

# Board of Directors Regular Meeting

September 26, 2019 | 12:00 p.m.

To be held at Denton County Transportation Authority | Administrative Boardroom  
1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057

*NOTICE IS HEREBY GIVEN that the DCTA Board of Directors will conduct its regular meeting at the time and location above to consider the following:*

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS

INVOCATION

WELCOME AND INTRODUCTION OF VISITORS

## BYLAW MODIFICATION WORKSHOP

Lindsey Baker, Director of Strategic Partnerships, will provide an overview of the Bylaws Modification process. Frank Stevenson, Locke Lord LLP, will facilitate the Bylaw modification process discussion. The objective is to find alignment across all Board members for inclusion in a final draft of the Bylaws for anticipated Board approval and adoption at the October board meeting.

Backup Information:      Bylaws Workshop: Memo  
Exhibit 1: Bylaws Modification Timeline  
Exhibit 2: Substantive Discussion Items  
Exhibit 3: Draft Bylaws, Master Document with Combined Revisions

## PUBLIC COMMENT

This agenda item provides an opportunity for citizens to address the Board of Directors on any agenda items or other matters relating to the DCTA. Anyone wishing to address the Board of Directors should complete a Citizen Comment Registration Card and submit it to the DCTA Administration prior to the start of the Board of Director meeting. There is a three (3) minute time limit for each citizen. Anyone wishing to speak shall be courteous and cordial. The Board of Directors is not permitted to take action on any subject raised by a speaker during Citizen Comments. However, the Board of Directors may have the item placed on a future agenda for action; refer the item to the DCTA Administration for further study or action; briefly state existing DCTA policy; or provide a brief statement of factual information in response to the inquiry.

## CONSENT AGENDA

### 1. Approval of August 22, 2019 Minutes

#### *Action Item*

Presenter: Dianne Costa, Highland Village, Board Chair  
Item Summary: Approval of the August 22, 2019, meeting minutes will be requested.  
Backup Information: CI: August 22, 2019 Minutes

## REGULAR AGENDA

### 1. Consider Monthly Financial Statements for August 2019

#### *Action Item*

Presenter: Marisa Perry, CFO/VP of Finance  
Item Summary: Board approval will be requested of the following items:  
a. Financial Statements for August 2019  
b. Capital Projects Budget Report for August 2019  
Backup Information: R1(a): Memo and Exhibit: Financial Statements  
R1(b): Exhibit: Capital Project Fund

### 2. Presentation and Discussion of Monthly Financial Reports for August 2019

#### *Informational Item*

Presenter: Marisa Perry, CFO/VP of Finance  
Item Summary: DCTA Staff will provide updates on the following financial items:  
a. Monthly Sales Tax Receipts  
b. Monthly Mobility-as-a-Service (MaaS) Update  
c. Budget Information  
Backup Information: R2(a) Memo and Exhibit 1: FY Monthly Sales Tax Report  
R2(b) Memo: MaaS Update  
R2(c): Memo: Budget Information

### 3. Consider Resolution R19-11 Adopting FY 2020 Capital and Operating Budget

#### *Action Item*

Presenter: Amanda Riddle, Senior Manager of Budget  
Item Summary: Board approval will be requested of Resolution R19-11 adopting the FY 2020 capital and operating budget.  
Backup Information: R3 Memo and Exhibits  
Exhibit 1: Resolution R19-11  
Exhibit A: Change in Net Position – Proposed FY20 Budget  
Exhibit A-1: Change in Net Position – DCTA & NTMC Combined  
Exhibit B: Capital Improvement Plan with Proposed FY20 Appropriation  
Exhibit C: Long Range Financial Plan  
Exhibit D: FY20 Budget Contingency Plan

4. **North Texas Mobility Corporation (NTMC) Overview**

*Discussion Item*

Presenter: Raymond Suarez, CEO  
Joe Gorfida, DCTA Legal Counsel

Item Summary: An overview of the structure of NTMC will be provided to provide historical context for the creation of NTMC followed by a path forward discussion.

Backup Information: N/A

5. **Consider the Approval of the Mobility-as-a-Service (MaaS) Signature Authorization Limit Modification**

*Action Item*

Presenters: Athena Forrester, AVP Regulatory Compliance

Item Summary: DCTA Staff will request approval from the Board for task order approval threshold.

Backup Information: R5: Memo

6. **Access Service Overview**

*Discussion Item*

Presenter: Michelle Bloomer, VP Operations

Item Summary: Staff will provide an overview of the DCTA Access service, current Board policy related to the service, and share recent service inquiries.

Backup Information: R6: Memo  
R6 Exhibit 1: Access Service Overview Presentation

7. **Agency Fleet Plan & Amenities**

*Information Item*

Presenter: Dianne Costa, Highland Village, Board Chair  
Michelle Bloomer, VP Operations

Item Summary: DCTA staff will provide the Board an overview of the Fleet Replacement Plan and current Service Standards related to passenger amenities.

Backup Information: R7: Memo and Exhibit 1

8. **Transformation Plan Update**

*Information Item*

Presenter: Raymond Suarez, CEO

Item Summary: Staff will provide an update on the FY2020 Transformation Plan.

Backup Information: N/A

9. **Cost Allocation Model Status Update**

*Information Item*

Presenter: Marisa Perry, CFO/VP of Finance

Item Summary: DCTA Staff will provide an update on the contract with Texas A&M Transportation Institute for allocating costs per previous direction by member cities.

Backup Information: N/A

10. **Social Service Agency Roundtable Recap Report**

*Information Item*

Presenter: Nicole Recker, VP Marketing & Administration  
Item Summary: DCTA Staff will provide the Social Service Agency Roundtable Recap Report to the Board for review.  
Backup Information: R10 Memo and Exhibit 1

11. **Discussion of Regional Transportation and Legislative Issues**

*Information Item*

Presenters: Lindsey Baker, Director of Strategic Partnerships  
Dianne Costa, Highland Village, Board Chair  
Raymond Suarez, CEO  
Item Summary: If applicable, the Board Chair and staff will provide an update on regional transportation and legislative issues.  
Backup Information: N/A

**CONVENE EXECUTIVE SESSION**

The Board may convene the Regular Board Meeting into Closed Executive Session for the following:

- A. As Authorized by Section 551.071(2) of the Texas Government Code, the Board of Directors 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 or the Regular Board Meeting Agenda.
- B. As Authorized by Section 551.071(2) of the Texas Government Code, Consultation with General Counsel regarding duties and responsibility of North Texas Mobility Corporation (NTMC) and the Collective Bargaining Agreement with NTMC and Amalgamated Transit Union Local 1338, effective April 1, 2018.
- C. As Authorized by Section 551.072 of the Texas Government Code, the Board of Directors Meeting may be Convened into Closed Executive Session for the Purpose of Deliberation regarding Real Property: Discuss acquisition, sale or lease of real property related to long-range service plan within the cities of Denton, Lewisville, Highland Village, or the A-train corridor.

**RECONVENE OPEN SESSION**

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

**FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS**

Staff will discuss proposed future agenda items. Board members may request an informational item or action item to be added to the next Board meeting agenda.

**REPORT ON ITEMS OF COMMUNITY INTEREST**

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.

**ADJOURN**

**Board Members:**

Dianne Costa, Highland Village, *Chair*  
TJ Gilmore, Lewisville, *Vice Chair*  
Randall Chrisman, Denton County Seat 1, *Treasurer/Secretary*  
Sam Burke, Denton County Seat 2  
Chris Watts, Denton

**Non-Voting Board Members:**

Allen Harris, Mark Miller, Michael Savoie, Ron Trees,  
Connie White, Carter Wilson, Tom Winterburn

**Staff Liaison:**

Raymond Suarez, CEO

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 bpedron@dcta.net or calling Brandy Pedron at 972.221.4600.

This notice was posted on 9/20/2019 at 3:47 PM.

A handwritten signature in black ink, appearing to read "Brandy Pedron", is written over a horizontal line.

