



Denton County Transportation Authority

1955 Lakeway Dr., # 260

Lewisville, Texas 75057

(972) 221-4600

RideDCTA.net

Board of Directors

Work Session

October 22, 2015

1:30 p.m.

1. Routine Briefing Items
 - a. Financial Reports
 - i. Financial Statements
 - ii. Capital Projects Report
 - iii. Sales Tax Report
 - iv. Procurement Report
 - v. 4th Quarter Investment Report
 - vi. Investment Policy Annual Review
 - b. Strategic Planning / Development
 - i. Priority Projects Update
 - ii. Outreach Efforts
 - c. Marketing and Communications
 - i. Marketing and Communications Initiatives
 - ii. Marketing and Communications Metrics
 - iii. Customer Service Metrics
 - d. Capital Projects Update
 - i. Signal System Enhancements
 - ii. Positive Train Control (PTC)
 - iii. Flood Repairs/FEMA
 - iv. Transit Enhancements
 - v. Lewisville Bike Trail – Final Section
 - e. Transit Operations
 - i. Rail Operations
 - ii. Bus Operations
2. Items for Discussion
 - a. Rail Operations and Maintenance Agreement
 - b. Federal and State Funding Overview
3. Discussion of Regular Board Meeting Agenda Items (October 2015)

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

Board of Directors
Regular Meeting
October 22, 2015
3:00 p.m.*

**or immediately following Board Work Session*

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS

INVOCATION

WELCOME AND INTRODUCTION OF VISITORS

AGENCY AWARDS AND RECOGNITIONS

1. CONSENT AGENDA
 - a. Approval of Minutes Board Meeting September 24, 2015
 - b. Acceptance of Financial Reports – September
 - c. Acceptance of 4th Quarter Investment Report
 - d. Approval of Resolution 15-12 adopting the Annual Investment Policy for FY2016
 - e. Approval of Award of New and Remanufactured Automotive Parts
 - f. FY16 Operating and Capital Budget Revisions
 - g. Authorize the purchase of Heavy Duty Buses
2. REGULAR AGENDA
 - a. Award of contract for Legal Services

3. CHAIR REPORT

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

4. PRESIDENT'S REPORT

- a. Budget Transfers
- b. Regional Transportation Issues

5. REPORT ON ITEMS OF COMMUNITY INTEREST

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

6. ADJOURN

Chair – Charles Emery
Vice Chair – Paul Pomeroy

Secretary – Richard Huckaby
Treasurer – Dave Kovatch

**Members – Skip Kalb, Doug Peach, Jim Robertson, Tom Winterburn,
Don Hartman, George A. Campbell, Allen Harris, Carter Wilson, Connie White**
President – Jim Cline

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

This notice was posted on 10/15/2015 at 11:37 AM.

Rusty Comer, Public Information Coordinator



Board of Directors Memo

October 22, 2015

Subject: Monthly Financial Reports

Background

The financial statements are presented monthly to the Board of Directors for acceptance. The reports presented for the period ending September 30, 2015 include the Statement of Change in Net Assets, Statement of Net Assets, and Capital Projects Fund. These reports provide a comparison of budget vs. actual for the fiscal year as of the current month. *Amounts are preliminary and unaudited and may be subject to change as additional information is received that impacts fiscal year 2015.*

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

Statement of Changes in Net Assets:

- **Note A:** Passenger Revenues – YTD unfavorable by (\$31k). YTD actual rail ridership of 555k is 6% below budgeted ridership of 591k, partially offset by higher than budgeted bus ridership. Actual fare per rail rider was 2% below budget, at \$1.46 average fare per rider compared to \$1.49 as budgeted.
- **Note B:** Contract Service Revenue – YTD unfavorable by (\$324k) due to an invoice adjustment for UNT services and because actual fuel usage and price are lower than budgeted. Billed usage was 166k gallons compared to budgeted 171k gallons, down 3%.
- **Note C:** Sales Tax Revenue – September sales tax revenue is not yet received and is accrued for the month based on budget. Sales tax generated in September will be received in November. The Sales Tax Report included in this agenda packet provides a more detailed Budget to Actual comparison of FY15 sales tax receipts collected through October.
- **Note D:** Federal/State Grants-Capital – YTD unfavorable by (\$2.7 million) because the purchases and corresponding reimbursement for fleet replacements (\$1.2 million) have been delayed and are carried over into FY2016. Additionally, the project cost and corresponding reimbursement for the Lewisville Hike & Bike Trail was less than budgeted (\$1.1 million).
- **Note E:** Federal/State Grants-Operating – YTD favorable by \$332k is attributable to additional grant funds available from FY2013 and FY2014 for Bus Access/ADA Service.
- **Note F:** Salary, Wages & Benefits – YTD favorable by \$839k primarily due to savings in health insurance costs (\$476k) from TMDC employees switching to the First Transit medical plan. In addition, salaries savings of \$212k was realized from UNT and Access drivers as well as vacancies in DCTA positions.
- **Note G:** Services – YTD favorable by \$506k due to delays in expenses for advertising (\$84k), finance and HR consulting (\$120k), marketing professional services and printing (\$161k), and bandwidth and network infrastructure upgrades (\$65k). Some projects will be carried over into FY2016; expenses for services received in FY2015 will be recorded as invoices are received from the vendors.

- **Note H:** Materials and Supplies – YTD favorable by \$1.3 million mainly due to lower than budgeted fuel usage and price. Bus operations fuel is \$748k under budget primarily because YTD fuel prices averaged \$2.19/gallon compared to \$4.00/gallon budgeted. Rail operations fuel is \$325k under budget as YTD fuel prices averaged \$2.06/gallon.
- **Note I:** Purchased Transportation – YTD favorable by \$610k mainly due to a delay in billing for September services. Expenses will be recorded in FY2015 when the final invoice is received from the vendor later this month.

Capital Projects Fund

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

Identified Need

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

Recommendation

Staff recommends acceptance.

Submitted by: Marisa Perry, CPA 
Controller

Final Review: 
Anna Mosqueda,
CFO

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

Denton County Transportation Authority
Change in Net Assets
Month and Year to Date September 30, 2015
(Unaudited)

Item 1(a)i

Description	Month Ended September 30, 2015			Year to Date September 30, 2015			Annual Budget	
	Actual	Budget	Variance	Actual	Budget	Variance		
Revenue and Other Income								
Passenger Revenues	136,747	149,109	(12,362)	1,484,057	1,515,377	(31,320)	1,515,377	Note A
Contract Service Revenue	360,796	393,131	(32,335)	2,935,371	3,259,635	(324,264)	3,259,635	Note B
Sales Tax Revenue	2,286,883	1,997,390	289,493	23,099,986	22,180,196	919,790	22,180,196	Note C
Federal/State Grants - Capital	81,942	1,722,962	(1,641,020)	2,636,956	5,355,112	(2,718,156)	5,355,112	Note D
Federal/State Grants - Operating	297,974	438,838	(140,864)	4,985,908	4,653,518	332,390	4,653,518	Note E
Total Revenue and Other Income	3,164,342	4,701,430	(1,537,088)	35,142,278	36,963,838	(1,821,560)	36,963,838	
Operating Expenses								
Salary, Wages and Benefits	693,011	812,215	119,204	8,280,816	9,119,994	839,178	9,119,994	Note F
Services	277,173	151,295	(125,878)	1,682,819	2,188,534	505,715	2,188,534	Note G
Materials and Supplies	226,793	356,600	129,807	2,584,535	3,888,524	1,303,989	3,888,524	Note H
Utilities	55,786	37,112	(18,674)	445,036	452,149	7,113	452,149	
Insurance, Casualties and Losses	63,579	65,540	1,961	773,736	778,013	4,278	778,013	
Purchased Transportation Services	292,899	832,558	539,659	9,353,562	9,963,588	610,026	9,963,588	Note I
Miscellaneous	9,904	12,973	3,069	176,355	255,476	79,121	255,476	
Leases and Rentals	1,086	8,934	7,847	124,412	207,205	82,793	207,205	
Depreciation	792,658	789,805	(2,853)	9,322,005	9,503,440	181,435	9,503,440	
Total Operating Expenses	2,412,890	3,067,032	654,143	32,743,274	36,356,923	3,613,649	36,356,923	
Income Before Non-operating Revenue and Expense	751,452	1,634,398	(882,946)	2,399,004	606,915	1,792,089	606,915	
Non-Operating Revenues / (Expense)								
Investment Income	2,480	2,750	(270)	24,772	33,000	(8,228)	33,000	
Gain (Loss) Disposal of Assets	-	-	-	(51,815)	-	(51,815)	-	
Fare Evasion Fee	-	525	(525)	1,275	6,300	(5,025)	6,300	
Other Income - Miscellaneous	1,587	-	1,587	190,680	-	190,680	-	
Long Term Debt Interest/Expense	(99,740)	(1,610,992)	1,511,251	(1,213,305)	(2,721,899)	1,508,594	(2,721,899)	
Total Non-Operating Revenue / (Expense)	(95,674)	(1,607,717)	1,512,043	(1,048,393)	(2,682,599)	1,634,206	(2,682,599)	
Change in Net Assets	655,779	26,682	629,097	1,350,612	(2,075,684)	3,426,296	(2,075,684)	

Denton County Transportation Authority
Statement of Net Assets
As of September 30, 2015
(Unaudited)

	<u>September 30, 2015</u>	<u>August 31, 2015</u>	<u>Change</u>
Current Assets			
Cash & Cash Equivalents	8,351,759	8,343,617	8,143
Investments	8,775,779	9,068,685	(292,906)
Accounts & Notes Receivable	6,226,384	5,700,294	526,090
Prepaid Expenses	398,745	391,039	7,706
Inventory	3,258	16,652	(13,394)
Restricted Asset-Cash and Equivalents	3,650,196	5,464,140	(1,813,944)
Total Current Assets	<u>27,406,121</u>	<u>28,984,426</u>	<u>(1,578,305)</u>
Property, Plant and Equipment			
Land	16,228,337	16,228,337	-
Land Improvements	6,458,821	6,458,821	-
Machinery & Equipment	2,030,358	2,030,358	-
Leasehold Improvements	55,506	55,506	-
Vehicles	88,631,212	88,631,212	-
Computers & Software	1,180,676	1,180,676	-
Accumulated Depreciation	(38,130,063)	(37,337,405)	(792,658)
Total Property, Plant and Equipment	<u>76,454,847</u>	<u>77,247,506</u>	<u>(792,658)</u>
Capital Assets			
Intangible Assets	16,997,155	16,997,155	-
Other Capital Assets, Net	230,821,306	230,821,306	-
Construction in Progress	10,718,647	9,576,611	1,142,036
Total Capital Assets	<u>258,537,107</u>	<u>257,395,071</u>	<u>1,142,036</u>
Total Assets	<u><u>362,398,076</u></u>	<u><u>363,627,002</u></u>	<u><u>(1,228,927)</u></u>
Liabilities			
Current Liabilities			
Accounts Payable	333,958	152,634	181,325
Salary, Wages, and Benefits Payable	555,840	512,604	43,236
Accrued Expenses Payable	2,949,238	3,070,743	(121,505)
Deferred Revenues	88,983	98,743	(9,760)
Interest Payable	-	504,958	(504,958)
Total Current Liabilities	<u>3,928,020</u>	<u>4,339,682</u>	<u>(411,662)</u>
Non-Current Liabilities			
Rail Easement Payable	1,400,000	1,400,000	-
Retainage Payable	1,564,497	1,527,541	36,956
Bonds Payable	31,965,000	33,475,000	(1,510,000)
Total Non-Current Liabilities	<u>34,929,497</u>	<u>36,402,541</u>	<u>(1,473,044)</u>
Total Liabilities	<u><u>38,857,517</u></u>	<u><u>40,742,222</u></u>	<u><u>(1,884,706)</u></u>
Net Assets			
Invested in Capital Assets	304,221,470	304,221,470	-
Unrestricted Retained Earnings	17,968,477	17,968,477	-
Change in Net Assets	1,350,612	694,833	655,779
Total Equity	<u>323,540,559</u>	<u>322,884,780</u>	<u>655,779</u>
Total Liabilities and Equity	<u><u>362,398,076</u></u>	<u><u>363,627,002</u></u>	<u><u>(1,228,927)</u></u>

Budget vs. Actual

As of September 30, 2015

(Cash Basis)

	Original Budget	Revised Budget	September 2015 Expenses Booked	Life To Date	\$ Under/(Over) Budget	% of Budget (As of September 2015 Close)
ASSETS						
Fixed Assets						
1660 - Construction Work in Progress						
1 - G&A Capital Projects						
Total 10401 - Cloud Hybrid Backup Solution	35,000	35,000	-	-	35,000	0%
Total 10601 - COGNOS Report Application	200,000	200,000	-	-	200,000	0%
Total 10602 - Comprehensive Service Analysis	567,414	567,414	24,178	76,210	491,204	13%
Total 10603 - Legal Support	226,753	226,753	-	10,873	215,880	5%
Total 1 - G&A Capital Projects	1,029,167	1,029,167	24,178	87,083	942,084	8%
5 - Bus Capital Projects						
Total 50203 - Passenger Amenities (2015)	53,483	53,483	52,664	53,483	(0)	100%
Total 50204 - Transit Enhancements (2015-16)	165,000	165,000	4,601	4,601	160,399	0%
Total 50301 - Bus O&M Facility	8,142,667	11,497,555	-	11,329,269	168,286	99%
Total 50303 - DDTC	373,282	373,282	-	21,797	351,485	6%
Total 50505 - Fleet Replacement (2015)	395,000	1,634,000	-	62,000	1,572,000	4%
Total 50408 - Bus Radios	137,457	120,870	31,886	106,754	14,116	88%
Total 50601 - Scheduling Software (Bus)	250,000	250,000	-	-	250,000	0%
Total 5 - Bus Capital Projects	9,516,889	14,094,190	89,151	11,577,905	2,516,285	82%
6 - Rail Construction						
Total 61401 - Fare Collection Systems	569,000	733,104	-	663,943	69,161	91%
Total 61406 - Positive Train Control	16,997,441	22,902,951	6,600	1,344,675	21,558,276	6%
Total 61708 - Lewisville Bike Trail	3,099,856	3,099,856	211,143	1,978,422	1,121,434	64%
Total 60701 - Passenger Information	56,214	96,821	-	61,411	35,410	63%
Total 61712 - Rail MOE	585,000	1,302,627	521,753	1,337,364	(34,737)	103%
Total 61503 - Rail Single Car Operations	101,800	101,800	-	26,221	75,579	26%
Total 61505 - GTW Wheel Work	915,041	915,041	-	-	915,041	0%
Total 61604 - Rail Mobilization (2015)	2,119,517	2,119,517	-	-	2,119,517	0%
Total 61209 - Trinity Mills Crew Facility	250,000	250,000	-	32,528	217,472	13%
Total 61210 - Station Landscaping	75,000	485,000	-	19,904	465,096	4%
Total 61407 - Shunt Enhancement	141,000	141,000	-	-	141,000	0%
Total 61104 - Rail Drainage Improvement	250,000	500,000	289,211	372,016	127,984	74%
Total 61713 - Disaster Recovery - 2015 Floods	1,000,000	1,000,000	-	209,729	790,271	21%
Total Rail Construction Projects	26,159,869	33,647,717	1,028,707	6,046,213	27,601,504	18%
Total 1660 - Construction Work in Progress	36,705,925	48,771,074	1,142,036	17,711,201	31,059,873	36%



Board of Directors Memo

October 22, 2015

Subject: Sales Tax Report

Background

As a reminder, the Board adopted FY 2015 Revised Budget in May and increased the revenue budget for sales tax revenues to recognize sales tax generated in the Month of February and received in April. The variance to budget on the DCTA sales tax schedule now reflects the adopted revised sales tax revenue budget.

Sales tax represents the single largest source of revenue for DCTA at 59.9% for FY15 budget. The annual Sales Tax budget for FY 2015 is \$22,180,195. Because of its importance in funding of DCTA's ongoing operations, the Board adopted a Budget Contingency Plan that outlines the Agency's response when declines in sales tax hit a specific target. This month, receipts were favorable compared to budget. The October allocation is for sales generated in the month of August and represents revenue for the eleventh month of FY 2015.

- Sales tax for sales generated at retail in the month of August and received in October was \$2,082,973.25.
- This represents an increase of 16.14% or \$289,493 compared to budget for the month.
- Receipts are favorable 4.56% year-to-date compared to revised budget.
- Compared to the same month last year, sales tax receipts were \$244,385 or 13.29% more than budgeted.
- Member city collections for the month compared to prior year are as follows:
 - City of Lewisville up 17.70%
 - City of Denton up 11.49%
 - Highland Village up 1.47%


Need

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

Recommendation

For information only. No action required.

