



DENTON COUNTY
TRANSPORTATION AUTHORITY

1955 Lakeway Dr., # 260, Lewisville, Texas 75057
972.221.4600 | RideDCTA.net

Board of Directors Work Session

November 17, 2016 | 1:30 p.m.

1. Routine Briefing Items
 - a. Staff Briefing on Monthly Financial Reports
 - i. Financial Statements for October 2016
 - ii. Capital Projects Budget Report for October 2016
 - iii. Monthly Sales Tax Receipts
 - iv. Current Procurement Activities
 - v. FY2017 Budget Document
 - b. Marketing and Communications
 - i. Collateral Material Overview
 - ii. FY '16 Community Survey Results
 - iii. A-train vs I-35E Campaign Update
 - c. Strategic Planning and Development
 - i. Update Report on current and future planned development projects
 - d. Capital Projects
 - i. Flood Damage Repairs Update
 - ii. Positive Train Control & Signal System Enhancements
 - e. Staff Briefing on Transit Operations Reports
 - i. Bus and Rail Operations
2. Items for Discussion
 - a. Review DCTA Insurance Requirements
 - b. 2040 Metropolitan Transportation Plan Overview
 - c. February Board Retreat
3. Discussion of Regular Board Meeting Agenda Items (November 2016)
4. Convene Executive Session. The Board may convene the Work Session into Closed Executive Session for the following:
 - a. As Authorized by Section 551.071(2) of the Texas Government Code, the Board of Directors Work Session 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 or the Regular Board Meeting Agenda.

- b. 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
- 7. 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 thenderson@dcta.net or calling Troy Henderson at 972-221-4600.

This notice was posted on 11/11/2016 at 1:07 PM.

Troy Henderson, Administrative Assistant



Board of Directors Memo

November 17, 2016

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

Background

Due to the change in Board Meeting to November 17th from the normal 4th Thursday of the month, the Monthly Financial Reports for the month ended October 2016 will be sent out under separate cover at end of day Tuesday, November 15th.

Identified Need


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

Recommendation

N/A

Submitted by: Marisa Perry, CPA
Controller

Final Review: 
Anna Mosqueda,
CFO

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

**Board of Directors Memo**

November 17, 2016

Subject: Sales Tax Report**Background**

Sales tax represents the single largest source of revenue for DCTA at 59.68% for FY16 budget. The annual Sales Tax budget for FY 2016 is \$23,067,403. 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 November allocation is for sales generated in the month of September and represents revenue for the twelfth month of FY 2016.

- Sales tax for sales generated at retail in the month of September and received in November was \$2,281,816.
- This represents an increase of 9.85% or \$204,531 compared to budget for the month.
- Receipts are favorable 7.59% year-to-date compared to budget.
- Compared to the same month last year, sales tax receipts were \$122,666 or 5.68% more.
- Member city collections for the month compared to prior year are as follows:
 - City of Lewisville up 3.03%
 - City of Denton up 10.99%
 - Highland Village down 3.92%


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:	2015-2016 Year Budget	2015-2016 Year Actual	Variance Actual to Budget	CY Actual to CY Budget % Variance	2014-2015 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 2,023,528	\$ 1,821,854	\$ (201,674)	-9.97%	\$ 1,945,700	\$ (123,846)	-6.37%
November	January	\$ 1,836,141	\$ 1,959,303	\$ 123,162	6.71%	\$ 1,765,520	\$ 193,783	10.98%
December	February	\$ 2,530,794	\$ 2,669,055	\$ 138,261	5.46%	\$ 2,433,456	\$ 235,599	9.68%
January	March	\$ 1,812,076	\$ 1,637,497	\$ (174,579)	-9.63%	\$ 1,742,381	\$ (104,884)	-6.02%
February	April	\$ 1,629,477	\$ 1,776,656	\$ 147,179.13	9.03%	\$ 1,566,805	\$ 209,851	13.39%
March	May	\$ 1,967,178	\$ 2,340,336	\$ 373,158	18.97%	\$ 2,074,176	\$ 266,160	12.83%
April	June	\$ 1,750,519	\$ 1,955,110	\$ 204,591	11.69%	\$ 1,803,955	\$ 151,155	8.38%
May	July	\$ 1,809,657	\$ 1,931,826	\$ 122,169	6.75%	\$ 1,757,537	\$ 174,289	9.92%
June	August	\$ 2,009,992	\$ 2,397,828	\$ 387,836	19.30%	\$ 2,104,123	\$ 293,705	13.96%
July	September	\$ 1,755,537	\$ 1,919,001	\$ 163,464	9.31%	\$ 1,825,970	\$ 93,032	5.09%
August	October	\$ 1,865,219	\$ 2,128,874	\$ 263,655	14.14%	\$ 2,082,973	\$ 45,901	2.20%
September	November	\$ 2,077,285	\$ 2,281,816	\$ 204,531	9.85%	\$ 2,159,150	\$ 122,666	5.68%
YTD Total		\$ 23,067,403	\$ 24,819,156	\$ 1,751,753	7.59%	\$ 23,261,746	\$ 1,557,410	6.70%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department

Prepared By: Denton County Transportation Authority Finance Department

November 10, 2016

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:	2014-2015 Year Actual	2015-2016 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 2,532,839	\$ 2,537,910	\$ 5,072	0.20%
November	January	\$ 2,404,460	\$ 2,541,494	\$ 137,034	5.70%
December	February	\$ 3,407,084	\$ 3,661,985	\$ 254,902	7.48%
January	March	\$ 2,479,995	\$ 2,441,184	\$ (38,811)	-1.56%
February	April	\$ 2,194,340	\$ 2,533,341	\$ 339,001	15.45%
March	May	\$ 2,920,317	\$ 3,373,295	\$ 452,978	15.51%
April	June	\$ 2,570,323	\$ 2,982,209	\$ 411,886	16.02%
May	July	\$ 2,441,318	\$ 2,781,814	\$ 340,496	13.95%
June	August	\$ 2,867,226	\$ 3,395,384	\$ 528,158	18.42%
July	September	\$ 2,531,076	\$ 2,802,579	\$ 271,503	10.73%
August	October	\$ 2,996,730	\$ 2,907,256	\$ (89,474)	-2.99%
September	November	\$ 3,013,889	\$ 3,105,183	\$ 91,294	3.03%
YTD Total		\$ 32,359,597	\$ 35,063,635	\$ 2,704,038	8.36%

City of Highland Village					
Sales Generated in Month of:	Received in Month of:	2014-2015 Year Actual	2015-2016 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 268,275	\$ 290,956	\$ 22,682	8.45%
November	January	\$ 283,432	\$ 301,727	\$ 18,295	6.45%
December	February	\$ 441,441	\$ 469,889	\$ 28,448	6.44%
January	March	\$ 249,723	\$ 264,553	\$ 14,830	5.94%
February	April	\$ 220,832	\$ 233,938	\$ 13,106	5.93%
March	May	\$ 319,961	\$ 330,255	\$ 10,294	3.22%
April	June	\$ 275,169	\$ 265,293	\$ (9,877)	-3.59%
May	July	\$ 317,874	\$ 288,202	\$ (29,672)	-9.33%
June	August	\$ 330,952	\$ 369,689	\$ 38,737	11.70%
July	September	\$ 276,336	\$ 271,812	\$ (4,524)	-1.64%
August	October	\$ 264,926	\$ 279,518	\$ 14,592	5.51%
September	November	\$ 342,868	\$ 329,430	\$ (13,438)	-3.92%
YTD Total		\$ 3,591,789	\$ 3,695,262	\$ 103,472	2.88%

City of Denton					
Sales Generated in Month of:	Received in Month of:	2014-2015 Year Actual	2015-2016 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 2,345,573	\$ 2,246,579	\$ (98,994)	-4.22%
November	January	\$ 2,197,657	\$ 2,342,199	\$ 144,542	6.58%
December	February	\$ 3,020,338	\$ 3,372,458	\$ 352,120	11.66%
January	March	\$ 2,109,216	\$ 1,869,754	\$ (239,463)	-11.35%
February	April	\$ 1,852,968	\$ 2,128,444	\$ 275,476	14.87%
March	May	\$ 2,678,550	\$ 2,842,993	\$ 164,443	6.14%
April	June	\$ 2,152,181	\$ 2,317,882	\$ 165,701	7.70%
May	July	\$ 2,107,901	\$ 2,405,495	\$ 297,594	14.12%
June	August	\$ 2,682,604	\$ 3,157,640	\$ 475,036	17.71%
July	September	\$ 2,259,012	\$ 2,260,102	\$ 1,091	0.05%
August	October	\$ 2,584,144	\$ 2,775,088	\$ 190,943	7.39%
September	November	\$ 2,727,016	\$ 3,026,800	\$ 299,784	10.99%
YTD Total		\$ 28,717,159	\$ 30,745,434	\$ 2,028,275	7.06%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
Prepared By: Denton County Transportation Authority Finance Department
November 10, 2016

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

Transit	Current Rate	Net Payment This Period	Comparable Payment Prior Year	% Change	2016 Payments (Calendar)	2015 Payments (Calendar)	% Change
Houston MTA	1.00%	\$ 61,453,096.00	\$ 63,680,618.73	-3.50%	\$ 633,351,939.21	\$ 659,437,443.09	-3.96%
Dallas MTA	1.00%	\$ 49,999,236.14	\$ 47,907,575.33	4.37%	\$ 502,907,809.99	\$ 477,372,822.72	5.35%
Austin MTA	1.00%	\$ 19,800,875.06	\$ 19,366,967.59	2.24%	\$ 204,587,138.92	\$ 194,018,761.26	5.45%
San Antonio MTA	0.50%	\$ 12,874,465.21	\$ 12,403,152.16	3.80%	\$ 128,161,236.87	\$ 125,544,233.86	2.08%
San Antonio ATD	0.25%	\$ 5,719,311.84	\$ 5,461,743.74	4.72%	\$ 58,143,046.92	\$ 56,467,878.30	2.97%
Fort Worth MTA	0.50%	\$ 6,188,797.47	\$ 5,825,991.35	6.23%	\$ 63,484,975.74	\$ 59,706,538.87	6.33%
El Paso CTD	0.50%	\$ 3,512,629.68	\$ 3,405,126.80	3.16%	\$ 38,471,681.94	\$ 37,410,373.56	2.84%
Corpus Christi MTA	0.50%	\$ 2,860,372.07	\$ 3,028,372.16	-5.55%	\$ 29,263,008.91	\$ 31,909,609.88	-8.29%
Denton CTA	0.50%	\$ 2,281,815.59	\$ 2,159,149.72	5.68%	\$ 22,997,301.72	\$ 21,316,045.89	7.89%
Laredo CTD	0.25%	\$ 621,467.82	\$ 642,378.52	-3.26%	\$ 6,931,848.18	\$ 7,247,641.28	-4.36%
TOTALS		\$ 165,312,066.88	\$ 163,881,076.10	0.87%	\$ 1,688,299,988.40	\$ 1,670,431,348.71	1.07%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
Prepared By: Denton County Transportation Authority Finance Department
November 10, 2016



Board of Directors Memo

November 17, 2016

Subject: Procurement Activities

Purchase of Small and Medium Vehicles

Staff is developing the procurement solicitation documents for a five year contract to purchase small ADA compliant paratransit vans and low floor cutaway buses.

Drainage Flume Repair

Staff is developing the procurement solicitation documents for repair of the drainage channel and flume wall that was damaged by the 2015 flooding. This project has been approved and will be reimbursed with FEMA funds. Award is anticipated at the January Meeting.

Disadvantaged Business Enterprise (DBE)

On November 2-4, DCTA hosted a DBE course taught by the National Transit Institute (NTI). The course is designed to assist transit agencies and others receiving FTA funding to have an understanding of the Department of Transportation (DOT) regulations and requirements. Agencies learned how to develop best practices and also have a better understanding of how to encourage participation by DBE's. There was no cost to DCTA to host the course. Over 25 people from various transit entities and cities across the country attended the three day course.

Submitted by:


for Athena Forrester, Senior Procurement Manager

Final Review:


Anna Mosqueda, CFO



Board of Directors Memo

November 17, 2016

Subject: FY2017 Budget Document

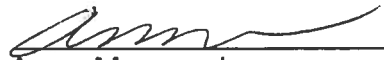
Background

The FY2016-2017 Budget Book will be distributed to the Board.

Identified Need

Recommendation

Submitted by:



Anna Mosqueda,
VP Finance/ CFO



Board of Directors Memo

November 17, 2016

Subject: Marketing & Communications Update

Collateral Material Overview

- EnRoute News – Now available online only
- FY '16 Q4 Agency Performance Report

FY '16 Community Survey Results

- Survey Period: September 1, 2016 – September 30, 2016
- 1,939 Total Responses (Partial + Full)
- 95% Confidence Level / 2.23% Margin of Error
- Full Report Attached

A-train vs I-35E Campaign Update

- YouTube Stats
 - 340 total video views (*One of our top-viewed videos in just three months)
 - Seven shares
 - Two likes
- Facebook Stats
 - 7,135 total people reached via video, online graphics and gifs
 - 100 total engagements
- Twitter Stats
 - 25,669 total impressions via video, online graphics and gifs
 - 201 total engagements
- UNT Out of Home Advertising (September Only)
 - 6,241,728 impressions
- Phase II Timing
 - Launch in mid-January 2017

Approved by:

Nicole M. Recker
Vice President of Marketing & Communications



DENTON COUNTY
TRANSPORTATION
AUTHORITY

2016 Community Survey



Quick Facts



1,939

Total
Responses
partial and full

48%

Of respondents live in a
non-member city

54%



Of respondents said they
DO NOT use DCTA services
regularly



51%



Of respondents
have used transit
in another city



Survey Overview



Survey Period

September 1st - 30th



95%

Confidence Level

2.23%

Margin of Error



Survey Promotion



7 media
articles

\$4,717

publicity value

454,584

media impressions



20,044

people reached

1,106

total engagements



120,436

total impressions

720

total engagements



4

videos shared

3,516

total video views

Sentiments on Public Services

73%



Of respondents said that public transit is a very important or essential public service

70%



Of respondents said they are satisfied with public transit services

A Rider's Perspective



RELIABLE

84% of the rider respondents rated the reliability of DCTA's services as good to excellent



SAFE

90% of the rider respondents rated the safety of DCTA's services as good to excellent



CONVENIENT

46% of the rider respondents rated the convenience of DCTA's services as good to excellent



COMFORTABLE

58% of the rider respondents rated the comfort of DCTA's services as good to excellent



SAVINGS

81%* of the rider respondents say they save money using DCTA



AVOID TRAFFIC

92%* of the rider respondents say they avoid traffic using DCTA



SECURITY

90%* of the rider respondents say they are safer when using DCTA



RECOMMENDED

92%* of the rider respondents say they would recommend DCTA to their friends



A Non-Rider's Perspective

45%

Of non-rider respondents said that if they were to use DCTA services it would be to get to entertainment venues or social events



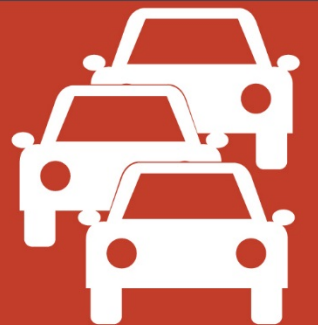
46%

Of non-rider respondents said that they would be **extremely likely** to use DCTA services if there were more convenient transit stops

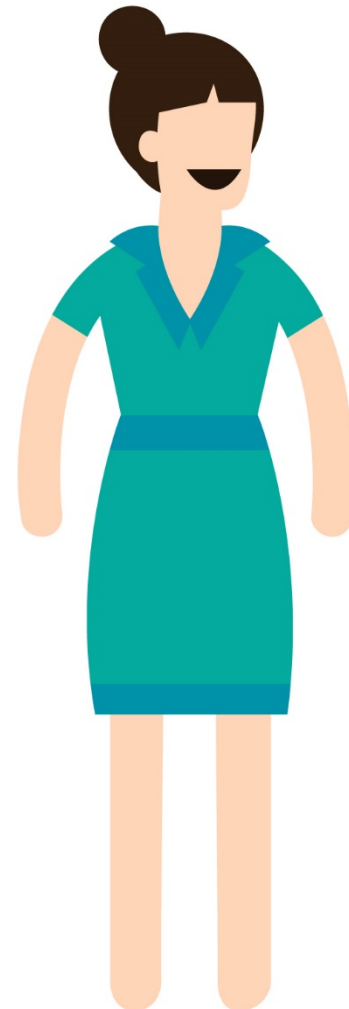
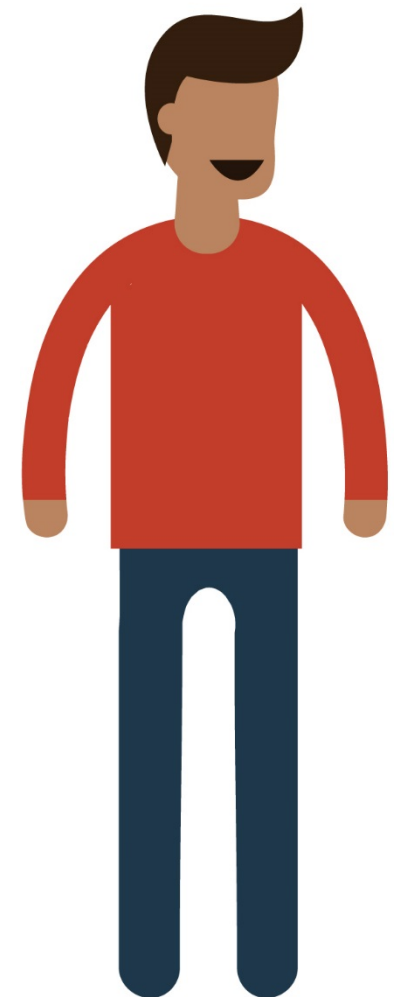


49%

Of non-rider respondents said that they **strongly agree** that DCTA reduces traffic congestion