Brandy Pedron, Executive Administrator | Open Records

SUBJECT: Bylaw Modification Workshop

### Background

As discussed at the August 22 Board Meeting, the Board of Directors had previously requested staff engage Frank Stevenson of Locke Lord to draft a proposed Bylaws document. The draft Bylaws were provided in the August 22 Board packet. Per the Bylaws Modification Timeline (Exhibit 1) and as part of the review process, staff requested that Board Members review the draft Bylaws and seek feedback from respective appointing entities between August 22 through September 6.

The purpose of the September 26 Bylaws Workshop is for the Board of Directors to review, discuss, and provide direction regarding two primary documents:

- Exhibit 2, Substantive Discussion Items, which is the list provided and briefly discussed at the August 22 Board Meeting, as provided by Frank Stevenson, and which highlights the most salient twelve items that the Board may want to take into consideration; and
- Exhibit 3, the Draft Bylaws Master Document with Combined Revisions, which includes all tracked comments and requested revisions from member city appointees and non-voting members who submitted information to be included during the August 22 through September 6 review period. *(Note: page 4, specifically Article III, Section 2, Subsection (c), received a large number of comments, and as such, do not all fully appear on this page. The detailed, corresponding comments are provided in full on pages 5-6.)*

Mr. Stevenson will attend the September 26 Board Meeting to facilitate discussion of this agenda item, along with Joe Gorfida, DCTA General Counsel.

Following the discussion and direction provided, counsel and staff will work together to ensure all items are appropriately incorporated into Draft 3 of the Bylaws document. The Bylaws Modification Timeline has been slightly revised to allow for this document to be drafted and sent to the Board for review prior to the next Board meeting. The Board will now receive Draft 3 on October 4 in the regular Friday email, and will then have a formal review period from October 4-10. Staff requests that any feedback be tracked on the Draft 3 version of the bylaws and sent to Brandy Pedron at bpedron@dcta.net by October 10, so that it may again be compiled into one cohesive document for further Board review at the October 24 Board meeting.

### Identified Need

As a result of the passage of SB 1066, the Board of Directors has been reconstituted under Chapter 460 of the Texas Transportation Code, and as such requires a new set of Bylaws to govern the 5-member voting board. The timeline outlines a plan to finalize the Bylaws document so the Board may begin functioning under newly-created governance rules and policies that are more in-line with the current composition.

### Exhibits

Exhibit 1 – Bylaws Modification Timeline

Exhibit 2 – Substantive Discussion Items

Exhibit 3 – Draft Bylaws, Master Document with Combined Revisions

Submitted By:   
Lindsey Baker, Director of Strategic Partnerships

Approval:   
Raymond Suarez, CEO

## **DCTA Board of Director's Bylaw Modification Process**

*(rev. 9/18/19)*

<b>July 10</b>	<b>Engage Legal Counsel to Develop Modified Bylaws</b> <ul style="list-style-type: none"><li>- Per request of Executive Committee, staff engages outside legal counsel, Frank Stevenson, to draft the modified bylaws.</li><li>-Engagement letter finalized July 23.</li></ul>
<b>August 14</b>	<b>Legal Counsel's Draft Bylaws Due to DCTA</b> <ul style="list-style-type: none"><li>- The proposed draft bylaws are submitted by outside legal counsel on Aug. 14 to ensure time for staff to review and prepare necessary board materials for Aug. 22.</li></ul>
<b>August 16</b>	<b>DCTA Board of Directors Meeting Packet Distribution</b> <ul style="list-style-type: none"><li>- Staff includes the proposed draft Bylaws as developed by outside counsel in the agenda backup materials for initial review.</li></ul>
<b>August 22</b>	<b>DCTA Board of Directors Board Meeting</b> <ul style="list-style-type: none"><li>-Review and discussion of proposed draft Bylaws timeline and process.</li></ul>
<b>August 22- September 6</b>	<b>Bylaws Review and Feedback Period</b> <ul style="list-style-type: none"><li>- Board of Directors obtain feedback from respective appointing entities.</li><li>-Feedback is sent directly to Brandy Pedron to be incorporated into a master document that tracks the County's and each member city's input for future discussion.</li></ul>
<b>September 20</b>	<b>DCTA Board of Directors Meeting Packet Distribution</b> <ul style="list-style-type: none"><li>-Draft 2 of the proposed modified Bylaws is included in the agenda backup materials.</li><li>- Draft 2 includes all Board Member and appointing entity feedback incorporated for review.</li></ul>



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|---------------------|---|
| <b>September 26</b> | <b>DCTA Board of Directors Board Meeting</b><br><br>- Full review and discussion of draft modified Bylaws, which include all requested revisions from Board Members and appointing entities.  |
| <b>October 4*</b>   | <b>Draft 3 provided to Board of Directors in regular Friday email.</b><br><br>- General Counsel and staff to incorporate feedback from the September 26 Board discussion into Draft 3 and send via the Board of Director's regular Friday email for further review. |
| <b>October 4-</b>   | <b>Second Bylaws Review and Feedback Period</b>   |
| <b>October 10</b>   | - Board of Directors obtain feedback from respective appointing entities.<br><br>-Feedback is sent directly to Brandy Pedron to be incorporated into a master document that tracks the County's and each member city's input for future discussion.                 |
| <b>October 18</b>   | <b>DCTA Board of Directors Meeting Packet Distribution</b><br><br>- Finalized draft Bylaws included in the agenda backup materials.   |
| <b>October 24</b>   | <b>DCTA Board of Directors Meeting</b><br><br>- Discuss and approve final Bylaws draft  |

*\*Note: The October 4 entry has been added to allow for incorporating feedback and direction provided at the September 26 meeting.*

## **Partial List of Discussion Items for First Draft of Revised DCTA Bylaws**

1. Should the Annual Budget be required to be presented to the member entities annually, 30 days prior to adoption by the DCTA Board? (This is a similar requirement to DART statute).
2. Should the cost of service analysis be addressed in the Bylaws? It's not currently. We discussed this as the legislation was being drafted and mentioned placing it in the Bylaws.
3. Should ELAP be addressed in the Bylaws? It's not currently. This was another matter we discussed as the legislation was being prepared.
4. Should the Nonvoting Members have Alternate Members? See discussion in Article III, Section 2(c).
5. Does the initial group of 6 Nonvoting Members continue indefinitely or is it subject to change? Should there be a minimum/maximum number of Nonvoting Members? See discussion in Article III, Section 2(c).
6. Would you like for any 2 voting Board Members to have the ability to call a meeting and set the agenda, or should only the Chair or Vice-Chair have that ability? See discussion in Article III, Section 6.
7. Do you want to require an Executive Committee, or make it optional with the Chair, or eliminate it? See discussion in Article III, Section 9(c).
8. Do you want to remove, revise, augment, or otherwise change the several subjects added to the list requiring Major Decision Approval (3/5's of Founding Municipalities and 1 Commissioners Court Appointed Member)? See discussion in Article III, Section 10.
9. Do you want to retain the additional Conflicts of Interest language added to Article III, Section 12?
10. Do you want to eliminate or retain the "Treasurer" office in light of the smaller-sized Board? See discussion in Article V, Sections 1 and 4.
11. Do you want to retain all/some/any of the revisions made to the Board Member indemnification provision – explicit coverage for past Board Members, broadened definition of a proceeding for which indemnification can be sought, and explicit authorization for pre-adjudication indemnification? See discussion in Article VI.
12. Some discussion about the commencement dates of the Board Members' terms may be warranted.

