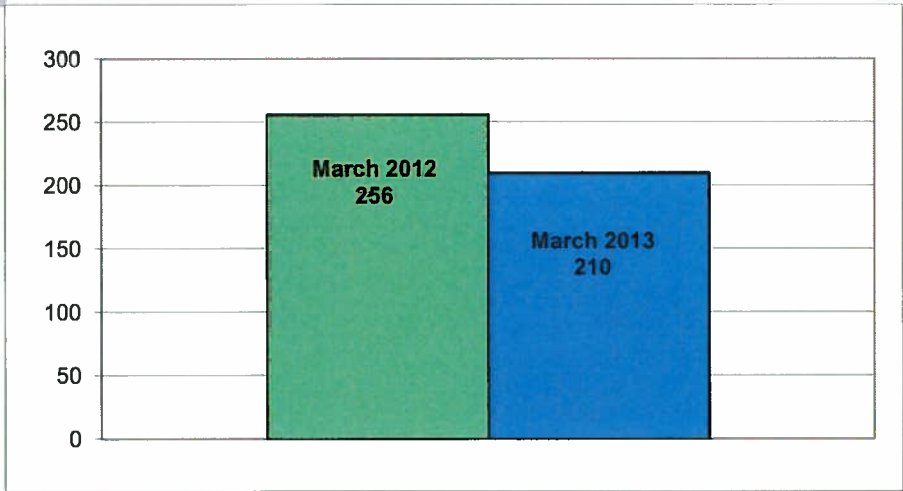
Connect Ridership

Ridership on the Connect system increased by 5%. The Routes 7 & 8 showed the biggest increases in Denton (51% and 37% respectively). In Lewisville, the Route 21 showed a 33% increase in ridership. This is compared to March 2012.



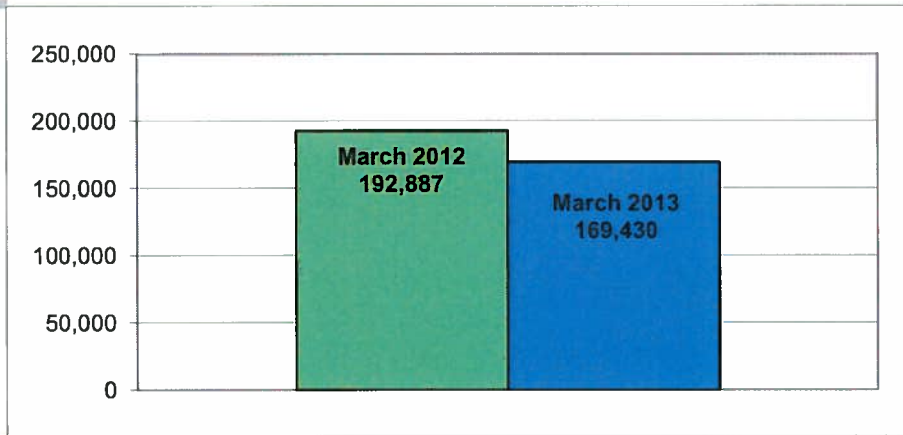
RSVP Ridership

RSVP ridership decreased by 17%.



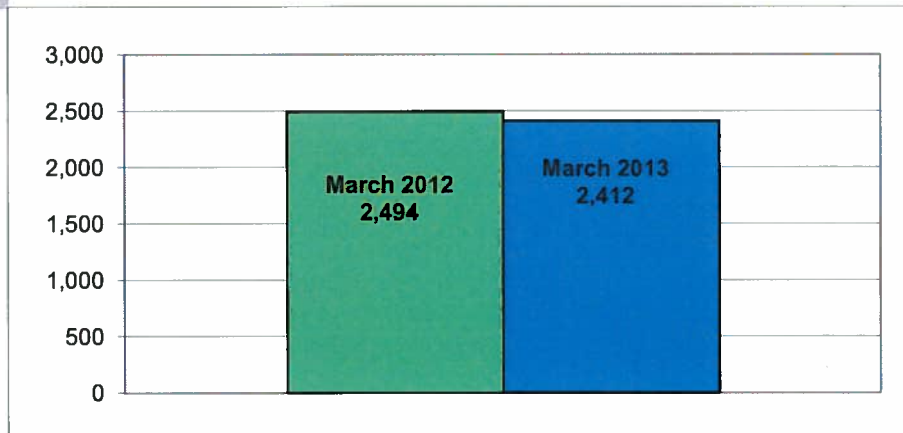
UNT Ridership

UNT Ridership showed a decrease of 12% from March 2012. There was one less operating day for UNT in March 2013 compared to March 2012. There were also 441 less revenue hours operated in March 2013 than March 2012.