Demographic Overview





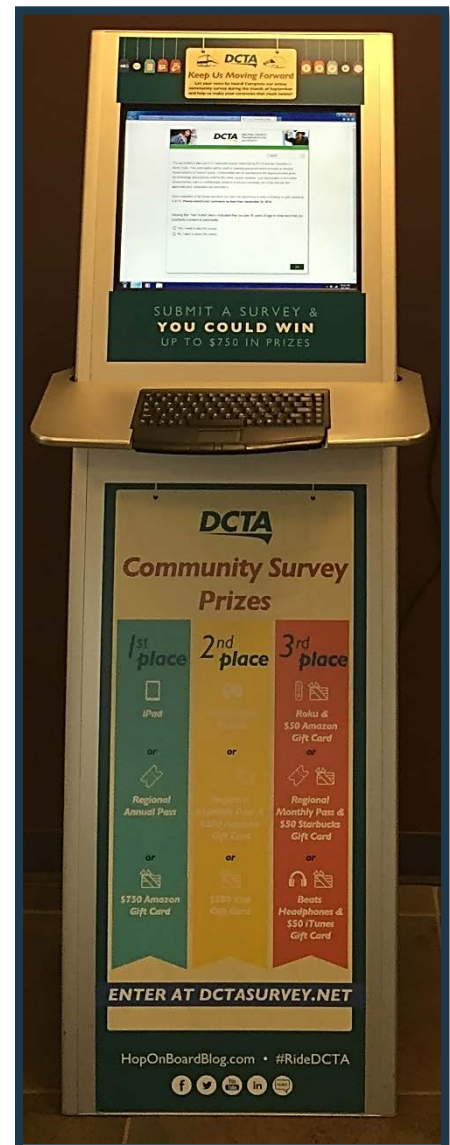
2016 Community Survey Results

Survey Period

- September 1 – 30

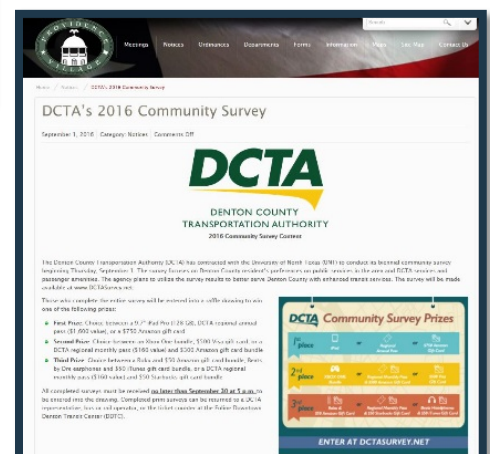
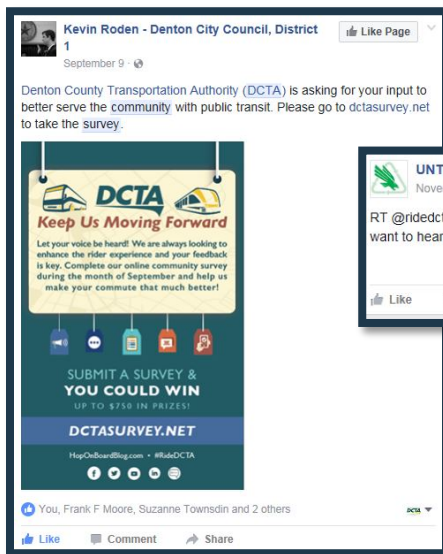
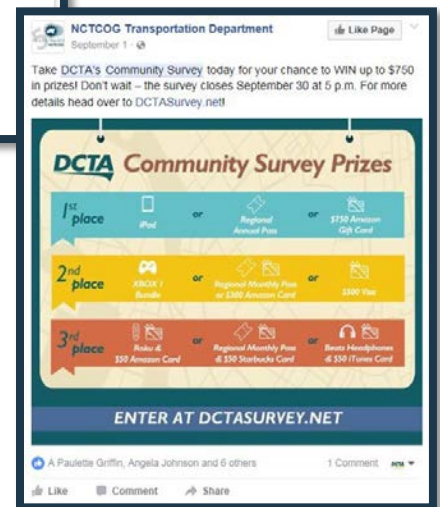
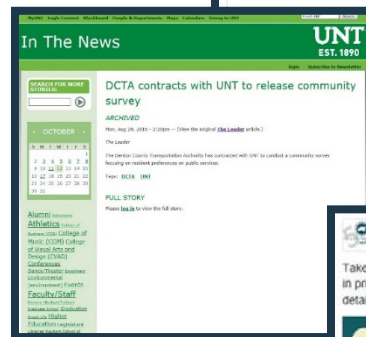
Outreach

- Rider Alert
- Web Splash on RideDCTA.net
- Posters/Rail Cards on Fleet
- Minicards Distributed to Bus and Train Operators
- Platform Windscreen Decals
- Computer Kiosk at the Euline Brock Downtown Denton Transit Center
- Brand Ambassadors in the Community (Five – Eight Hour Deployments)
- Custom Message on Receipts at DDTC
- Water Bill Inserts (Denton, Lewisville and Highland Village)
- Information at City Halls, Public Libraries, Denton Welcome Center, Senior Centers, Recreation Centers, etc.
- Information Shared at Lewisville Western Days Festival
- Promotional Information Shared from Cities and Homeowners Associations within Denton County



Traditional Media and Social Media

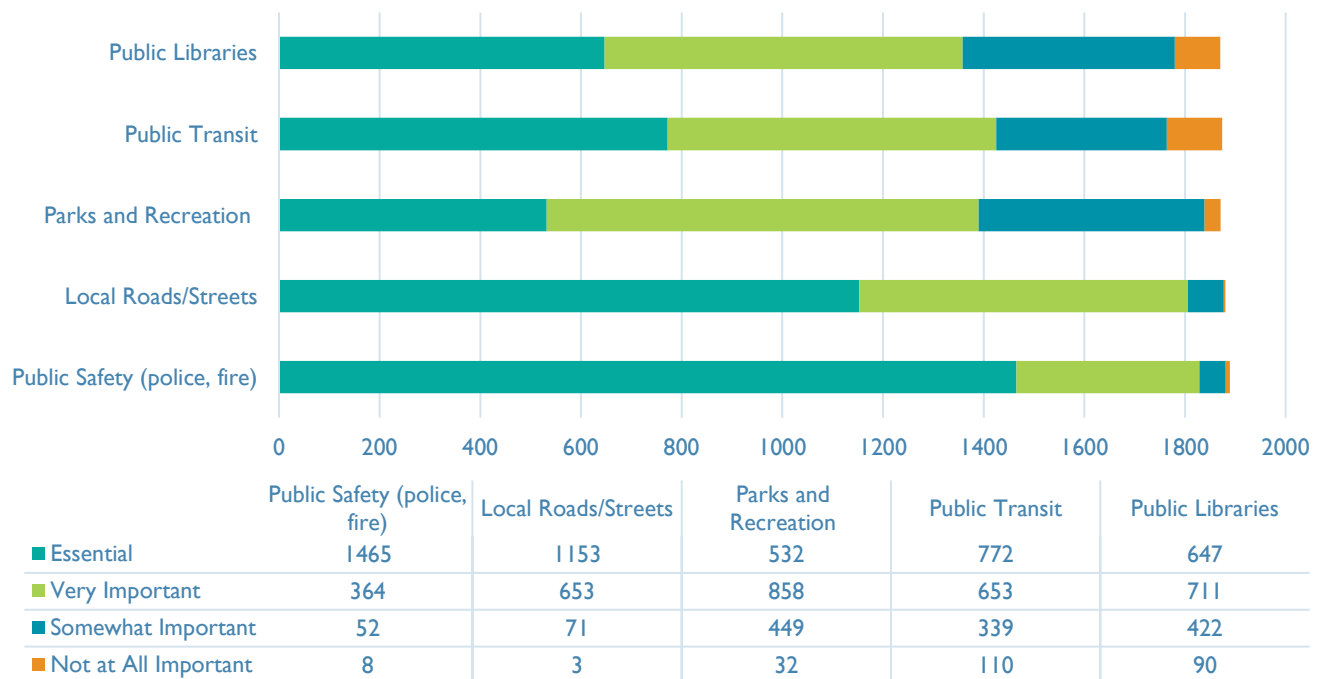
- Press Release (August 22)
 - Seven media articles secured (launch promotion)
 - 454,584 media impressions
 - \$4,717.31 in publicity value
- Social Media Messages
 - Facebook
 - 20,044 total people reached (organic and paid ads)
 - 1,106 total engagements
 - Twitter
 - 120,436 total impressions
 - 720 total engagements
- Videos Shared via Social Media
 - 3,516 Facebook video views
 - 67 YouTube



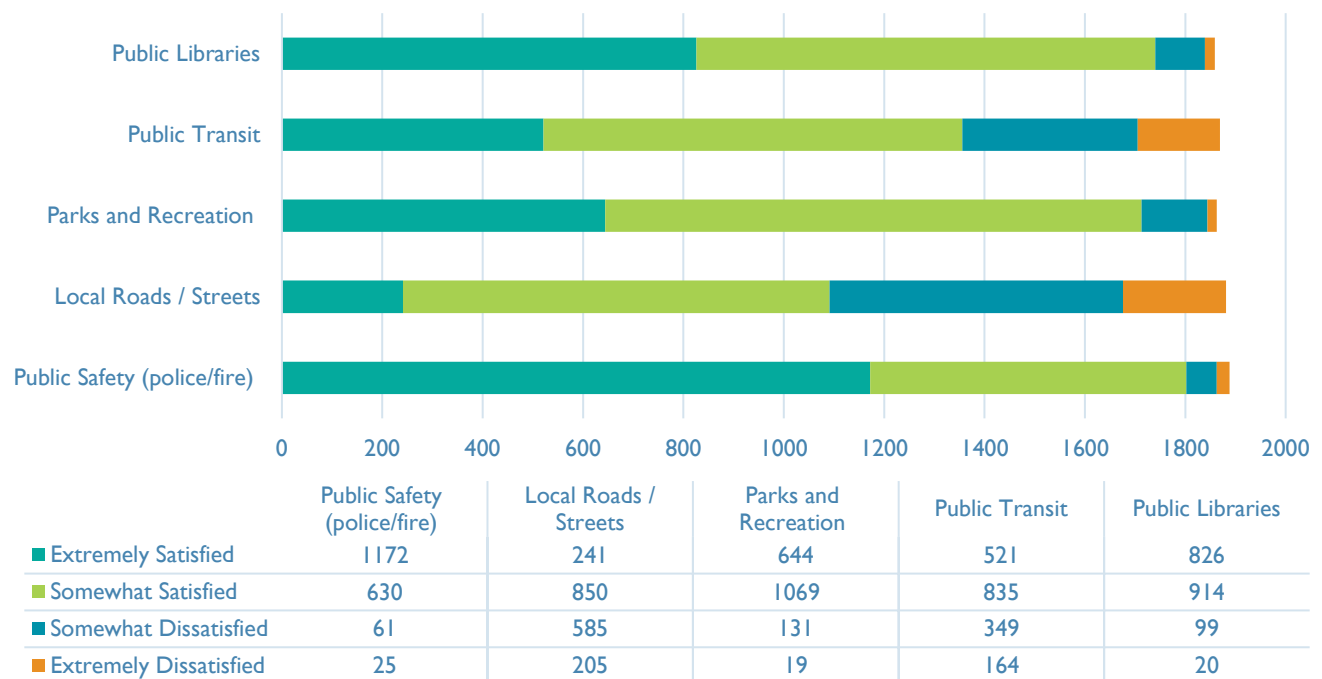
Results

- 1939 Total Responses (partial and full)
 - 95% Confidence Level with a 2.23% Margin of Error
 - Denton County Population 780,612
 - Population estimates, July 1, 2015, (V2015) <http://www.census.gov/>
 - Confidence Level
 - A measure of how certain you are that your sample accurately reflects the population, within its margin of error. Common standards used by researchers are 90%, 95%, and 99%. As an example, say you need to decide between two different names for your new product. By your estimates there are 400,000 potential customers in your target market. If you decide that the industry standard of 3% margin of error at a 95% confidence level is appropriate, then you will need to get 1065 completed surveys. When you put the confidence level and the confidence interval together, you can say that you are 95% sure that the true percentage of the population is between 43% and 51%. The wider the confidence interval you are willing to accept, the more certain you can be that the whole population answers would be within that range.
 - Margin of Error
 - A percentage that describes how closely the answer your sample gave is to the “true value” is in your population. The smaller the margin of error is, the closer you are to having the exact answer at a given confidence level.

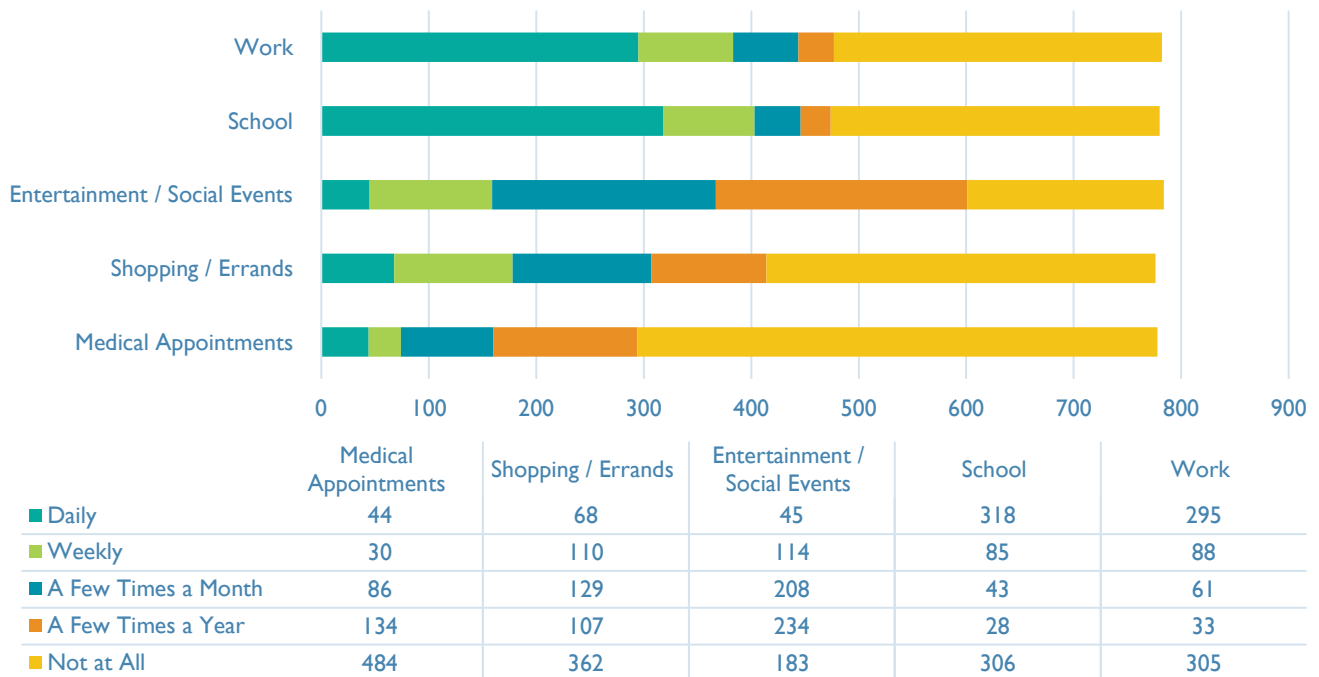
How important are the following to your overall quality of life?



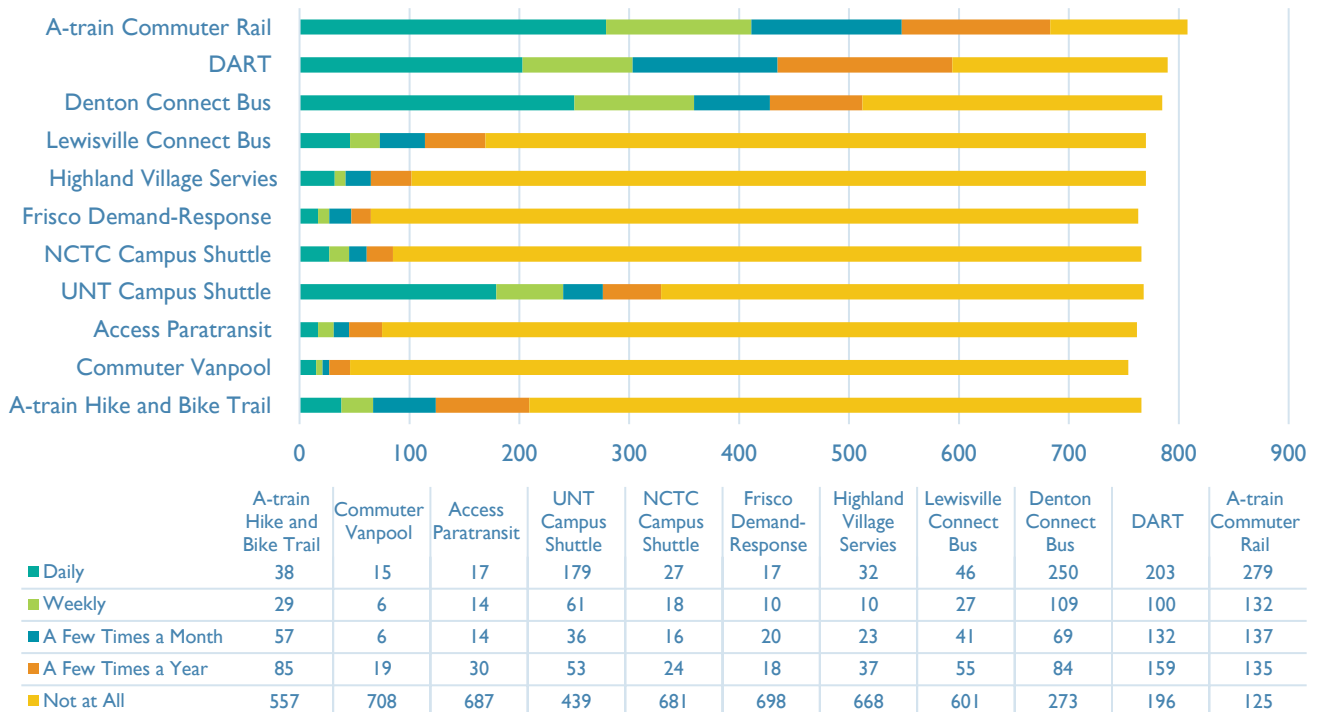
How satisfied are you with the following local public goods and services?