Final Review:



 Anna Mosqueda,
 CFO

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

Sales Generated in Month of:	Received in Month of:	2014-2015 Year Budget	2014-2015 Year Actual	Variance Actual to Budget	CY Actual to CY Budget % Variance	2013-2014 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 1,945,700	\$ 1,945,700	\$0	0.00%	\$ 1,646,959	\$ 298,741	18.14%
November	January	\$ 1,765,520	\$ 1,765,520	\$0	0.00%	\$ 1,582,022	\$ 183,498	11.60%
December	February	\$ 2,433,456	\$ 2,433,456	\$0	0.00%	\$ 2,173,929	\$ 259,526	11.94%
January	March	\$ 1,742,381	\$ 1,742,381	\$0	0.00%	\$ 1,570,510	\$ 171,871	10.94%
February	April	\$ 1,566,805	\$ 1,566,805	\$0	0.00%	\$ 1,278,211	\$ 288,594	22.58%
March	May	\$ 1,891,517	\$ 2,074,176	\$ 182,659	9.66%	\$ 1,957,442	\$ 116,734	5.96%
April	June	\$ 1,683,191	\$ 1,803,955	\$ 120,764	7.17%	\$ 1,777,141	\$ 26,814	1.51%
May	July	\$ 1,740,055	\$ 1,757,537	\$ 17,482	1.00%	\$ 1,756,564	\$ 973	0.06%
June	August	\$ 1,932,685	\$ 2,104,123	\$ 171,438	8.87%	\$ 2,008,175	\$ 95,948	4.78%
July	September	\$ 1,688,016	\$ 1,825,970	\$ 137,954	8.17%	\$ 1,719,163	\$ 106,807	6.21%
August	October	\$ 1,793,480	\$ 2,082,973	\$ 289,493	16.14%	\$ 1,838,588	\$ 244,385	13.29%
September	November	\$ 1,997,389				\$ 2,058,382		
YTD Total		\$ 22,180,195	\$ 21,102,596	\$ 919,790	4.56%	\$ 21,367,086	\$ 1,793,892	9.29%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
 Prepared By: Denton County Transportation Authority Finance Department
 October 16, 2015

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

City of Lewisville					
Sales Generated in Month of:	Received in Month of:	2013-2014 Year Actual	2014-2015 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 2,412,800	\$ 2,532,839	\$ 120,038	4.98%
November	January	\$ 2,283,269	\$ 2,404,460	\$ 121,191	5.31%
December	February	\$ 3,094,980	\$ 3,407,084	\$ 312,104	10.08%
January	March	\$ 2,250,821	\$ 2,479,995	\$ 229,174	10.18%
February	April	\$ 1,476,738	\$ 2,194,340	\$ 717,603	48.59%
March	May	\$ 2,828,191	\$ 2,920,317	\$ 92,126	3.26%
April	June	\$ 2,569,274	\$ 2,570,323	\$ 1,049	0.04%
May	July	\$ 2,570,909	\$ 2,441,318	\$ (129,590)	-5.04%
June	August	\$ 2,797,425	\$ 2,867,226	\$ 69,800	2.50%
July	September	\$ 2,472,024	\$ 2,531,076	\$ 59,052	2.39%
August	October	\$ 2,546,174	\$ 2,996,730	\$ 450,556	17.70%
September	November	\$ 2,872,745			
YTD Total		\$ 30,175,351	\$ 29,345,708	\$ 2,043,102	7.48%

City of Highland Village					
Sales Generated in Month of:	Received in Month of:	2013-2014 Year Actual	2014-2015 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 242,975	\$ 268,275	\$ 25,299	10.41%
November	January	\$ 271,909	\$ 283,432	\$ 11,523	4.24%
December	February	\$ 415,312	\$ 441,441	\$ 26,130	6.29%
January	March	\$ 240,189	\$ 249,723	\$ 9,534	3.97%
February	April	\$ 231,225	\$ 220,832	\$ (10,393)	-4.49%
March	May	\$ 323,839	\$ 319,961	\$ (3,879)	-1.20%
April	June	\$ 269,705	\$ 275,169	\$ 5,464	2.03%
May	July	\$ 288,253	\$ 317,874	\$ 29,621	10.28%
June	August	\$ 356,088	\$ 330,952	\$ (25,136)	-7.06%
July	September	\$ 271,361	\$ 276,336	\$ 4,975	1.83%
August	October	\$ 261,084	\$ 264,926	\$ 3,843	1.47%
September	November	\$ 342,547			
YTD Total		\$ 3,514,486	\$ 3,248,921	\$ 76,982	2.43%

City of Denton					
Sales Generated in Month of:	Received in Month of:	2013-2014 Year Actual	2014-2015 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 1,858,283	\$ 2,345,573	\$ 487,290	26.22%
November	January	\$ 1,802,476	\$ 2,197,657	\$ 395,181	21.92%
December	February	\$ 2,657,999	\$ 3,020,338	\$ 362,339	13.63%
January	March	\$ 1,877,525	\$ 2,109,216	\$ 231,691	12.34%
February	April	\$ 1,940,004	\$ 1,852,968	\$ (87,036)	-4.49%
March	May	\$ 2,488,428	\$ 2,678,550	\$ 190,122	7.64%
April	June	\$ 2,077,345	\$ 2,152,181	\$ 74,836	3.60%
May	July	\$ 2,003,488	\$ 2,107,901	\$ 104,413	5.21%
June	August	\$ 2,482,262	\$ 2,682,604	\$ 200,342	8.07%
July	September	\$ 1,922,509	\$ 2,259,012	\$ 336,503	17.50%
August	October	\$ 2,317,928	\$ 2,584,144	\$ 266,216	11.49%
September	November	\$ 2,634,728			
YTD Total		\$ 26,062,974	\$ 25,990,143	\$ 2,561,897	10.94%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
Prepared By: Denton County Transportation Authority Finance Department
October 16, 2015

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

Transit	Current Rate	Net Payment This Period	Comparable Payment Prior Year	% Change	2015 Payments To Date	2014 Payments To Date	% Change
Houston MTA	1.00%	\$ 53,532,052.52	\$ 54,521,274.90	-1.81%	\$ 595,756,824.36	\$ 572,653,497.90	4.03%
Dallas MTA	1.00%	\$ 39,779,348.54	\$ 40,136,581.24	-0.89%	\$ 429,465,247.39	\$ 402,511,448.77	6.70%
Austin MTA	1.00%	\$ 16,825,399.60	\$ 15,554,467.53	8.17%	\$ 174,651,793.67	\$ 161,393,895.47	8.21%
San Antonio MTA	0.50%	\$ 10,096,673.96	\$ 10,334,048.38	-2.30%	\$ 113,141,081.70	\$ 109,111,931.16	3.69%
San Antonio ATD	0.25%	\$ 4,581,434.65	\$ 4,625,364.49	-0.95%	\$ 51,006,134.56	\$ 49,287,007.90	3.49%
Fort Worth MTA	0.50%	\$ 5,140,197.16	\$ 5,034,663.84	2.10%	\$ 53,880,547.52	\$ 52,217,841.97	3.18%
El Paso CTD	0.50%	\$ 3,135,247.82	\$ 3,044,390.31	2.98%	\$ 34,005,246.76	\$ 32,570,565.31	4.40%
Corpus Christi MTA	0.50%	\$ 2,503,246.20	\$ 3,008,615.97	-16.80%	\$ 28,881,237.72	\$ 28,677,389.92	0.71%
Denton CTA	0.50%	\$ 2,082,973.25	\$ 1,838,588.15	13.29%	\$ 19,156,896.17	\$ 17,661,745.63	8.47%
Laredo CTD	0.25%	\$ 547,665.73	\$ 602,622.86	-9.12%	\$ 6,605,262.76	\$ 6,450,897.21	2.39%
TOTALS		\$ 138,224,239.43	\$ 138,700,617.67	-0.34%	\$ 1,506,550,272.61	\$ 1,432,536,221.24	5.17%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
Prepared By: Denton County Transportation Authority Finance Department
October 16, 2015



Board of Directors Memo

October 22, 2015

Subject: Procurement Status Report

Construction Services Miscellaneous Projects

A bid was released on September 14th and was due on October 6th for miscellaneous construction services related to the installation of bus shelters and benches in Denton and Lewisville. No bids were received. Staff is working to release a procurement for the installation of the shelters.

Ground Penetrating Radar Ballast Inspection Services

During the flood event, approximately three miles of the DCTA commuter rail was completely submerged, resulting in significant fouling of the ballast. As a result of this event, DCTA is requesting bids for GPR ballast inspection services. The selected firm will conduct a GPR survey of the entire 21 mile A-Train guideway and analyze and report specifics on a 3 mile section of the track.

Consulting Services for Positive Train Control

A procurement is currently being drafted to Oversee the overall project and direct the efforts of DCTA and third party project management personnel to ensure the E-ATC project is properly managed, documented and that project cost, schedule, and deliverables are controlled. Provide oversite of the PTC project, GETS and advise management regarding critical design features, provide input to the contractor regarding critical design reviews.

Submitted by: 
Athena Forrester, Senior Procurement Manager

Final Review: 
Anna Mosqueda, CFO

Denton County Transportation Authority



**For the Quarter Ended
September 30, 2015**

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 - SEPTEMBER 2015:

The U.S. economy continues to plod along at a moderate pace. Consumers, bolstered by a better employment picture, cheap gas and a benign inflation environment are the locomotive pulling this economic train. Global economic weakness and the resultant strong dollar, are acting as the caboose, restraining economic growth. The irony is that the same factors harming the factory sector, namely a strong dollar and cheap imports, are a boon to consumers. Economic data clearly shows this divergence in the economy. The ISM manufacturing survey slipped to 51.1 in August, the lowest level in over two years. The service sector is clearly doing better as the ISM non-manufacturing survey came in at 59.3, dipping slightly from July's 10-year high of 60.3, but still the second highest reading of the last decade. Non-farm payrolls grew by +173k in August while revisions to June and July added another +44k, bringing the three-month average up to +221k per month. The unemployment rate dropped to 5.1%, the lowest point since April 2008. Average hourly earnings also improved, rising +0.3% for the month and +2.2% year-over-year. Retail sales were modestly strong, rising +0.2% on the strength of restaurant and bar purchases, likely the result of falling gas prices. Home sales were mixed with existing homes sliding -4.8% to a 5.31 million unit annual sales rate. After reaching an eight-year high in July, some give back was expected. New home sales followed up a +12% showing in July with a +5.7% gain in August that took new homes to an annual sales rate of 552,000, a fresh high dating back to February 2008. Inflation remains too low as the consumer price index fell -0.1% in August and is up only +0.1% year-over-year. The core CPI, which excludes food energy, is up +1.8% year-over-year, while core PCE, the Fed's preferred inflation measure, is up just +1.3%.

The slate of often conflicting domestic economic data was only part of the story in September. Global economic data has taken on much greater importance, particularly the slowing Chinese economy which continues to weigh on financial markets. The much ballyhooed September FOMC meeting proved to be a major event as well. Heading into the meeting Fed watchers and market participants were evenly split as to whether or not the Fed would begin to hike the overnight fed funds rate. But the "whisper number" suggested a 25 basis point increase. As it turned out, the FOMC voted to leave the fed funds target *unchanged* at a range of 0-0.25%, citing "recent global developments" as the primary reason for not tightening. The two-year Treasury-note yield, which had breached 0.80% leading up to the meeting, immediately reversed, falling back below 0.70% and eventually closing the month at 0.63%. Already nervous stock markets, hit with a fresh batch of uncertainty, were whipsawed for the rest of the month. A steady stream of speeches by Fed officials did little to improve the markets foul mood. By the end of the month the Dow had given up -1.5%, the S&P 500 -2.6% and the Nasdaq -3.3%. All three of the major stock indexes are now in correction territory, more than 10% below their May highs. Although the Fed continues to indicate rate hikes are coming later this year, volatility in global financial markets, weakening economies around the world, and a deflationary environment suggest another delay.

For the Quarter Ended
September 30, 2015

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:

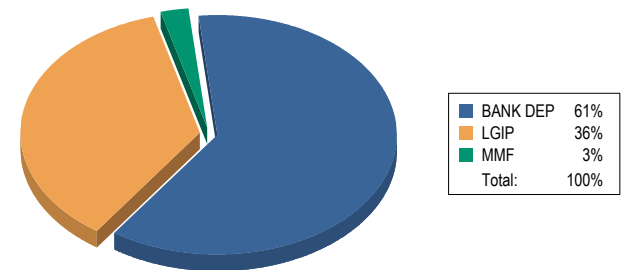
Account Summary

Allocation by Security Type

Beginning Values as of 06/30/15

Ending Values as of 09/30/15

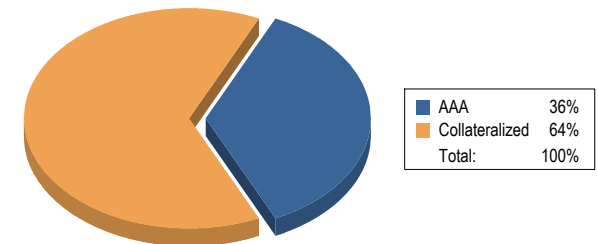
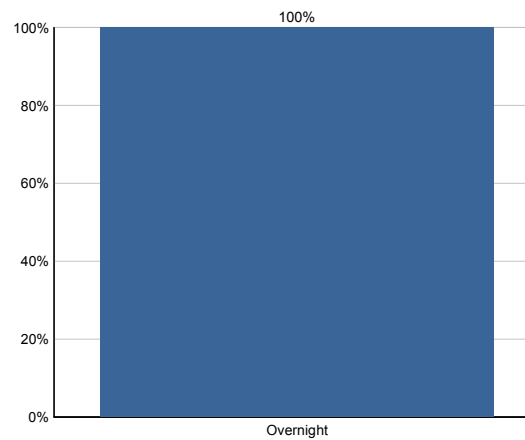
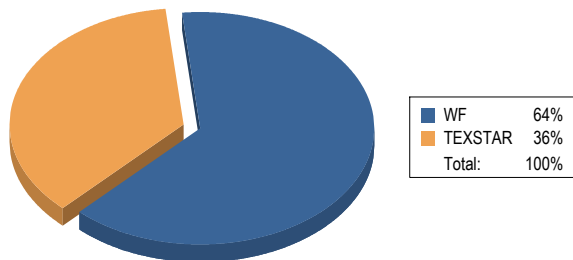
Par Value	22,343,258.20	21,034,952.23
Market Value	22,343,258.20	21,034,952.23
Book Value	22,343,258.20	21,034,952.23
Unrealized Gain/(Loss)	0.00	0.00
Market Value %	100.00%	100.00%
Weighted Avg. YTW	0.104%	0.141%
Weighted Avg. YTM	0.104%	0.141%