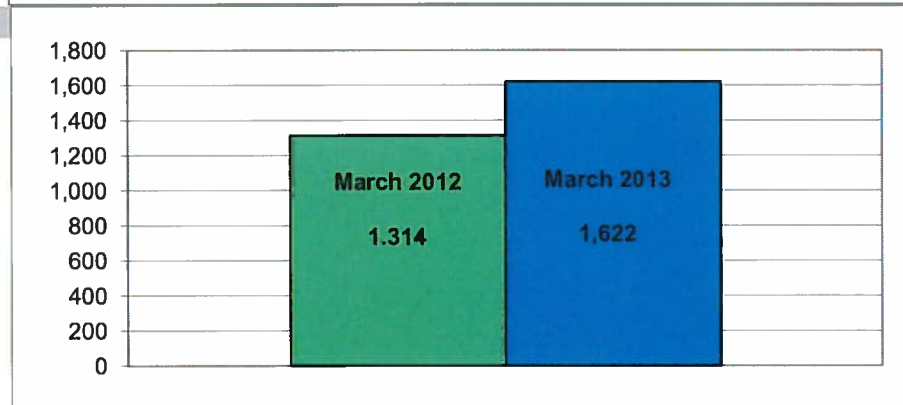
Access Ridership

Access ridership showed a slight decrease of 3% compared to March 2012.



NCTC Ridership

Ridership for NCTC continues to increase. Ridership for March 2013 increased by 23% over March 2012.



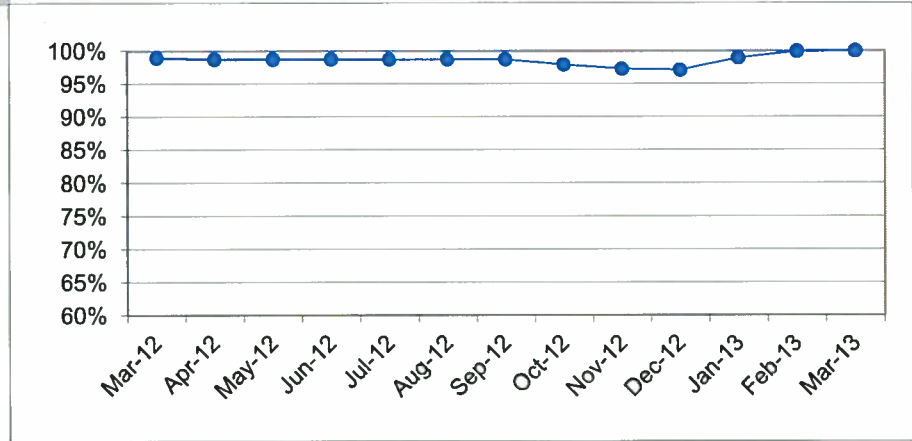
Customer Satisfaction

Systemwide Performance March 2012 & March 2013

Performance Measures

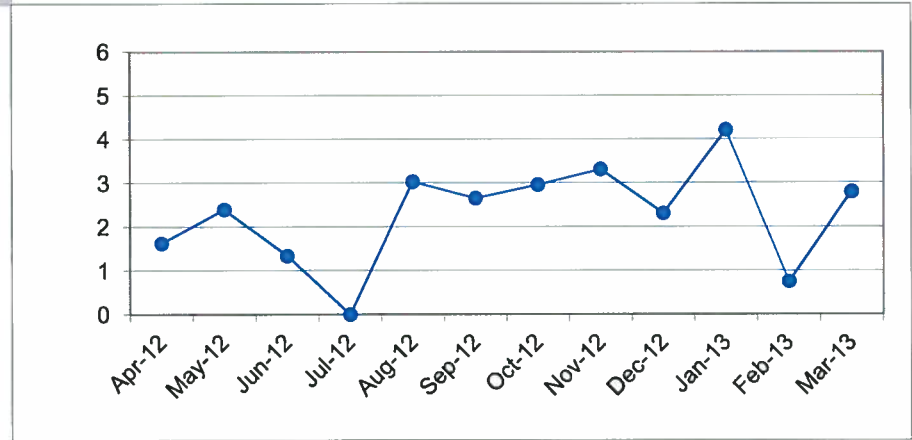
Systemwide On-Time Performance

Systemwide on-time performance continues to stay above the 95% metric.



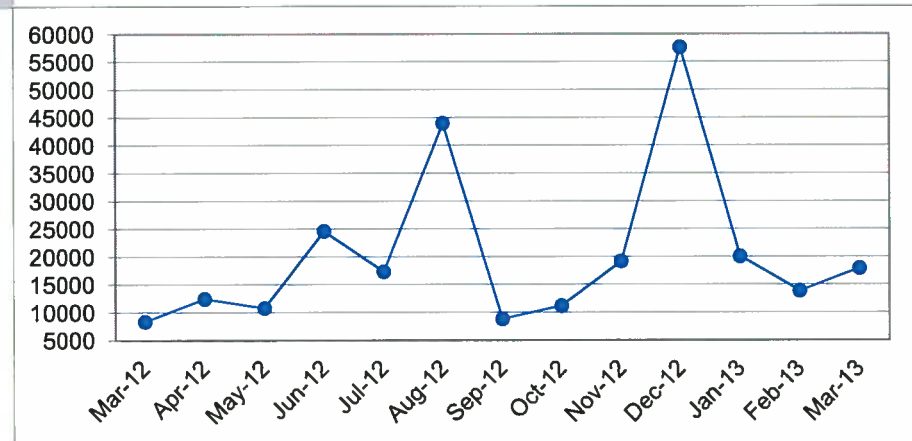
Systemwide Accidents per 100k Miles

Systemwide accidents per 100,000 miles increased slightly to just under 3 for March 2013.



Miles Between Road Calls

Miles between road calls increased to just under 18,000.