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**DENTON COUNTY TRANSPORTATION AUTHORITY  
AMENDED AND RESTATED BYLAWS**

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Adopted January 3, 2002  
(rev. February 13, 2004, October 26, 2006, September 27, 2007, December 17, 2009, November 17, 2011, April 25,  
2013, September 26, 2013, February 16, 2016, September 22, 2016; amended and restated eff May 20, 2019)

# DENTON COUNTY TRANSPORTATION AUTHORITY AMENDED AND RESTATED BYLAWS

## ARTICLE I NAME

**Section 1. Name.** The name of the authority shall be the Denton County Transportation Authority ("Authority").

**Section 2. Authorization ~~and Effective Date.~~** These Bylaws are adopted pursuant to authority granted in Section 460.204(c)(2) of the Texas Transportation Code ("Code"). In the event of any conflict between these Bylaws and the Code or other applicable laws of the State of Texas, such laws shall be controlling. In the event any provision of these Bylaws shall be determined to be invalid, the provision will be deemed revised in a manner as both renders it valid and effectuates its purposes as fully as possible, and the remainder of these Bylaws shall nevertheless remain in force and effect as written. ~~The effective date of these Bylaws is May 20, 2019.~~

**Commented [DCTA1]:** City of Highland Village: delete "and effective date"

**Commented [DCTA2]:** City of Highland Village: delete "The effective date of these Bylaws is May 20, 2019."

**Commented [DCTA3]:** Small Cities (C. White) **Comment** Why would we back date the effective date? Seems strange and could be that we are operating incorrectly if bylaws are different from what we have been doing.

### Section 3. Definitions.

- (a) Alternate Member: A person appointed pursuant to Article III, Section[s] 2(b) [and (c)] hereof to serve in the absence of the regular appointed Board Member. [Section 460.206].
- (b) Board: The Board of Directors of the Authority.
- (c) Board Member: A member of the Board, as well as an Alternate Member only when serving in the absence of the regular appointed member of the Board.
- (d) Capital Asset: Land, a fixture attached to land, or an item of personal property that meets all of the following criteria: (i) the cost of acquisition or the cost of improvement of such property exceeds ~~\$75,000~~; (ii) the expected useful life of the property when acquired is more than one year or the extension of the useful life of the property as a result of the improvement is more than one year; (iii) the property retains its original shape and appearance with use; and (iv) the property is nonexpendable (meaning that if the property is damaged or some of its constituent parts are lost or worn out, it is usually more economical to repair the property than to replace it with an entirely new unit).
- (e) Capital Expenditure: An expenditure made to acquire or improve one or more Capital Assets.
- (f) Commissioners Court Appointed Member. One of the two Board Members appointed by the Denton County Commissioners Court who must reside in:
  - (i) an unincorporated area of Denton County; or

**Commented [DCTA4]:** City of Lewisville: amend \$5,000 to \$75,000

(ii) a municipality in the territory of the Authority that is neither a Founding Municipality nor a Financial Participating Municipality and thus not authorized to appoint a voting Board Member. [Section 460.253(2)].

**Commented [DCTA5]:** Flower Mound (MM) **Remove** "and thus not authorized to appoint a voting Board Member"

(g) ~~Executive Committee: The committee that may be appointed by the Authority's Chair consisting of the Board Members set forth in Article III, Section 9(c) hereof.~~

**Commented [DCTA6]:** City of Highland Village: **delete** Item (g) "Executive Committee: The committee that may be appointed...."

(h) Financial Participating Municipality: A municipality whose governing body is authorized by the Board to appoint one Board Member because that municipality:

**Commented [DCTA7]:** City of Denton **Delete** section 3g, "(g) Executive Committee: The committee that may be appointed by the Authority's Chair consisting of the Board Members set forth in Article III, Section 9(c) hereof."

(i) designated a public transportation financing area for the benefit of the Authority under Subchapter I, Chapter 460 of the Code, and entered into an agreement with the Authority under Section 460.602 of the Code approved by a Major Decision Approval Vote; or

**Commented [DCTA8]:** Denton County (SB): **Comment** - ?\* (further discussion)

(ii) imposed the Authority's sales and use tax levy at the rate of one-half of one percent authorized by Chapter 460 of the Code; and

**Commented [DCTA9]:** Small Cities (C White) **Comment** Are there not other ways which a Municipality could choose to participate financially?

~~the authorization to appoint one Board Member was approved. has been authorized by the Board to join the authority by a Major Decision Approval Vote, in accordance with DCTA's New Member Policy.~~ [Section 460.254].

**Commented [DCTA10]:** City of Lewisville: **delete** "the authorization to appoint one Board Member was approved"  
**Add:** "has been authorized by the Board to join the authority"  
**Add:** "in accordance with DCTA's New Member Policy"

(i) Founding Municipality: Any of the municipalities of Denton, Highland Village, or Lewisville, each of which being a municipality in which an election was held before December 31, 2003, authorizing the Authority's sales and use tax levy. [Section 460.251(2)].

(j) Major Decision Approval Vote: The affirmative vote of at least ~~three-fifths~~<sup>two-thirds</sup> of the all Board Members appointed by the Founding Municipalities and the Financial Participating Municipalities, and at least one Commissioners Court Appointed Member regarding any of the matters set forth in Article III, Section 10(b) hereof. [Sections 460.205(b), 460.254(a)(2), and 460.602(b)].

**Commented [DCTA11]:** Denton County (SB): **Amend** three-fifths with "two-thirds"

[Voting Member]

**Commented [DCTA12]:** Small Cities (MS) **Comment:** Voting member is not defined. Need to define who gets a vote and what that is based on.

(k) Nonvoting Member: A Board Member appointed by a municipality whose governing body is authorized pursuant to a Major Decision Approval Vote by the Board and Article III, Section 2(c) hereof to appoint one Board Member because that municipality:

**Commented [DCTA13]:** Small Cities (C White) **Comment** Concerned that ability to allow or not allow municipalities at will of Board is potentially counter to the concept of regional representation, particularly since we are speaking about non-voting members

(i) is not otherwise authorized to appoint a Board Member; and

**Commented [DCTA14]:** City of Denton **Delete** "by the Board"

(ii) is located in the territory of the Authority. [Section 460.255].

Notwithstanding the foregoing, the following six (6) Nonvoting Members shall constitute the "Initial Nonvoting Members." Upon the effective date of these Bylaws, the then-currently serving members of the Board appointed by the municipalities of Corinth, Flower Mound, Frisco, Little Elm, and The Colony, each

of which being a municipality with a population of 17,000 or more that satisfies subsections 3(k)(i) and (ii) above, shall each assume the position of Nonvoting Member. Additionally, the Denton County Commissioners Court shall as soon as practicable after the effective date designate one (1) then-currently serving member of the Board appointed by a municipality with a population of more than 500 but less than 17,000 that satisfies subsections 3(k)(i) and (ii) above to serve as a Nonvoting Member. At no time shall the board have more than six (6) Nonvoting Members.

- (l) Territory of the Authority: All territory within the boundaries of Denton County, Texas, being the county for which this coordinated county transportation authority was created under Chapter 460 of the Code. [Sections 460.002 and 460.051].

**Commented [DCTA15]:** City of Highland Village: add "At no time shall the board have more than six (6) Nonvoting Members."

**Commented [DCTA16]:** Small Cities (C White) **Comment**  
Very limited perspective of small cities or unincorporated county

## ARTICLE II OFFICES

**Section 1. Principal Office.** The principal office of the Authority shall be in Denton County, Texas.

**Section 2. Additional Offices.** The Authority also may have offices at such other places as the Authority from time to time may determine or as the activities of Authority may require.

## ARTICLE III BOARD

**Section 1. General Powers.** The responsibility for the management, operation, and control of the Authority and its properties is vested in the Board. [Section 460.401].

### Section 2. Number and Composition; Alternate Members.

- (a) The Board is composed of:
- (i) One member appointed by the governing body of each Founding Municipality;
  - (ii) Two Commissioners Court Appointed Members;
  - (iii) One member appointed by the governing body of each Financial Participating Municipality, if authorized by the DCTA Board by a Major Decision Approval vote;
  - (iv) Any Nonvoting Member; and

**Commented [DCTA17]:** Small Cities (MS)  
**Comment/Question:** Appears based on Section 2a, that each Founding Municipality gets two board members if they are also a Financial Participating Municipality, whereas a new Municipality would only get one member based on their financial participation. Are these voting members?