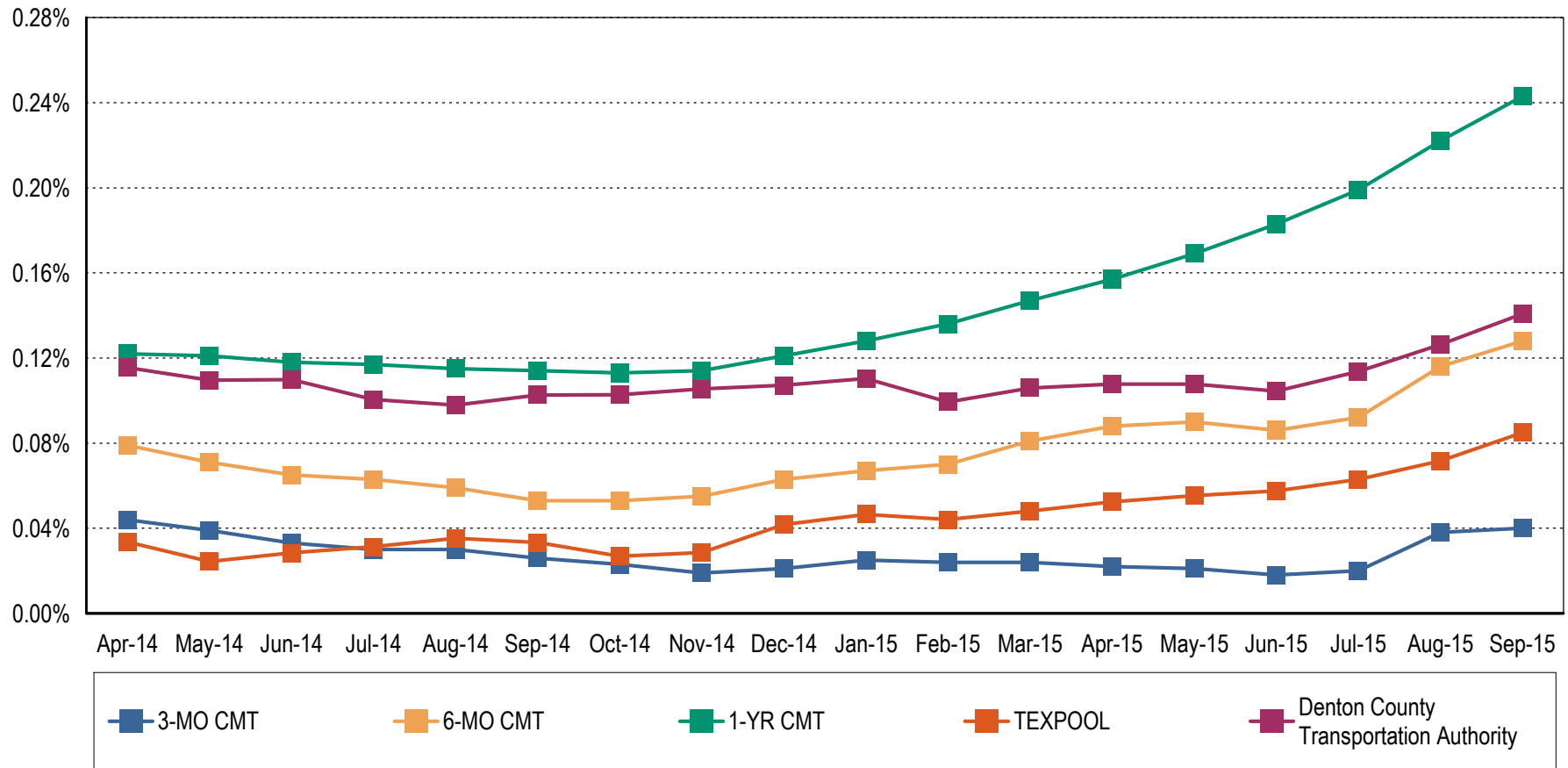


Allocation by Issuer

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 09/30/2015

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					3,648,900.58	100.000	3,648,900.58	3,648,900.58	100.000	3,648,900.58	1		0.240	0.240
Total for 2011 Bond Fund								3,648,900.58	100.000	3,648,900.58	3,648,900.58	100.000	3,648,900.58	1		0.240	0.240
Bond Fund																	
TEXSTAR		LGIP	TexSTAR					1,295.44	100.000	1,295.44	1,295.44	100.000	1,295.44	1		0.099	0.099
Total for Bond Fund								1,295.44	100.000	1,295.44	1,295.44	100.000	1,295.44	1		0.099	0.099
Operating Fund																	
WF-MANA		BANK DEP	Wells Fargo Managed Rate					1,175,851.75	100.000	1,175,851.75	1,175,851.75	100.000	1,175,851.75	1		0.240	0.240
WF-SWEEP		MMF	Wells Fargo Sweep					539,166.59	100.000	539,166.59	539,166.59	100.000	539,166.59	1		0.000	0.000
Total for Operating Fund								1,715,018.34	100.000	1,715,018.34	1,715,018.34	100.000	1,715,018.34	1		0.165	0.165
Reserve Fund																	
WF-PREM		BANK DEP	Wells Fargo Premium Rate					8,069,811.10	100.000	8,069,811.10	8,069,811.10	100.000	8,069,811.10	1		0.130	0.130
Total for Reserve Fund								8,069,811.10	100.000	8,069,811.10	8,069,811.10	100.000	8,069,811.10	1		0.130	0.130
Sales Tax Fund																	
TEXSTAR		LGIP	TexSTAR					7,599,926.77	100.000	7,599,926.77	7,599,926.77	100.000	7,599,926.77	1		0.099	0.099
Total for Sales Tax Fund								7,599,926.77	100.000	7,599,926.77	7,599,926.77	100.000	7,599,926.77	1		0.099	0.099
Total for Denton County Transportation Authority								21,034,952.23	100.000	21,034,952.23	21,034,952.23	100.000	21,034,952.23	1		0.141	0.141



Denton County Transportation Authority
Change in Value
 From 06/30/2015 to 09/30/2015

CUSIP	Security Type	Security Description	06/30/15 Book Value	Cost of Purchases	Maturities / Calls / Sales	Amortization / Accretion	Realized Gain/(Loss)	09/30/15 Book Value	06/30/15 Market Value	09/30/15 Market Value	Change in Mkt Value
2011 Bond Fund											
WF-MANA	BANK DEP	Wells Fargo Managed Rate	3,346,805.63	302,094.95	0.00	0.00	0.00	3,648,900.58	3,346,805.63	3,648,900.58	302,094.95
Total for 2011 Bond Fund			3,346,805.63	302,094.95	0.00	0.00	0.00	3,648,900.58	3,346,805.63	3,648,900.58	302,094.95
Bond Fund											
TEXSTAR	LGIP	TexSTAR	1,435,669.64	680,276.14	(2,114,650.34)	0.00	0.00	1,295.44	1,435,669.64	1,295.44	(1,434,374.20)
Total for Bond Fund			1,435,669.64	680,276.14	(2,114,650.34)	0.00	0.00	1,295.44	1,435,669.64	1,295.44	(1,434,374.20)
Operating Fund											
WF-MANA	BANK DEP	Wells Fargo Managed Rate	475,214.59	1,000,409.49	(299,772.33)	0.00	0.00	1,175,851.75	475,214.59	1,175,851.75	700,637.16
WF-SWEEP	MMF	Wells Fargo Sweep	1,092,147.85	233,837.37	(786,818.63)	0.00	0.00	539,166.59	1,092,147.85	539,166.59	(552,981.26)
Total for Operating Fund			1,567,362.44	1,234,246.86	(1,086,590.96)	0.00	0.00	1,715,018.34	1,567,362.44	1,715,018.34	147,655.90
Reserve Fund											
WF-PREM	BANK DEP	Wells Fargo Premium Rate	9,463,363.37	1,627.06	(1,395,179.33)	0.00	0.00	8,069,811.10	9,463,363.37	8,069,811.10	(1,393,552.27)
Total for Reserve Fund			9,463,363.37	1,627.06	(1,395,179.33)	0.00	0.00	8,069,811.10	9,463,363.37	8,069,811.10	(1,393,552.27)
RTRFI Funding											
WF-MANA	BANK DEP	Wells Fargo Managed Rate	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total for RTRFI Funding			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RTRFI Interest											
TEXSTAR	LGIP	TexSTAR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total for RTRFI Interest			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



Denton County Transportation Authority
Change in Value
 From 06/30/2015 to 09/30/2015

CUSIP	Security Type	Security Description	06/30/15 Book Value	Cost of Purchases	Maturities / Calls / Sales	Amortization / Accretion	Realized Gain/(Loss)	09/30/15 Book Value	06/30/15 Market Value	09/30/15 Market Value	Change in Mkt Value
Sales Tax Fund											
TEXSTAR	LGIP	TexSTAR	6,530,057.12	1,084,843.72	(14,974.07)	0.00	0.00	7,599,926.77	6,530,057.12	7,599,926.77	1,069,869.65
Total for Sales Tax Fund			6,530,057.12	1,084,843.72	(14,974.07)	0.00	0.00	7,599,926.77	6,530,057.12	7,599,926.77	1,069,869.65
Total for Denton County Transportation Authority			22,343,258.20	3,303,088.73	(4,611,394.70)	0.00	0.00	21,034,952.23	22,343,258.20	21,034,952.23	(1,308,305.97)



Denton County Transportation Authority

Earned Income

From 06/30/2015 to 09/30/2015

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	2,094.95	2,094.95	0.00	0.00	0.00	2,094.95
Total for 2011 Bond Fund			0.00	2,094.95	2,094.95	0.00	0.00	0.00	2,094.95
Bond Fund									
TEXSTAR	LGIP	TexSTAR	0.00	324.80	324.80	0.00	0.00	0.00	324.80
Total for Bond Fund			0.00	324.80	324.80	0.00	0.00	0.00	324.80
Operating Fund									
WF-MANA	BANK DEP	Wells Fargo Managed Rate	0.00	637.16	637.16	0.00	0.00	0.00	637.16
WF-SWEEP	MMF	Wells Fargo Sweep	0.00	8.56	8.56	0.00	0.00	0.00	8.56
Total for Operating Fund			0.00	645.72	645.72	0.00	0.00	0.00	645.72
Reserve Fund									
WF-PREM	BANK DEP	Wells Fargo Premium Rate	0.00	2,369.73	2,369.73	0.00	0.00	0.00	2,369.73
Total for Reserve Fund			0.00	2,369.73	2,369.73	0.00	0.00	0.00	2,369.73
RTRFI Funding									
Total for RTRFI Funding			0.00	0.00	0.00	0.00	0.00	0.00	0.00
RTRFI Interest									
Total for RTRFI Interest			0.00	0.00	0.00	0.00	0.00	0.00	0.00



Denton County Transportation Authority

Earned Income

From 06/30/2015 to 09/30/2015

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	1,650.28	1,650.28	0.00	0.00	0.00	1,650.28
Total for Sales Tax Fund			0.00	1,650.28	1,650.28	0.00	0.00	0.00	1,650.28
Total for Denton County Transportation Authority			0.00	7,085.48	7,085.48	0.00	0.00	0.00	7,085.48



Board of Directors Memo

October 22, 2015

Subject: Work Session 1(a)vi Investment Policy Annual Review

Background

It is the policy of the Denton County Transportation Authority (DCTA) that the administration of its funds and the investment of those funds shall be handled as its highest public trust. Investments shall be made in a manner which will provide the maximum security of principal invested while meeting the daily cash flow needs of DCTA and conforming to all applicable state statutes governing the investment of public funds. While DCTA staff strives to maximize the yield on our investments, increasing the market yield-to-maturity is secondary to the requirements for safety and liquidity.

It is the intent of DCTA to be in compliance with state and federal law. The Texas Public Funds Investment Act, Chapter 2256, Texas Government Code, (the "Act") governs investment of public funds at the state level. The Act requires that the Board of Directors review and adopt the Investment Policy annually.

The last adoption by the Board of the DCTA Investment Policy was on October 23, 2014. DCTA contracts with First Southwest Asset Management, Inc ("FSAM") for investment advisory services. The policy has been reviewed by FSAM to ensure that all the necessary language as required by the Act is present in the written DCTA Investment Policy document. Included for your reference is the letter from FSAM confirming their review of the investment policy. Only housekeeping changes are incorporated.

In connection with investment transactions conducted between FSAM and DCTA, FSAM has provided as required under the Act a certification that they have reviewed the entity's investment policy and have implemented procedures to preclude unauthorized transactions. In addition, FSAM has provided to DCTA a copy of its current SEC Form ADV Part II, as required by Securities and Exchange Commission Regulation Section 275.204-3. These documents as well as the current FSAM approved broker/dealer list are available in the DCTA Finance Department.

Identified Need

This action is required to fulfill the legal requirements for an annual review and approval of the Investment Policy.

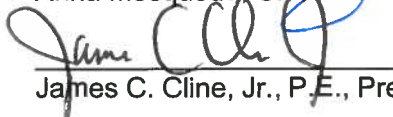
Recommendation

Staff recommends approval of Resolution 15-12 Adopting Investment Policy. DCTA Investment Policy is included as an attachment to this memo.

Submitted by:


Anna Mosqueda, CFO

Approval:


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



300 W. 6th Street
Suite 1940
Austin, Texas 78701

512-481-2009 Direct
800-575-3792 Toll Free
512-481-2020 Fax

Scott McIntyre
Senior Vice President

scott.mcintyre@firstsw.com

POLICY REVIEW

September 11, 2015

Ms. Anna Mosqueda
Chief Financial Officer
Denton County Transportation Authority
1955 Lakeway Drive, Suite 260
Lewisville, TX 75057

Dear Anna:

As requested, FirstSouthwest Asset Management, Inc. has performed a review of the Denton County Transportation Authority (“DCTA”) written investment policy to determine compliance with the Texas Public Funds Investment Act (the “Act”), Texas Government Code, Chapter 2256. Our review was limited in scope, with the primary purpose being to evaluate conformity with the Act. We did not seek to ensure that all funds and procedures are addressed in the policy, nor have we reviewed compliance with the policy or internal controls of DCTA. Based upon our review, we have reached the following conclusion:

Although the Texas Legislature did meet in 2015, none of the few amendments made to the Act this year were applicable to DCTA. We believe all previously written requirements of the Act are included within the current policy. As a result, we do not recommend any changes to the Denton County Transportation Authority investment policy this year.

If you have any questions regarding this policy, please contact me at 1-800-575-3792 or directly at (512) 481-2009.

Sincerely yours,

Scott McIntyre, CFA
Senior Vice President

Cc: Ms. Marisa Perry

**DENTON COUNTY TRANSPORTATION AUTHORITY
RESOLUTION NO. 15-12**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY (DCTA) APPROVING INVESTMENT POLICY ATTACHED HERETO AS EXHIBIT “A”; APPOINTING THE INVESTMENT OFFICERS AND AUTHORIZING INVESTMENT TRANSACTIONS ON BEHALF OF THE DCTA; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is the policy of the DCTA that the administration of its funds and the investment of those funds shall be handled as its highest public interest; and

WHEREAS, investments shall be made in a manner which will provide the maximum security of principal invested through limitations and diversification while meeting the daily cash flow needs of the DCTA and conforming to all applicable state statutes governing the investment of public funds; and

WHEREAS, in accordance with the Public Funds Investment Act, Chapter 2256, TEXAS GOVERNMENT CODE, the Board of Directors by resolution adopted an investment policy; and

WHEREAS, Section 2256.005, Tex. Government Code requires the Board of Directors to review the investment policies and investment strategies not less than annually and to adopt a resolution or order stating the review has been completed and recording any changes made to either the investment policies or investment strategies.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY THAT:

SECTION 1. The DCTA Investment Policy attached hereto as Exhibit “A” be and the same is hereby adopted and shall govern the investment policies and investment strategies for the DCTA, and shall define the authority of the investment officials of the DCTA from and after the effective date of this resolution.

SECTION 2. The Board of Directors of the DCTA has completed its review of the investment policies and investment strategies and any changes made to either the investment policies or investment strategies are recorded in Exhibit “A” hereto.

SECTION 3. The DCTA Chief Financial Officer, Anna Mosqueda, is hereby designated the Investment Officer, and DCTA President, Jim Cline, is designated as the alternate investment officer.

SECTION 4. The Investment Officer and Alternate Investment Officer are hereby authorized to engage in investment transactions on behalf of DCTA.

SECTION 5. The Investment Officers authorized by this resolution shall also be authorized to approve wire transfers used in the process of investing.

SECTION 6. The Investment Officers shall designate a liaison/deputy in writing in the event circumstances require timely action and the Investment Officers are unavailable.

SECTION 7. That all provisions of the resolutions of the Board of Directors of the DCTA in conflict with the provisions of this resolution be, and the same are hereby, repealed, and all other provisions not in conflict with the provisions of this resolution shall remain in full force and effect.

SECTION 8. This resolution shall become effective immediately upon its passage and approval.

DULY PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY THE 22ND DAY OF OCTOBER, 2015.

APPROVED:

Charles Emery, Chairman

ATTEST:

Richard Huckaby, Secretary

APPROVED AS TO FORM:

Peter G. Smith, General Counsel
(PGS:10-2-15:TM 73734)

EXHIBIT "A"

DENTON COUNTY TRANSPORTATION AUTHORITY INVESTMENT POLICY

I. POLICY STATEMENT

The Denton County Transportation Authority (DCTA) policy is that the administration of its funds and the investment of those funds shall be handled as its highest public trust. Investments shall be made in a manner which will provide the maximum security of principal invested through limitations and diversification while meeting the daily cash flow needs of DCTA and conforming to all applicable state statutes governing the investment of public funds.

Effective cash management is recognized as essential to good fiscal management. Cash management is defined as the process of managing monies in order to ensure maximum cash availability. DCTA shall maintain a comprehensive cash management program which includes collection of accounts receivable, prudent investment of its available cash, disbursement of payments in accordance with invoice terms, Board Policy, and the management of banking services.

Receiving a market rate of interest will be secondary to the requirements for safety and liquidity. DCTA intends to be in complete compliance with local law and the Texas Public Funds Investment Act, Chapter 2256, Texas Government Code, (the "Act"). Investment earnings will be used in a manner that best serves the interests of DCTA.

II. SCOPE

This investment policy applies to all the financial assets and funds of DCTA. However, this policy does not apply to the assets administered for the benefit of DCTA by outside agencies under deferred compensation programs.

DCTA may commingle its funds into one pooled investment fund for investment purposes for efficiency and maximum investment opportunity.

III. OBJECTIVES AND STRATEGY

DCTA's policy is that all funds shall be managed and invested with four primary objectives, listed in order of their priority: safety of principal, liquidity, diversification and yield. Investments are to be chosen in a manner which promotes diversity by market sector, credit, and maturity. The choice of high-grade government investments and high-grade money market instruments is designed to assure the marketability of those investments should liquidity needs arise. To best meet anticipated cash flow requirements, the weighted average maturity (WAM) of the overall portfolio may not exceed 18 months.