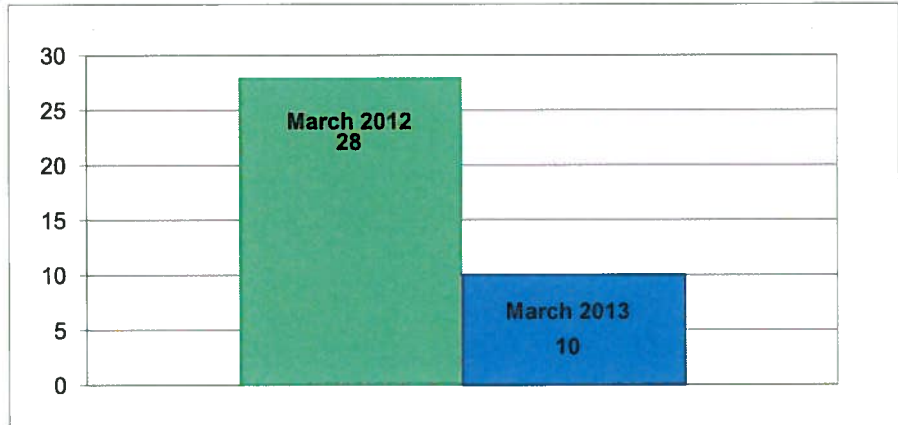
Access

Mawrch 2012 & March 2013

Performance Measures

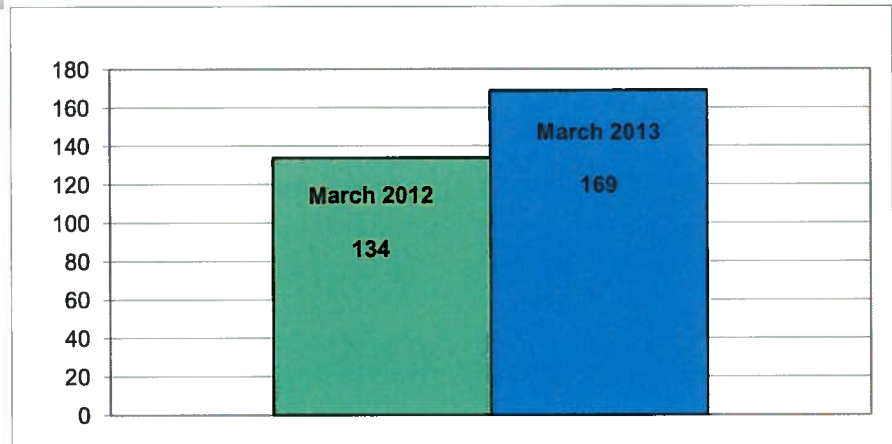
Trip Denials

Trip denials decreased by over 64% compared with March 2012.



No-Shows

No-shows increased by 26% as TMDC staff continues to work with Access customers in scheduling and cancelling appointments to avoid the no-shows.





Board of Directors Memo

April 25, 2013

Subject: WS2(a)&(b) Title VI Policy and Public Involvement Policy

Background

DCTA provides services and operates programs without regard to race, color, and national origin in compliance with Title VI. Every three years, the Federal Transit Administration reviews the agency's Title VI programs and policies to ensure that DCTA's service provision, practices and/or projects do not discriminate or disproportionately impact Title VI populations. DCTA's program results for 2009-2012 are due to FTA in June.

FTA released new guidance on implementation of Title VI by transit agencies last year. This new guidance will result in changes to existing policies and require the adoption of new policies that will be brought forward for discussion at the Program Services Committee and board adoption in May.

The policies that will need to be revised include the Public Involvement Policy, the Limited English Proficiency Program, Major Service Change Policy and the Title VI policy. New policies are being created to determine and measure disparate impact and disproportionate burden.

Recommendation

This item is for informational purposes only.

Final Review:



Dee Leggett,
Vice President Program Development



FINANCE REPORT

April 25, 2013

Mobile Ticketing Application

Over the past several months, staff has provided the Board updates regarding the regional Mobile Ticketing Application for which DART has been the lead agency. As you may recall DART issued a Request For Proposal and subsequently selected and awarded a contract in September 2012. The contract was awarded to Unwire a Denmark based firm for the design, development and implementation of a mobile ticketing application. All design documents have been approved and Unwire is scheduled to begin initial testing of the application the first two weeks of May 2013. The application, called GoPass, is scheduled for public launch in late August 2013 with promotional events shortly thereafter to officially kick off the project.

With design and product development completed, we wanted to bring you up-to-date on the project status and pending ILA and other arrangements among the three participating agencies – DART, DCTA and the Fort Worth “T”.

Inter Local Agreement (ILA):

The financial arrangement among the three parties will be a separate ILA between DART and DCTA and between DART and the “T”. Within the ILA by attachment or as a separate document among the agreements to be included are:

- Scope of Services provided by Unwire to DART and DCTA
- Signed contract between DART and Unwire
- Transaction Services Agreement (addresses the gateway service provider)
- Token Sharing Agreement (between each agency and the gateway service provider)

For clarification, an overview of the Contractual Agreements Diagram which shows the relationship of each of the contracts and agreements is attached as part of this report.

DCTA has completed the Acquirer Agreement with our depository bank for a new merchant ID to accept credit card payments for the GoPass.