**Commented [DCTA18]:** City of Lewisville: add ", if authorized by the DCTA Board by a Major Decision Approval vote"

**Commented [DCTA19]:** The Colony (AH) **Comment** In order to fully embrace the concept of a regional (County-wide, at a minimum) transportation organization, jurisdictions that have non-voting roles/Board members should be specifically defined in the Bylaws, and not placed at the whim/vote of the 5 voting members each time the Board position comes to renewal. And, it is definitely a sign that regional growth is not a focus if the Board positions are simply eliminated upon term expiration UNLESS the 5 voting members choose to keep that position. I believe that there must be a show of commitment to the entire County by having named jurisdictions (such as municipalities of a certain population, say 20k or more) assured a long-term position on the Board, even in a non-voting role.

**Commented [DCTA20]:** Small Cities (C White) **Comment**  
Should we show min/max here?

(v) Any Alternate Member, but only when serving in place of a regular appointed Board Member described under subsections (a)(i) - (iv) above. [Section 460.253].

(b) Each of the entities appointing the voting Board Members described under subsections (a)(i) – (iii) above may also appoint one Alternate Member to serve only in the absence of the regular appointed Board Member. Except when serving in place of the regular appointed Board Member described under subsections (a)(i) – (iii), an Alternate Member may attend Board and committee meetings (including closed or executive sessions), but shall not (i) be counted for purposes of determining a quorum, (ii) vote on any matter before the Board or committee, ~~(iii) participate in any discussion of matters before the Board or a committee,~~ or (iv) otherwise be considered a Board Member for any purpose. Appointing entities shall notify the Authority in writing of the appointment, reappointment, resignation, or removal of an Alternate Member. [Section 460.206].

(c) A Nonvoting Member may attend Board and committee meetings (but not closed or executive sessions) and may participate in any discussion of matters at any such meeting, but shall not (i) be counted for purposes of determining a quorum or (ii) vote on any matter before the Board or committee. ~~Each entity appointing a Nonvoting Member may also appoint one Alternate Member to serve only in the absence of the regular appointed Nonvoting Member. An Alternate Member may attend Board and committee meetings (but not closed or executive sessions), but, except when serving in place of the regular appointed Nonvoting Member, shall not (i) participate in any discussion of matters before the Board or a committee or (ii) otherwise be considered a Board Member for any purpose. Upon the expiration of the term of office of a Nonvoting Member (including an Initial Nonvoting Member), the Board may upon a Major Decision Approval Vote elect to reauthorize the applicable municipality to appoint a Nonvoting Member, and the failure to do so will cause the applicable Nonvoting Member seat on the Board to terminate and the size of the Board to be reduced accordingly. In determining whether to authorize or reauthorize the appointment of a Nonvoting Member, the Board may consider the financial and other contributions made to the Authority and its public transportation system by the applicable municipality and its citizens, the equitable allocation of representation on the Board among municipalities throughout the territory of the Authority providing such contributions, and other information and issues it deems relevant. At no time shall the Board have [less than/more than] [three/six] Nonvoting Members. [Section 460.255].~~

### Section 3. Eligibility.

(a) To be eligible for appointment to the Board, a person must: (i) have professional experience in the field of transportation, business, government, engineering, or law; and (ii) reside: (A) in the territory of the Authority; or (B) outside the territory of

**Commented [DCTA21]:** Denton County Alternate (SJ) **Question** Though the Denton County alternate board members are officially paired with a board member, in the event the board member and the assigned alternate are unavailable, can the attending alternate be allowed to step in to serve for the absent board member? EX: If both Sam Burke and Paul Cristina are unable to attend a meeting, may I be able to fill the empty spot?

**Commented [DCTA22]:** Denton County (RC): **Comment** on “(iii) participate in any discussion of matters before the Board or a committee” - We currently allow Alternates to discuss matters in the absence of the Board Member

**Commented [DCTA23]:** City of Lewisville: **delete** “(iii) participate in any discussion of matters before the Board or a committee.”

**Commented [DCTA24]:** Small Cities (C White) **Delete & Comment:** “(but not closed or executive sessions)”. I believe it is important for these members to be included in closed or Executive Session in order to be able to discuss intelligently the business of the Board. These members also represent the Board and therefore should have full knowledge of plans and strategies. Items discussed in closed session are a significant part of our strategic direction and then should involve all Board members.

**Commented [DCTA25]:** The Colony (AH) **Comment** on highlighted: Non-voting Board members cannot fully serve in an advisory role if those Board members are excluded from important discussions held in closed/executive sessions. To specifically

**Commented [DCTA26]:** Small Cities (MS) **Comment/Question:** Non-voting members are no longer allowed

**Commented [DCTA27]:** Frisco (CW) **Delete** “(but not closed or executive sessions)” but except...

**Commented [DCTA28]:** Denton County (SB): **delete** “(i) participate in any discussion of matters before the Board or a

**Commented [DCTA29]:** Denton County (SB): **delete** “for any purpose”

**Commented [DCTA30]:** Frisco (CW) **Delete** “, shall not (i) participate in any discussion of matters before the Board or a

**Commented [DCTA31]:** City of Lewisville & City of Denton: **delete** “Each entity appointing a Nonvoting Member may also

**Commented [DCTA32]:** Frisco (CW) **Add** “the represented municipality will appoint or re-appoint a Nonvoting Member to

**Commented [DCTA33]:** Frisco (CW) **Delete** “reauthorize the applicable municipality to appoint a Nonvoting Member, and the

**Commented [DCTA34]:** Small Cities (C White) **Comment** This is rather strange. It leaves too much open to the Board to decide

**Commented [DCTA35]:** Small Cities (C White) **Comment** Financial contributions may not be the point of regional

**Commented [DCTA36]:** Flower Mound (MM) **Delete** “more than] [three/six]

**Commented [DCTA37]:** Denton County (SB): **amend** to “less than 3 or more than 6”

**Commented [DCTA38]:** City of Highland Village: **delete** the remaining portion of (c) starting with “Each entity appointing a

**Commented [DCTA39]:** Small Cities (C White) **Comment** While there may be times that positions are unfilled, there should

**Commented [DCTA40]:** Denton County (RC): **Comment** on highlighted section – What is the definition of a professional in th



<b>Page 4: [1] Commented [DCTA25]</b>	<b>DCTA</b>	<b>9/16/2019 8:23:00 PM</b>
The Colony (AH) <b>Comment</b> on highlighted: Non-voting Board members cannot fully serve in an advisory role if those Board members are excluded from important discussions held in closed/executive sessions. To specifically exclude non-voting Board members from those discussion is not only counter-productive, but simply erodes the ability of non-voting Board members to contribute to the overall direction of DCTA. Advisory non-voting Board members cannot properly give suggestions, advice, guidance... if those members do not have the entire picture of the organization's directions, issues, finances, legal issues and acquisitions (all that may be discussed in closed/executive sessions) that impact the "big picture".		
<b>Page 4: [2] Commented [DCTA26]</b>	<b>DCTA</b>	<b>9/16/2019 9:18:00 PM</b>
Small Cities (MS) <b>Comment/Question:</b> Non-voting members are no longer allowed to attend closed or executive sessions. Why the change?		
<b>Page 4: [3] Commented [DCTA27]</b>	<b>DCTA</b>	<b>9/17/2019 8:21:00 AM</b>
Frisco (CW) <b>Delete</b> "(but not closed or executive sessions)" but except...		
<b>Page 4: [4] Commented [DCTA28]</b>	<b>DCTA</b>	<b>9/16/2019 2:41:00 PM</b>
Denton County (SB): <b>delete</b> "(i) participate in any discussion of matters before the Board or a committee or (ii) otherwise"		
<b>Page 4: [5] Commented [DCTA29]</b>	<b>DCTA</b>	<b>9/16/2019 2:42:00 PM</b>
Denton County (SB): <b>delete</b> "for any purpose" (sentence would read: "...except when serving in place of the regular appointed Nonvoting Member, shall not be considered a Board Member.")		
<b>Page 4: [6] Commented [DCTA31]</b>	<b>DCTA</b>	<b>9/16/2019 4:38:00 PM</b>
City of Lewisville & City of Denton: <b>delete</b> "Each entity appointing a Nonvoting Member may also appoint one Alternate Member to serve only in the absence of the regular appointed Nonvoting Member. An Alternate Member may attend Board and committee meetings (but not closed or executive sessions), but, except when serving in place of the regular appointed Nonvoting Member, shall not (i) participate in any discussion of matters before the Board or a committee or (ii) otherwise be considered a Board Member for any purpose."		
<b>Page 4: [7] Commented [DCTA30]</b>	<b>DCTA</b>	<b>9/17/2019 8:30:00 AM</b>
Frisco (CW) <b>Delete</b> ", shall not (i) participate in any discussion of matters before the Board or a committee or (ii) otherwise be considered a Board Member for any purpose."		
<b>Page 4: [8] Commented [DCTA32]</b>	<b>DCTA</b>	<b>9/17/2019 8:33:00 AM</b>
Frisco (CW) <b>Add</b> "the represented municipality will appoint or re-appoint a Nonvoting Member to continue countywide representation," the Board may upon a Major Decision Approval Vote elect to "petition the county Commissioners Court to reduce the number of Nonvoting members."		
<b>Page 4: [9] Commented [DCTA33]</b>	<b>DCTA</b>	<b>9/17/2019 8:31:00 AM</b>
Frisco (CW) <b>Delete</b> "reauthorize the applicable municipality to appoint a Nonvoting Member, and the failure to do so will cause the applicable Nonvoting Member seat on the Board to terminate and the size of the Board to be reduced accordingly."		
<b>Page 4: [10] Commented [DCTA34]</b>	<b>DCTA</b>	<b>9/17/2019 9:19:00 AM</b>
Small Cities (C White) <b>Comment</b> This is rather strange. It leaves too much open to the Board to decide what input they choose to hear or not. IF we are to be a Regional Entity, we should be open to Regional input.		
<b>Page 4: [11] Commented [DCTA35]</b>	<b>DCTA</b>	<b>9/17/2019 9:21:00 AM</b>
Small Cities (C White) <b>Comment</b> Financial contributions may not be the point of regional representation, particularly with areas where there may be future opportunities.		