Safety of Principal

Safety of principal is the foremost objective of DCTA. Investments of DCTA shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The safety of principal is best achieved by limiting maximum maturities to two years or no further than expected project cashflow forecasts, limiting investment types to those specifically authorized by this policy, diversifying investments, and monitoring credit ratings on selected investment types.

EXHIBIT "A"

Liquidity

DCTA's investment portfolio will be based on a cash flow analysis of needs and will remain sufficiently liquid to enable it to meet all operating requirements which might be reasonably anticipated. The portfolio will be structured so that investments mature concurrent with cash needs. Because all possible cash demands cannot be anticipated, a portion of the portfolio will be invested in investments that offer same-day liquidity for unanticipated cash demands. In addition, a portion of the portfolio will consist of securities with active secondary or resale markets.

Diversification

The portfolio will be diversified by maturity and market sector and will include the use of a number of broker/dealers for diversification and market coverage. Competitive bidding, as defined herein, will be used on each sale and purchase.

Yield

DCTA's investment portfolio shall be designed with the objective of attaining a market yield-to-maturity taking into account DCTA's risk constraints and the cash flow needs of the portfolio. "Market yield-to-maturity" may be defined as the rolling average yield of the current six-month Constant Maturity Treasury (CMT).

DCTA has selected the weighted-average yield-to-maturity as its preferred measure of investment performance. The weighted-average yield-to-maturity shall be calculated on a monthly basis by multiplying each individual security's yield-to-maturity at time of purchase by its book value, totaling the product of these calculations, and dividing by the total book value of the portfolio.

IV. LEGAL LIMITATIONS, RESPONSIBILITIES AND AUTHORITY

Direct specific investment parameters for the investment of public funds in Texas are found in the Public Funds Investment Act, Chapter 2256, Texas Government Code (the "Act"). The Public Funds Collateral Act, Chapter 2257, Texas Government Code, specifies collateral requirements for all public fund deposits. All investments will be made in accordance with these statutes.

V. DELEGATION OF INVESTMENT AUTHORITY

The Chief Financial Officer acting on behalf of DCTA is designated as the Investment Officer and the President of DCTA is designated as the Alternate Investment Officer of DCTA. The Investment Officer is responsible for investment management decisions and activities. The Investment Officer is also responsible for considering the quality and capability of staff, investment advisors, and consultants involved in investment management and procedures. All participants in the investment process shall seek to act responsibly as custodians of the public trust.

The Investment Officer shall develop and maintain written administrative procedures for the operation of the investment program which are consistent with this Investment Policy. Procedures will include reference to safekeeping, require and include Master Repurchase Agreements (as applicable), wire transfer agreements, banking services contracts and other investment related activities.

The Investment Officer shall be responsible for all transactions undertaken and shall regulate the activities of subordinate officials and staff. The Investment Officer shall designate in writing a

EXHIBIT "A"

staff person as a liaison/deputy in the event circumstances require timely action and the Investment Officer and Alternate Investment Officer are not available.

No officer or designee may engage in an investment transaction except as provided under the terms of this Policy and the procedures established.

Authorization Resolution

A Trading Resolution is established with this investment policy and attached hereto authorizing the Investment Officer to engage in investment transactions on behalf of DCTA. The persons authorized by the Trading Resolution to transact business for DCTA are also authorized to approve wire transfers used in the process of investing.

VI. PRUDENCE

The standard of prudence to be used in the investment function shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio. This standard states that:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived."

Limitation of Personal Liability

The Investment Officer and those delegated investment authority under this Policy, when acting in accordance with the written procedures and this Policy and in accord with the Prudent Person Rule, shall be relieved of personal liability in the management of the portfolio provided that deviations from expectations for a specific security's credit risk or market price change or portfolio shifts are reported in a timely manner and that appropriate actions are taken to control adverse market effects.

VII. INTERNAL CONTROLS

The Investment Officer shall establish a system of written internal controls which will be reviewed annually with the independent auditor of DCTA. The controls shall be designed to prevent loss of public funds due to fraud, employee error, misrepresentation by third parties, unanticipated market changes or imprudent actions by employees of ~~the~~DCTA.

Cash Flow Forecasting

Cash flow forecasting is designed to protect and sustain cash flow requirements of DCTA. Supplemental to the financial and budgetary systems, the Investment Officer will maintain a cash flow forecasting process designed to monitor and forecast cash positions for investment purposes.

VIII. AUTHORIZED INVESTMENTS

Acceptable investments under this policy shall be limited to the instruments listed below and as further described by the Public Funds Investment Act.

A. Obligations of the United States Government, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC), agencies and instrumentalities and government sponsored enterprises, excluding collateralized

EXHIBIT "A"

mortgage obligations (CMO's), not to exceed two years to stated maturity with the exception of project funds which may be invested in longer maturities but not to exceed forecasted expenditure dates;

B. Fully insured or collateralized certificates of deposit from a bank doing business in the State of Texas, not to exceed two years to stated maturity. In addition, separate CDs issued by depositories wherever located, bundled together into a single investment with the full amount of ~~principle~~-principal and interest of each CD insured by the Federal Deposit Insurance Corporation (FDIC) may be purchased through a broker that has its main office in Texas and is selected from a list adopted by the DCTA board or a selected depository institution with its main office or branch office in Texas. This broker or depository shall act as the custodian for the various certificates on behalf of DCTA.

C. Repurchase agreements and reverse repurchase agreements as defined by the Act, not to exceed 180 days to stated maturity, provided an executed Master Repurchase Agreement is on file with DCTA and the counterparty bank or primary dealer. Flexible repurchase agreements used specifically for capital projects may extend beyond the 180 day stated limitation, but shall not exceed the expenditure plan of the projects;

D. No-load SEC-registered money market funds, each approved specifically before use by DCTA; ~~and~~

E. Constant dollar Texas Local Government Investment Pools as defined by the Public Funds Investment Act; ~~and~~.

If additional types of securities are approved for investment by public funds by state statutes, they will not be eligible for investment by DCTA until this policy has been amended and the amended version approved by the DCTA Board.

Competitive Bidding Requirements

All securities, including certificates of deposit, will be purchased or sold after three (3) offers/bids are taken to verify that DCTA is receiving fair market value/price for the investment.

Delivery versus Payment

All security transactions, including collateral for repurchase agreements, entered into by DCTA, shall be conducted on a delivery versus payment (DVP) basis.

IX. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

All investments made by DCTA will be made through either DCTA's banking services bank or a primary dealer. DCTA will review the list of authorized broker/dealers annually. A list of at least three broker/dealers will be maintained in order to assure competitive bidding.

Securities broker/dealers must meet certain criteria as determined by the Investment Officer. The following criteria must be met by those firms on the list:

- A. provision of an audited financial statement each year,
- B. proof of certification by the Financial Industry Regulatory Authority (FINRA) and provision of CRD number,

EXHIBIT "A"

- C. proof of current registration with the State Securities Commission, and
- D. Completion of a DCTA questionnaire.

Every broker/dealer and bank with which DCTA transacts business will be provided a copy of this Investment Policy to assure that they are familiar with the goals and objectives of the investment program. A representative of the firm will be required to return a signed certification stating that the Policy has been received and reviewed and that controls are in place to assure that only authorized securities are sold to DCTA.

DCTA may appoint one or more investment advisors to assist the financial staff in the management of DCTA funds. The investment advisor must be registered with the Securities and Exchange Commission under the Investment Advisors Act of 1940 and also be registered with the Texas State Securities Board as an investment advisor. To be eligible for consideration, an investment advisor shall demonstrate knowledge of, and experience in, the management of public funds. An appointed investment advisor shall act solely in an advisory and administrative capacity, within the guidelines of this Investment Policy, and without any discretionary authority to transact business on behalf of DCTA.

If DCTA has contracted with a Registered Investment Advisor for the management of its funds, the advisor shall be responsible for performing due diligence on and maintaining a list of broker/dealers with which it shall transact business on behalf of DCTA. The advisor shall recommend broker selection criteria to the DCTA Investment Officer for approval. The advisor shall annually present a list of its authorized broker/dealers to ~~the~~DCTA for review and likewise shall execute the aforementioned written instrument stating that the advisor has reviewed the DCTA investment policy and has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities. The advisor shall obtain and document competitive bids and offers on all transactions and present these to DCTA as part of its trade documentation.

X. DIVERSIFICATION AND MATURITY LIMITATIONS

It is DCTA's policy to diversify its investment portfolio. Invested funds shall be diversified to minimize risk or loss resulting from over-concentration of assets in a specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards by security type and issuer shall be:

<u>Security Type</u>	<u>Max % of Portfolio</u>
U.S. Treasury obligations	100%
U.S. Government agencies and instrumentalities	Not to exceed 75%
Fully insured or collateralized CDs	Not to exceed 30%
Repurchase agreements	100%
Money Market Funds	50%
Local Government Investment Pools	
Liquidity Pools	100%
Maximum percent ownership of pool	Not to exceed 10%

The Investment Officer shall be required to diversify maturities. The Investment Officer, to the extent possible, will attempt to match investments with anticipated cash flow requirements.

EXHIBIT "A"

Matching maturities with cash flow dates will reduce the need to sell securities prior to maturity, thus reducing market risk. Unless matched to a specific requirement, the Investment Officer may not invest more than 20% of the portfolio for a period greater than one (1) year. Unless matched to a specific requirement, the Investment Officer may not invest any portion of the portfolio for a period of greater than two (2) years.

XI. SAFEKEEPING AND COLLATERALIZATION

The laws of the State and prudent treasury management require that all purchased securities be bought on a delivery-versus-payment (DVP) basis and be held in safekeeping by either DCTA, an independent third party financial institution, or DCTA's designated banking services depository.

All safekeeping arrangements shall be designated by the Investment Officer and an agreement of the terms executed in writing. The third-party custodian shall be required to issue safekeeping receipts to DCTA listing each specific security, rate, description, maturity, CUSIP number, and other pertinent information. Each safekeeping receipt will be clearly marked that the security is held for DCTA or pledged to DCTA.

All securities pledged to DCTA for certificates of deposit or demand deposits shall be held by an independent third-party bank doing business in Texas. The safekeeping bank may not be within the same holding company as the bank from which the securities are pledged.

Collateralization

Collateralization is required on time and demand deposits over the FDIC insurance coverage of \$250,000, and repurchase agreements.

In order to anticipate market changes and provide a level of additional security for all funds, the collateralization level required will be 102% of the market value of the principal and accrued interest. Collateral will be held by an independent third party safekeeping agent.

XII. PERFORMANCE EVALUATION AND REPORTING

A comprehensive quarterly investment report shall be prepared by the Investment Officer or Investment Advisor within ten (10) days following the fiscal quarter end and be presented to the DCTA Board the month following the fiscal quarter end. As required by the Texas Public Funds Investment Act, the report will:

- A. describe in detail the investment position of DCTA on the date of the report;
- B. be signed by the Investment Officer(s)
- C. contain a summary statement that states:
 - a. beginning book and market value for the reporting period;
 - b. ending book and market value for the reporting period; and
 - c. fully accrued interest for the reporting period;
- D. state the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;
- E. state the maturity date of each separately invested asset that has a maturity date;
- F. state the account or fund for which each investment security was purchased;
- G. compare the portfolio's performance to other benchmarks of performance; and
- H. state the compliance of the investment portfolio with DCTA Investment Policy, Investment Strategy, and the Public Funds Investment Act.

EXHIBIT "A"

XIII. DEPOSITORIES

DCTA will designate one banking institution through a competitive process as its central banking services provider at least every five years. This institution will be used for normal banking services including disbursements, collections, and safekeeping of securities. Other banking institutions from which DCTA may purchase certificates of deposit will also be designated as a depository after they provide their latest audited financial statements to DCTA.

XIV. TRAINING REQUIREMENT

The DCTA Investment Officer(s) shall attend at least one investment training session within twelve months of taking office or assuming duties, and not less often than once in a two-year period that begins on the first day of the fiscal year and consists of the two consecutive years after that date, and shall receive not less than ten hours of instruction relating to investment responsibilities. The investment training session shall be provided by an independent source approved by the Board of Directors. See Attachment I for a list of Board approved independent investment training sources. Contingent upon Board approval, additional "independent sources" from which investment training may be obtained shall include a professional organization, an institute of higher learning, or any sponsor other than a business organization with whom DCTA may engage in an investment transaction. Such training shall include education in investment controls, security risks, strategy risks, market risks, and compliance with the Public Funds Investment Act.

XV. ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of DCTA.

An Investment Officer of DCTA who has a personal business relationship with an organization seeking to sell an investment to DCTA shall file a statement disclosing that personal business interest. An Investment Officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to DCTA shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the DCTA Board of Directors.

XVI. SUBJECT TO AUDIT

A formal annual review of the investment reports will be performed by an independent auditor with the results reported to the Board. All collateral shall be subject to inspection and audit by the DCTA Treasurer or DCTA's independent auditors.

XVII. INVESTMENT POLICY ADOPTION BY DCTA BOARD

DCTA's Investment Policy shall be adopted annually by the Board of Directors. The policy and strategies shall be reviewed on an annual basis by the Board or a designated Committee of the

EXHIBIT "A"

Board. A written resolution approving that review, and changes to the policy from the review, will be passed and recorded by the Board.

Previous Action:

Adopted ~~September 26, 2013~~ October 23, 2014

EXHIBIT "A"

Attachment 1

Board Approved Independent Investment Training Sources

1. Texas Municipal League (TML)
2. Government Finance Officers Association (GFOA)
3. Government Finance Officers Association of Texas (GFOAT)
4. North Central Texas Council of Governments
5. Texas Higher Education Coordinating Board



Board of Directors Memo

October 22, 2015

Subject: Strategic Planning & Development Update

PRIORITY PROJECTS

SERVICE PLANNING: “Shaping Our Future”

Lewisville & Highland Village Service Review & Analysis

- A Comprehensive Operational Analysis (COA) has been conducted for the Lewisville and Highland Village service area.
- The COA includes; ridership data collection, community outreach, analysis of existing service, Title VI analysis and service gap analysis.
- The COA will result in service recommendations which may include; route realignments, interlinings and extensions, revised service hours and frequency, reduction of non-productive service, new routes, innovative last-mile connections, as well as passenger amenity and bus stop improvements.
- Market analysis, passenger and community surveys, community meetings and focus groups have all been conducted by Nelson Nygaard
- Draft service recommendations will be submitted to DCTA in late October.

Denton Service Review & Analysis

- A Comprehensive Operational Analysis (COA) is being conducted is currently underway in Denton.
- Nelson-Nygaard will leverage data from UNT’s Parking & Transportation Master Plan during this process
- Market analysis and on-board surveys have been conducted by Nelson-Nygaard earlier this month.
- Community meetings are scheduled for mid-November.
- Preliminary results are expected to DCTA in March.

Regional Express Corridor Preliminary Planning

- Staff has received support from NCTCOG and DCTA Board of Directors to move forward with the continued development of the Regional Express Corridors
- The Regional Express Corridor Service Preliminary Plan is being shared with partners and potential partners through a series of meetings with member and non-member cities as well as potential private sector partners

DEVELOPMENT

New Service Delivery Model: On-Demand/Flex Service

- Staff continues discussions regarding the new on-demand/flex service with non-member cities.
- As interest continues to grow, staff continues to further develop the service in preparation for implementation in existing member cities and future contracting non-member cities

Downtown Denton Parking

- In coordination with the Union Pacific Railroad, DCTA is partnering with city staff to implement solutions to address potential parking shortage, downtown aesthetics, noise mitigation and enhance safety measures.
- The Union Pacific Railroad is currently assembling a team to work with the City and DCTA on this project.

New Funding Mechanisms: TIGER Grant

- Transportation Investment Generating Economic Recovery (TIGER)
- The project submitted for funding is the regional express corridor between Highland Village and The Colony and includes on-call software, fleet, an intermodal transit center and a light duty bus maintenance facility.
- NCTCOG is supportive of DCTA's project and is working to secure a port of funding for this project and has committed \$6.8 Million to the project, contingent on the TIGER award.
- The grant application was submitted for the "East/West Bus and Rail Connector Project" on June 3.
- The grant award announcement is expected to occur in October.

New Funding Mechanisms: Congestion Mitigation Air Quality (CMAQ)

- DCTA staff has identified available CMAQ funding for new service areas
- A proposal will be submitted to NCTCOG requesting CMAQ funds for capital initiatives currently under development by DCTA staff; 35W Regional Express Service, East/West Bus Rail Connector Service, and On-Demand/Flex Fleet Service in Non-Member Cities

UNT Parking & Transportation Master Plan

- UNT is conducting their planning study to identify campus parking and transportation needs and solutions
- DCTA is playing an active role in this effort through participation in stakeholder meetings and through active engagement on the planning committee
- The study is expected to be completed in December 2015 with a final report provided in January 2016
- DCTA staff will incorporate feedback and findings from this study into the Comprehensive Operational Analysis for the Denton service area planned for later this year

LEGISLATIVE AFFAIRS**Federal Legislation**

- Transportation Long Term Funding continues to be a topic of conversation
- Positive Train Control Deadline is quickly approaching and legislators have been very active on this issue
- Chris Giglio with Capital Edge will provide a legislative update at the November board meeting.