In general the process for billing arrangements will be that Unwire will bill DART once monthly for all transactions fee and hosting fees. Transaction based fee will be separated by agency, and hosting fees and other charges will be separately identified. DART will bill each agency their share of the Unwire processing fee (1%) and related pass-through transaction fees.

Additionally, DART is proposing to provide administrative and program management support for the mobile ticketing app, including contract administration with Unwire, first level customer service and monthly hosting charge for the Unwire mobile ticketing platform support and gate way service provider. The proposal is that DART would receive a flat percent for these services calculated in the same manner as the Unwire charge. Discussion regarding final fee structure is underway.

Staff anticipates presenting final ILA for approval at the May board meeting.



FINANCE REPORT

April 25, 2013

Marketing and Promotion Status:

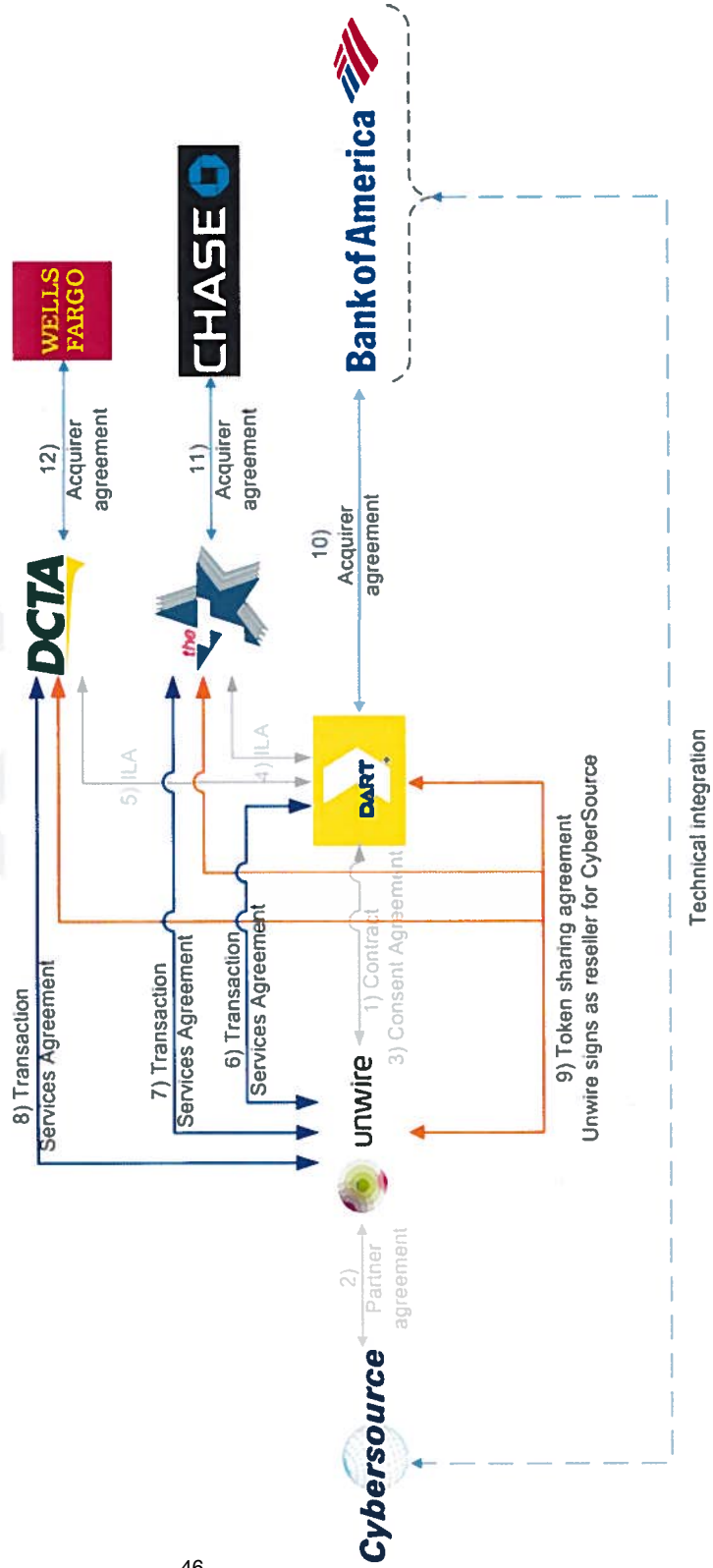
DART has contracted with Slingshot, a design firm, to assist in the digital marketing efforts for the mobile application. The graphic design for the GoPass logo and its treatment on various surfaces has been completed. Slingshot will also coordinate the beta test process which will include riders of all three transit agencies. The beta test includes selection of 1,000 beta test candidates, monitoring their use of the application and follow-up on opinion and comments. Beta testing and feedback is scheduled for the June/July 2013 timeframe.

In addition, DART has engaged the services of a consultant to meet with businesses to gauge their interest in partnering on events or promotions on the mobile application. The marketing and customer service groups of the three agencies have also begun the process to address other marketing initiatives and customer service training.

A handwritten signature in blue ink, appearing to read "Anna Mosqueda", is written over a printed name and title.