<b>Page 4: [12] Commented [DCTA36]</b>	<b>DCTA</b>	<b>9/17/2019 8:36:00 AM</b>
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Flower Mound (MM) **Delete** "more than] [three/six]

**Add** At no time shall the Board have less than "five" Nonvoting Members.

<b>Page 4: [13] Commented [DCTA38]</b>	<b>DCTA</b>	<b>9/16/2019 1:23:00 PM</b>
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City of Highland Village: **delete** the remaining portion of (c) starting with "Each entity appointing a Nonvoting Member may...[Section 460.255]."

<b>Page 4: [14] Commented [DCTA39]</b>	<b>DCTA</b>	<b>9/17/2019 9:22:00 AM</b>
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Small Cities (C White) **Comment** While there may be times that positions are unfilled, there should always be authorized at least 6

<b>Page 4: [15] Commented [DCTA40]</b>	<b>DCTA</b>	<b>9/16/2019 2:09:00 PM</b>
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Denton County (RC): **Comment** on highlighted section – What is the definition of a professional in this instance?

the Authority in a municipality that is located partly in the territory of the Authority. [Section 460.202].

- (b) The death or resignation of a Board Member, or three consecutive ~~unexcused~~ absences of a Board Member ~~or alternate member~~ at noticed Board meetings and notice to the appointing entity, ~~will cause the removal of that Board Member and create a vacancy on the Board and the appointing entity shall be asked to review the continued service of their representative.~~ [Section 460.206].
- (c) A Board Member may be removed from the Board by the entity that appointed that Board Member upon the Board Member's ~~(i)~~ inability to serve, ~~(ii)~~ failure to possess at the time of appointment or to thereafter maintain the eligibility qualifications required by these Bylaws, the Code, or other applicable law, ~~or (iii) for other cause as permitted by law,~~ such removal to be effective upon the Authority receiving notice of removal from the appointing entity.
- (d) If the Executive Director of the Authority knows that a potential ground for removal of a Board Member exists, the Executive Director shall notify the Chair; the Chair then shall notify the entity that appointed that Board Member.
- (e) A Board Member may resign at any time upon giving written notice to the Authority and the entity that appointed that Board Member.
- (f) An elected officer of a political subdivision of this state who is not prohibited by the Texas Constitution from serving on the Board is eligible, as an additional duty of office, to serve on the Board, but is not entitled to receive compensation for that service other than reimbursement for reasonable expenses incurred in performing that Board Member's duties. [Section 460.256].

**Section 4. Vacancy.** A vacancy on the Board is filled in the same manner as the original appointment to the Board. [Section 460.201(c)]. A Board Member appointed to a vacant position shall be appointed for the unexpired term of the Board Member's predecessor in that position.

**Section 5. Terms.** The term of office for a member of the Board is two years. [Section 460.201(a)]. By a Major Decision Approval Vote, the Board may set staggered terms for Board Members so the terms of one-half of the Board Members (or as close to one-half as possible) expire in alternate years. [Section 406.206].

**Section 6. Meetings.** The Board shall hold at least one regular meeting each month. [Section 460.204(a)]. Special meetings of the Board may be called by the Chair as necessary. [Section 460.204(b)].

- (a) In addition, special meetings may be called, upon proper notice, at any time at the request of any ~~two~~ ~~three~~ voting Board Members. Special meetings shall be held at such time and place as is specified by the Chair, if the Chair calls the meeting, or by the ~~two~~ ~~three~~ voting Board Members, if they call the meeting. The Chair shall set the agendas for meetings of the Board, except that the agendas of meetings called by ~~two~~ ~~three~~ voting Board Members shall be set by those Board Members. The Chair shall place on

**Commented [DCTA41]:** City of Highland Village: **Comment** - Define what constitutes an unexcused absence

**Commented [DCTA42]:** City of Denton: **amend** replace shall with "will"

**Commented [DCTA43]:** City of Highland Village: **add** "or alternate member"  
**Delete** "will cause the removal of that Board Member and create a vacancy on the Board"  
**Add** "and the appointing entity shall be asked to review the continued service of their representative"

**Commented [DCTA44]:** City of Denton: **amend** A Board Member may be removed from the Board by the entity that appointed that Board Member upon the Board Member's inability to serve, failure to possess at the time of appointment or to thereafter maintain the eligibility qualifications required by these Bylaws, the Code, or other applicable law. Such removal to be effective upon the Authority receiving notice of removal from the appointing entity

**Commented [DCTA45]:** Denton County (RC): **Comment** on subsection (d) - Should we also add that any Board Member who knows of "a potential ground for removal of a Board Member exists" that they should also notify the Chair?

**Commented [DCTA46]:** City of Denton **Add** "DCTA CEO, or his designee, shall notify the appointing entity within 90 days of the expiration of a Board member's term."

**Commented [DCTA47]:** Denton County (RC): **Comment** on entire Section 6. Meetings - Needs to be discussed

**Commented [DCTA48]:** Denton County (SB) **Delete:** "at least"

**Commented [DCTA49]:** Denton County (SB): **Add** one regular meeting "approximately" each month "or a minimum of ten meetings annually"

**Commented [DCTA50]:** Small Cities (C White) **Comment** Should this say each month for at least eleven months? Sometimes we combine Nov/Dec.

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**Commented [DCTA51]:** Denton County (SB) **Add:** "Subject to reasonable input from the Chair or Staff to ensure the date and time specified for the meeting is not calculated to prevent the attendance of a Board Member," special meetings shall be held at such....

**Commented [DCTA52]:** Small Cities (C White) **Comment** Other members defining time and place??

**Commented [DCTA53]:** City of Denton **Amend** Change two to "a"

the agenda for a meeting of the Board or a committee any item requested by at least ~~one, two, three~~ voting Board Member(s); the item shall appear in the form submitted to the Chair and, subject to compliance with notice and posting requirements, on the meeting agenda specified by such Board Member(s).

**Section 7. Quorum.** A ~~super~~ majority (~~minimum of 4~~) of the voting Board Members described under Article III, Section 2(a)(i), (ii), and (iii) hereof constitutes a quorum for purpose of conducting business. No vacancy in the membership of the Board will impair the right of a quorum to exercise all of the rights and to perform all of the duties of the Board. Therefore, if a vacancy occurs, a majority of the voting Board Members then serving in office will constitute a quorum.