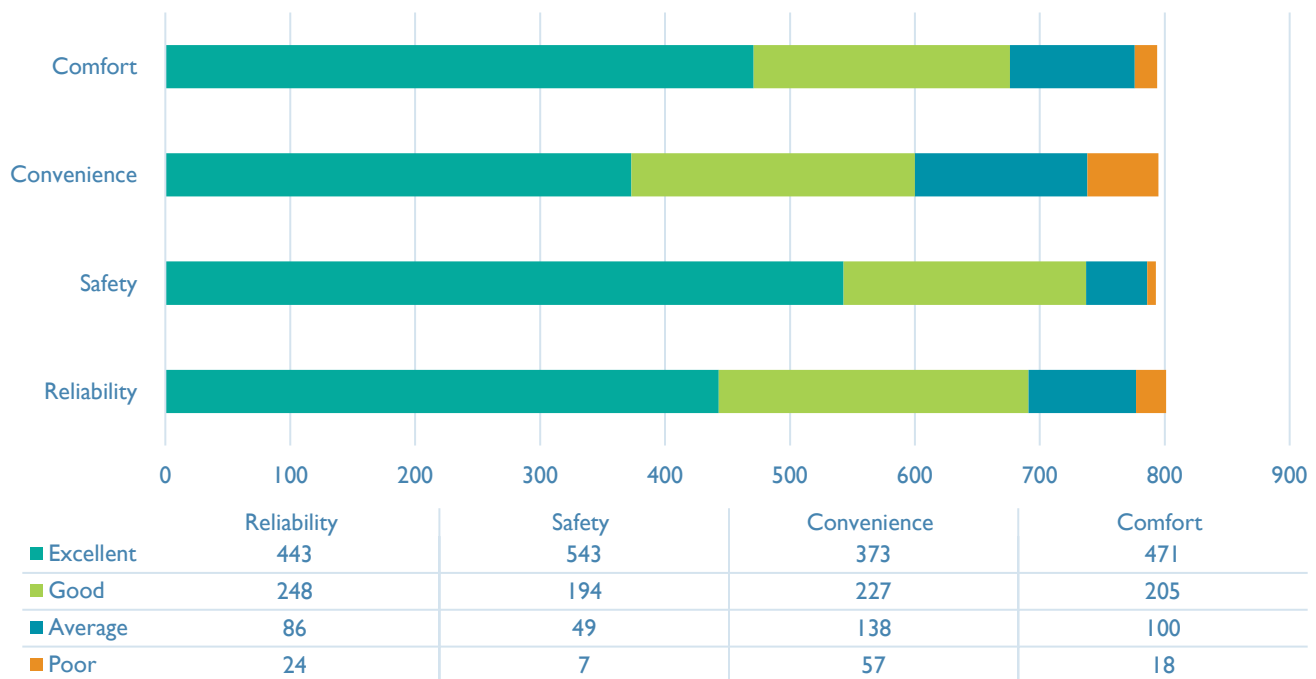
How frequently do you use DCTA services for travel to the following?



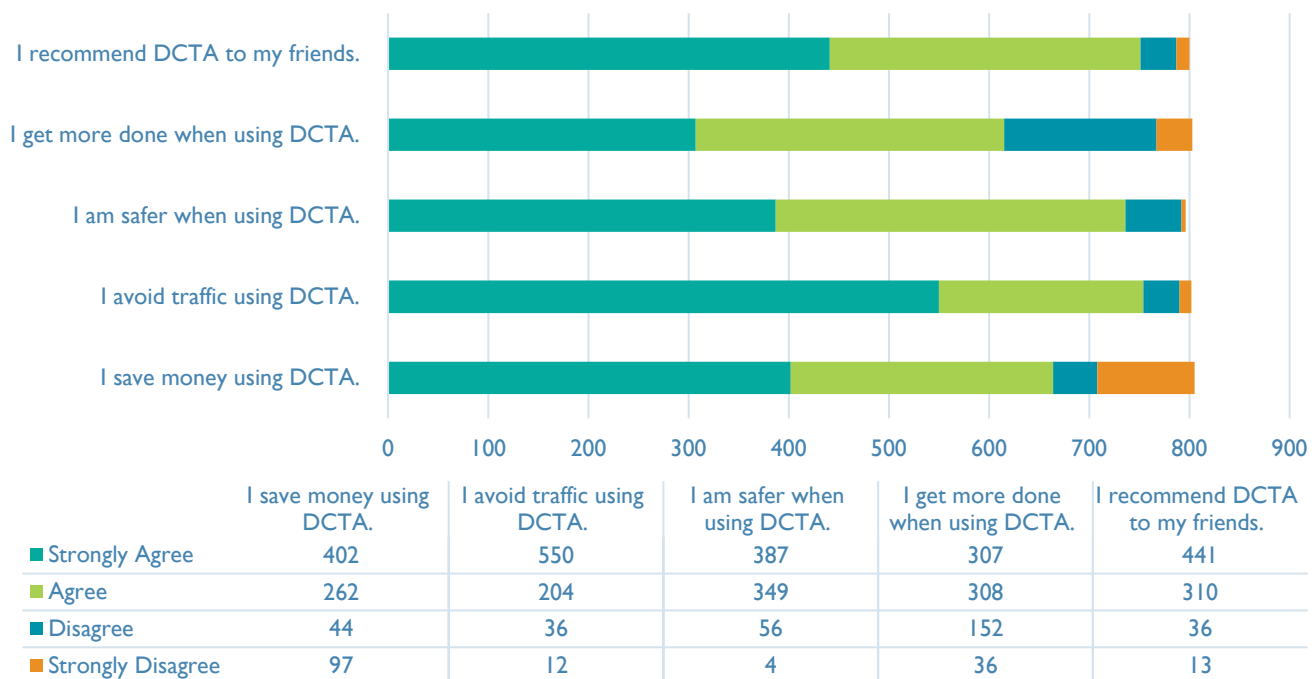
How frequently do you use the following DCTA services?



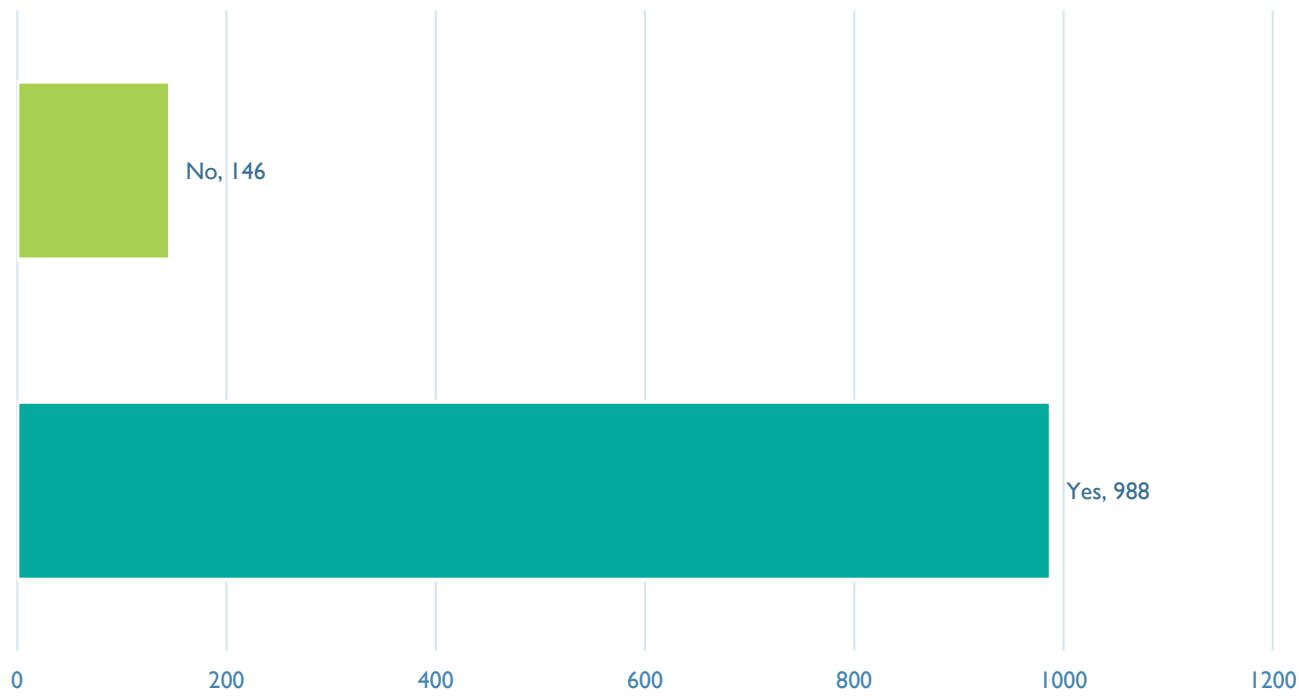
How would you rate the following qualities of DCTA services?



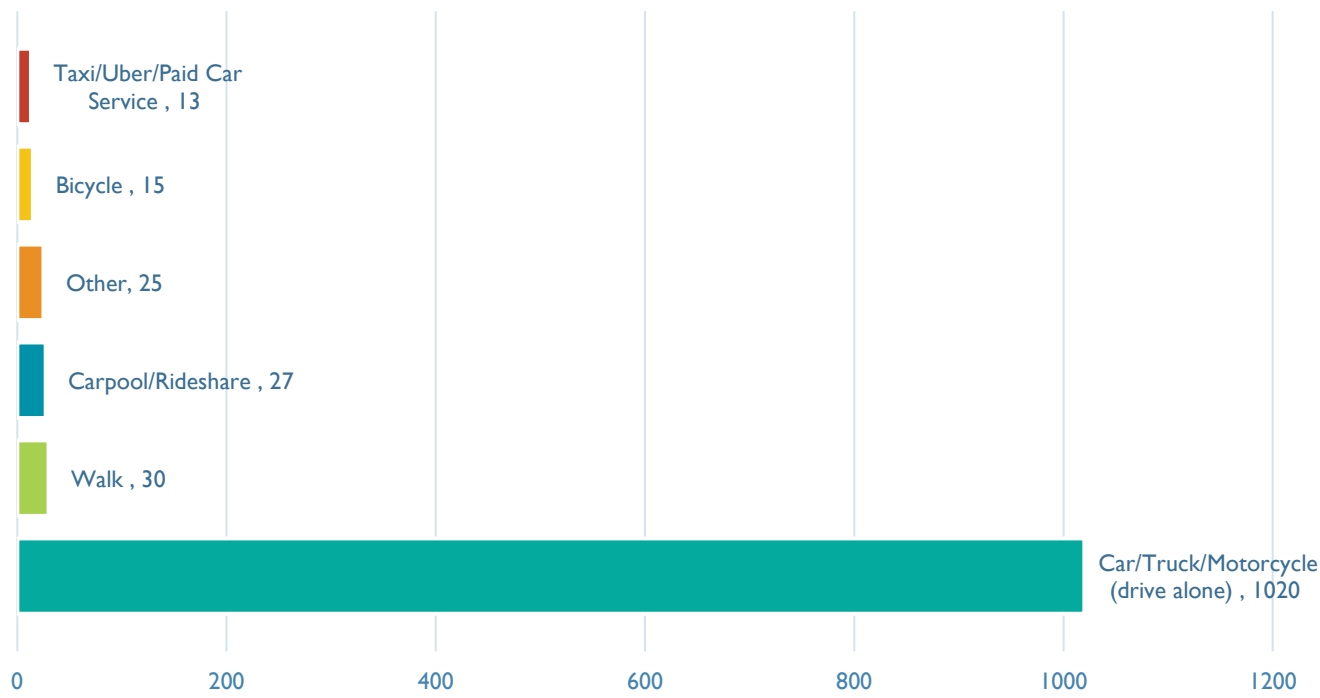
Please state your level of agreement with the following statements.



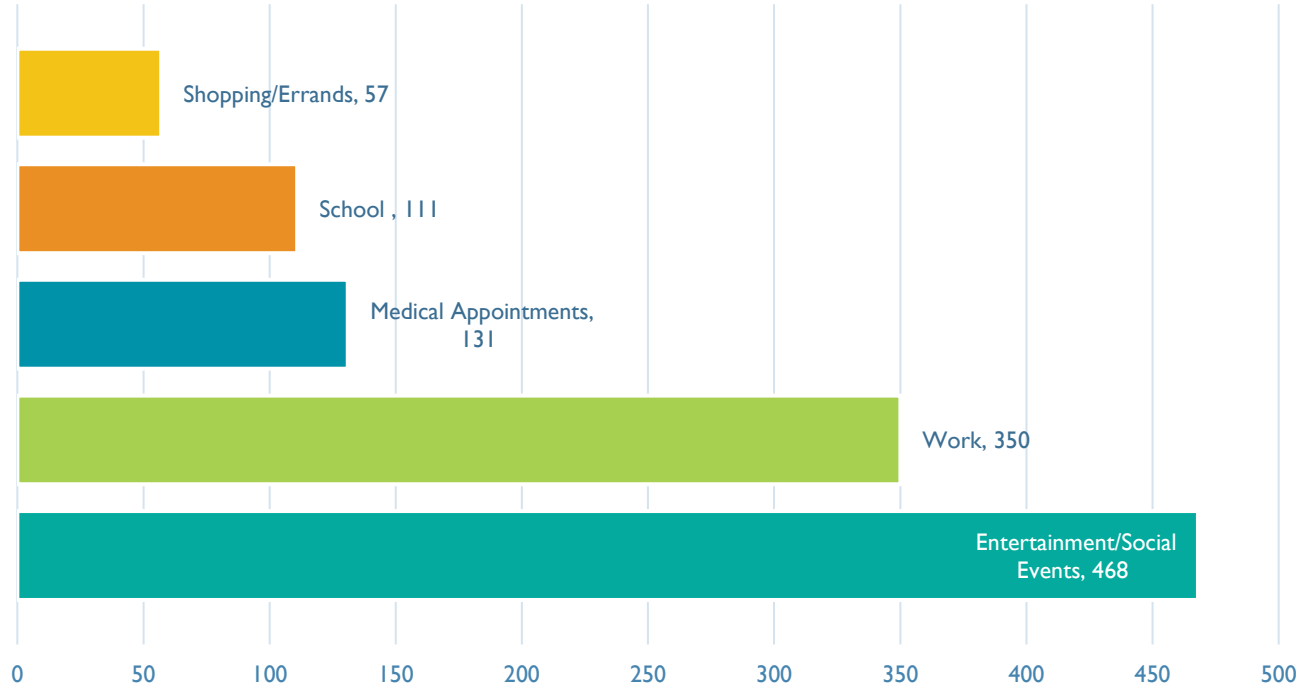
Have you ever used public transportation in any place other than Denton County?



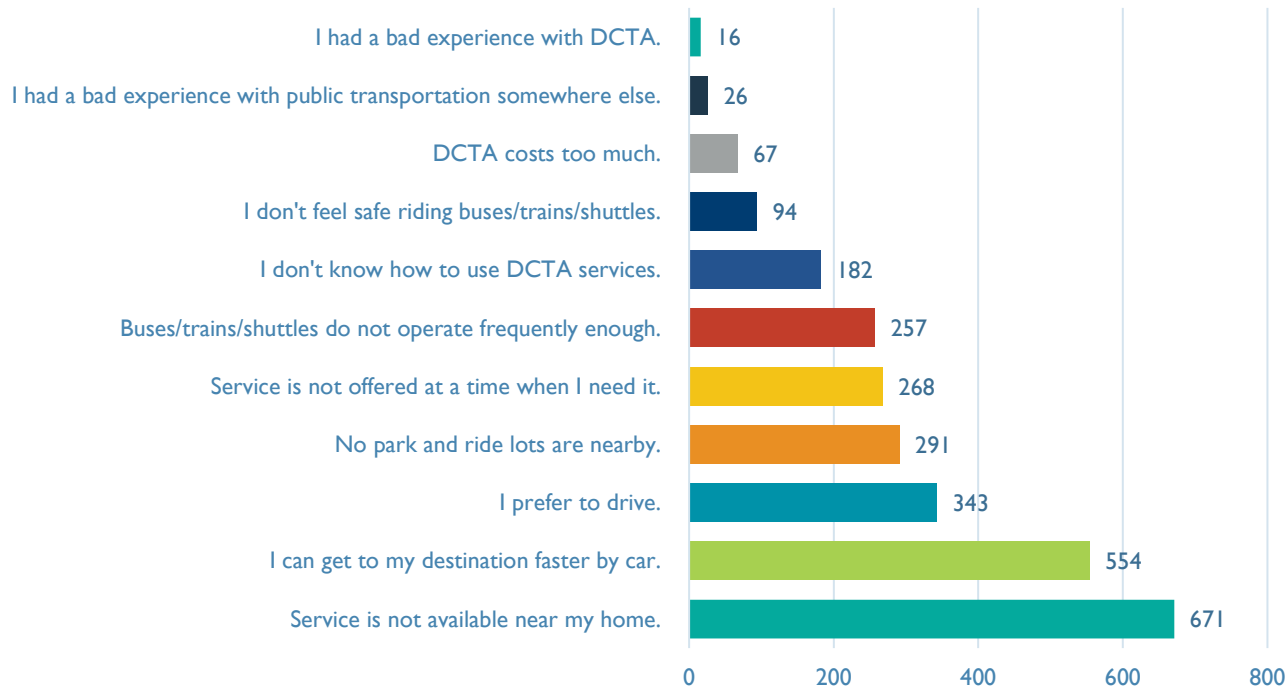
What is your primary means of transportation? Please select only one.