Anna Mosqueda
VP of Finance / CFO

CONTRACTUAL AGREEMENTS DIAGRAM



**Board of Directors Memo****April 25, 2013****Subject: WS 2e DISCUSSION: Texas A&M Transportation Institute Interlocal Agreement****Background**

DCTA has contracted with First Transit for the management of the bus system since 2006. The agreement included a 5-year initial term with three 1-year options. The final option, once exercised, will expire on September 30, 2014. Prior to the expiration of the contract, DCTA will need to competitively procure a contractor to provide similar services.

There are numerous options related to the structure of a transit management or operations contract. Staff is exploring the possibility of engaging the Texas A&M Transportation Institute (TTI) in the development of these options to include cost scenarios. Once a contract type is agreed upon, TTI would then provide technical assistance in the development of a request for proposals (RFP). TTI has performed similar services to Capital Metro in Austin and Sun Metro in El Paso. The work performed for Sun Metro, which most closely resembles the needs of DCTA, cost the agency \$45,000.

Recommendation

This item is for discussion purposes only.

A handwritten signature in black ink, appearing to read "Jarod Warner", is written over a horizontal line. The signature is stylized and cursive.

Jarod Warner, VP Transit Operations



1660 S. Stemmons., Suite 250
Lewisville, Texas 75067
Ph: (972) 221-4600 Fax: (972) 221-4601

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 1:38 p.m. March 28, 2013 at 1660 S. Stemmons, Suite 250, Lewisville, TX 75067. A quorum was present.

Attendance

Small Cities

Bill Walker

Large Cities

Charles Emery, Lewisville, *Chairman*
Paul Pomeroy, Highland Village, *Vice-Chair*
Richard Huckaby, Denton, *Secretary*
Daniel Peugh, Corinth (2:23)
Carter Wilson, Frisco
Doug Peach, Little Elm
Jim Robertson, Flower Mound (3:00)
Allen Harris, The Colony
George A. Campbell
Don Hartman

Denton County at Large

Dave Kovatch, *Treasurer*

Board Members Absent

Skip Kalb

DCTA Staff

James C. Cline, Jr., P.E.
Anna Mosqueda, CFO / VP Finance
Dee Leggett, VP Communications and
Planning
Jarod Varner VP Transit Operations

Legal Counsel

Pete Smith, General Counsel
Rider Scott, State Legislative Counsel

Others in Attendance

Michael Leavitt, City of Highland Village
Steve Bacchus, City of Lewisville
Dalton Gregory, City of Denton
Geary Robinson, UNT
Michael Chinn, TMDC

Chairman Charles Emery called the meeting to order and introduced new Board Member Allen Harris representing the City of The Colony.

Richard Huckaby welcomed Denton City Councilman Dalton Gregory.

Anna Mosqueda introduced new DCTA employee Chrissy Nguyen, Senior Accountant.

Dee Leggett introduced new DCTA employee Gaye Morton, Construction Inspector.

Move forward to Item 2a Presenters - Rider Scott and Dee Leggett

1. Routine Briefing Items
 - a. Financial Reports - Anna Mosqueda presented financial information
 - i. Financial Statements
 - ii. Capital Projects Fund
 - iii. Sales Tax Report
 - iv. Annual Insurance Renewal –TML- Intergovernmental Risk Pool
 - v. Procurement Report
 - vi. FTA Procurement Review
 - vii. Mobile Ticketing
 - b. Capital Projects Update - Dee Leggett and Jarod Varner presented information to the following topics
 - i. GTW Integration – Jarod Varner
 - ii. Where's My Ride – Jarod Varner
 - iii. Bus Operations and Maintenance Facility (O&M)
 - iv. Community Enhancements
 - v. Lewisville Bike Trail
 - vi. Positive Train Control (PTC) (Including Consultant Contract)
 - vii. Passenger Amenities
 - viii. Station Improvements
 - c. Communications and Planning – Dee Leggett reported on these items
 - i. Marketing and Communications Initiatives
 - ii. Media Coverage
 - iii. Customer Service
 - iv. Advertising Update
 - d. Transit Operations – Jarod Varner provided an update
 - i. Rail Operations
 - ii. Bus Operations
2. Items for Discussion – Rider Scott / Dee Leggett
 - a. Legislative Update
 - i. State
 - ii. Federal
 - b. August Service Change Development – Information provided by Jarod Varner
 - i. Public Involvement
 - ii. Changes under Consideration
 - c. Customer Survey Results – Presented by Dee Leggett
 - d. Title VI Update – Information provided by Dee Leggett
3. Discussion of Regular Board Meeting Agenda Items (March 28, 2013)
4. Executive Session - None
 - 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.

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



1660 S. Stemmons., Suite 250
Lewisville, Texas 75067

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 3:40 p.m. March 28, 2013 at 1660 S. Stemmons, Suite 250, Lewisville, TX 75067. A quorum was present.