**Section 8. Open Meetings Act.** All meetings of the Authority and its committees shall be in compliance with Chapter 551 of the Texas Government Code (Open Meetings Act). Pursuant to Section 551.128(b-1)(2) of the Open Meetings Act, an archived copy of the video and audio recording of ~~each regular~~ all meetings shall be made available to the public on the Authority's website. [Section 460.102(a)(1)].

#### Section 9. Committees

- (a) The Chair of the Board may appoint such committees as from time to time may be deemed necessary and appropriate. A committee shall not have any power or authority to bind or act on behalf of the Authority. ~~The Chair will designate the chair of each committee, which will be comprised of at least three members, one of which is at least one Board member, and will serve as an ex officio member of each committee.~~
- (b) The committee shall report its discussions and recommendations from any meeting at the next Board meeting. [Section 460.401].
- (c) ~~The Chair, at the Chair's sole option, may appoint an Executive Committee consisting of the four officers of the Board described in Article IV hereof, and the Chair may appoint one additional Board Member to the Executive Committee. No Board Member who is an employee of the entity that appointed that person to the Board may serve on the Executive Committee.~~

#### Section 10. Voting.

- (a) An action of the Board requires an affirmative vote of a majority of the Board Members present and voting, except for a vote pursuant to subsection (b) of this section. [Section 460.208].
- (b) A Major Decision Approval Vote is required for:
  - (1) a Capital Expenditure;
  - (2) an operating or maintenance expenditure for a Capital Asset;
  - ~~(2)~~ (3) sale of a Capital Asset;

**Commented [DCTA54]:** City of Lewisville: **amend** "two" to "one"

**Commented [DCTA55]:** City of Highland Village: **Format** paragraph to move "In addition, special meetings..." to be subsection (a) of Section 6.  
**Delete:** each reference of "two" voting Board Members  
**Amend:** replace each reference of "two" with "three" in Section 6.

**Commented [DCTA56]:** City of Denton **Add** ...such "voting" Board Member.

**Commented [DCTA57]:** City of Highland Village: **add** "super" **Add:** "(minimum of 4)"

**Commented [DCTA58]:** City of Lewisville: **amend:** replace "each regular" with "all"  
**Add:** "s" to "meeting"

**Commented [DCTA59]:** Small Cities (MS)  
**Comment/Question:** Can non-voting members serve on Committees? As officers? Not defined in the document other than for the Chair.

**Commented [DCTA60]:** Small Cities (C White) **Comment**  
Does this include Voting and Non-voting? If not, this would be a quorum which I don't believe you want on a committee. Might want to indicate a maximum of 2 Voting Board Members, other to be non-voting.

**Commented [DCTA61]:** City of Highland Village: **add** "members, one of which is at least one"  
**Delete:** "s" from "Board members"

**Commented [DCTA62]:** Denton County (SB) **Add** "To the event the size of the Board increases to eight or more members, the Chair, at the Chair's sole option...."

**Commented [DCTA63]:** Flower Mound (MM) **amend:** "four" to three, per discussion at the last Board meeting

**Commented [DCTA64]:** City of Highland Village: **delete** all of subsection (c) starting with "(c) The Chair, at the Chair's sole option....may serve on the Executive Committee."

City of Lewisville: **delete** all of subsection (c) starting with "(c) The Chair, at the Chair's sole option....may serve on the Executive Committee."

**Commented [DCTA65]:** City of Denton **Delete** Section 9 (c)

**Commented [DCTA66]:** City of Lewisville: **add** "(3) sale of a Capital Asset;"  
**Format:** adding the above (3) changes the numbering until the next new addition of (10) below.

- (3)(4) the approval of the Annual Budget or any amendment to the Annual Budget (as described in Article V, Section 2);
- (4)(5) Approval or dismissal of any employees which report directly to the Board;
- (5)(6) A contract with the Authority's General Counsel;
- (6)(7) any debt issuance or other incurrence of indebtedness not in the ordinary course of operations;
- (7)(8) ~~a material~~ any change of the service plan;
- (8)(9) an amendment of these Bylaws;
- (9)(10) the approval of a comprehensive development agreement (commonly called a "CDA") or similar financial contractual obligation for a purpose not an express commitment of the service plan;
- (11) the approval of a contract or other agreement between the Authority and a municipality, other governmental authority, or a private entity that is not a member of the Authority for the Authority's provision of transportation services;
- (10)(12) **DCTA's New Member policy;**
- (13) the formation of a local government corporation, contracting with, joining or becoming a member or owner of a local government corporation;
- (11)(14) **annual budget of a local government corporation;**
- (12)(15) the approval of an agreement for the Authority to provide public transportation services under Section 460.602 of the Code;
- (13)(16) the authorization of the appointment of a Board Member by a Financial Participating Municipality under Article I, Section 3(h) hereof;
- (14)(17) the appointment and removal of the Executive Directive of the Authority;
- (15)(18) amendments to the Authority's new member policy;
- (16)(19) the approval of an agreement by the Authority with a labor union or contractor that provides employees or contractors as drivers for the Authority;
- (17)(20) the authorization to appoint a Nonvoting Member under Article I, Section 3(k) ~~and Article III, Section 2(c)~~ hereof; or
- (18)(21) the setting of staggered terms for Board Members under Article III, Section 5 hereof.

**Commented [DCTA67]:** City of Denton **Add** "Approval or dismissal of any employees which report directly to the Board;"

**Commented [DCTA68]:** City of Denton **Add** "A contract with the Authority's General Counsel;"

**Commented [DCTA69]:** City of Denton **Delete** "material"

**Commented [DCTA70]:** City of Lewisville: **amend** "a material" to "any"

**Commented [DCTA71]:** City of Lewisville: **add** "(10) DCTA's New Member policy;"  
**Format:** adding the above (10) changes the numbering until the next new addition of (12).

**Commented [DCTA72]:** City of Lewisville: **add** "(12) annual budget of a local government corporation;"  
**Format:** adding the above (12) changes the numbering through the remainder of the list.

**Commented [DCTA73]:** City of Denton **Add:**  
(17) the appointment and removal of the Executive Directive of the Authority;  
(18) amendments to the Authority's new member policy;  
(19) the approval of an agreement by the Authority with a labor union or contractor that provides employees or contractors as drivers for the Authority;

**Commented [DCTA74]:** City of Highland Village: **delete** "and Article III, Section 2(c)"

**Section 11. Procedure of Meetings.** Notice of all meetings and hearings of Authority shall be given, and such meetings and hearings shall be held and conducted in accordance with, applicable law, these Bylaws, the Board Rules of Procedure, and the latest edition of Robert's Rules of Order, in descending order of priority. To the extent of any conflict, the terms of the higher-priority document shall control. The General Counsel of the Authority shall serve as parliamentarian to the Authority.

**Section 12. Conflicts of Interest.** Board Members are subject to Chapter 171 Local Government Code. [Section 460.203]. A Board Member shall not (a) accept, agree to accept, or solicit any gift, favor, service, or other benefit that might reasonably tend to influence that Board Member in making decisions on behalf of the Authority or that the Board Member knows or should have known is being offered with the intent to influence the Board Member's decision-making; or (b) accept, agree to accept, or solicit other compensation that could reasonably be expected to impair the Board Member's independence of judgment in the making of decisions on behalf of the Authority. Board Members shall familiarize themselves and comply with all applicable laws regarding conflicts of interest, including any conflict of interest policy adopted by the Board.

**Commented [DCTA75]:** Flower Mound (MM) **Comment** Just make sure this matches the board governance language

**Commented [DCTA76]:** Small Cities (C White) **Comment** What about reference to where Board Member has a financial interest in something the Board is discussing?

**Commented [DCTA77]:** City of Denton **Delete** "A Board Member shall not (a) accept, agree to accept, or solicit any gift, favor, service, or other benefit that might reasonably tend to influence that Board Member in making decisions on behalf of the Authority or that the Board Member knows or should have known is being offered with the intent to influence the Board Member's decision-making; or (b) accept, agree to accept, or solicit other compensation that could reasonably be expected to impair the Board Member's independence of judgment in the making of decisions on behalf of the Authority. Board Members shall familiarize themselves and comply with all applicable laws regarding conflicts of interest, including any conflict of interest policy adopted by the Board."