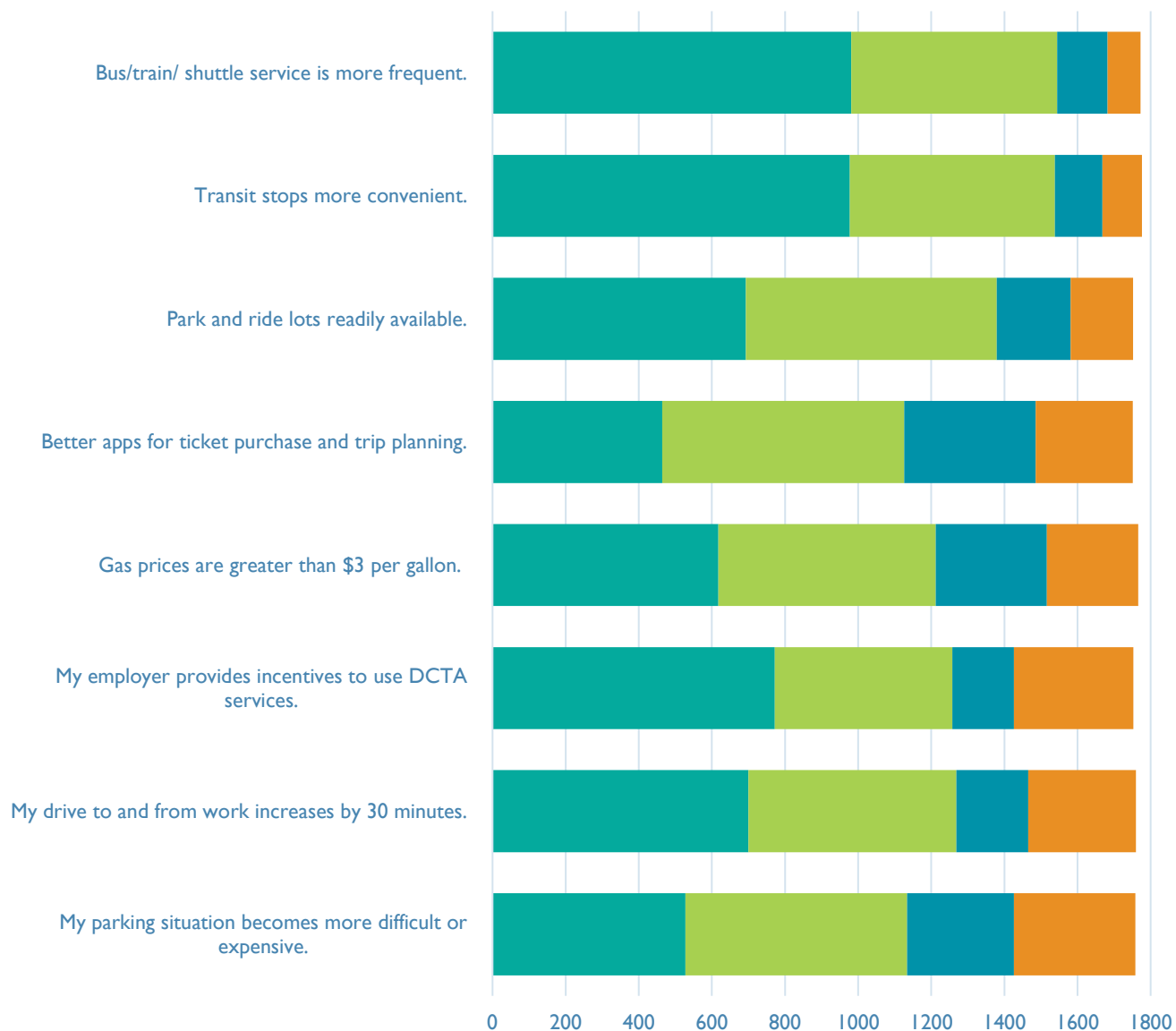
If you were going to use public transportation in Denton County, which of the following would be the primary destination? Please select only one.



Below are reasons why people do not use DCTA services. Please select all that apply to you.

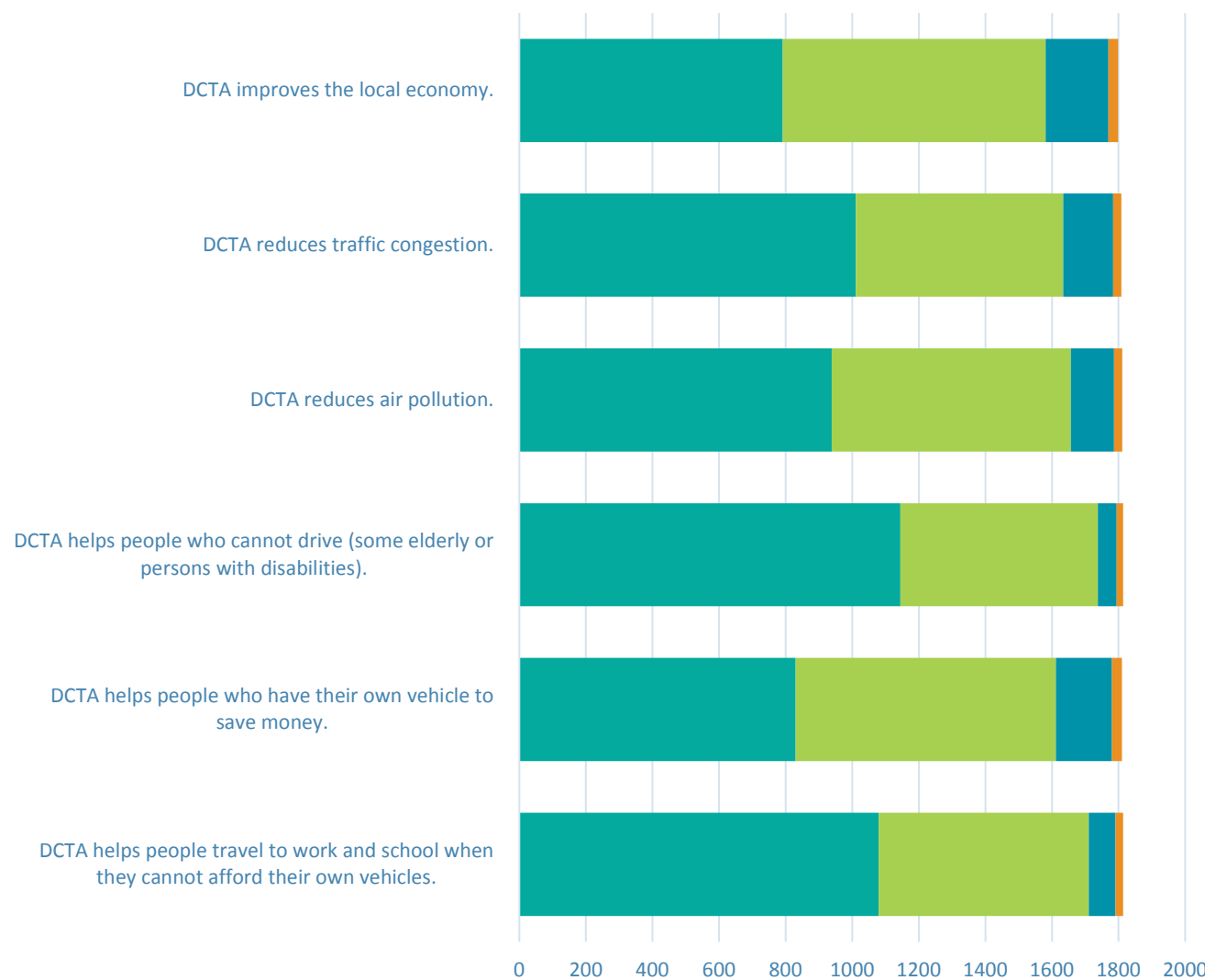


Please rate how likely each factor would be to increase your use of DCTA public transit.



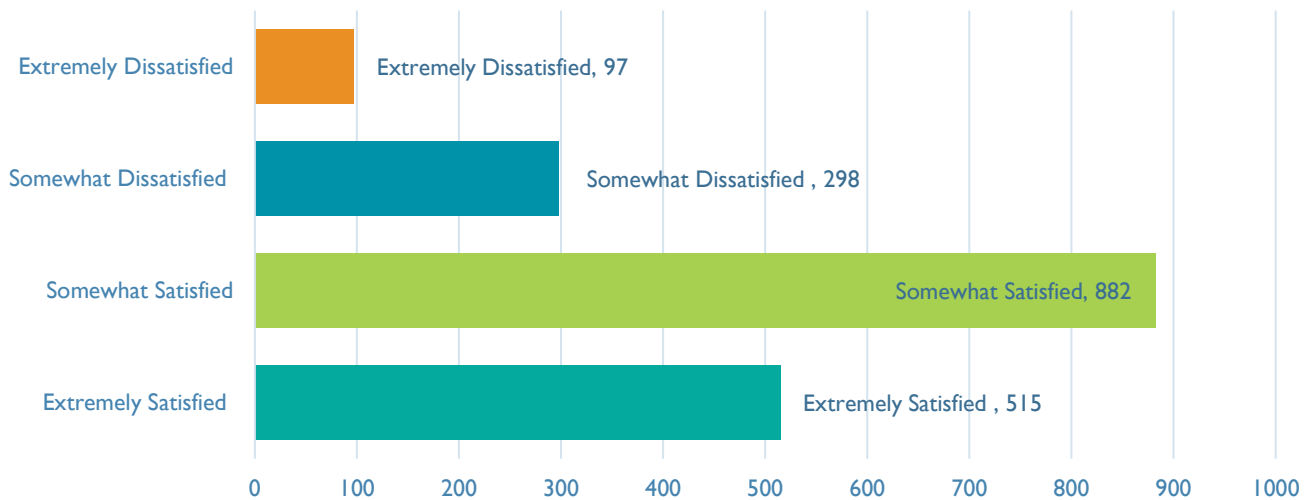
	My parking situation becomes more difficult or expensive.	My drive to and from work increases by 30 minutes.	My employer provides incentives to use DCTA services.	Gas prices are greater than \$3 per gallon.	Better apps for ticket purchase and trip planning.	Park and ride lots readily available.	Transit stops more convenient.	Bus/train/ shuttle service is more frequent.
■ Extremely Likely	528	700	772	618	464	693	977	981
■ Somewhat Likely	606	569	486	594	662	686	561	563
■ Somewhat Unlikely	292	196	168	304	360	202	130	138
■ Extremely Unlikely	332	295	327	250	265	171	108	90

How much do you agree with the following statements about how DCTA benefits the community?

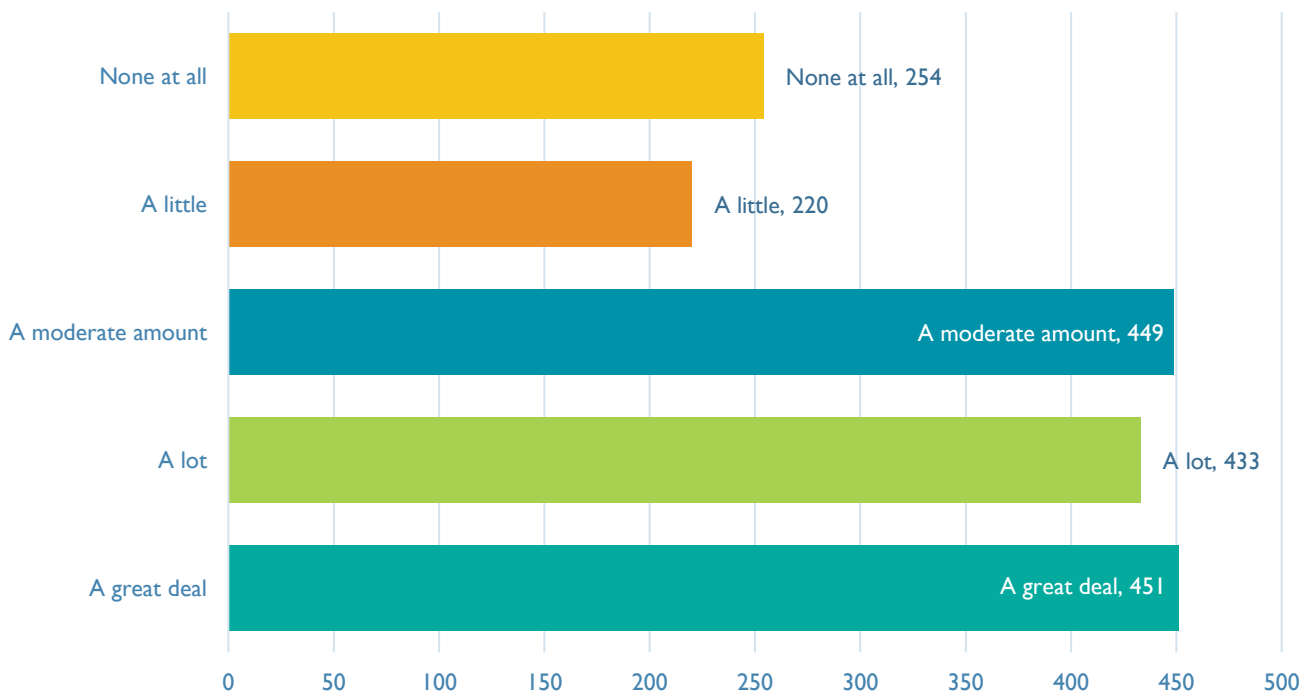


	DCTA helps people travel to work and school when they cannot afford their own vehicles.	DCTA helps people who have their own vehicle to save money.	DCTA helps people who cannot drive (some elderly or persons with disabilities).	DCTA reduces air pollution.	DCTA reduces traffic congestion.	DCTA improves the local economy.
Strongly Agree	1079	830	1145	938	1011	791
Agree	632	782	593	719	623	790
Disagree	80	168	56	129	150	189
Strongly Disagree	23	30	20	25	24	29

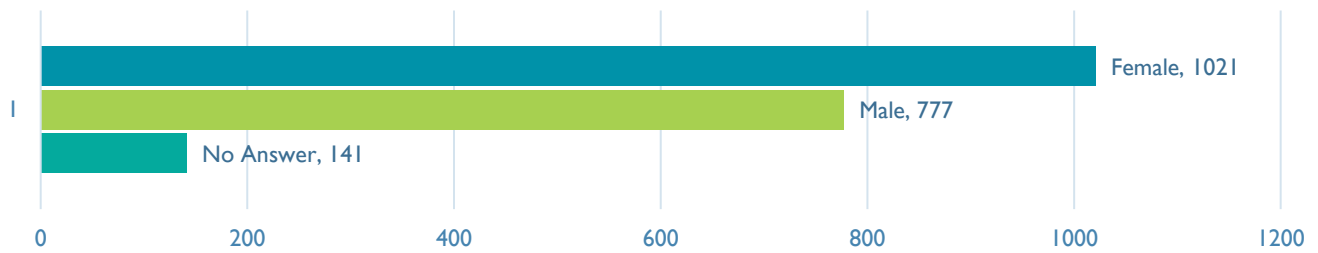
How satisfied are you with the public transportation services that DCTA provides?



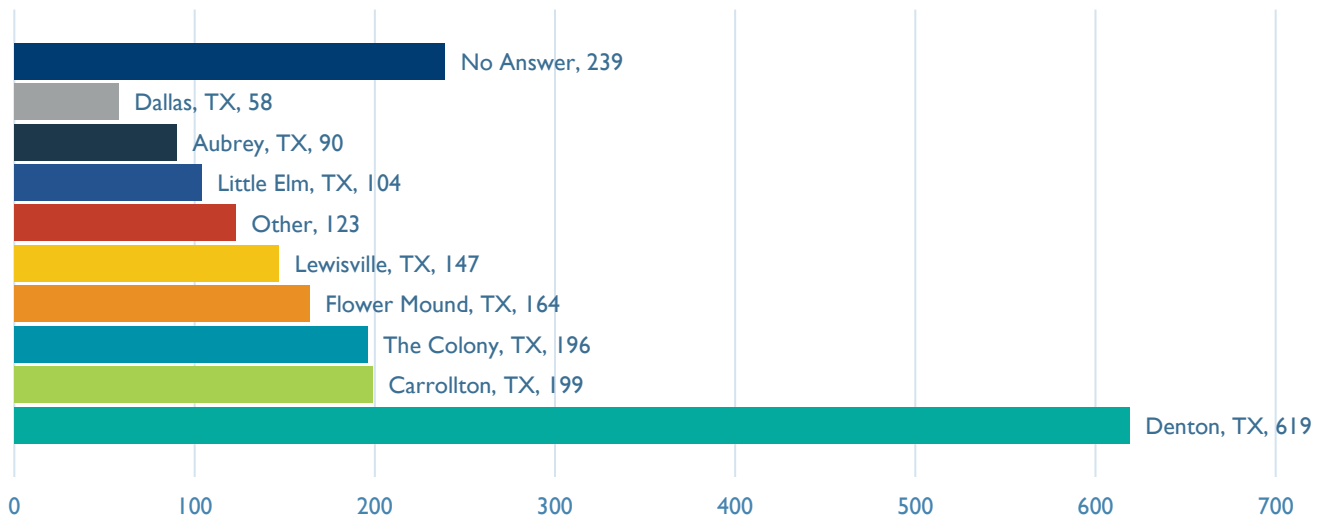
How much do DCTA services improve the quality of life in your community?