Attendance

Small Cities

Bill Walker

Large Cities

Charles Emery, Lewisville, *Chairman*
Paul Pomeroy, Highland Village, *Vice-Chair*
Richard Huckaby, Denton, *Secretary*
Daniel Peugh, Corinth
Carter Wilson, Frisco
Doug Peach, Little Elm
Jim Robertson, Flower Mound
Allen Harris, The Colony
George A. Campbell
Don Hartman

Denton County at Large

Dave Kovatch, *Treasurer*

Board Members Absent

Skip Kalb

DCTA Staff

James C. Cline, Jr., P.E.
Anna Mosqueda, CFO / VP Finance
Dee Leggett, VP Communications and
Planning
Jarod Varner VP Transit Operations

Legal Counsel

Pete Smith, General Counsel
Rider Scott, State Legislative Counsel

Others in Attendance

Michael Leavitt, City of Highland Village
Steve Bacchus, City of Lewisville
Dalton Gregory, City of Denton
Geary Robinson, UNT
Michael Chinn, TMDC

CALL TO ORDER – Chairman Charles Emery 3:40 p.m. called the meeting to order and announced the presence of a quorum of the Board.

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS – Jim Robertson

INVOCATION – Charles Emery

WELCOME AND INTRODUCTION OF VISITORS – Jim Robertson introduced DCTA Passenger Margie Snider and requested time for her to state her commendation of the DCTA Services and Staff to the Board of Directors.

1. CONSENT AGENDA

- a. Approval of Minutes - Board Meeting February 28, 2012
- b. Acceptance of Financial Reports
- c. Approve Annual Insurance Renewal - TML- Intergovernmental Risk Pool -Motion to approve Consent Agenda items 1a-c made by Jim Robertson, 2nd by Richard Huckaby. Motion carried unanimously.

2. REGULAR AGENDA

- a. Discussion: Revision to DCTA Board of Directors Bylaws – Specific approval requirements for participation in a Local Government Corporation -Discussion of this item resulted in the proposal of four variations (A, B, C, and D) of text that will be presented for consideration and adoption in the April 25, 2013 meeting.

3. CHAIR REPORT – Charles Emery gave an update on these issues

- a. Committee Appointments – Changes proposed in February Board Retreat have been finalized: Bill Walker will serve on Program Services / Richard Huckaby will serve on Finance
- b. Access Appeal Panel Representative – Daniel Peugh will serve as Board Representative
- c. Discussion of Regional Transportation Issues
- d. Discussion Legislative Issues
 - i. Regional
 - ii. State
 - iii. Federal

4. PRESIDENT'S REPORT – Jim Cline briefed the board on the following topics

- a. Planned Meetings with Area Communities
- b. Tri-Party Dinner
- c. American Public Transportation Association Transit Board Member Seminar
- d. Crisis Communication

5. REPORT ON ITEMS OF COMMUNITY INTEREST – none

- 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 - None
 - 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 – n/a
 - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.

8. ADJOURN REGULAR MEETING 4:41 p.m.

The minutes of the March 28, 2013 meeting of the Board of Directors were passed, and approved by a vote on this 25th day of April, 2013.

Charles Emery, Chairman

ATTEST

Richard Huckaby, Secretary



Board of Directors Memo

April 25, 2013

Item: 1(d) Discussion of Interlocal Agreement with City of Denton for Right of Way Use

Background

DCTA has been working with the City of Denton to install passenger amenities in Denton at bus stops that warranted additional amenities and have appropriate pedestrian connectivity. These stops are located within public right of way. Public and franchise utilities are also in this right of way.

In January, DCTA and the City of Denton entered into a right-of-way use agreement to allow DCTA to construct, operate, maintain, repair, replace and/or remove bus shelters and related amenities used to support DCTA's transit network. This agreement also protected the city's interests in the right of way.

Inadvertently, an unnecessary insurance clause was included in the agreement. DCTA and the city have both agreed to remove the \$5 million excess liability insurance requirements and mirror those of DCTA. The City Council acted on the revised agreement on Tuesday, April 16th.

Identified Need

A revised interlocal agreement between DCTA and the City of Denton is required to allow the installation of these shelters and the inclusion of DCTA branded information.

Financial Impact

There is no financial impact.

Recommendation

DCTA staff recommends approval of the revised interlocal agreement between DCTA and the City of Denton for Right of Way Use.

Submitted by:

Ann Boulden, Project Manager

Final Review:

Dee Leggett, Vice President of
Program Development

**Board of Directors Memo****April 25, 2013****Subject: RM 2a Revision to DCTA Board of Directors Bylaws – Specific approval requirements for participation in a Local Government Corporation**

In accordance with the approved legislative intent, DCTA is pursuing the ability to utilize Local Government Corporations (LGCs) as a tool in our operations and expansion. SB 276 is has been passed by the Senate, and has been forwarded to the House (HB 1274) for consideration.

As a result of Board discussion in the March 28, 2013 meeting, four proposals are presented this month for a decision by Board vote. Each of the four options are attached and labeled A, B, C, D. In addition, a summary chart providing historical information has been included. All of these items were distributed via e.mail to all Board Members on April 2, 2013 in accordance with the Bylaw change requirements.

Please feel free to contact me if you have any questions.

A handwritten signature in black ink that reads "James C. Cline, Jr." The signature is written in a cursive style. Below the signature is a horizontal line, and the printed name "James C. Cline, Jr." is centered under the line.

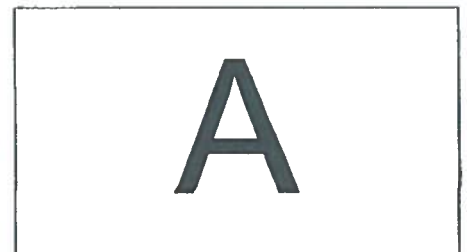
James C. Cline, Jr.