ADDITIONAL PROJECTS

- NCTCOG Mobility 2040 Plan
- New City Service Proposals
- NCTCOG Fleet Asset Transfer
- Grant Strategy Development
- UNT Contract Preparation & Development
- NCTC Contract Renewal
- TxDOT 35W Expansion Preparation
- Technology Application Research for Flex Service
- Regional and Flex Fleet Purchase Research
- TWU Comprehensive Master Plan
- Title VI Analysis
- Update DCTA's Long Range Service Plan

OUTREACH EFFORTS

Recent Activities

9/25 Surface Transportation Technical Committee (STTC)
10/1-10/2 Technology Vendor Meetings
10/3-10/7 APTA Annual Conference
10/14 Northwest Communities Partnership
10/16 City of Frisco

Upcoming Activities

10/23 Surface Transportation Technical Committee (STTC)
10/25-28 Rail-volution
10/27 35W Coalition
10/28 Regional Day: Multimodal North Texas
11/17 COA Community Open House, TWU
11/17 COA Stakeholder Luncheon, Denton
11/18 COA Community Open House, DDTC

Submitted by: 
Kristina Brevard, VP, Planning & Development



Board of Directors Memo

October 22, 2015

Subject: Marketing & Communications Update

MAIN MESSAGES:

September Public Meeting Recap Report

- Standard Public Meetings held on September 14, 15 and 16
- Total of 12 attendees across all three meetings
- Various one-on-one conversations

City of Lewisville Western Days Recap Report

- September 24 – 25
- Participated with a booth at the event and usage of the Old Town Station and Hebron Station parking lots for contracted shuttle service
- Event Attendance – 27K
- Booth Attendance – 1,800 (one-on-one interactions)
 - o Collected 175 Lewisville and Highland Village COA votes
 - o Collected 463 raffle entries (to build email marketing database)
- Communications:
 - o Facebook – 200 total people reached / 4 total engagements
 - o Twitter – 1,671 total impressions / 24 total engagements
 - o Rider Alerts – 1,432 recipients
 - o DCTA Website – 194 total pageviews in a 6-day period of time (151 of them unique)

State Fair of Texas Campaign Update

- Campaign will is currently running (Start Date: September 17 / End Date: October 16)
- The campaign consists of an online banner campaign, print advertisements, advertorials, City of Lewisville billboards, rail cards, wind screens, brochures, seat drops, social media content, dedicated website page, community outreach, and media relations efforts
- Current results (9/17 – 10/4)
 - o Online Campaign
 - Delivered Impressions – 1,146,433
 - Average Click Through Rate – .09% (average industry CTR = .06%)
 - o Print Campaign
 - Global Impressions – 481,201
 - o Ridership
 - Highest Overall Ridership Date – Thursday, October 1 – 3,220 A-train Passengers
 - First senior day of the State Faire of Texas
 - Comparing to past years
 - 3,000 A-train passengers on the same Thursday in 2014
 - 2,774 A-train passengers on the same Thursday in 2013

APTA AdWheel Awards

- First Place Winner – I35 Express Marketing Campaign
- First Place Winner – Facebook Revamp
- First Place Winner – #BeMine Social Media Campaign
- Grand Prize Winner – Social Media Category

MARKETING & COMMUNICATIONS INITIATIVES		
Category	Initiative	Important Dates
Brand Planning	Comprehensive Brand Study	Planning Phase
	FY '16 Agency Performance Report Redesign	Development Phase
	Video Production (4 Videos)	Development Phase
	Brand Standards Manual	Execution Phase
Marketing	Brand Marketing Campaign	Planning Phase
	Expansion Marketing Campaign	Planning Phase
	Commuter Marketing Campaign	Planning Phase
	GO Request Marketing Campaign	Development Phase
	State Fair of Texas Campaign	Execution Phase
	Updated Web Splash and Social Media Graphics/Templates	Completed
	Denton ISD Family Magazine	Completed
	UNT Parent Guide Advertising	Completed
Collateral Development	January 2016 Go Guide Revisions	Planning Phase
	Media Kit Redevelopment	Planning Phase
	Corporate Pass Program Collateral	Development Phase
	EnRoute News Content Development (November/December)	Execution Phase
	EnRoute News Redesign	Execution Phase
Public/Media Relations	Photo and Film Guidelines	Development Phase
	Media Relations/Crisis Communications Procedures Revamp	Development Phase
	Award Nominations: Marcom Award Nominations PRSA Fort Worth Worthy Award Nominations APTA AdWheel Grand Prize Award	Submitted Submitted Won – Accepted at APTA Annual
	Proactive Pitching	Ongoing
	PR Calendar of Activities	Ongoing
	Media Meet and Greet Activities	Ongoing
	Social Media	2016 Social Media Editorial Calendar Preparation
	Social Media Practices Guidelines	Development Phase
	Transit Talk Blog Redesign	Execution Phase
	Executive Social Media Plan (Jim Cline Posts)	Ongoing
	Editorial Calendar Execution (Social and Video)	Ongoing
Internal Communications	Comprehensive Internal Newsletter Project	Planning Phase
	Dispatch Rider Alert Manual	Development Phase
	Monthly Messaging Map	Ongoing
	Monthly Staff Meeting Presentation	Ongoing
Community Relations	UNT Shuttle Driver Specialty T-shirts	Development Phase
	TWU Commuter Appreciation Fair	Execution Phase
	TWU Annual Part-time Job Fair	Execution Phase
	Nationstar Mortgage Health Fair (Convergence & Solutionstar)	Completed
	Member City Involvement	Ongoing
Events	Denton Oktoberfest	Planning Phase
	Denton Holiday Lighting Festival	Execution Phase
	State Fair of Texas	Execution Phase
Public Involvement	Public Meeting Standard Operating Procedures	Development Phase
	COA Public and Stakeholder Meetings: Tuesday, November 17 12 p.m. – 1 p.m. / TWU 6 p.m. – 7 p.m. / DDTC	Development Phase
	Overnight Parking Policy	Completed
	MySidewalk.com	Ongoing
Customer Service	Review of Customer Service Initiatives	Planning Phase
	Customer Service Audit	Planning Phase
	Customer Service/Dispatch Rider Alert Manual	Development Phase
	Regular Marketing/Customer Service Strategic Communications	Development Phase
Partnership Development	Keep Denton Beautiful	Development Phase
	Greater Lewisville Newcomer's Club	Development Phase
	TWU Requested Signage	Execution Phase

	UNT Mean Green In-Transit Advertising Project	Execution Phase
Program Development	Corporate Sales Pass Program	Research Phase
	In-Transit Advertising Program	Research Phase
	Bulk Pass Program	Research Phase
	Safety Program	Research Phase
Regional Initiatives	Go Pass 2.0	Ongoing
	NCTCOG Casual Carpool Application	Ongoing
	NCTCOG Air North Texas	Ongoing
	NCTCOG MyRideNCT	Ongoing
Administrative	Community Relations Assistant Position	Hiring Phase
	Social Media Intern Position	Candidate Hired – Starts 10/19

MARKETING & COMMUNICATIONS METRICS						
Activity	Metric	Annual Goal	Monthly	YTD	Goal Met	↑ / ↓
Brand Impressions						
Community Brand Impressions*	Confirmed Impressions	300,000	2,820	91,015	✘	↓ 69.7% NOTE 1
Media Buy Impressions**	Online/Confirmed Impressions	500,000	1,154,215	2,437,927	✓	↑ 387.6%
	Print/Confirmed Impressions	100,000	726,418	1,711,745	✓	↑ 1,611.7%
Media Relations						
Press Coverage	Articles About DCTA	450 Placements	29	459	✓	↑ 2%
Media Impressions^	Articles About DCTA	New Metric/No Goal	20,212,728	107,654,610	N/A	N/A
Publicity Value^^	Articles About DCTA	\$460,000	\$20,882	\$1,236,039	✓	↑ 168.7%
Headline Highlights	A-Train to Run Expanded Service During State Fair of Texas Denton County Transportation Authority to Hold Open House Meetings DCTA Offers Transportation to Western Days Festival					
Major Media Outlets	Dallas Morning News; Denton Record Chronicle; Lewisville Leader; Mass Transit					
Social Media						
Facebook Likes	Total Likes	6,500	9	6,503	✓	↑ 0.0462%
Twitter Followers	Total Followers	3,500	164	3,429	✘	↓ 2% NOTE 2
DCTA Blog	Confirmed Impressions	1,900	223	2,658	✓	↑ 39.9%
	Top Referring Sites	Google, Facebook, Twitter				
Website Results						
Website Impressions	Pageviews	1.4M	140,905	1,413,615	✓	↑ 0.97%
Top 5 Referring Sites	Bigtex.com, UNT.edu, DART.org, State Fair of Texas Campaign Banner Ads, TWU University Pass Program Portal					
Go Pass						
New Downloads	Total Count	160,000	20,106	184,444	✓	↑ 15.3%
Tickets Sold	Total Count	16,000	2,224	23,971	✓	↑ 49.9%

CUSTOMER SERVICE						
Activity	Metric	Annual Goal	Monthly	YTD	Goal Met	↑ / ↓
Provide Excellent Customer Service	Calls Answered	>95%	98%	98%	✓	↑ 3%
	Abandoned Calls	<5%	2%	2%	✓	↓ 3%
Where's My Ride	Total Hits***	100,000	34,389	319,414	✓	↑ 219.4%
	SMS (Texts)	10,000	9,431	38,814	✓	↑ 288.1%
	Calls	2,000	1,744	9,967	✓	↑ 398.4%
GORrequest	Avg. Days/Closeout	<3.5	2.26	2.97	✓	↓ .53%
	Total Entries/10K	>3	2.00	2.21	✘	↓ .9% NOTE 3

	Complaints/10K	<5	1.46	1.34	✓	↑ 3.66%
	Types of Submittals	Complaint – 51; Compliment – 1; Problem – 9; Question – 16; Suggestion – 5				

Footnote:

^Media Impressions – This is a new metric to report. This number indicates the total number of individuals impacted through media relations efforts whether online or in print.

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

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

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

****Where’s My Ride “hits” track all visits to the site. Total hits reported are not unique visitors.*

NOTE 1 / Community Brand Impressions

- Reached 91,014 individuals through community outreach efforts, which did not meet the annual goal of 300,000 impressions.
- The goal was not met due to the cancellation of Celebrate Highland Village and the low attendance at the Denton Arts & Jazz Festival.

NOTE 2 / Twitter Followers

- Reached 3,429 total followers on Twitter at the close of FY '15, which did not meet the annual goal of 3,500 total followers.
- The goal was not met due to the early completion of the I35 Express marketing campaign.
- Although the annual goal was not met, we gained 960 new followers in FY '15 which is a 38.9% increase overall.

NOTE 3 / GORquest Total Entries Per 10K

- Reached 2.21/10K total entries at the close of FY '15, which did not meet the annual goal of <5/10K entries.
- The goal was not met due to lack of early-marketing support behind the service program.
- The Passenger Satisfaction Survey, completed in April 2015, identified that 66.56% of existing passengers were not aware of GORquest. With that percentage in mind, staff began marketing the program and has seen a steady increase month over month of users. However, even with this steady growth, we were unable to meet the annual goal.
- A GORquest marketing campaign has been in effect since July 2015 and will continue throughout FY '16 in order to drive awareness of the program.

Approved by: Nicole M. Recker

Nicole M. Recker
Vice President of Marketing & Communications



SEPTEMBER EXECUTIVE MEDIA REPORT

DENTON COUNTY TRANSPORTATION
AUTHORITY



TOTAL MENTIONS:

29



TOTAL REACH:

20,212,728



TOTAL PUBLICITY VALUE:

\$20,881.71



TOTAL INTERNET REACH:

19,678,566

TOP STORIES: INTERNET

1

County by County: Denton County briefs for Sept. 26

OUTLET: Dallas Morning News Online

REACH: 3,772,188

2

A-Train to run expanded service during State Fair of Texas

OUTLET: Dallas Morning News Online

REACH: 3,772,188

3

DART adds Texas-Oklahoma Showdown service

OUTLET: Dallas Morning News Online

REACH: 3,772,188

4

Denton County Transportation Authority to hold open house meetings

OUTLET: Dallas Morning News Online

REACH: 3,772,188

5

County by County: Denton County briefs for Sept. 13

OUTLET: Dallas Morning News Online

REACH: 3,772,188



TOTAL BROADCAST
REACH:

60,550

TOP STORIES: BROADCAST

1

CBS 11 News This Morning at 6AM

OUTLET: KTVT-TV

REACH: 60,550



TOTAL PRINT REACH:

473,612

TOP STORIES: PRINT

1

Denton County

OUTLET: THE DALLAS MORNING NEWS

REACH: 413,480

2

DCTA offers transportation to Western Days festival

OUTLET: Lewisville Leader (Texas)

REACH: 30,600

3

STUDY EXAMINES BICYCLE-PEDESTRIAN CONNECTIONS TO REGION'S RAIL NETWORK

OUTLET: US State News

REACH: 15,000

4

DCTA offers transportation to Western Days festival

OUTLET: The Colony Courier-Leader (Texas)

REACH: 7,266

5

DCTA to offer transportation to state fair

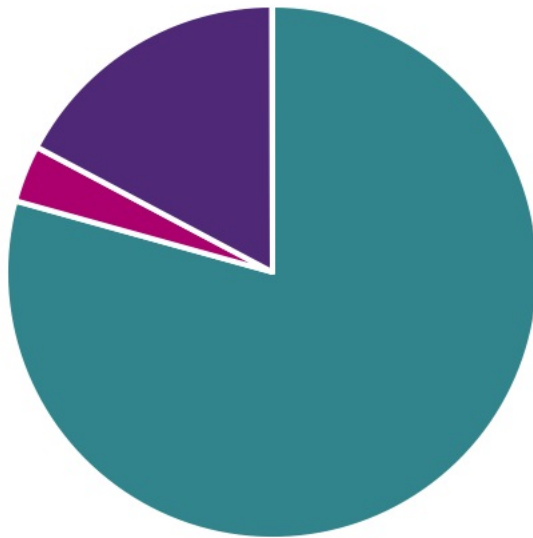
OUTLET: The Colony Courier-Leader (Texas)