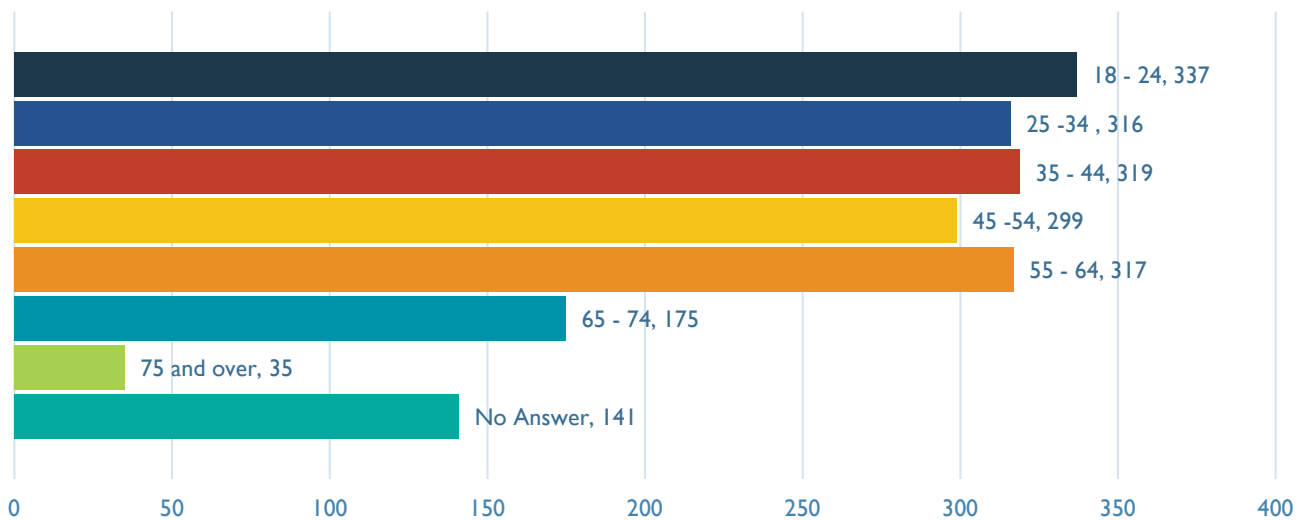
Respondent's Gender



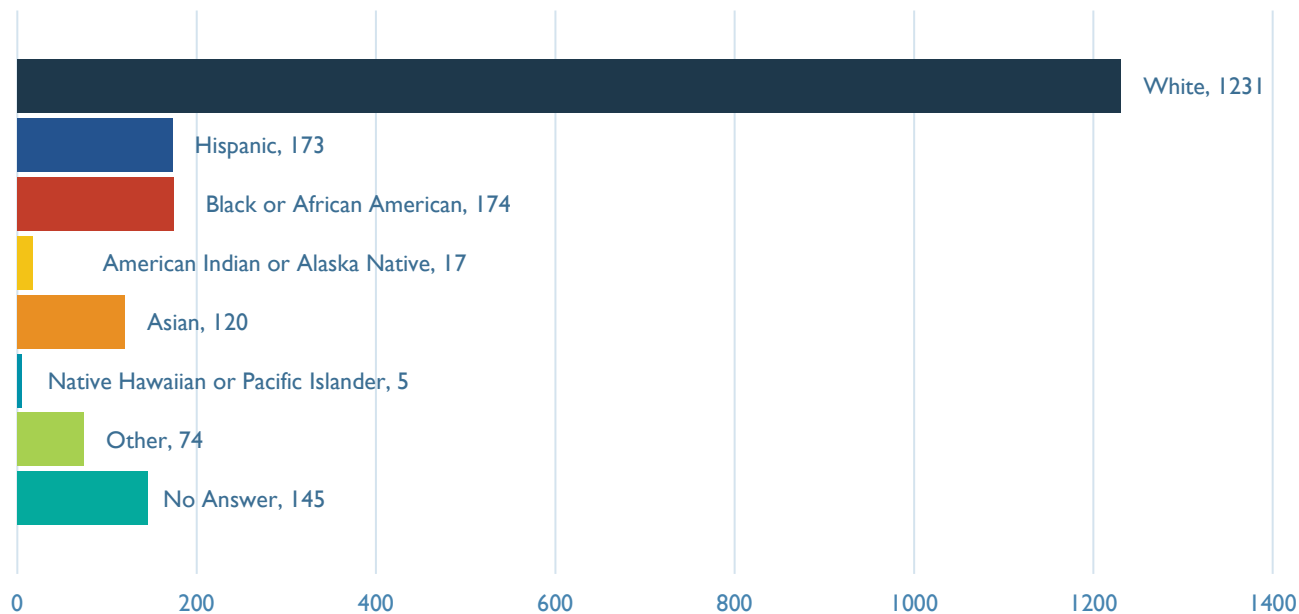
Respondent's City of Residence



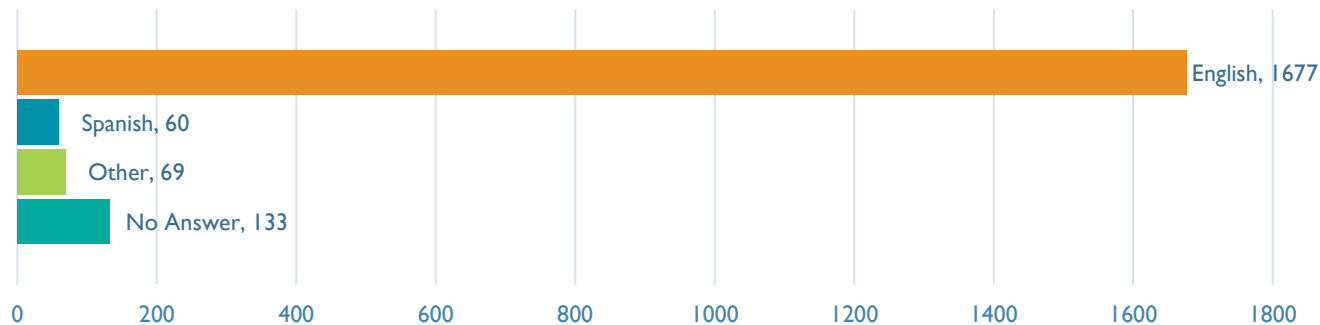
Respondent's Age



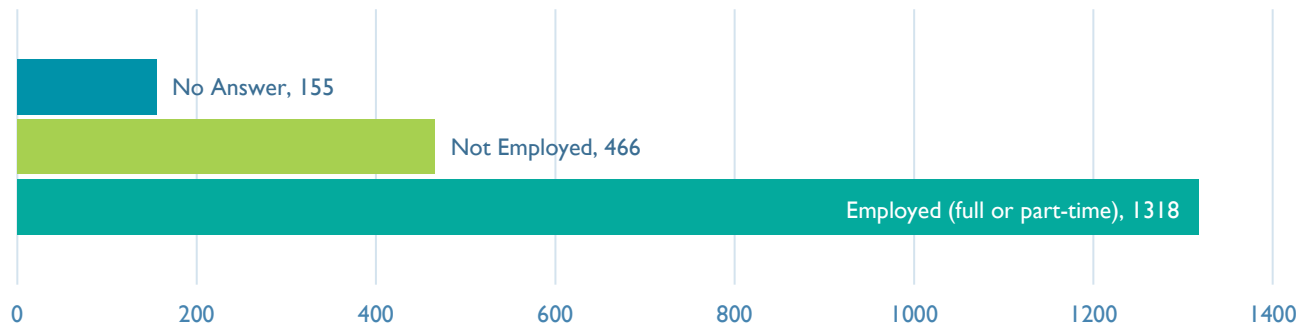
Respondent's Ethnic or Racial Background



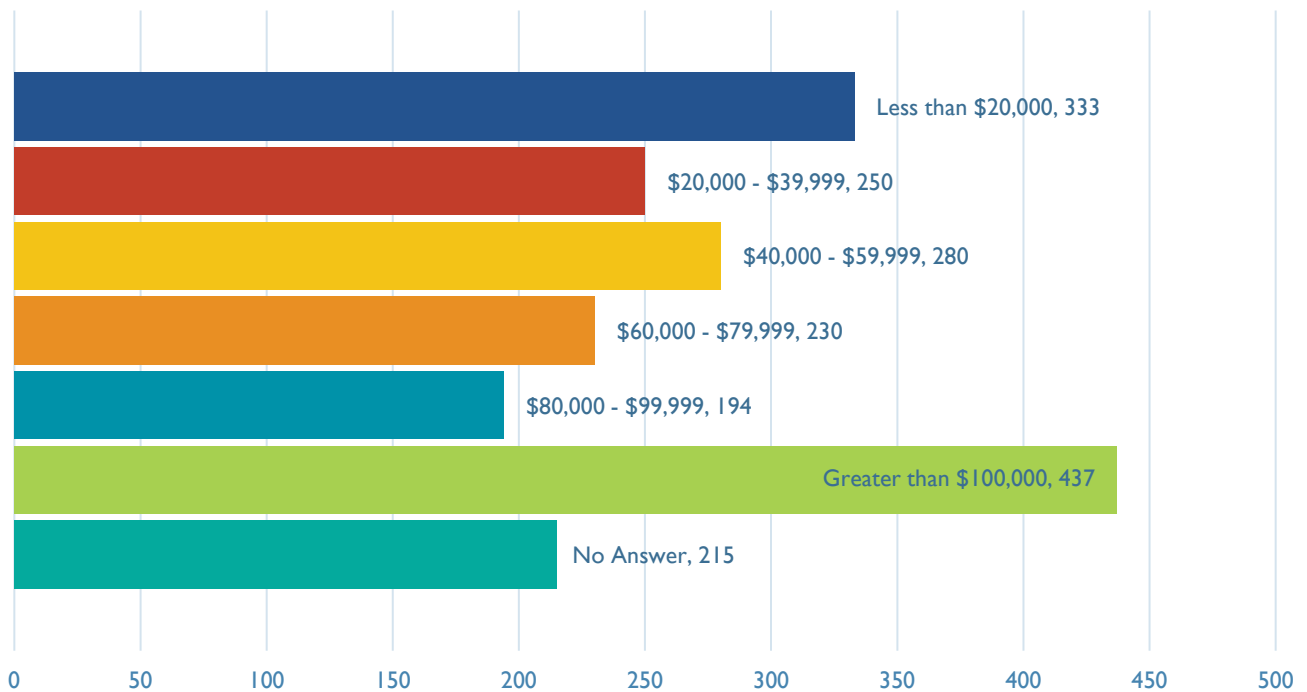
Respondent's Primary Language Spoken At Home



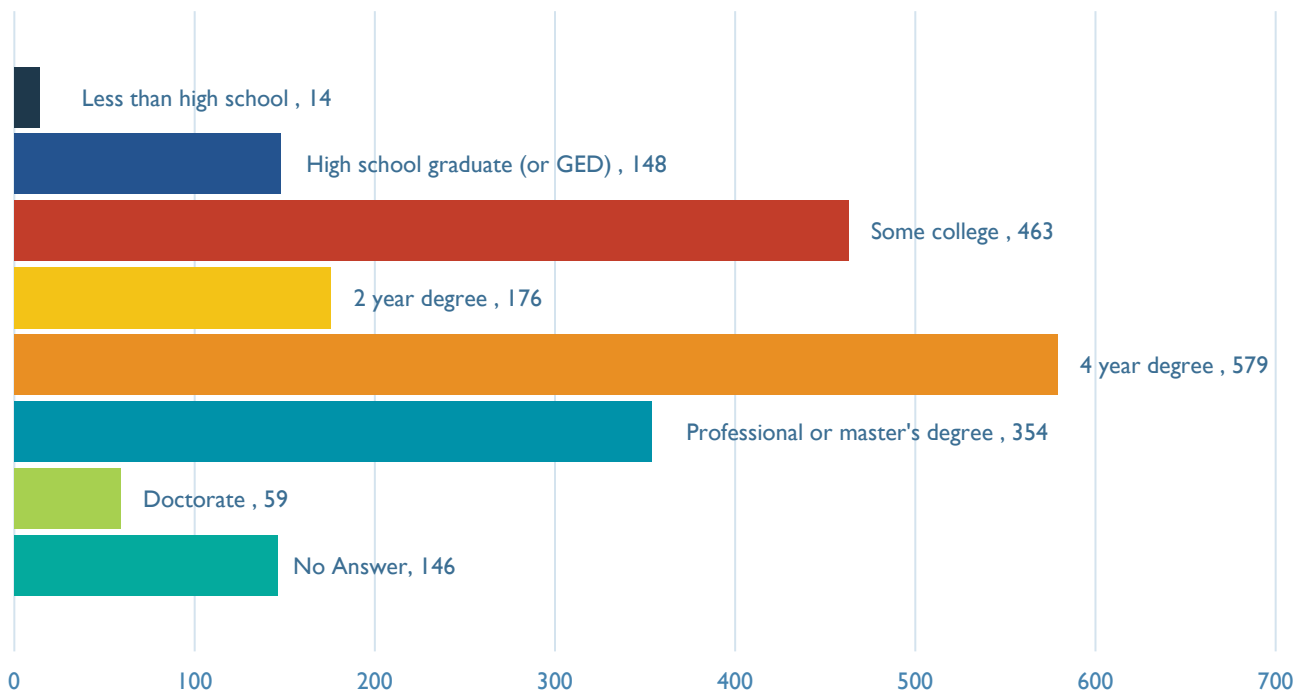
Respondent's Employment Status



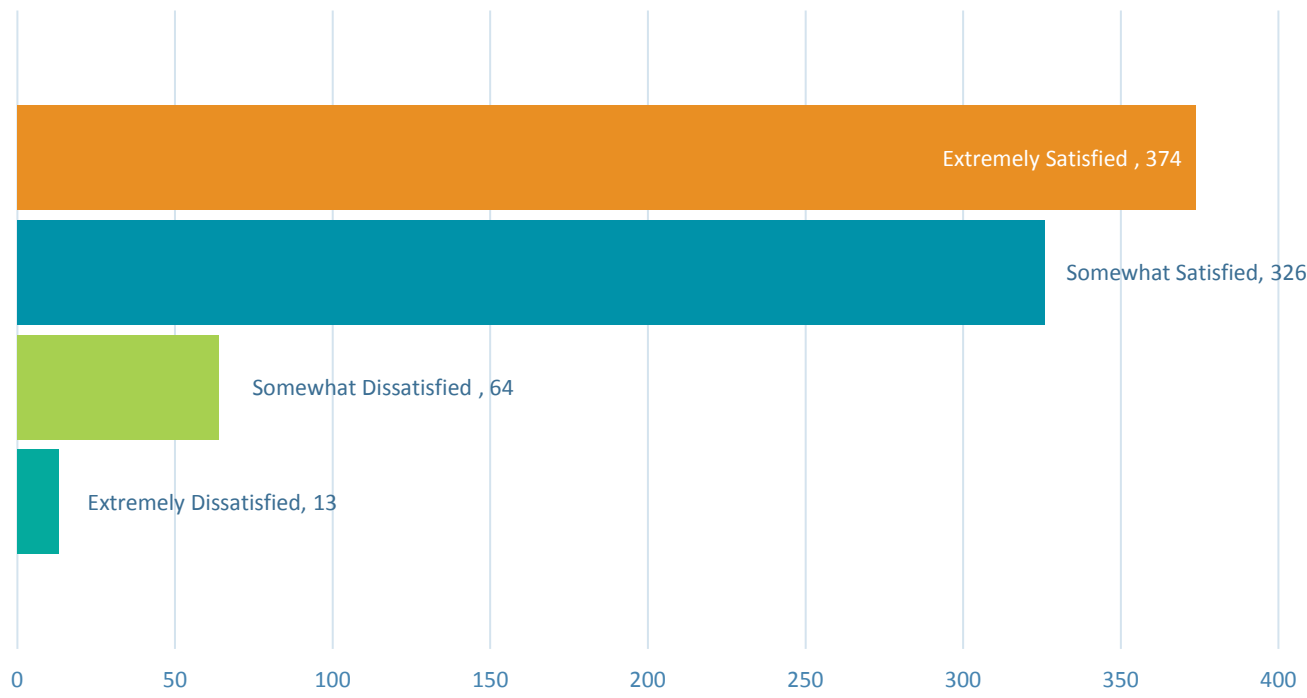
Respondent's Household Income



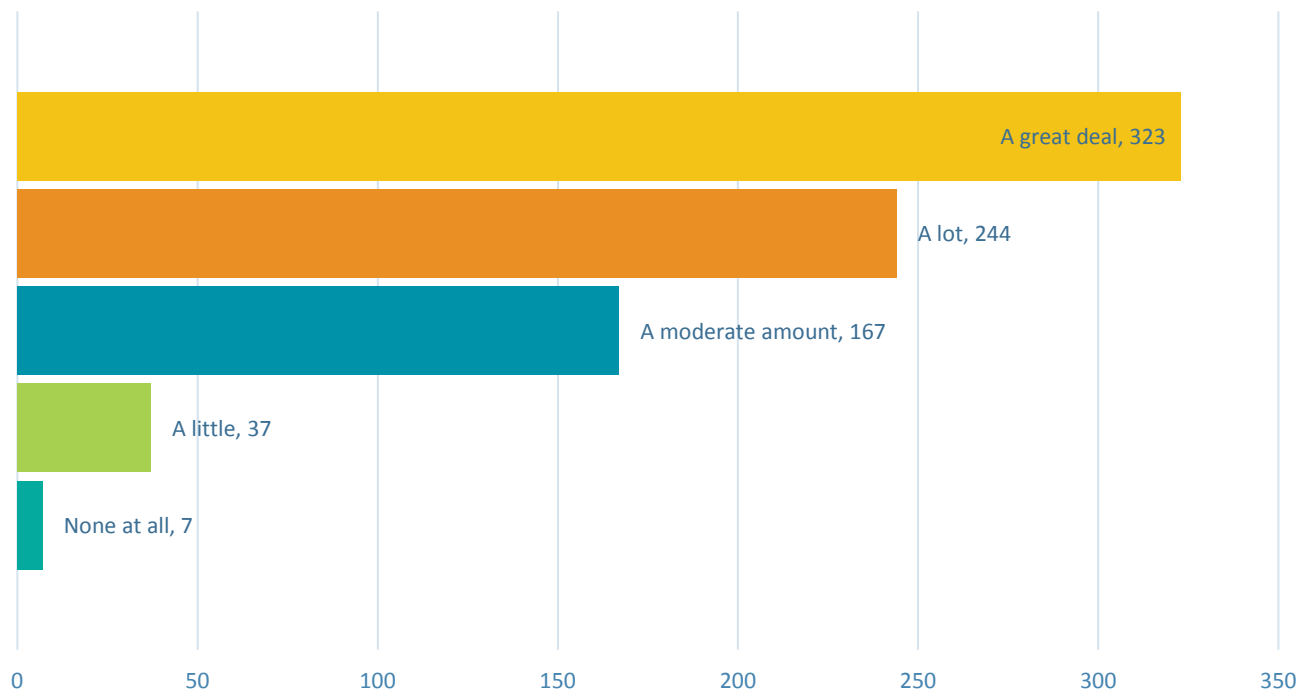
Respondent's Level of Education



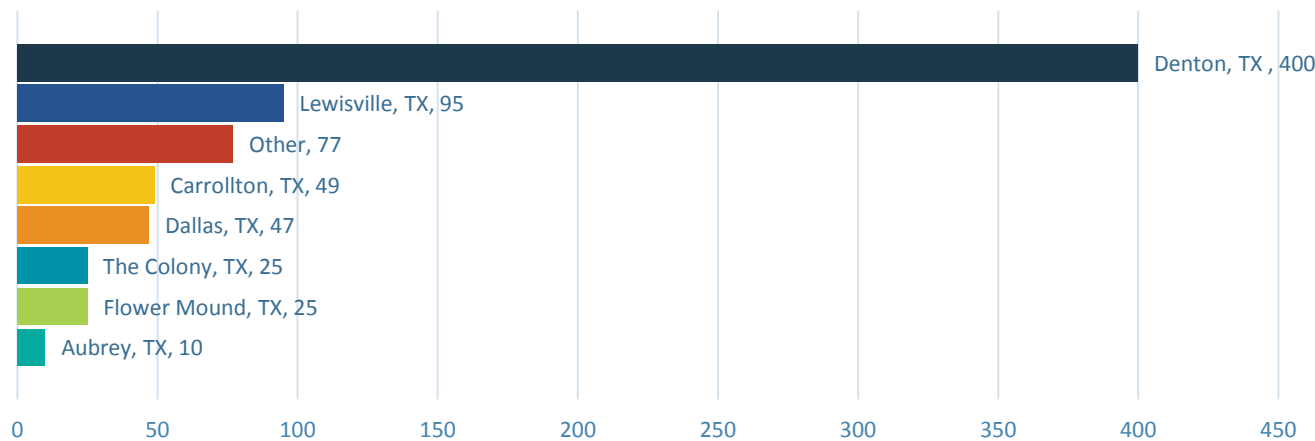
Rider’s satisfaction level with the public transportation services that DCTA provides