“Section 10. Voting.

- (a) An action of the Board of Directors requires an affirmative vote of a majority of the Directors, but not less than five (5) Directors present and voting, except for a vote pursuant to paragraph (b) of this section. [Section 460.205(b)].

- (b) An affirmative vote of the majority of the Board of Directors, but not less than five (5) Directors present, including two-thirds (2/3) vote of Directors representing Financial Participating Members is required for:
 - (1) a capital expenditure;
 - (2) operating or maintenance expenditure for a capital asset;
 - (3) material change of the service plan;
 - (4) amendment of the bylaws;
 - (5) the approval of a comprehensive development agreement (“CDA”) or similar financial contractual obligation for a purpose not an express commitment of the DCTA Service Plan; ~~or~~
 - (6) the approval of a contract or other agreement between the DCTA and a municipality or other governmental authority located within the A-train Corridor for participation in DCTA; ~~or~~
 - (7) the formation of a local government corporation, contracting with, joining or becoming a member or owner of a local government corporation.

- (c) Alternate Members. An alternate Board Member may only serve in the absence of the regular board member. An alternate Board Member may vote in place of the regular Board Member when the regular Board Member is absent. “



“Section 10. Voting.

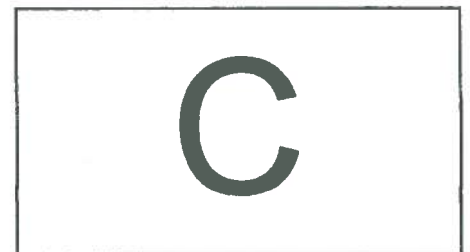
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 - (2) operating or maintenance expenditure for a capital asset;
 - (3) material change of the service plan;
 - (4) amendment of the bylaws;
 - (5) the approval of a comprehensive development agreement (“CDA”) or similar financial contractual obligation for a purpose not an express commitment of the DCTA Service Plan; or
 - (6) the approval of a contract or other agreement between the DCTA and a municipality or other governmental authority located within the A-train Corridor for participation in DCTA.
- (c) An affirmative vote of the majority of the Board of Directors, but not less than five (5) Directors present, including the unanimous vote of Directors representing Financial Participating Members is required for the formation of a local government corporation, contracting with, joining or becoming a member or owner of a local government corporation.
- (d) Alternate Members. An alternate Board Member may only serve in the absence of the regular board member. An alternate Board Member may vote in place of the regular Board Member when the regular Board Member is absent. “



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 - (2) operating or maintenance expenditure for a capital asset;
 - (3) material change of the service plan;
 - (4) amendment of the bylaws;
 - (5) the approval of a comprehensive development agreement (“CDA”) or similar financial contractual obligation for a purpose not an express commitment of the DCTA Service Plan; or
 - (6) the approval of a contract or other agreement between the DCTA and a municipality or other governmental authority located within the A-t train Corridor for participation in DCTA.
- (c) An affirmative vote of the majority of the entire Board of Directors, including the affirmative vote of two-thirds (2/3) of Directors representing Financial Participating Members, is required for the formation of a local government corporation, contracting with, joining or becoming a member or owner of a local government corporation.
- (d) Alternate Members. An alternate Board Member may only serve in the absence of the regular board member. An alternate Board Member may vote in place of the regular Board Member when the regular Board Member is absent. “

3/29/2013



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- (b) An affirmative vote of the majority of the entire Board of Directors, ~~but not less than five (5) Directors present~~, including two-thirds (2/3) vote of Directors representing Financial Participating Members is required for:
 - (1) a capital expenditure;
 - (2) operating or maintenance expenditure for a capital asset;
 - (3) material change of the service plan;
 - (4) amendment of the bylaws;
 - (5) the approval of a comprehensive development agreement (“CDA”) or similar financial contractual obligation for a purpose not an express commitment of the DCTA Service Plan; ~~or~~
 - (6) the approval of a contract or other agreement between the DCTA and a municipality or other governmental authority located within the A-train Corridor for participation in DCTA; or
 - (7) the formation of a local government corporation, contracting with, joining or becoming a member or owner of a local government corporation.
- (c) Alternate Members. An alternate Board Member may only serve in the absence of the regular board member. An alternate Board Member may vote in place of the regular Board Member when the regular Board Member is absent. “

3/29/2013



BYLAW CHANGES – LGC APPROVAL

Summary of Bylaw Options Discussed at March 28, 2013 Board Meeting

Option	Change	Overall Board Voting Requirement	Financially Participating Member City Vote Requirement
A	Adds LGC issues to list of key Board decisions	Majority Vote, Quorum of Five	2/3 must vote in the affirmative
B	Separate requirement for LGC issues	Majority Vote, Quorum of Five	Unanimous affirmative vote
C	Separate requirement for LGC issues	Majority of Entire Board (Eight) must vote in the affirmative	2/3 must vote in the affirmative
D	Adds LGC issues to list of key Board decisions	Majority of Entire Board (Eight) must vote in the affirmative	2/3 must vote in the affirmative