REACH: 7,266

SEPTEMBER EXECUTIVE MEDIA REPORT

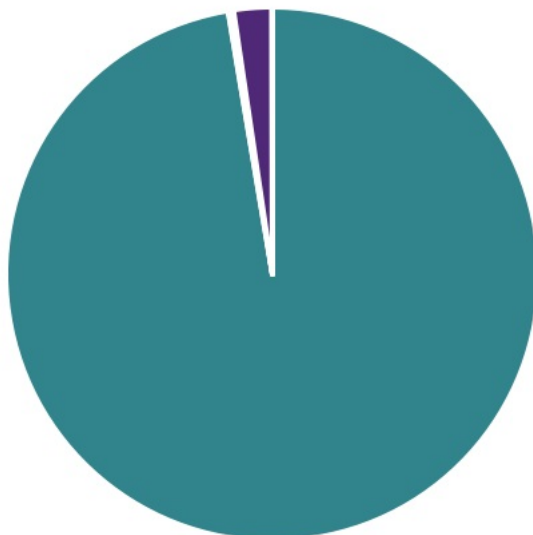
DENTON COUNTY TRANSPORTATION AUTHORITY

NUMBER OF MENTIONS BY MEDIA GROUP



Internet	23	79%
Broadcast	1	3%
Print	5	17%
Other	0	0%

REACH BY MEDIA GROUP

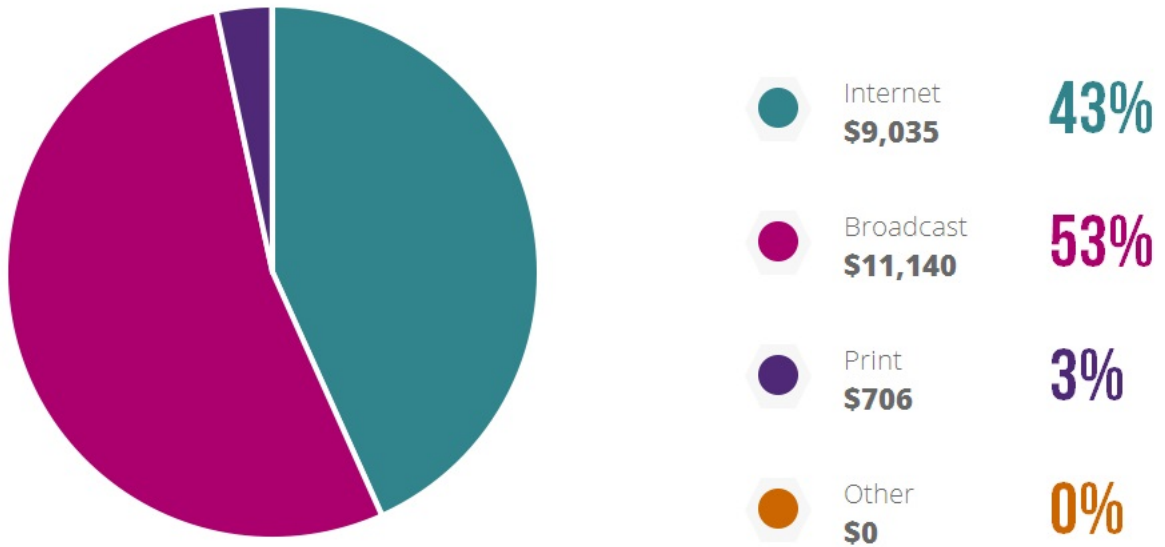


Internet	19,678,566	97%
Broadcast	60,550	0%
Print	473,612	2%
Other	0	0%

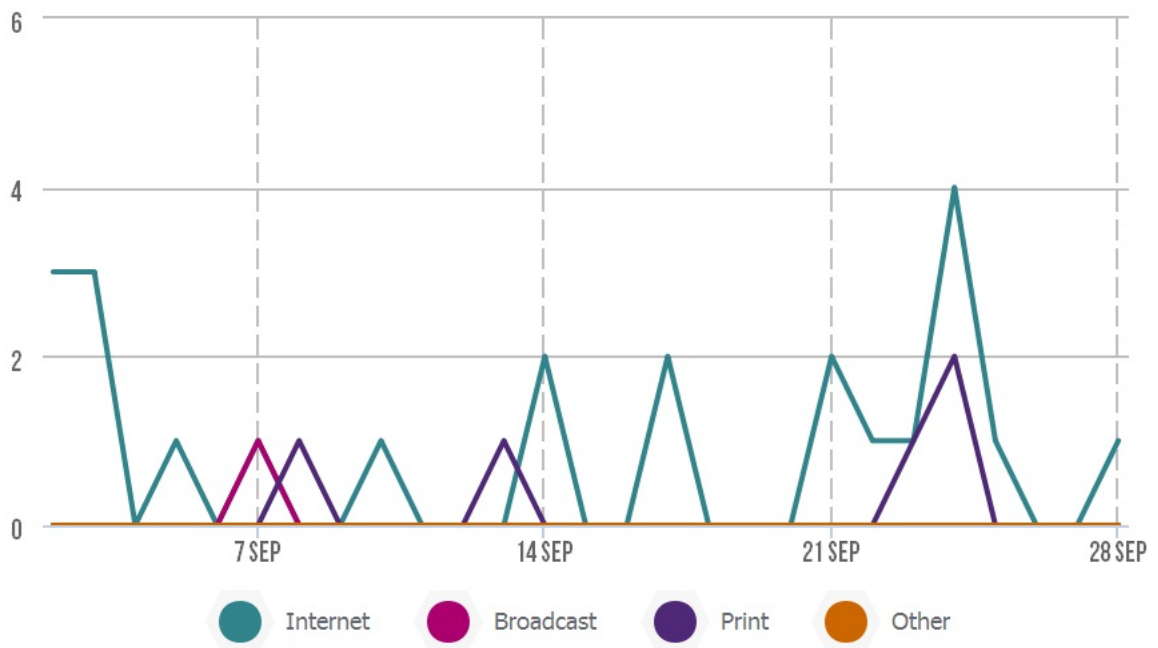
SEPTEMBER EXECUTIVE MEDIA REPORT

DENTON COUNTY TRANSPORTATION AUTHORITY

PUBLICITY VALUE BY MEDIA GROUP



FREQUENCY OF MENTIONS OVER TIME

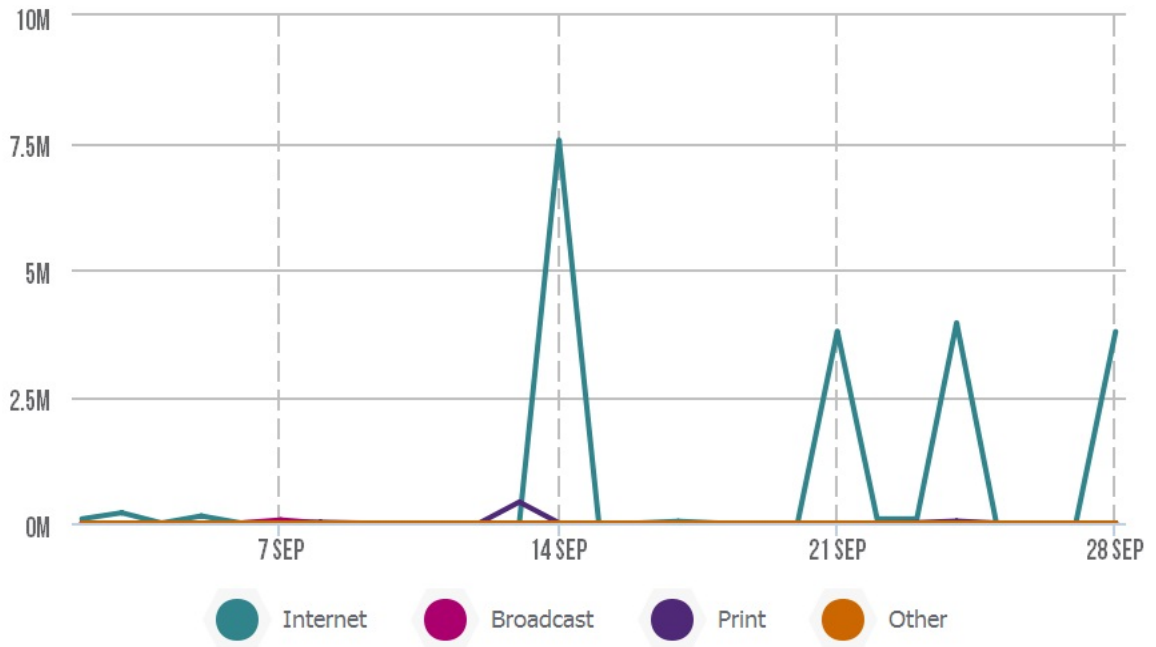


SEPTEMBER EXECUTIVE MEDIA REPORT

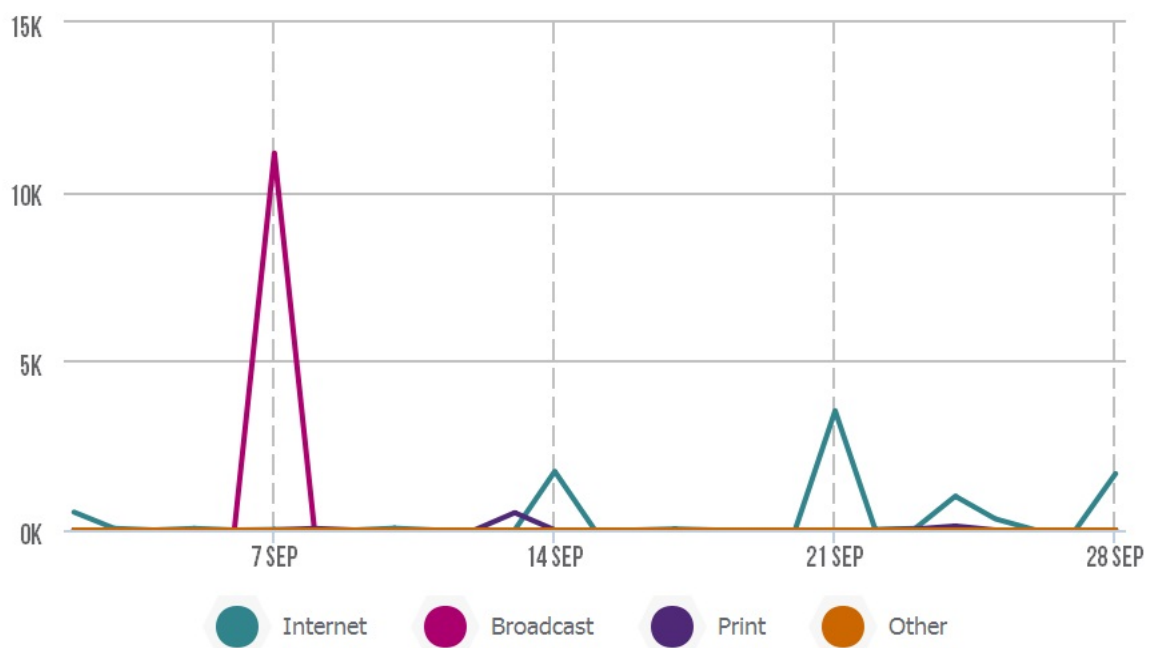
DENTON COUNTY TRANSPORTATION AUTHORITY



REACH OVER TIME



PUBLICITY VALUE OVER TIME



SEPTEMBER EXECUTIVE MEDIA REPORT

DENTON COUNTY TRANSPORTATION AUTHORITY

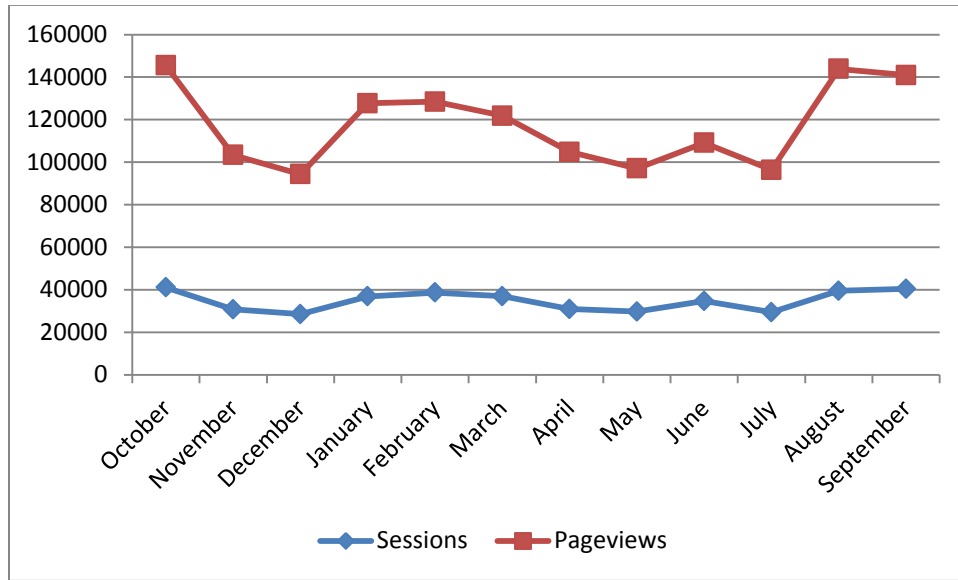


SUMMARY FOR 9/2/2015 – 9/28/2015

	MENTIONS	REACH	PUBLICITY VALUE
INTERNET	23	19,678,566	\$9,035.40
Online Print Version	18	19,670,739	\$8,129.57
News Web Sites	3	7,827	\$358.83
Blogs	2		\$547.00
BROADCAST	1	60,550	\$11,140.09
Television Station Show	1	60,550	\$11,140.09
PRINT	5	473,612	\$706.22
Daily Newspaper	4	458,612	\$659.05
Magazine	1	15,000	\$47.17
TOTAL	29	20,212,728	\$20,881.71

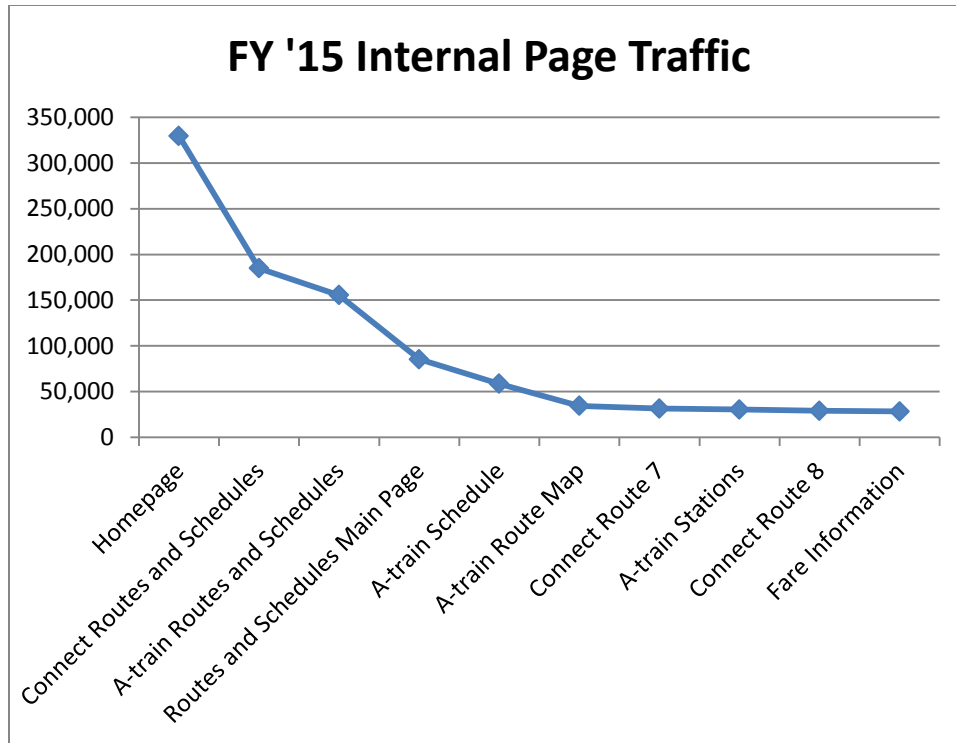


FY '15 Website Metrics / At a Glance



- A session is the period time a user is actively engaged with your website, app, etc.
- Pageviews are the total number of pages viewed (not unique)

- Date with the highest number of sessions was Friday, February 27 with 3,090 sessions.
 - This influx in website traffic was likely due to the ice storm. All communications pointed passengers to the website for additional information.
- Dates with the highest number of pageviews:
 - August 24 with 11,365 hits
 - This influx in website pageviews was likely due to August service changes, since this is the exact date that the service changes took effect.
 - February 27 with 10,819 hits
 - This influx in website traffic was likely due to the ice storm. All communications pointed passengers to the website for additional information.



- This chart tracks overall internal page traffic, which dictates the importance of information to our passengers.
- The Connect Routes and Schedules page is the most popular page visited within the website.
- We will use this data, as well as other detailed metrics, to revise our website to enhance the user experience based on user behaviors.



September 2015 Public Meeting Recap Report

Agenda Discussed:

- 2015 and 2016 Budget
- 2016 Program of Projects
- Lewisville/Highland Village Comprehensive Operational Analysis Review (in Lewisville and Highland Village)
- Denton Comprehensive Operational Analysis Overview (in Denton)

Study Area:

Cities of Lewisville, Highland Village and Denton.

Study Objective:

Solicit public input on proposed program of projects.

Study Timeframe:

September 14 – September 16, 2015

Open House Meetings

A series of public meetings were held in Lewisville, Highland Village and Denton during September 2015.

Business/Stakeholders

DCTA used social media to get the word out regarding the upcoming open house meetings as well as reaching out to the business members who participated in the Lewisville/Highland Village Comprehensive Operational Analysis stakeholder meeting.

City Staff Briefings

Notification of the meetings was sent to city staff outlining the coordinated open houses.

Media/Community Relations

Press Releases were sent out to area newspapers two weeks prior to the meeting dates.

Newspaper ads were purchased in the Star Local Media, TWU Lasso, North Texas Daily, Cross Timbers Gazette, and the Denton Record Chronicle and ran three times in all publication except for Cross Timbers Gazette which ran once.

Meeting notices were posted at the Euline Brock Downtown Denton Transit Center, on RideDCTA.net, Facebook, Twitter, and sent out via Rider Alert. All public meeting notices were posted and distributed on DCTA fleet.

Meeting Statistics

- Highland Village Meeting
 - 2 attendees
 - Highland Village Municipal Complex
 - Monday, September 14, 2015
 - 6 p.m. to 7 p.m.
- Lewisville Meeting
 - 4 attendees
 - Lewisville Municipal Annex
 - Tuesday, September 15, 2015
 - 6 p.m. to 7 p.m.
- Denton Meeting
 - 6 attendees
 - Downtown Denton Transit Center
 - Wednesday, September 16, 2015
 - 6 p.m. to 7 p.m.

Board of Directors Memo

October 22, 2015

Subject: Capital Projects Update**Signal System Enhancements**

- The pre-construction meeting was held on September 29th and the contractor was given notice-to-proceed.
- A technical review was held on October 13th.
- Project completion is anticipated by 1 April, 2016.