Rider’s thoughts on how much DCTA services improve the quality of life in their community

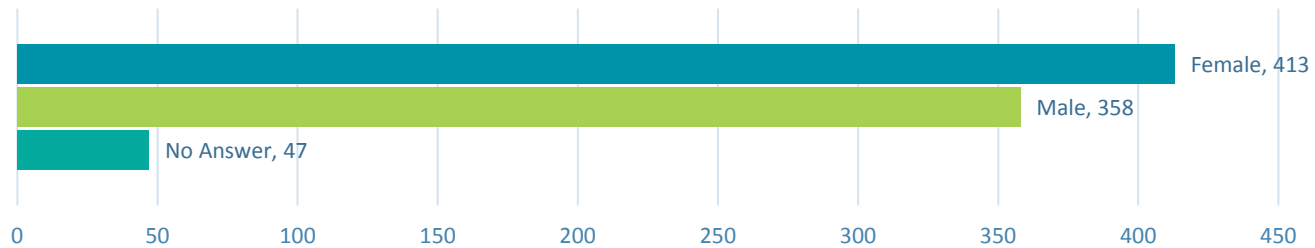


Rider Respondent City of Residence

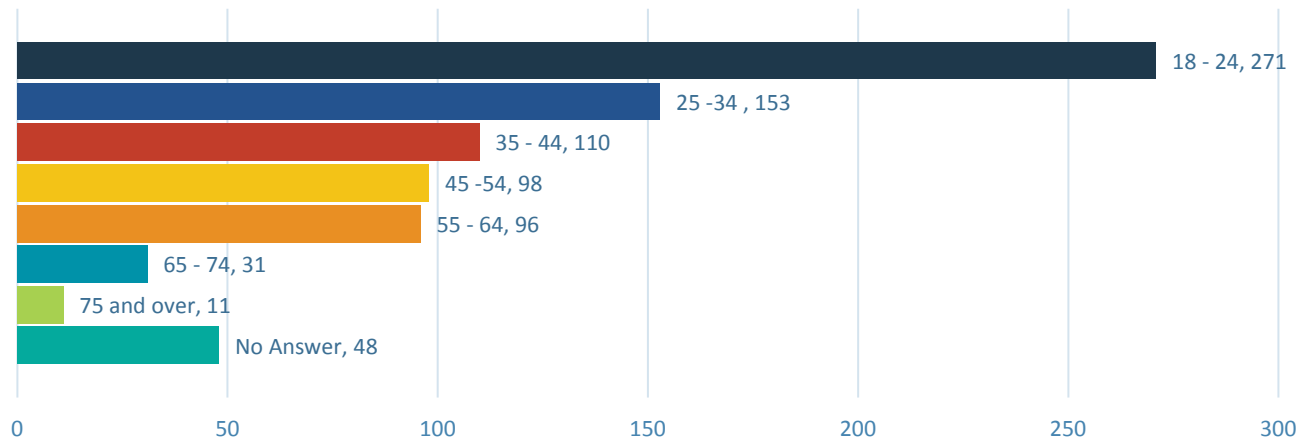


Other Cities Include: Allen, TX, Balch Springs, TX, Elgin, TX, Grandview, TX, Haslet, TX, Jacksboro, TX, Justin, TX, Keller, TX, Philadelphia, PA, Pilot Point, TX, Waco, TX, Frisco, TX, Garland, TX, Grand Prairie, TX, Plano, TX, Ponder, TX, Richardson, TX, Arlington, TX, Krum, TX, Mesquite, TX, Rowlett, TX, Argyle, TX, Sanger, TX, Coppell, TX, Fort Worth, TX, Irving, TX, Lake Dallas, TX, and Little Elm, TX