## ARTICLE IV OFFICERS

**Section 1. Election.** The Board shall elect ~~four~~ **three (3)** Board Members to serve as the Chair, Vice-Chair, ~~and Treasurer, and Secretary.~~ [Section 460.055(a)]. The Chair shall be a Board Member appointed by a Founding Municipality, ~~and shall rotate annually amongst the Founding Municipalities upon the conclusion of the Chair's one year term.~~

**Commented [DCTA78]:** City of Denton **Amend** four to "three (3)"

**Commented [DCTA79]:** City of Highland Village: **amend** "four" and "4" to "three" and "3" respectively

City of Lewisville: : **amend** "four" and "4" to "three" and "3" respectively

**Commented [DCTA80]:** Small Cities (C White) **Comment** Are these all voting members or could they also be Non-voting?

**Commented [DCTA81]:** Denton County (RC): **delete** "Treasurer"  
**Comment** – We've eliminated this position

City of Lewisville: **delete** "Treasurer"

**Commented [DCTA82]:** City of Denton **Delete** "Treasurer"

**Commented [DCTA83]:** City of Highland Village: **add** "and" before Treasurer  
**Delete:** ", and Secretary"

**Commented [DCTA84]:** City of Lewisville: **add** ", and shall rotate annually amongst the Founding Municipalities upon the conclusion of the Chair's one year term"

**Commented [DCTA85]:** Denton County (RC): **Comment** on entire Section 4 – Eliminate or incorporate elsewhere

City of Lewisville: **delete** all of Section 4.

**Commented [DCTA86]:** City of Denton **Delete** "Section 4. Treasurer. The Treasurer shall work with the Chief Financial Officer in preparing the Annual Budget and supervising the annual audit."

**Commented [DCTA87]:** City of Highland Village: **delete** "Section 5. Secretary. The Secretary shall review...the accuracy of the minutes."

**Commented [DCTA88]:** Flower Mound (MM) **Comment** We talked about combining this role into one position

**Commented [DCTA89]:** City of Highland Village: delete "January 1 through and including December 31"  
Add: "October 1 through and including September 30"

**Commented [DCTA90]:** City of Denton **Add** "The Authority shall...Financially Participating Municipalities"

## ARTICLE V BUDGET AND FINANCE

**Section 1. Fiscal Year.** The Fiscal Year of the Authority shall end on September 30 of each year.

**Section 2. Annual Budget.** The Authority shall prepare an Annual Budget. The Authority shall hold a budget workshop, at least 45 days prior to the adoption by the Board, to present the Authority's annual budget to the staff of all financially participating member entities, including County, Founding Municipalities and Financially Participating Municipalities. [Section 460.403].

**Section 3. Audit.** The Authority shall have an annual audit of the affairs of the Authority prepared by an independent certified public accountant. Any deficiencies noted in the audit report shall be addressed at a regular meeting of the Authority and addressed on the record. [Section 460.402].

**Section 4. Cost of Service and Efficiency Analysis.** The Authority shall conduct a cost of service and efficiency analysis every 2 years, the first of which, shall be complete by March 2020. The analysis should include:

- Review of all modes of service, analyzing the cost to provide each mode, and the associated funding sources generated as a result of that service
- Review of all contract service, and associated costs and revenues generated as a result
- Organizational review of staffing structure, to examine comparable agencies and government entities, and identify areas of improvement.
- Analysis of the most cost-efficient mode to provide service
- Review of fiscal policies, including fund balance policies

As a result of the analysis, the recommendations should include, but is not limited to:

- Opportunities to increase ridership
- Opportunities to improve service
- Organizational structure recommendations
- Recommendations for more cost-effective service
- Analysis of funds that could be reinvested in adjacent infrastructure through a Local Assistance Program

## ARTICLE VI INDEMNIFICATION

The Authority shall indemnify any current or past Board Member involved in any litigation or threatened litigation, including any civil, criminal, or administrative action, claim, investigation, suit, or other proceeding, for reason of such Board Member's alleged negligence or misconduct in the performance of his or her duties as a Board Member, to the extent funds are lawfully available and subject to any other limitations that exist by law, against liability and reasonable expenses, including attorneys' fees actually and necessarily incurred, except where it is adjudged that such Board Member acted with gross negligence or willful misconduct in the performance of his or her duties. The Board shall approve the Authority's payment of expenses incurred in defending a proceeding in advance of its final adjudication or other disposition if the Board (a) determines that the proceeding involves an action taken within the Board Member's scope of authority acting in the performance of his or her duties to the Authority, and (b) believes, in good faith, such payment serves the public interest. The Board shall require any Board Member receiving such pre-adjudication payments to reimburse the Authority if upon final adjudication of the proceeding the Board Member is determined not entitled to indemnification. The right of indemnification provided by these Bylaws shall not be deemed exclusive of any right to which any current or past Board Member may be entitled as a matter of law, and shall extend and apply to the estates of deceased Board Members.

**Commented [DCTA91]:** City of Denton Add "Section 4. Cost of Service and Efficiency Analysis. The Authority shall conduct a cost of service and efficiency analysis every 2 years, the first of which, shall be complete by March 2020. The analysis should include:

- Review of all modes of service, analyzing the cost to provide each mode, and the associated funding sources generated as a result of that service
- Review of all contract service, and associated costs and revenues generated as a result
- Organizational review of staffing structure, to examine comparable agencies and government entities, and identify areas of improvement.
- Analysis of the most cost-efficient mode to provide service
- Review of fiscal policies, including fund balance policies

As a result of the analysis, the recommendations should include, but is not limited to:

- Opportunities to increase ridership
- Opportunities to improve service
- Organizational structure recommendations
- Recommendations for more cost-effective service
- Analysis of funds that could be reinvested in adjacent infrastructure through a Local Assistance Program"

**ARTICLE VII  
AMENDMENT TO BYLAWS**

These Bylaws may be altered, amended or repealed, or new Bylaws may be adopted, pursuant to Article III, Section 10(b) hereof by Major Decision Approval Vote at any regular, properly posted meeting of the Authority, or any properly posted special meeting of the Authority, at which a quorum is present; provided that prior to consideration and vote by the Authority, any proposed revision to the Bylaws may be reviewed and commented on by all Board Members and shall be provided in writing to all Board Members at least two weeks prior to action on any amendment.



Board of Directors  
Regular Meeting Minutes

The Board of Directors of the Denton County Transportation Authority convened the Regular Meeting of the Board of Directors with Dianne Costa, Vice Chair presiding on August 22, 2019 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

Attendance

**Voting Members**

Dianne Costa, Vice Chair, Highland Village  
Mayor Chris Watts, Denton  
TJ Gilmore, Lewisville  
Randall Chrisman, Denton County #1  
Sam Burke, Denton County #2

**Non-voting Members**

Tom Winterburn, Corinth  
Mark Miller, Flower Mound  
Connie White, Small Cities  
Michael Savoie, Small Cities @ 1:50 pm  
Ron Trees, Little Elm

**Legal Counsel**

Joe Gorfida

**DCTA Executive Staff**

Raymond Suarez, Chief Executive Officer  
Kristina Holcomb, Deputy Chief Executive Officer  
Marisa Perry, Chief Financial Officer, Vice President of Finance

Michelle Bloomer, Vice President Operations

**Other DCTA Staff Attendees**

Jamie Cogdell, Senior Procurement Specialist  
Adrienne Hamilton, Communications Manager  
Sarah Martinez, Director of Procurement  
Athena Forrester, Assistant Vice President, Regulatory Compliance  
Amanda Riddle, Senior Manager of Budget  
Amber Karkauskas, Controller  
Brandy Pedron, Executive Administrator