Positive Train Control (PTC)

- A contract was awarded to GE Transportation Systems for Enhanced Automatic Train Control system. Staff is negotiating final contract terms and conditions with NTP expected by November, 2015.

Flood Damage repairs

- Staff continues to work with FEMA to assemble the Project Work Sheets for emergency repairs, scouring, washouts and the concrete drainage structure repair.
- Negotiations continue with FEMA regarding 11 grade crossings, undercutting of fouled ballast and replacement of the Hebron signal house.
- An RFP for ballast testing using ground penetrating radar is under development.
- An inspection and remediation plan for the mold in the signal house is underway.
- We are awaiting a response from TML regarding insurance claims for items that will determine the FEMA award amount.

Transit Enhancements

- Construction bids were due October 6th, but no bids were received. Staff is assembling a revised bid package. Permits have been issued by the City of Denton. We are awaiting permits from TxDOT.

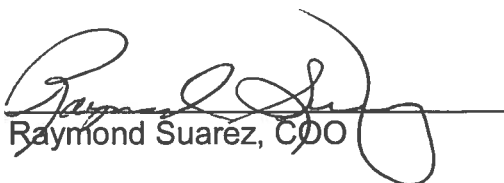
Lewisville Hike/Bike Trail

- The trail is substantially complete and can be used by the public at this time.

Lewisville Hike and Bike Trail – Eagle Point Section

- DCTA was awarded the Transportation Alternatives Program (TAP) grant for completion of the Hike and Bike Trail from downtown Lewisville to the Highland Village/Lewisville Lake station. We are awaiting receipt of the Advanced Funding Agreement (AFA) from TxDOT. Construction plans are 95% complete. Permits for the section immediately south of the station are being finalized.

Final Review:



Raymond Suarez, COO

Board of Directors Memo

October 22, 2015

Subject: Transit Operations Report

SYSTEM ON-TIME PERFORMANCE

- FY 2015 YTD, “On Time Performance” (OTP) for the A-train was 99.02%
- FY 2015 YTD “On Time Performance” (OTP) for Connect service was 91.72%. On-time performance has been adjusted to properly reflect departures from each bus stop as well as the final destination. This new data has shown a decrease in on-time performance.

RIDERSHIP PERFORMANCE

Year to date change in ridership by service type

Service	% Change FY 2014 to FY 2015	Color Indicator	Notation No.
All Bus & Rail	5.63%	Green	1
Rail	-1.46%	Yellow	2
All Bus	7.85%	Green	1
Connect	1.86%	Green	
UNT	9.36%	Green	3
NCTC	22.61%	Green	4
Access	1.05%	Green	
Connect RSVP	-24.86%	Red	5

1. UNT makes up approximately 75% of all bus ridership.
2. In June, heavy rains and flooding impacted rail service which temporarily suspended service.
3. UNT ridership continues to trend upward.
4. NCTC overall growth is attributed to the expansion of NCTC service in September 2014.
5. Connect RSVP continues to decline which is likely due to significant construction associated with the I35 E corridor and construction in close proximity to the station.

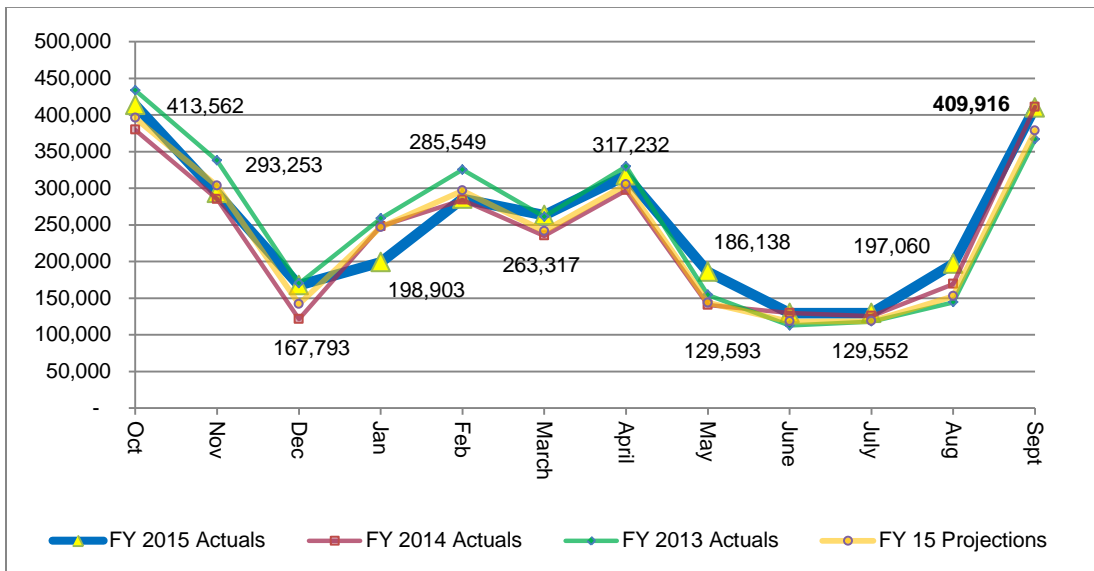
Color Key

Green indicates positive performance

Yellow indicates service that will be monitored by staff

Red indicates poor performance and needs further research

Rail and All Bus: Total Boardings

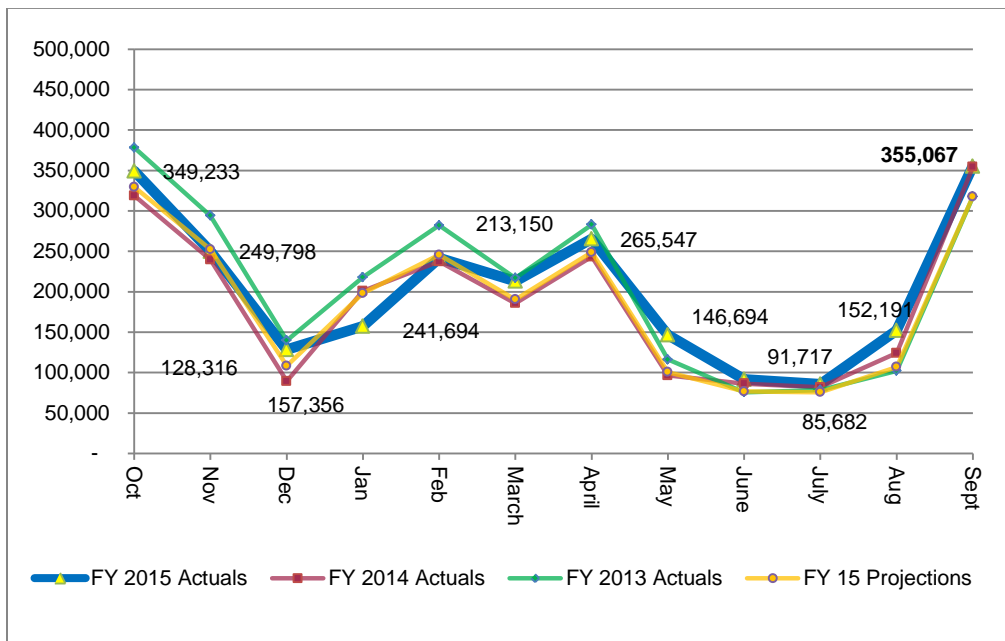


Note: Statistics include A-train, Connect, UNT, NCTC, Access, Connect RSVP, and special movement services.

Rail and All Bus: Total Boardings

- Annual ridership for bus and rail combined increased by 5.63% (or 159,248 boardings) compared to FY 2014.
- When compared to projected FY 2015, actual FY 2015 ridership increased by 5.24%.

All Bus: Total Boardings

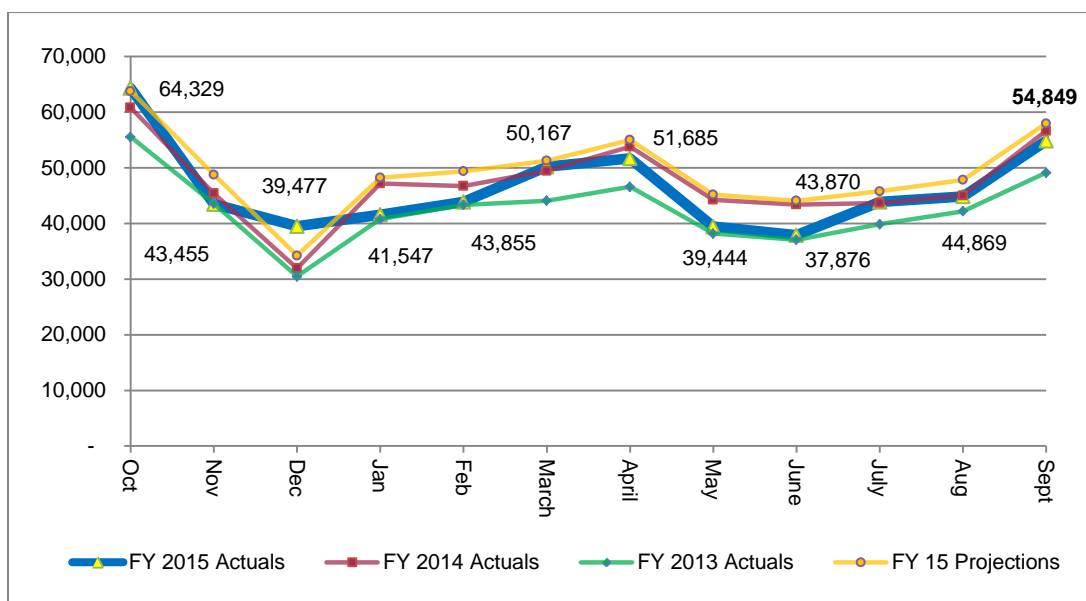


Note: Statistics include Connect, UNT, NCTC, Access, Connect RSVP, and special movement services.

All Bus: Total Boardings

- Growth in UNT ridership is the primary driver of total bus growth which makes up 71% of total bus ridership.
- Annual UNT ridership increased by 9.36% (or 151,332 boardings) when compared to FY 2014. Actual FY 2015 UNT ridership is 10.52% higher than projected.
- A 3% increase in student enrollment from Fall 2014 to Fall 2015 helps explain this increase in ridership and service levels (average daily revenue miles and hours) increased from FY 2014 to FY 2015.

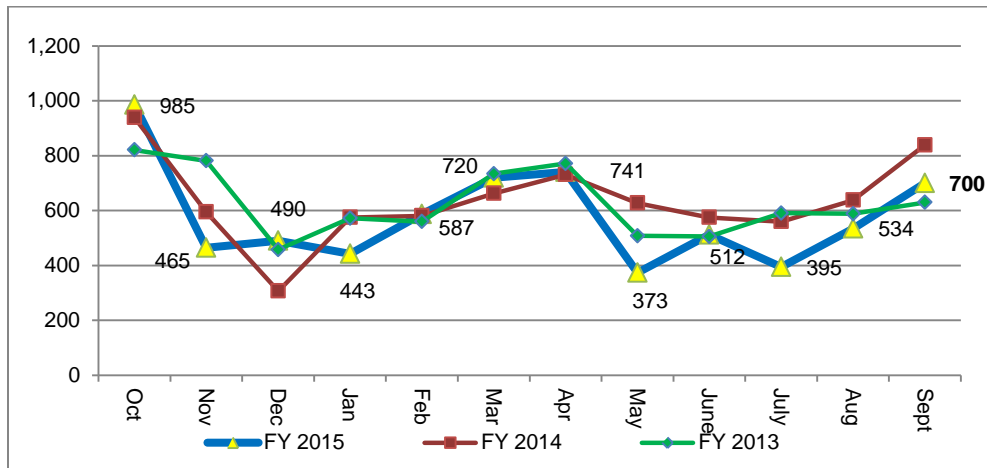
Rail: Total Boardings



Rail: Total Boardings

- FY 2015 rail boardings decreased by 1.46% (or 8,219 boardings).
- Inclement weather in FY 2015 was a major factor for the drop in ridership.
- In May and June 2015, buses were used to bridge gaps in rail service interruptions. If boardings from the bus bridge were combined with rail, FY 2015 ridership would have only dropped by 0.20% (or 1,119 boardings) compared to FY 2014.
- FY 2015 actual boardings were 6.08% lower (or 35,975 boardings) compared to projected boardings.
- FY 2015 average a.m. peak boardings continue to grow which suggests that the traditional southbound commute is declining.
- FY 2015 mid-day northbound, and mid-day southbound boardings increased while a.m. peak southbound, p.m. peak northbound and southbound continue to decline. This trend may indicate that passengers are leaving work and school earlier.

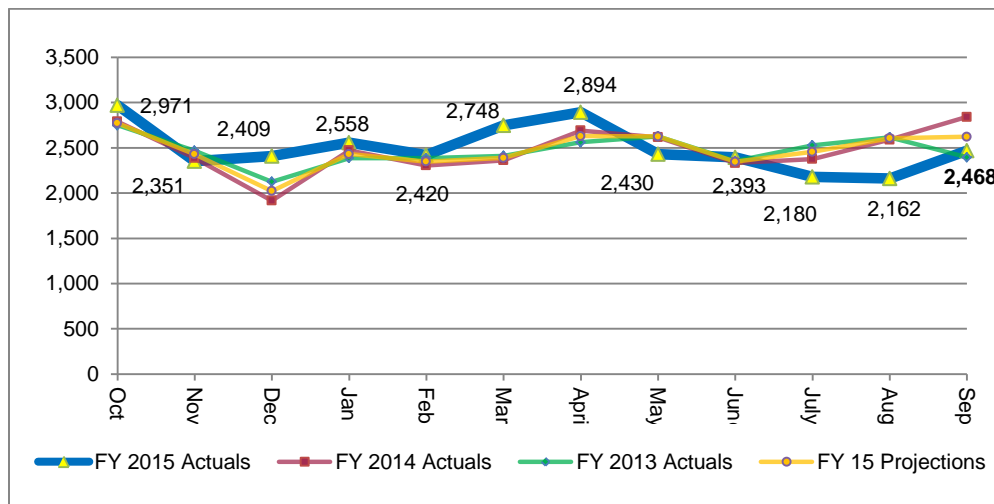
Rail: Saturday Average Boardings



Rail: Saturday Average Boardings

- Average Saturday boardings for FY 2015, declined by 9.18% compared to FY 2014 primarily due to DART CBD railwork being performed in November and December, and inclement weather in January, May and June of 2015.

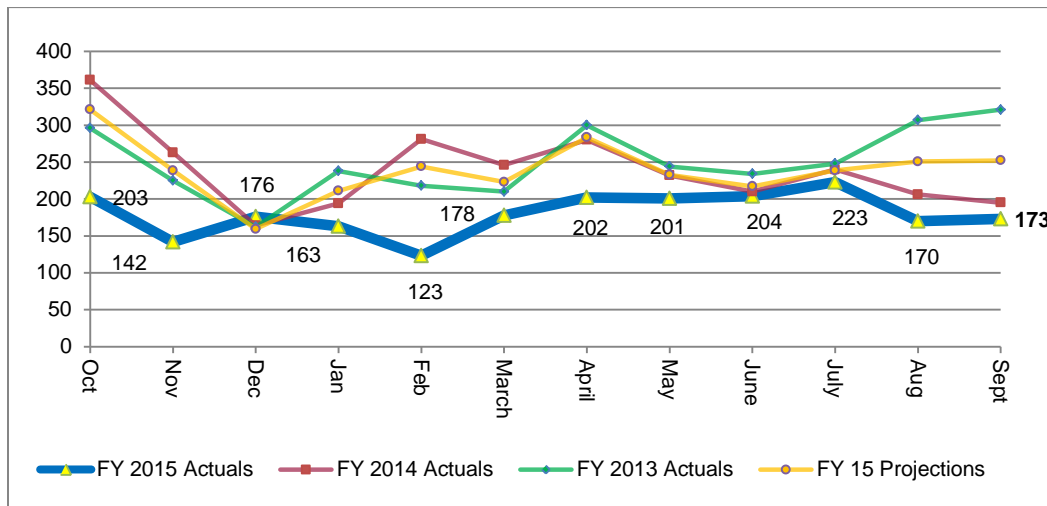
Access: Total Boardings



Access: Total Boardings

- FY 2015 boardings increased by only 1.05% (or 311 boardings) compared to FY 2014.

Connect RSVP: Total Boardings



Connect RSVP: Total Boardings

- Connect RSVP continues to underperform (-24.86% YTD) likely due to more parking availability at HV/LL station, and the inability to make same day reservations. This service is being evaluated as part of the comprehensive planning currently underway for HV/Lewisville routes.