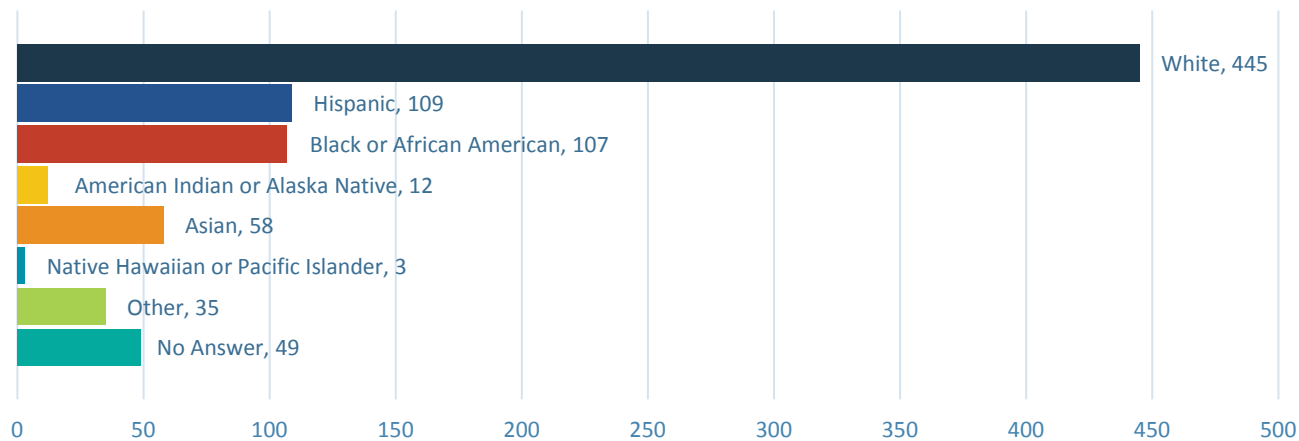
Rider Respondent Gender



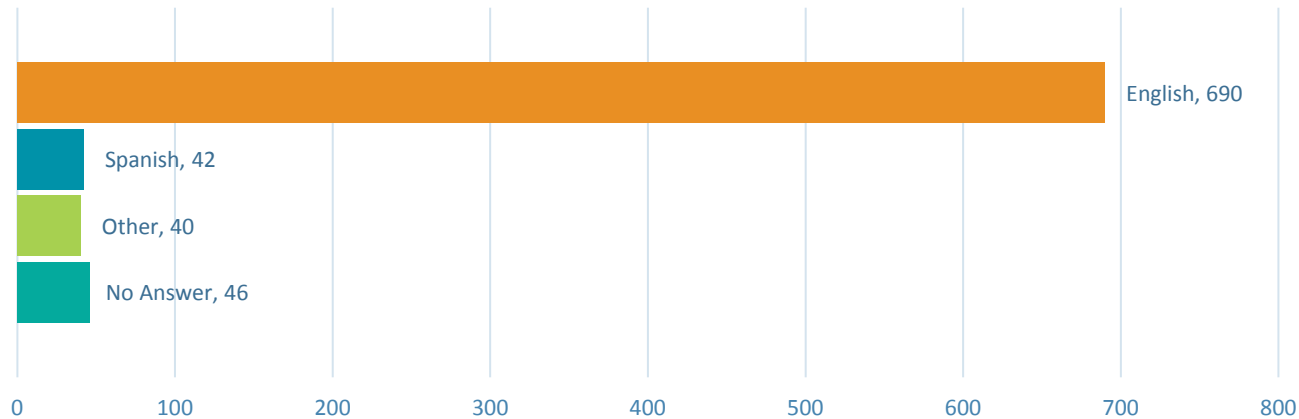
Rider Respondent Age



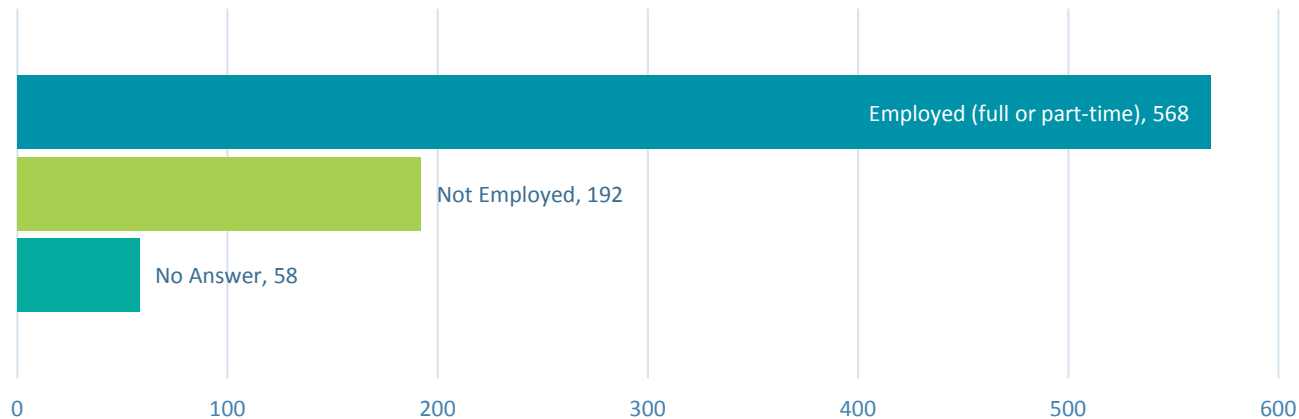
Rider Respondent Ethnicity



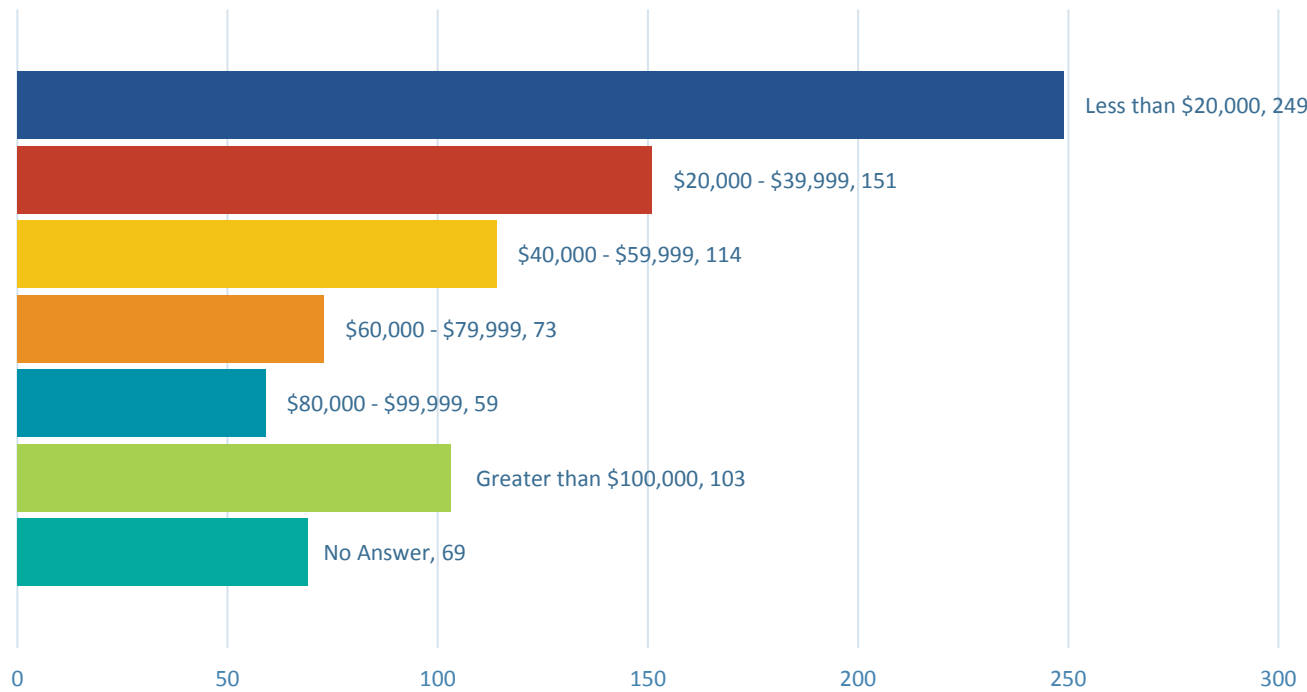
Rider Respondent Primary Language



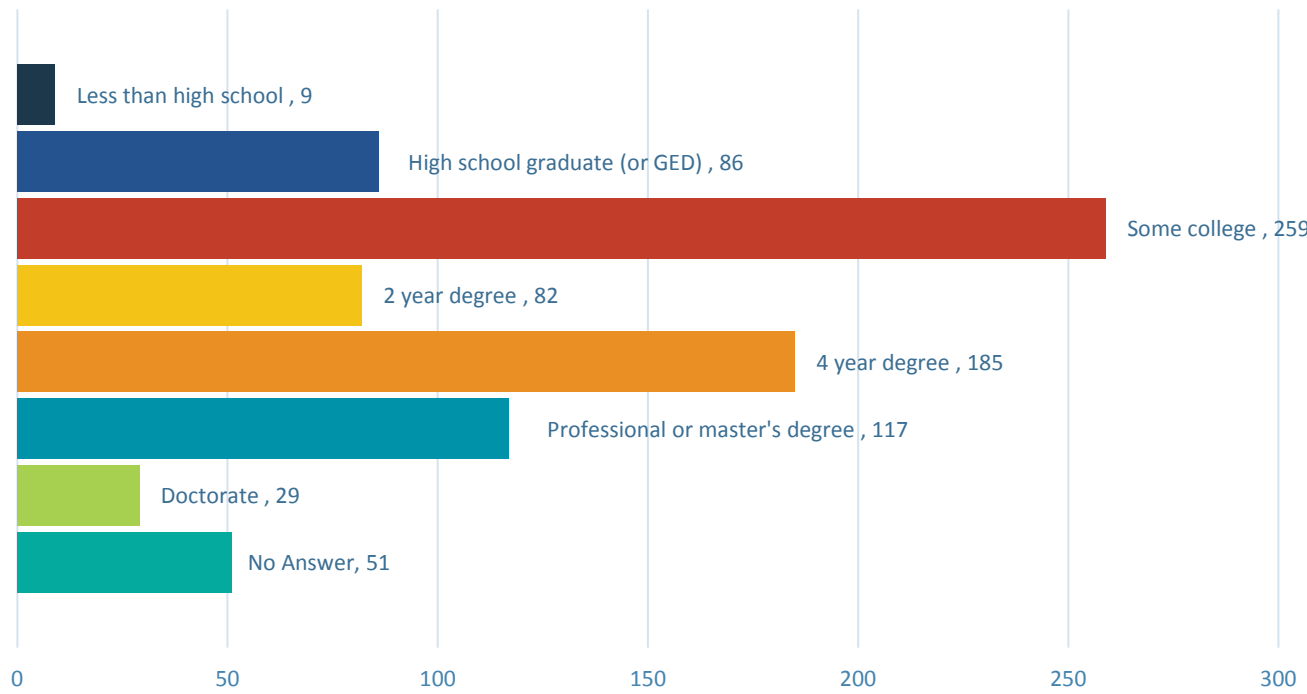
Rider Respondent Employment Status



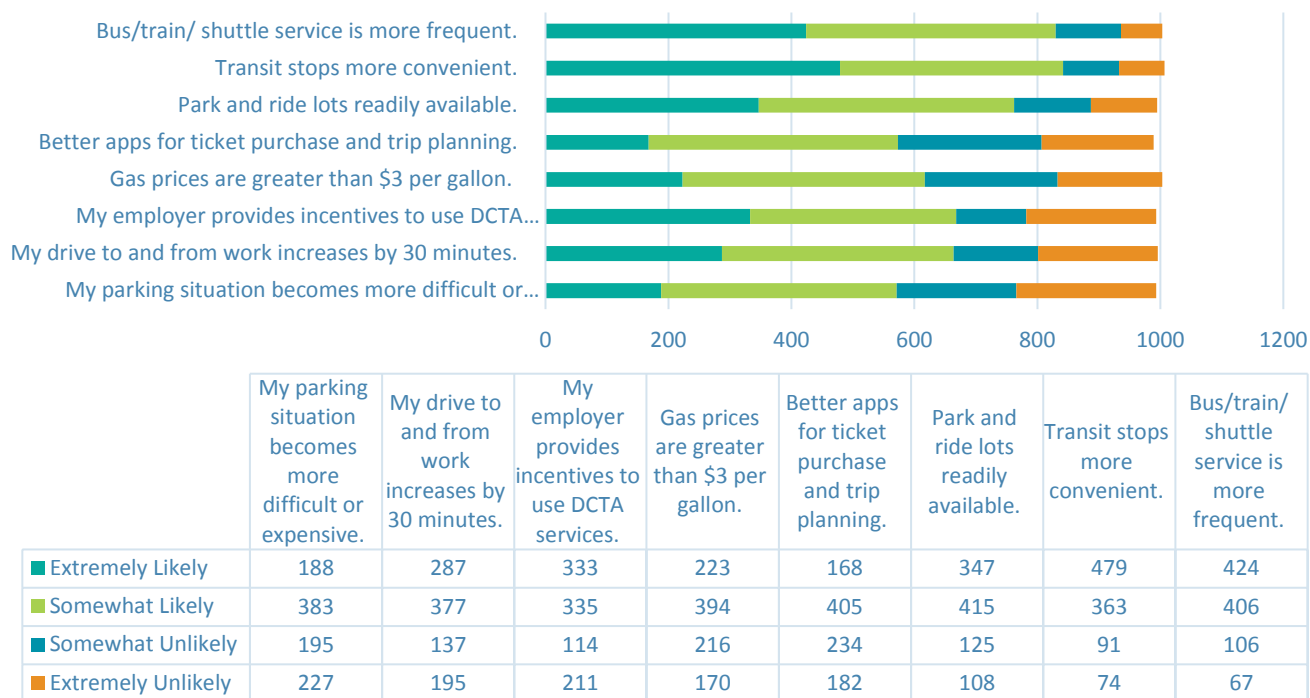
Rider Respondent Household Income



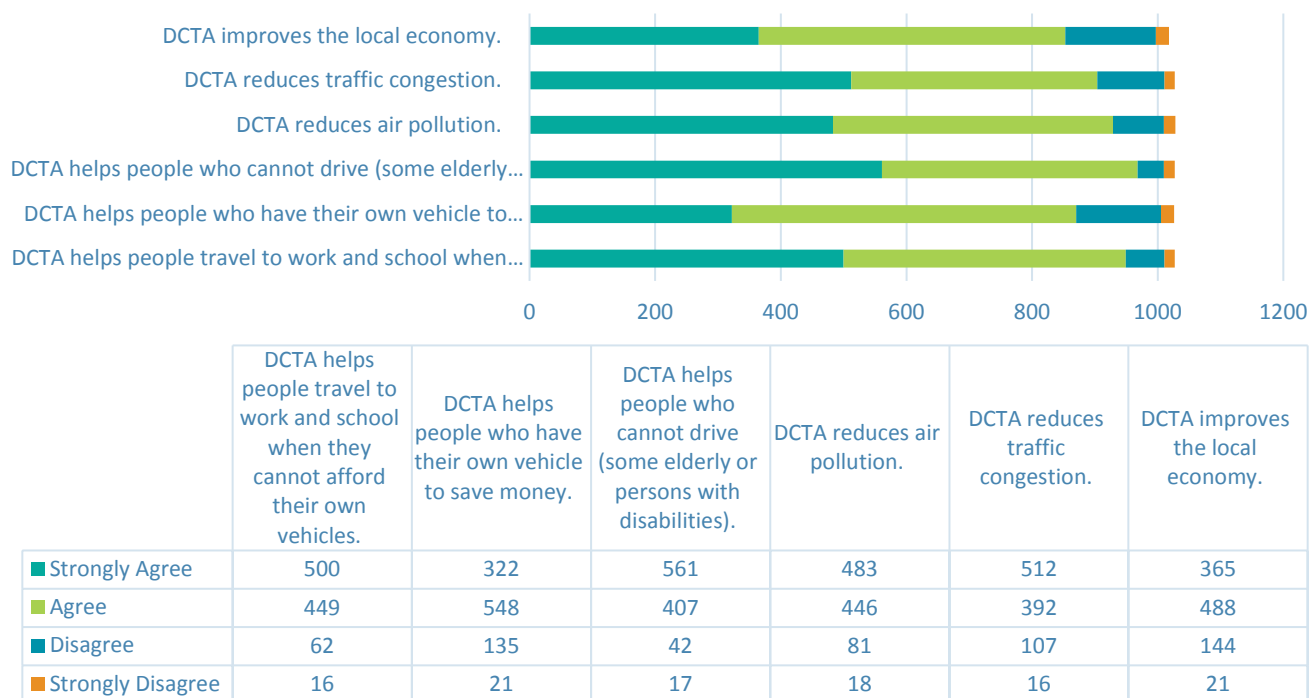
Rider Respondent Level of Education



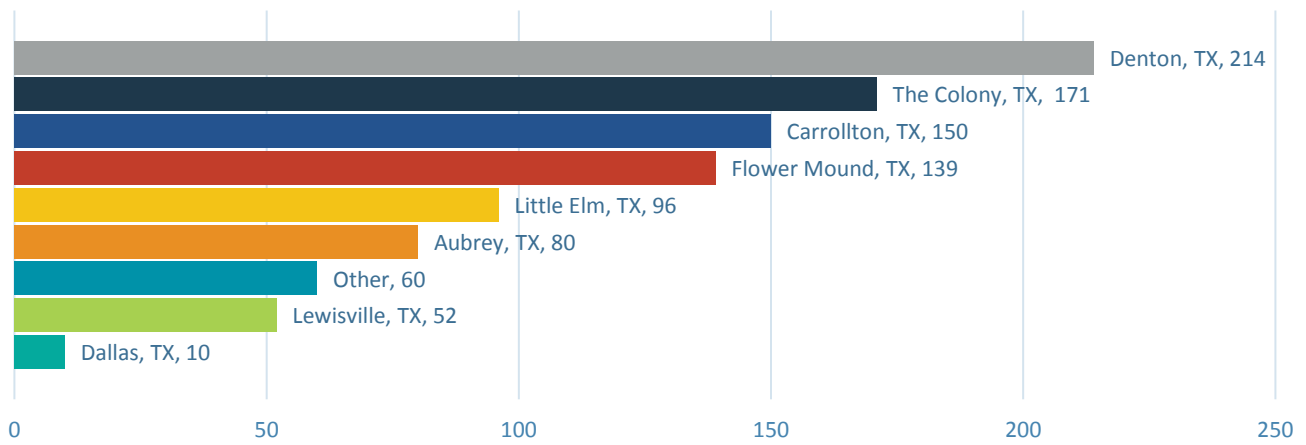
Factors that would increase a non-rider's usage of DCTA services



Non-rider's views on DCTA's benefits to the community

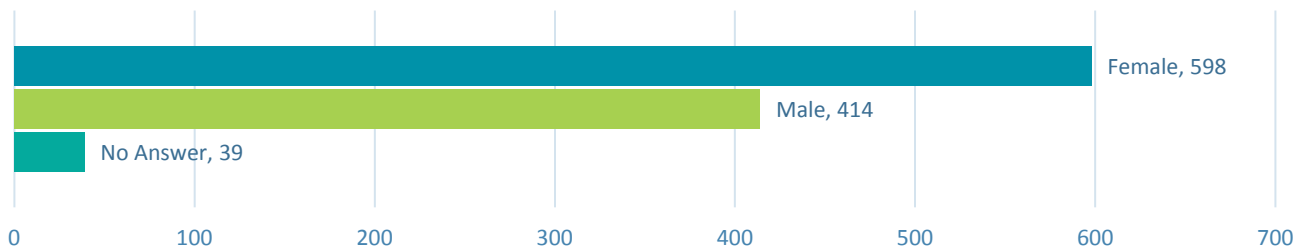


Non-Rider Respondent City of Residence

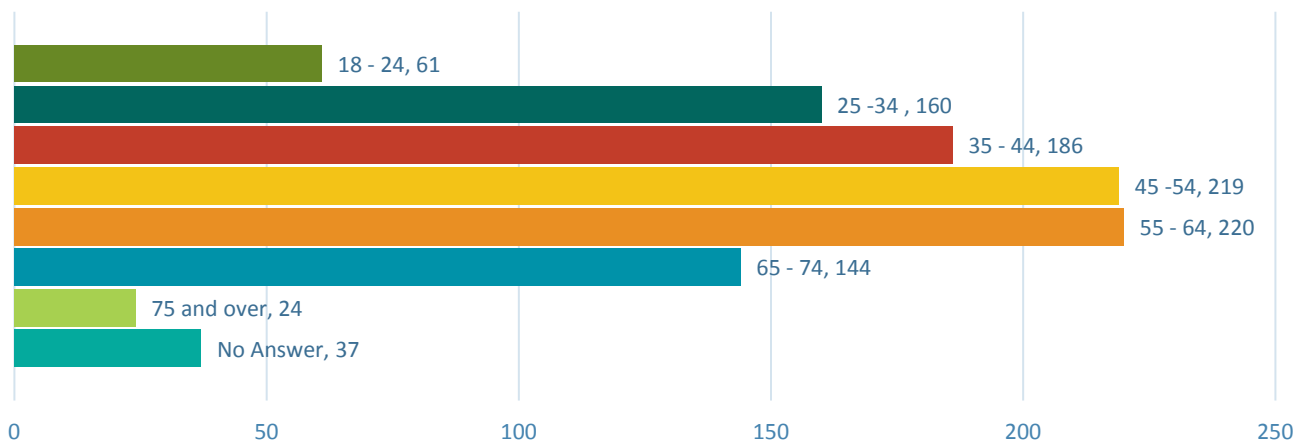


Other Cities Include: Addison, TX, Apple Valley, MN, Atwater, CA, Bedford, TX, Bellevue, TX, Burleson, TX, Haslet, TX, Hurst, TX, McComb, MS, McKinney, TX, Myra, TX, Petersburg, VA, Pilot Point, TX, Richardson, TX, Rockwall, TX, Gainesville, TX, Garland, TX, Grapevine, TX, Justin, TX, North Richland Hills, TX, Plano, TX, Ponder, TX, Arlington, TX, Lake Dallas, TX, Roanoke, TX, Frisco, TX, Krum, TX, Sanger, TX, and Argyle, TX

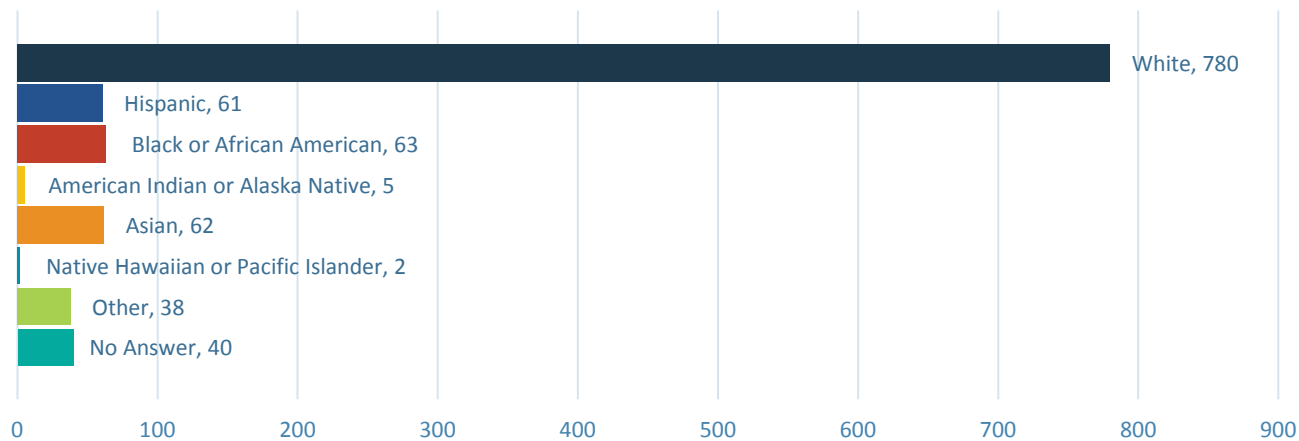
Non-Rider Respondent Gender



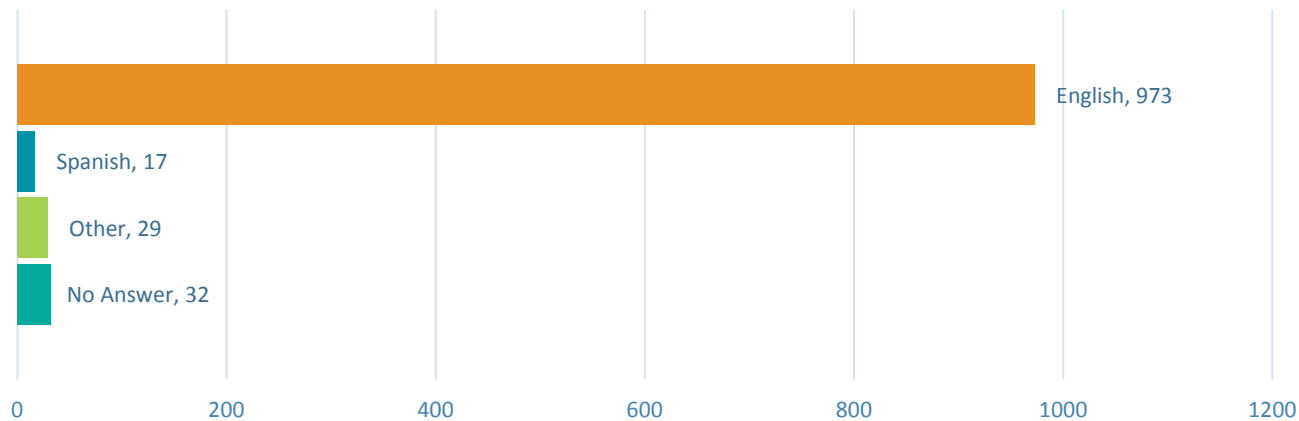
Non-Rider Respondent Age



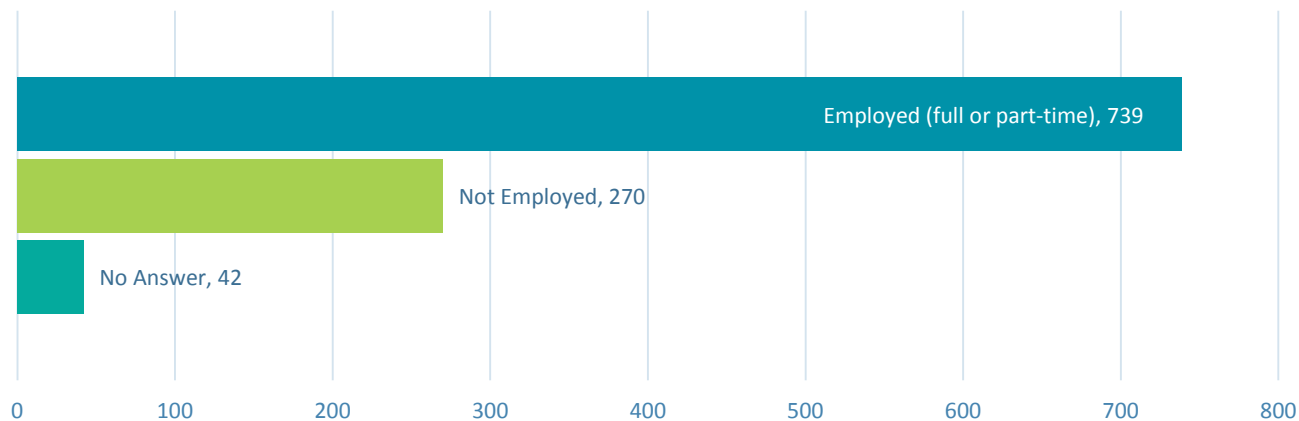
Non-Rider Respondent Ethnicity



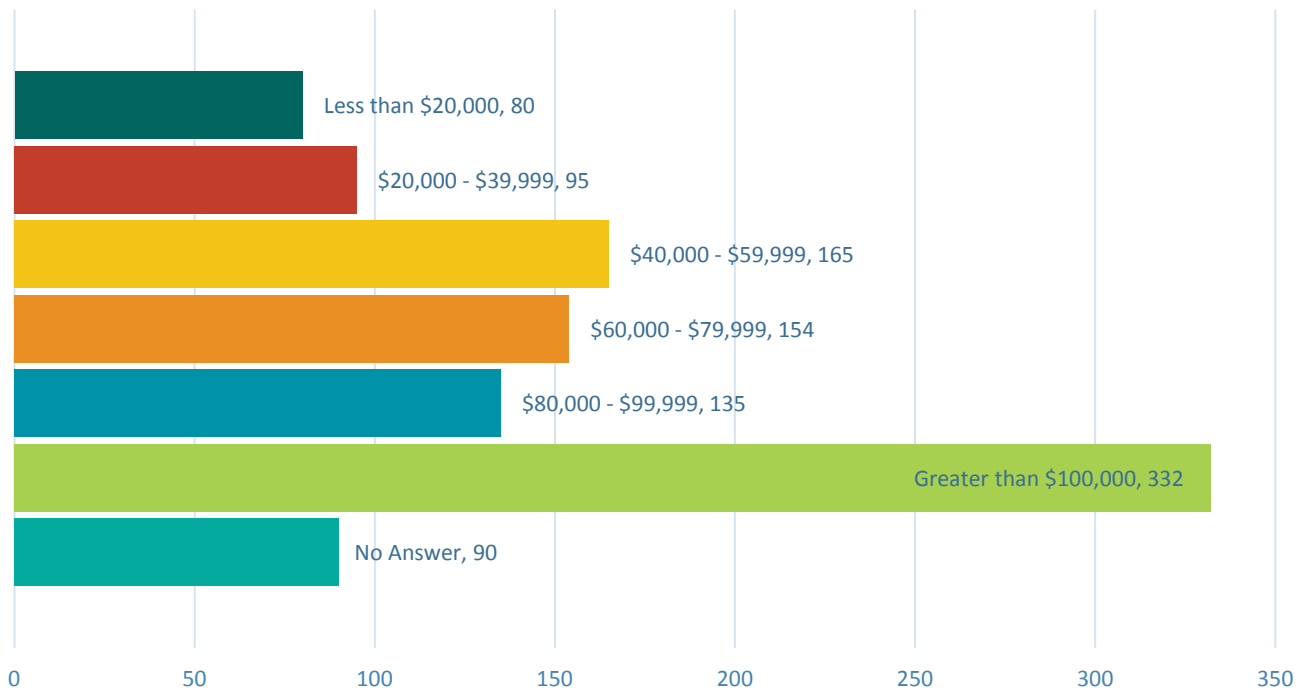
Non-Rider Respondent Primary Language



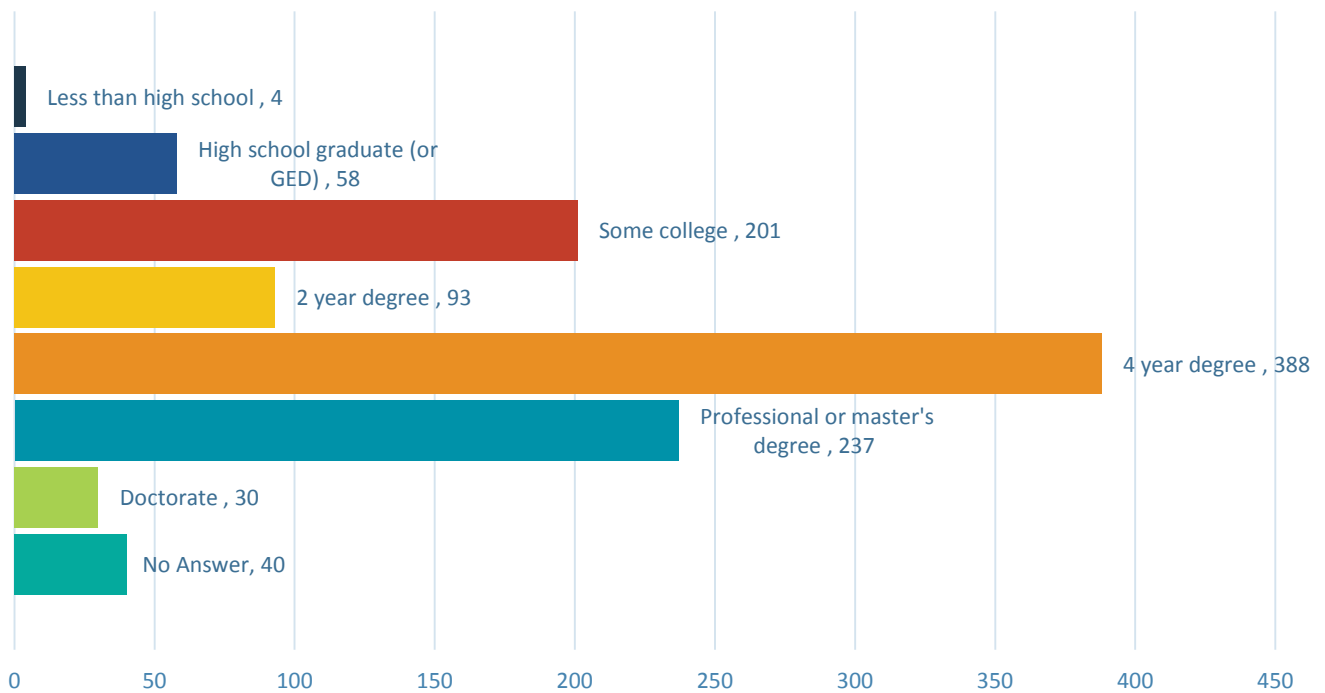
Non-Rider Respondent Employment Status



Non-Rider Respondent Household Income



Non-Rider Respondent Level of Education



Board of Directors Memo

November 17, 2016

Subject: Strategic Planning & Development Update

REGIONAL TRANSPORTATION PLANNING

North Texas Xpress 35W Commuter Service

- The North Texas Xpress was successfully launched in partnership with the FWTa along the 35W corridor
- Service includes Denton stops with transfer opportunities for continued service to UNT and TWU
- Currently finalizing a Park & Ride agreement with Presbyterian Hospital of Denton
- A joint funding request with the FWTa for the ultimate High Intensity Bus Corridor Service has been submitted to the NCTCOG