Attendance History

Year	Meetings	Total Board Members Present			Financial Participating Members Present	
		<5	<8	<11	<2	<3
2008	16	0	0	6	0	2
2009	20	0	1	8	0	4
2010	14	0	1	4	0	3
2011	12	0	0	8	0	4
2012	12	0	2	7	0	0
2013	3	0	0	2	0	1
Total	77	0 (0%)	4 (5%)	35 (45%)	0 (0%)	14 (18%)

Key Decisions (1/11 – 3/13) 8 or more affirmative votes

- A total of 19 votes were taken on items meeting the requirements of 10b in the Bylaws (2/3 requirement)
- 16 votes had eight or more affirmative votes
- 2 votes had less than eight affirmative votes and were passed
- 1 vote had a majority of less than eight, but did not pass since 2/3 of financially participating cities did not vote in the affirmative.
- Most votes were unanimous
- The issues discussed when there were less than eight in the affirmative were Bylaws changes and Friday Night Service.

April 15, 2013



Board of Directors Memo

April 25, 2013

Item: 2(b) Award Contract for the Construction of Bus Shelters

Background

A request for bids was released on March 18, 2013, on BidSync for the construction of bus shelters in the city of Denton. Notices were provided to over 3600 potential suppliers.

On April 18, 2013, four (4) bids were received in response to our RFB:

1. XTreme Landsystems
2. Boyd Construction Services, LLC
3. LDM Design and Construction
4. SYB Construction Co., Inc.

Staff conducted a review and evaluation of the bids received and staff is recommending award of the contract to Boyd Construction Services, LLC.

Identified Need

The shelters will be installed in various locations within the City of Denton as negotiated previously.

Financial Impact

The cost of the construction of the shelters is \$60,284.77 and will be reimbursed with federal grant funds at 80%.

Recommendation

Staff recommends that the Board authorize the President to negotiate and execute a contract with Boyd Construction Services, LLC.

Submitted by:


Athena Forrester, Purchasing Manager

Final Review:


Anifa Mosqueda, CFO



Board of Directors Memo

April 25, 2013

Item: 2(c) Discussion/Approval of Four (4) Mobile Bus Lifts

Background

DCTA has received grant funds through the 5309 Bus and Bus Facilities Program and through the 5307 Urbanized Area Formula Program to fund construction of the Bus Operations and Maintenance Facility. This includes furniture, fixtures and equipment. DCTA programmed a portion of its 5307 America Recovery and Reinvestment Act funds to purchase bus maintenance equipment for the current leased facility and the new facility.

A request for bids was released on March 18, 2013, on BidSync for the purchase of four (4) mobile bus lifts. Notices were provided to over 800 potential suppliers, twenty-two (22) suppliers viewed the documents.

On April 9, 2013, DCTA received three bids in response to our RFB:

- 1. Reeder Distributors
- 2. Reeder Distributors -Alternate bid
- 3. SnapOn Industrial

Staff conducted a review and evaluation of the bids received and staff is recommending purchase of four (4) mobile bus lifts from Reeder Distributors.

Identified Need

The lifts will be used by fleet maintenance to perform repairs and preventative maintenance on buses.

Financial Impact

The total cost of the four (4) lifts is \$35,995 and will be reimbursed with ARRA 5307 funds at 100%.

Recommendation

Staff recommends the Board approve the acquisition of four (4) mobile bus lifts from Reeder Distributors.

Submitted by: 
Athena Forrester, Purchasing Manager

Final Review: 
Anna Mosqueda, CFO



Board of Directors Memo

April 25, 2013

Subject: 2(d) – Award of Contract for Management and Operation of Vanpool Program, RFP 13-06

Background

DCTA accepted competitive sealed proposals for the Management and Operations of Vanpool Program. The vanpool program is intended to provide Denton County residents with an additional viable alternative to single-occupancy vehicle commuting. Vanpools will range in sizes from 8 to 15 passengers and operate along routes not currently served by DCTA or other regional transit or vanpool service providers.

A Request for Proposals was released on BidSync on February 4, 2013. A Pre-proposal meeting was held on February 13, at DCTA offices to inform the interested vendors on the requirements for this program. Two participants attended the pre-proposal meeting.

On March 13, two (2) proposals were received and evaluated. Each firm was evaluated on the firms experience managing vanpool programs, proposed management plan and fee structure.

Proposals were received from the current provider vRide and Enterprise Holdings. Staff recommends awarding the contract to Enterprise Holdings, LLC.

The contract value is estimated at \$514,800 per year. The contract is for a two (2) year term with the option to renew for three (3) additional one (1) year terms.

Identified Need

The DCTA vanpool program will provide Denton County residents with an additional viable alternative to single-occupancy vehicle commuting. DCTA's Vanpool program will provide cost effective transportation services to commuters who are not in the traditional service area. Also, this program will reduce air pollution to meet Environmental Protection Agency (EPA) directives and will expand the range of services provided by DCTA.

Financial Impact

This project will be funded by 50% reimbursement from rider participation in each approved van and 50% from Job Access Reverse Commute (JARC). The grant has \$431,929 currently available which is estimated to fund a maximum of 25 vans through mid- 2016.

Recommendation

Staff recommends that the Board authorize the President to negotiate and execute a contract with Enterprise Holdings LLC for the Vanpool program.

Submitted by: 
Athena Forrester
Purchasing Manager

Final Review: 
Anna Mosqueda - CFO