SAFETY/SECURITY

- DCTA Rail Operations Injury-Free Workdays: 1,238
- DCTA Bus Operations Injury-Free Workdays: 4

MAINTENANCE

- **Right of Way:** Routine daily inspections are being performed by the contractor.
- **Signal/Communications:** There were no issues in the month of September.
- **Stations:** DCTA contract operations (HTSI) continues to perform weekly safety inspections, which have not identified any major issues.
- **Rail Mechanical:** DCTA contract operations (HTSI) reported no mechanical failure in September.

Rail Ridership by Station Comparing September 2014 and September 2015

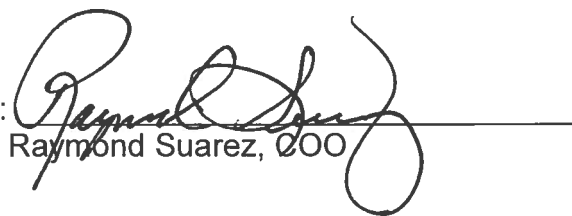
Station	Sept-14	Sept-15
DDTC	15,188	14,793
MedPark	4,879	4,569
HV/LL	3,949	3,448
Old Town	4,335	4,387
Hebron	4,555	4,352
Trinity Mills	20,386	20,502
All Stations	53,292	52,051

Weekday Daily Average Boardings		
Station	Sept-14	Sept-15
DDTC	723.24	704.43
MedPark	232.33	217.57
HV/LL	188.05	164.19
Old Town	206.43	209.90
Hebron	216.90	207.24
Trinity Mills	970.76	976.29
Weighted Average	422.95	413.10

Saturday Total Boardings		
Station	Sept-14	Sept-15
DDTC	1,111	992
MedPark	371	258
HV/LL	202	107
Old Town	224	188
Hebron	210	188

Saturday Daily Average Boardings		
Station	Sept-14	Sept-15
DDTC	222.20	248.00
MedPark	74.20	64.50
HV/LL	40.40	26.75
Old Town	44.80	47.00
Hebron	42.00	47.00

Final Review:



 Raymond Suarez, COO



1955 Lakeway Drive, Suite 260
Lewisville, Texas 75057
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 the work session of the Board of Directors with Chairman Charles Emery presiding at 1:37 p.m. September 24, 2015 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057. A quorum was present.

Attendance

Small Cities

Connie White
Skip Kalb

Large Cities

Charles Emery, Lewisville, Chairman
Paul Pomeroy, Highland Village, Vice-Chair
Richard Huckaby, Denton, Secretary
Carter Wilson, Frisco
Tom Winterburn, Corinth
Jim Robertson, Flower Mound (arrived 1:48 p.m.)
Doug Peach, Little Elm
Allen Harris, The Colony

Denton County Unincorporated

Don Hartman
George A. Campbell (arrived 2:00 p.m.)

Board Members Absent

Dave Kovatch, Denton County at Large

Legal Counsel

Pete Smith, General Counsel

DCTA Staff

Jim Cline, President
Raymond Suarez, Chief Operating Officer
Nicole Recker, Vice President of Marketing and Communications
Anna Mosqueda, Chief Financial Officer

Others in Attendance

Amanda Riddle – Budget Manager
Marisa Perry – Controller
Athena Forrester - Senior Procurement Manager
Allison Meshnick – Transit Management of Denton County
Michael Chinn – Transit Management of Denton County
Jim Owen – Transit Management of Denton County
Mary Mabry – University of North Texas

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

1. Routine Briefing Items

- a. Financial Reports – Anna Mosqueda reported on the following financial items with a special presentation on the progress of the status of the hike and bike trail construction project under item 1aii.
 - i. Financial Statements
 - ii. Capital Projects Report

- iii. Sales Tax Report
 - iv. Procurement Report
 - v. 4th Quarter Investment Report
 - vi. Investment Policy Annual Review
- b. Strategic Planning / Development – Jim Cline reported on these items
 - i. Priority Projects Update
 - ii. Outreach Efforts
- c. Marketing and Communications – Nicole Recker reported on these items
 - i. Marketing and Communications Initiatives
 - ii. Marketing and Communications Metrics
 - iii. Customer Service Metrics
- d. Capital Projects Update – Raymond Suarez presented information on the following capital projects. He gave a special presentation on item 1dii covering Positive Train Control (PTC) as well as item 1diii about the Flood Repairs and FEMA.
 - i. Signal System Enhancements
 - ii. Positive Train Control (PTC)
 - iii. Flood Repairs/FEMA
 - iv. Transit Enhancements
 - v. Lewisville Bike Trail - Complete
 - vi. Rail Facility Drainage – Complete
- e. Transit Operations – This item was not covered
 - i. Rail Operations
 - ii. Bus Operations
- 2. Items for Discussion
 - a. Rail Operations and Maintenance Interlocal Agreement
 - This item was skipped
- 3. Discussion of Regular Board Meeting Agenda Items (September 2015)
 - There were no comments on this item
- 4. Convene Executive Session – none
- 5. Discussion of Future Agenda Items
 - a. Board Member Requests – none

Work session was adjourned at 3:15 p.m.



1955 Lakeway Drive, Suite 260
Lewisville, Texas 75057

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

Board Meeting Minutes

The regular meeting of the Board of Directors of the Denton County Transportation Authority was convened with Chairman Charles Emery presiding at 3:22 p.m. September 24, 2015 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057. A quorum was present.

Attendance

Small Cities

Connie White
Skip Kalb

Large Cities

Charles Emery, Lewisville, Chairman
Paul Pomeroy, Highland Village, Vice-Chair
Richard Huckaby, Denton, Secretary
Carter Wilson, Frisco
Tom Winterburn, Corinth
Jim Robertson, Flower Mound
Doug Peach, Little Elm
Allen Harris, The Colony

Denton County Unincorporated

Don Hartman
George A. Campbell

Board Members Absent

Dave Kovatch, Denton County at Large

Legal Counsel

Pete Smith, General Counsel

DCTA Staff

Jim Cline, President
Raymond Suarez, Chief Operating Officer
Nicole Recker, Vice President of Marketing
and Communications
Anna Mosqueda, Chief Financial Officer

Others in Attendance

Allison Meshnick – Transit Management of
Denton County
Michael Chinn – Transit Management of
Denton County
Jim Owen – Transit Management of Denton
County
Mary Mabry – University of North Texas

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

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS – Don Hartman

INVOCATION – Jim Robertson

WELCOME AND INTRODUCTION OF VISITORS – Charles Emery introduced the new board member representing Corinth, Tom Winterburn. Jim Cline introduced Michael Chinn, Allison Meshnick, and Jim Owen with Transit Management of Denton County as well as Mary Mabry with University of North Texas.

1. CONSENT AGENDA

- a. Approval of Minutes Board Meeting August 27, 2015
 - Motion to approve Minutes Board Meeting August 27, 2015 with the amendment to mark Skip Kalb absent made by Jim Robertson. 2nd by Skip Kalb. Motion carried unanimously.
- b. Acceptance of Financial Reports – August
 - Motion to approve the August Financial Reports made by Richard Huckaby. 2nd by Skip Kalb. Motion carried unanimously.
- c. Approval of Resolution 15-11 updating the Public Information Officer and the Records Manager for DCTA
 - Motion to approve Resolution 15-11 updating the Public Information Officer and the Records Manager for DCTA made by Connie White. 2nd by Jim Robertson. Richard Huckaby and George Campbell opposed. Richard Huckaby wanted to note for the record that the only person the Board appoints is the President. Since the President approves and evaluates performance of everyone else, the President should be the one to update the public information officer and the records manager. Recommends that board cancel the original resolution and allow President to update this position in the future. Motion carries with ten approval votes.

2. REGULAR AGENDA

- a. Discussion / Approval of Resolution 15-10 adopting:
 - i. Fiscal Year 2016 Capital & Operating Budget
 - ii. Contingency Plan
 - iii. Cash Flow Model
 - Motion to approve Resolution 15-10 adopting Fiscal Year 2016 Capital & Operating Budget, Contingency Plan and Cash Flow Model made by Jim Robertson. 2nd by Skip Kalb. Motion carried unanimously.
- b. Discussion / Approval of Interlocal Agreement with Dallas Area Rapid Transit (DART) and the Fort Worth Transportation Authority (The T) associated with transit operations
- c. Discussion/Approval of Interlocal Agreement with the Fort Worth Transportation Authority (The T) for Ticket Vending Machine maintenance
 - Motion to approve Interlocal Agreement with Dallas Area Rapid Transit (DART) and the Fort Worth Transportation Authority (The T) associated with transit operations and the Interlocal Agreement with the Fort Worth Transportation Authority (The T) for Ticket Vending Machine maintenance made by Richard Huckaby. 2nd by George Campbell. Motion carried unanimously.
- d. Discussion/Award of Enhanced Automatic Train Control, E-ATC Rail Safety Enhancements
 - Motion to award the Enhanced Automatic Train Control, E-ATC Rail Safety Enhancements made by Allen Harris. 2nd by Doug Peach. Motion carried unanimously.

3. CHAIR REPORT – Charles Emery gave an update on these issues
 - a. Discussion of Regional Transportation Issues
 - b. Discussion Legislative Issues
 - i. Regional
 - ii. State
 - iii. Federal

4. PRESIDENT’S REPORT – Jim Cline provided information on the following items
 - a. Budget Transfers – none were required
 - b. Regional Transportation Issues

5. REPORT ON ITEMS OF COMMUNITY INTEREST
 - a. Pursuant to Texas Government Section 551.0415 the Board of Directors may report on following items: (1) expression of thanks, congratulations, or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming DCTA and Member City events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety.
 - Jim Cline reminded the board about Western Days this weekend. Jim Robertson brought up his issues with the phone system as it stands now. Charles Emery asked that we recognize Daniel Peugh and that we schedule a Transportation 101 presentation at an upcoming board meeting.

6. ADJOURN 2:54 p.m.
 - Motion to adjourn made by Skip Kalb. 2nd by Jim Robertson. Motion carried unanimously.

The minutes of the September 24, 2015 meeting of the Board of Directors were passed, and approved by a vote on this 22nd day of October, 2015.

Charles Emery, Chairman

ATTEST

Richard Huckaby, Secretary

Board of Directors Memo

October 22, 2015

Subject: Approval of Award of New and Remanufactured Automotive Parts**Background**

A request for bids was released on August 10, 2015 on BidSync to purchase automotive parts for various vehicles in the fleet. Notices were provided to over 1,000 potential suppliers in BidSync, twenty nine (29) suppliers viewed the documents.

On September 2, 2015 DCTA received three (3) bids in response to our RFB:

1. Midway Auto Supply
2. MHC Kenworth
3. O'Reilly Auto Parts

Staff conducted a review and evaluation of the bids received and is recommending award as outlined below.

SECTION	AWARD
1. Cummins Engine Parts	MHC Kenworth: All items 1-96
2. Gillig Bus Parts	No Award
3. Champion Bus Parts	No Award
4. Ford Parts	No Award
5. Misc Automotive Parts	Midway Auto Supply: Items 1-55, 57-62, 64-74 MHC Kenworth: Items 56, 63

Identified Need

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

Financial Impact

Expenditures for automotive parts are reimbursed by FTA funds at 80% from preventative maintenance grant funds. Anticipated expenses for this purchase are \$160,000 over a three (3) year term. Funding for this item is available in the Bus Maintenance department FY2016 budget.

Recommendation

Staff recommends the Board approve the award to Midway Auto Supply and MHC Kenworth.

Submitted by:



Athena Forrester, Purchasing Manager

Approval:



Raymond Suarez, COO



Board of Directors Memo

October 22, 2015

Subject: 1(f) FY16 Operating & Capital Budget Revisions

Background

With the close of FY15, staff identified specific projects that were originally included in the FY15 operating budget but were not able to be completed due to delays. Staff is requesting the FY16 operating budget to be revised to include these so they may be completed in FY16. Savings from FY15 will be reflected in the long range financial model once the FY15 audit has been completed and will be presented to the Board in February 2016.

- 2016-01: Increase of \$41,799 for Strategic Mapping WMR spare parts (6 complete sets) that were ordered in FY15 but were not received in-house until October 2015
- 2016-02: Increase of \$83,800 related to Information Technology Systems that were delayed. This includes Phase 1 of the Shortel phone system upgrade for DDTC, a new server and consulting/training fees associated with the current financial system upgrade

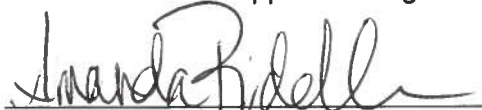
Financial Impact

The approval of the budget amendments will increase the FY16 budget by \$125,599. Since these expenses were included in the FY15 budget, the savings will fall to the bottom line. Savings from FY15 for these projects will be reflected in the long range financial model once the audit has been completed.

Recommendation

Staff recommends the Board of Directors approve Budget Revision 2016-01 and 2016-02.


Department Review:


 Amanda Riddle
 Budget Manager

Final Review:


 Anna Mosqueda,
 CFO

Approval:


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

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

Number: 2016-02

Type: Transfer
 Revision ✓

	<u>Current Budget Amount</u>	<u>Budget Revision Amount</u>	<u>Adjusted Budget Amount</u>
TO:			
10402: Shortel Phone System (Capital)	45,000	40,000	85,000
150-50313: Computer & Software Maintenance (Operating)	79,488	43,800	123,288
Total	<u>124,488</u>	<u>83,800</u>	<u>208,288</u>

Explanation:

There was a delay in implementing these Information Technology Systems that were originally included in the FY15 operating budget. They include the Shortel phone system upgrade (DDTC only), new server and consulting/training fees associated with the current financial system upgrade that is in process now.

Staff is recommending an increase of \$43,800 to the FY16 operating budget and \$40,000 to the Shortel Phone System capital project to account for these projects from FY15. Savings from FY15 will be reflected in the Cash Flow Model once the FY15 audit has been completed and will be presented to the Board in February 2016.

Date: 10/9/2015

Requested By Javier Trilla

Date

Reviewed By

Date

President



Board of Directors Memo

October 22, 2015

Subject: Authorize Purchase of Heavy Duty Buses

Background

A contract was awarded on April 23, 2015, to Gillig LLC for the purchase of 35 foot heavy duty buses. The contract provides for our future fleet needs for a period of five (5) years for a maximum of 35 units. In May we issued a purchase order for four units which are currently in production with delivery anticipated in summer of 2016. The anticipated manufacturing time for the units is 18-24 months. The contract requires the selected vendor to hold their pricing firm for a period of 180 days from the award date. After the 180 day period the cost of each unit could increase up to a maximum of 5% based on the PPI for buses and truck bodies. By placing the order prior to the expiration of the 180 day period we can potentially save approximately \$60,000.

Identified Need

Three (3) buses will be ordered upon approval and will be used for new service and to replace existing fleet.

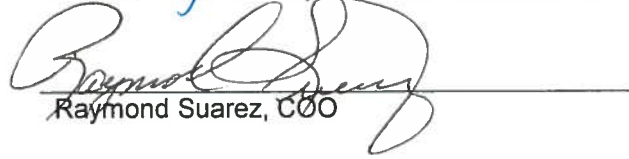
Financial Impact

The expenditures for the four buses will be \$1,175,133 and will be reimbursed at 85% from grant funds. These funds are included in the FY16 capital budget. As additional fleet is required staff will seek approval for expenditure of the funds.

Recommendation

Staff recommends the Board authorize the purchase of the buses from Gillig LLC.

Submitted by: 
Athena Forrester, Senior Procurement Manager

Approval: 
Raymond Suarez, COO

Board of Directors Memo

October 22, 2015

Subject: Award of Contract for Legal Services**Background**

Currently, DCTA has a contract for legal services with Nichols, Jackson, Dillard, Hagar & Smith, L.L.P. The contract will expire on December 31, 2015. The new contract will become effective January 1, 2016, and terminate on December 31, 2019. Thereafter, the agreement shall automatically renew for successive twelve (12) month periods. Either party may terminate the agreement by providing a sixty (60) day written notice to the other party.

Identified Need

The firm provided legal advice to the President and staff regarding matters related to DCTA business.

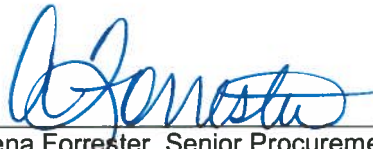
Financial Impact

Expenditures for services are based on an hourly rate of \$185. This rate is reflective of an increase of 9% above the previous rate of \$170. Funding for this item is included in the President's budget for FY2016.

Recommendation

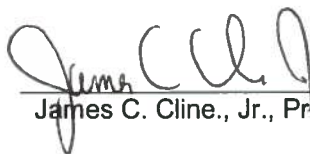
Staff recommends the Board approve the award and authorize the President to execute a contract with Nichols, Jackson, Dillard, Hagar & Smith, L.L.P.

Submitted by:



Athena Forrester, Senior Procurement
Manager

Approval:



James C. Cline, Jr., President