Mobility Transportation Plan Policy Bundle

- To encourage the development of alternative and strategic solutions, the Mobility 2040 includes a voluntary list of policies that local governments and transit agencies can choose to adopt
- By participating in 50% of applicable policies, participant agencies will receive an offset of local funds in federal transportation projects through the utilization of Transportation Development Credits (TDC)
- The early submittal deadline is February 3, 2017 with a final deadline of March 3, 2017

Regional Trail Initiative

- DCTA has been an active participant in the NCTCOG Bike and Pedestrian Advocacy Committee (BPAC)
- A current BPAC initiative is the Regional Trail Veloweb which includes planning of connecting the A-train Rail Trail from the Hebron Station to the Frankford Station
- This section of trail will involve coordination and collaboration between DCTA, NCTCOG, DART, the cities of Carrollton and Lewisville
- A small task force consisting of representatives from all five agencies has been meeting regularly to outline an action plan including preliminary design which will likely require each entity to provide a small level of funding support. The level of support being requested of DCTA has not yet been finalized

LOCAL TRANSPORTATION PLANNING

Highland Village Service

- Highland Village pilot community shuttle service was implemented on April 4, 2016
- COA service recommendations were implemented in Lewisville in August 2016
- A pilot Highland Village Uber Service went "live" on October 3, 2016 with promotion to the public beginning on October 10
- The DCTA Marketing team has developed an extensive promotional campaign to help promote the service to ensure success

Transit Solution Alternatives

- Staff is currently developing RFPs for taxi service providers and Transportation Network Company (TNC) services. Companies selected through this RFP process will be available on call to provide customized cost-effective transportation solutions for member and non-member cities in situations where fixed route traditional transportation service is not feasible
- Staff will continue seeking opportunities to explore potential partnerships with innovative transportation alternative providers

BUSINESS DEVELOPMENT & PARTNERSHIPS

City of Frisco Contract

- At the city's request, staff is developing a program incorporating taxi service into the currently provided service to assist in service area expansion, increased capacity capabilities and improved operational efficiencies

Service Expansion within New Service Areas

- Staff is being responsive to requests from non-member cities interested in exploring transit solutions to meet the demands within their communities
- The Town of Flower Mound has invited DCTA to speak at their upcoming Joint City Council/Transportation Commission meeting and share options for transit in their community

LAND USE PLANNING & DEVELOPMENT

Downtown Denton Parking

- In coordination with the Union Pacific Railroad and the NCTCOG, DCTA is working with City of Denton staff to identify solutions addressing downtown parking shortages, aesthetics, noise mitigation and safety enhancements.
- Conversations continue with City staff to develop the best plan of action to address all of these issues

Hebron Station

- Staff and Huffines Developers have identified solutions for connecting the Hebron 121 Station development to the Hebron station via driveway as well as a bike and pedestrian trail for pedestrian access to the station platform.
- Board approved the authorization for the President to execute the agreement with Huffines at the March board meeting and the necessary documents have been executed
- Staff received final approval from the FTA for this Joint Development project in September 2016
- Huffines Developers plans have been approved and released by the City of Lewisville
- Contractor is expected to begin construction on the driveway access in the coming months

ADDITIONAL PROJECTS

- | | |
|---------------------------------------|---|
| • Infrastructure Development Planning | • State and Federal Legislative Initiatives |
| • Mobility On Demand Partnerships | • Grant Funding Opportunities |
| • Long-Range Agency Planning Efforts | • TxDOT 35W Expansion Coordination |

Submitted by:



Kristina Brevard, VP, Planning & Development

Board of Directors Memo

November 17, 2016

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

- Network drawings are completed.
- System-wide project schedule for check in check out is forthcoming

Positive Train Control (PTC)

- Finalizing 100% design
- Updated PTCIP submitted to FRA
- Type Approval Variance Document submitted to FRA
- Functional Design Document submitted to FRA

Lewisville Hike and Bike Trail – Eagle Point Section

- Still under review at TxDOT but we have received and responded to several questions. We are making progress but have no final review date yet.

Flood Damage Repairs

Issue	FEMA Claim	Estimated DCTA Cost	Status
DTA 003G Washout of RipRap and ballast (includes Herzog Emergency response)	\$280,411	\$70,103	Award letter received. Initial invoice sent to TDEM.
DTA 001G and DTA 004G Replace Crossings	\$2,036,198	\$509,050	Two bids received. Under review for award in November.
DTA 002E Bus O&M Electrical repairs*	\$14,616	\$3,654	Complete. Reimbursement received.
DTA 001E Signal & Comm. System	\$122,000	\$6,500	Repair is complete.
DTA006G Rail OMF drainage	\$116,079	\$29,019	Small project reimbursement received. Plans are complete. RFP package in progress. Anticipate award in December.

DTA 002G Undercut Ballast	\$657,652	\$164,413	Two bids received. Under review for November award.
Replace flume at Pockrus Page	\$623,000* \$161,338 **	\$155,750 \$461,662	Appeal filed. Engineers are finalizing repair recommendations. Surveying complete

* Original claim 290'

** Approved claim

- Two bids received for ballast undercutting with crossing replacements, and are under review. Both bids were within the FEMA estimate. We expect to request Board action in November.
- Extensions filed on all projects in October.
- Total estimated cost of repairs is \$3,065,618. The current estimated DCTA cost is \$776,239.00. This number may vary depending on the results of the appeals and actual cost.

Final Review: 
Raymond Suarez

Board of Directors Memo

November 17, 2016

Subject: Transit Operations Report

- The operations report will be distributed at a later date.

**Board of Directors Memo**

November 17, 2016

Subject: Review Board Liability Exposures and Applicable Insurance Policies**Background**

At a previous Board Meeting staff was requested to provide a review of DCTA existing insurance coverages specific to potential Board liability or exposure. The focus was to address what insurance coverages DCTA has and where gaps or risks might exist for the Board in their capacity as Board Members. Staff requested our risk insurance broker, McGriff, Seibels & Williams (McGriff) to provide a review of our insurance coverages as they relate to Board Member exposures. McGriff has provided a review which is attached. This review is specific to the functions of the Board Members and it is not intended as a review of DCTA operations.

As a supplement to this review, DCTA legal counsel has provided previous briefings regarding Board immunity under state and federal law as it relates to Board actions.

A broader operations risk assessment and safety review, which was approved in the FY17 budget, is currently being conducted by DCTA operations staff. Once this review is completed it will provide the framework for the development of a comprehensive plan and timeline to address gaps that may need to be addressed.


Identified Need

Provides the Board a review of insurances and helps to identify and potential gaps, if any that may need to be addressed.

Recommendation

This is presented for information only.

Submitted by: 
Anna Mosqueda VP Finance/CFO

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



November 2, 2016

DCTA Board Exposures and Insurance Review – Executive Summary

Executive Summary

- DCTA is granted sovereign immunity through the 11th Amendment to the U.S. Constitution except where sovereign immunity is waived by State or Federal law.
- DCTA's sovereign immunity is waived but limited for specified governmental functions by the Texas Tort Claims Act. The amount of liability is capped at \$100,000 each person and \$300,000 each occurrence for bodily injury, and \$100,000 each occurrence for property damage. Claims arising from these functions are primarily covered by the TML General Liability and Auto Liability policies.
- DCTA's sovereign immunity is also waived by the 14th Amendment to the U.S. Constitution that established equal protection ("Civil Rights") acts and laws and grants Congress the authority to enforce these laws, including enforcement over state and local governments. Claims of this nature are primarily covered by TML's Errors and Omissions policy except for intentional or willful violations of law, or criminal or fraudulent acts.
- DCTA Board Members are indemnified by DCTA and covered under these insurance policies when performing their official duties for DCTA.
- DCTA Board Members are also granted official immunity from personal liability under Federal law when performing governmental acts within the scope of their authority. Actions taken outside of their authority or that violate law may waive a Board Member's official immunity, may be excluded from the TML Errors and Omissions coverage, and may prohibit or release DCTA from their indemnification obligations.
- These actions include:
 - Intentional, Willful, and/or Knowingly Violations of Law
 - Criminal Acts
 - Dishonest or Fraudulent Acts
 - Acts Committed for Personal Gain or Advantage to which they are not Legally Entitled

McGriff, Seibels and Williams of Texas, Inc. is proud to provide DCTA Insurance Broker of Record and Risk Management services. Please let us know if you have any questions regarding this review and evaluation of DCTA Board Member exposures and insurance coverages.

Sincerely,

Robert A. Waggoner, ARM, CGBA
Senior Vice President – Public Entity Division
McGriff, Seibels and Williams of Texas, Inc.



MCGRIFF, SEIBELS & WILLIAMS OF TEXAS, INC.

5080 Spectrum Drive, Suite 900E • Addison, TX 75001 • TEL – (469) 232-2100 • FAX – (469) 232-2101

November 2, 2016

Ms. Anna Mosqueda
Sr. VP Finance / CFO
Denton County Transportation Authority
PO Box 96
Lewisville, TX 75067

RE: DCTA Board Exposures and Insurance Review

Anna,

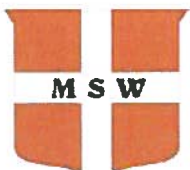
McGriff has reviewed potential DCTA Board liability exposures and the applicable insurance policies in place. As requested, we have focused this review specific to the functions of the Board Members and it is not intended as a review of DCTA operations.

Per Chapter 460 of the Texas Transportation Code Sec. 460.102, DCTA is a governmental unit that exercises essential governmental functions. DCTA's Board of Directors are granted significant immunities from liability in the performance of their official duties for DCTA stemming from multiple legal doctrines including sovereign immunity and official immunity.

Sovereign Immunity

As a governmental unit, DCTA is granted sovereign immunity through the 11th Amendment to the U.S. Constitution except where sovereign immunity is waived by State or Federal law. It is important to emphasize that sovereign immunity exists except where liability is restored by other law.

Chapter 101 of the Texas Civil Practice and Remedies Code, commonly known as the Texas Tort Claims Act (TTCA), establishes a limited waiver of sovereign immunity and restores limited liability for specific governmental functions. The liability restored by the TTCA primarily relates to DCTA operations that could result in a claim for bodily injury or property damage to an individual or third party. These claims would typically fall under General Liability or Auto Liability. Further, the Texas Tort Claims Act limits the amount of liability of a unit of local government to \$100,000 for each person and \$300,000 for each single occurrence for bodily injury or death and \$100,000 for each single occurrence for destruction of property.



A practical application to DCTA Board Members would be if they were involved in an at-fault vehicle accident while driving a vehicle in the performance of their official duties, causing injury or property damage to a third party. The TTCA restores liability for this accident, however, if occurring during the performance of official duties, the liability falls on the governmental entity (DCTA) not the individual (Board Member). Chapter 102 of the Texas Civil Practice and Remedies Code authorizes a governmental entity to indemnify or pay for the damages from a claim against an employee or official (Board Member) if arising from the performance of official duties. DCTA purchases General Liability and Auto Liability coverages from the Texas Municipal League (TML) to pay for these types of claims and the Board Members are included in this coverage.

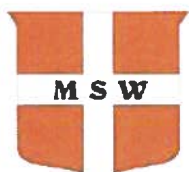
Official Immunity

Official immunity, or qualified immunity, involves the performance of discretionary governmental acts within the scope of an official's (Board Member's) authority. This type of immunity has the most applicability to Board Members as it relates to claims arising from decision making and governance of DCTA. Based on 42 U.S.C. § 1983, the U.S. Supreme Court declared that "officials are immune unless the law proscribed the actions they took". The two keys points of this immunity are 1) the actions are within the Board Member's authority, and 2) do not violate law. If these two points are met, the Board Members are immune from personal liability in the performance of their official duties for DCTA. It should be noted that immunity from liability does not mean immunity from suit. Lawsuits and claims may be filed against DCTA and its Board Members that there may be no liability for, but that still incur defense costs and expenses to resolve. The indemnification provisions of Chapter 102 of the Texas Civil Practices and Remedies Code as stated above would also include authorization of DCTA to pay for these defense costs on behalf of the Board Members.

Where Sovereign Immunity is Waived

In addition to the limited waiver of sovereign immunity established by the Texas Tort Claims Act as discussed above, sovereign immunity is also waived by several Federal laws. The 14th Amendment to the U.S. Constitution established equal protection laws and grants Congress the authority to enforce these laws, including enforcement over state and local governments. Multiple laws, Acts, and legal doctrines involving equal rights and individual rights have been enacted based on the 14th Amendment. In general, these can collectively be considered Civil Rights, and governmental entities are not immune from violations of Civil Rights, or Federal Torts.

The most common Civil Rights issues facing governmental entities stem from employment practices (such as discrimination), law enforcement activities (such as excessive use of force), and policy making (exercising governmental powers and authority). Policy making, decisions, and organizational oversight are all functions of the Board that could have potential exposure to Civil Rights issues. It is important to note that these exposures are to the Board as a whole, as the governing body of the governmental entity, and not to the individual Board Members. DCTA's sovereign immunity is waived for Federal Torts, not the individual Board Members' official immunity. DCTA purchases Errors and Omissions coverage through TML for these exposures.

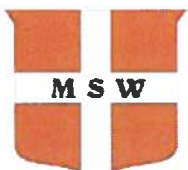


Errors and Omissions

TML's Errors and Omissions coverage (Public Officials Liability) is the public entity version of Directors and Officers Liability coverage common to corporate or private entities. This provides coverage for Wrongful Acts committed by Board Members, elected or appointed officials, and employees of DCTA. This involves decisions, policies, procedures, and practices of the entity that are alleged to cause damage or loss to a third party as opposed to direct physical injury or damage claims that would be covered under General Liability or Auto Liability coverage. A terminated employee may claim they were discriminated against by their supervisor, or the entity has a practice of discrimination in its hiring/firing decisions, or that the entity has an Administrative Policy in place that is discriminatory, but all of these would fall under Wrongful Acts covered by Errors and Omissions. Another example could involve the Board approval and award of a contract where a non-awarded vendor claims that the award did not follow State purchasing procedures.

Errors and Omissions Exclusions and Where Official Immunity is Waived

Although an alleged Wrongful Act involving the decisions or process in awarding a contract would be covered under Errors and Omissions, it is important to note that Breach of Contract is excluded from this coverage and is a standard exclusion of all insurance policies. Other exclusions from Errors and Omissions coverage generally involve Intentional or Willful Wrongful Acts, Criminal, Dishonest, or Fraudulent Acts, and Acts committed for personal profit or advantage. These types of acts could also impact or waive a Board Member's Official Immunity. Important distinctions of these acts are the knowledge of wrongdoing and intent. The Board may approve a Policy or make a decision within their authority that unknowingly or unintentionally violates law. If this decision was determined in fact to be a violation of law, it may also be determined through the legal process that this violation of law waives the Board Members' official immunity. However, if this was done unknowingly or unintentionally, Errors and Omissions would cover the Wrongful Act and the Board Members whether they have individual official immunity or not. Conversely, a decision or act committed by the Board or a Board Member knowingly or intentionally in violation of law may be excluded from Errors and Omissions coverage, may result in a waiver of the Board Member's official immunity, and may prohibit or release DCTA from any obligations to indemnify the Board Member. All of this would be subject to determination through the process of litigation and/or investigation and defense of the claim or lawsuit. Errors and Omissions coverage including defense expenses would remain in force up to and until a determination in fact is made that the Wrongful Act was an intentional violation of law, or criminal, or fraudulent. Although any damages awarded as a result of an intentional or criminal Wrongful Act may be excluded, the Errors and Omissions coverage includes provisions that could allow for the defense or reimbursement of defense costs to continue subject to coverage terms.



Summary

DCTA is granted sovereign immunity under Federal law. DCTA's sovereign immunity is waived but limited for specified governmental functions by the Texas Tort Claims Act. The amount of liability is capped to \$100,000 each person and \$300,000 each occurrence for bodily injury or death, and \$100,000 each occurrence for property damage. Claims arising from these functions are primarily covered by the TML General Liability and Auto Liability policies. DCTA's sovereign immunity is also waived by Federal "Civil Rights" acts and laws. Claims of this nature are primarily covered by TML's Errors and Omissions policy except for intentional or willful violations of law, or criminal or fraudulent acts. DCTA Board Members are indemnified by DCTA and covered under these insurance policies when performing their official duties for DCTA.

DCTA Board Members are also granted official immunity from personal liability under Federal law when performing governmental acts within the scope of their authority. Actions taken outside of their authority or that violate law may waive a Board Member's official immunity, may be excluded from the TML Errors and Omissions coverage, and may prohibit or release DCTA from their indemnification obligations. These actions include:

- Intentional, Willful, and/or Knowingly Violations of Law
- Criminal Acts
- Dishonest or Fraudulent Acts
- Acts Committed for Personal Gain or Advantage to which they are not Legally Entitled

McGriff, Seibels and Williams of Texas, Inc. is proud to provide DCTA Insurance Broker of Record and Risk Management services. Please let us know if you have any questions regarding this review and evaluation of DCTA Board Member exposures and insurance coverages.

Sincerely,



Robert A. Waggoner, ARM, CGBA
Senior Vice President – Public Entity Division
McGriff, Seibels and Williams of Texas, Inc.