**Public Attendees**

Shannon Joski, Denton County #1 Alternate  
Claire Powell, Lewisville Alternate  
Michael Leavitt, Highland Village Alternate  
Brandi Bird, Bird Advocacy and Consulting  
Stan Nixon, UNT Assistant Director, Transit and Special Projects  
Peggy Hinkle-Wolf, DRC  
Kenneth Day, ATU  
Paula Richardson, ATU  
Mr. Christian, ATU  
Jim Owen, ATU

CALL TO ORDER: *Dianne Costa, Vice Chair, called the meeting to order and announced the presence of a quorum at 1:30 p.m.*

PLEDGE OF ALLEGIANCE – *led by Mark Miller*

INVOCATION – *led by Dianne Costa*

WELCOME AND INTRODUCTION OF VISITORS – *No introductions made at this time*

RECOGNITION OF BOARD MEMBERS CONCLUDING THEIR SERVICE – *Dave Kovatch, 12 years and Don Hartman, 7 years*

PUBLIC COMMENT – *no public comments at this time*



## CONSENT AGENDA

### 1. Approval of July 18, 2019 Minutes

- *A Motion to approve the Consent Agenda item (a) was made by Randall Chrisman. The motion was seconded by TJ Gilmore. Motion passed unanimously by the Board with no abstentions.*

## CONVENE EXECUTIVE SESSION – *The Board convened into executive session at 1:45 pm*

The Board may convene the Regular Board Meeting into Closed Executive Session for the following:

- As Authorized by Section 551.071(2) of the Texas Government Code, the Board of Directors 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 or the Regular Board Meeting Agenda.
- As Authorized by Section 551.072 of the Texas Government Code, the Board of Directors Meeting may be Convened into Closed Executive Session for the Purpose of Deliberation regarding Real Property: Discuss acquisition, sale or lease of real property related to long-range service plan within the cities of Denton, Lewisville, Highland Village, or the A-train corridor.
- As Authorized by Section 551.071(2) of the Texas Government Code, the Board of Directors Meeting may be Convened into Closed Executive Session for the Purpose of Seeking Confidential Legal Advice from the General Counsel regarding retaining Gravely & Pearson LLP and Scheef & Stone LLP for legal services

## RECONVENE OPEN SESSION – *The Board reconvened the open meeting at 3:05 pm*

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

- *A Motion to Authorize and enter into an Agreement with Gravely & Pearson LLP and Scheef & Stone LLP, on a contingency basis not to exceed 33%, with no cost for evaluation of claims to be borne by DCTA was made by Sam Burke, Denton County #2. The motion was seconded by TJ Gilmore, Lewisville. Motion passed unanimously by the Board with no abstentions.*

## REGULAR AGENDA

### 1. Consider Monthly Financial Statements for July 2019

- *Financial Statements – Marisa Perry reported the following: The reports presented for the period ending July 2019 include the Statement of Change in Net Position, Statement of Net Position, and Capital Projects Fund. These reports provided a comparison of budget vs. actual for the fiscal year as of the current month.*
- *Capital Projects Budget report presented to the Board.*

### 2. Presentation and Discussion of Monthly Financial Reports for July 2019

- *Monthly Sales Tax Receipts – Marisa Perry reported the following: Sales tax represents the single largest source of revenue for DCTA at 64.13% for the Fiscal Year 2019 budget. The annual sales tax budget for FY19 is \$28,450,180. 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. Sales tax reports were presented to the Board. This month, receipts were favorable compared to budget by 3.11%, or \$80,021. The August allocation is for sales generated in the month of July and represents revenue for the ninth month of FY19. Sales tax for sales generated at retail in July and received in August was \$2,656,359. Compared to the same month last year, sales tax receipts are \$52,174 or 2% higher. Member city collections: Lewisville down 3.69%, Denton up 3.89%, and Highland Village up 46.65% (Audit collection of \$163k).*
- *Monthly Mobility-as-a-Service (MaaS) Update – Sarah Martinez gave the Board a monthly update on MaaS commitments, activities and expenditures as follows: to-date, 25 contracts have been fully executed with five remaining to be executed. No task orders have been issued to-date.*

- Budget Transfers – *Marisa Perry reported Federal operating grants have decreased based on current availability of the FY17 & FY18 Program of Projects formula funding. These funds have been assumed in the FY20 budget. Federal capital grants related to the Fleet (2019) capital project have been rolled into the FY20 budget. State capital grants related to the Hike & Bike – Eagle Point Section project have been rolled into the FY20 based on the current timeline of the project.*
3. Presentation and Discussion of Proposed FY 2020 Capital and Operating Budget
    - *Amanda Riddle presented for discussion the proposed FY 2020 Capital and Operating Budget including consideration of a service request from the City of Denton. The Board discussed the proposed budget and reviewed the Long-Range Financial Plan, Change in Net Position of Proposed FY 20 Budget, FY 20 Revenue Projections, Capital Improvement Plan with proposed FY20 appropriation and the FY20 Budget Contingency Plan.*
  4. Public Hearing on Proposed FY 2020 Capital and Operating Budget
    - *Dianne Costa opened the public hearing on DCTA's Proposed FY 2020 Operating and Capital Budget to allow the Board to receive public input on the proposed budget. The time called was 4:17 pm. Jim Owen, ATU, spoke to the Board. No further discussion. The Public Hearing was closed at 4:24 pm.*
  5. Presentation and Discussion of Bylaw Modification Plan
    - *Lindsey Baker and Staff presented the Board with a proposed timeline for the Bylaws modification process. Per direction of the Board, staff has engaged Frank Stevenson of Locke Lord to draft a proposed Bylaws document for review by the Board. Mr. Stevenson highlighted the most salient twelve items that the Board may want to take into consideration. Staff requested Board members to review the proposed timeline and provide direction as it relates to the suggested deadlines presented. Staff requested that Board members review the draft Bylaws and sought feedback. It was requested that all feedback be tracked on the clean Word version of the proposed Bylaws and sent to Brandy Pedron. A third comprehensive draft of all the comments from Board members will be presented at the September 26<sup>th</sup> Board meeting with the intent of bringing forward a final document for Board approval at the October 24<sup>th</sup> Board meeting.*
    - *TJ Gilmore, Lewisville, suggested that the Board accelerate the process to be completed by October 7<sup>th</sup> via a workshop rather than a list for consideration.*
    - *Sam Burke, Denton County #2, prefers the proposed timeline as suggested.*
    - *Alternate, Claire Powell, Lewisville, agrees with Mr. Burke but at the same time would like a workshop as Mr. Gilmore suggested.*
    - *The Board and Staff agreed to begin the September 26<sup>th</sup> Board meeting at 12:00 pm rather than 1:30 pm in order to hold a workshop at the beginning of the meeting and have Joe Gorfida and Frank Stevenson facilitate discussion on policy.*
  6. Consider Resolution R19-10 adopting DCTA's Board Governance Rules of Procedure
    - *As a result of the passage of SB1066, the Board of Directors has been reconstituted under Chapter 460 of the Texas Transportation Code, and as such requires updated Board governance policies and procedures. The current DCTA Rules of Procedure document was approved May of 2007 and last updated in April of 2012. Kristina Holcomb requested the Board to review and approve Resolution R19-10 adopting DCTA's Board Governance Rules of Procedure with two changes suggested by legal: under Code of Ethics, add excluding cash and gift cards; under Citizens, remove personnel and impertinent.*

- *TJ Gilmore, Lewisville, suggested that we hold on a vote for this item until the Bylaws are completed in order to avoid any conflict and need to change the Rules of Procedure after the adoption of the Bylaws. The Board agreed. No vote was taken.*
  - *Following no action, Kristin Holcomb informed the Board that contained within the Rules of Procedure is motion to consolidate to one meeting per month. There were no objections.*
7. Consider Electing DCTA Board Officers and Approving Resolution R19-11
- *Vice Chair, Dianne Costa, Highland Village requested the Board elect Officers of the DCTA Board of Directors and approve Resolution R19-11 Appointing the Officers of the Board of Directors. The Board agreed to combine the Officer positions of Treasurer and Secretary in line with Transportation Code Chapter 460.*
  - *Alternate, Claire Powell, Lewisville recommended Dianne Costa as Board Chair. TJ Gilmore, Lewisville, motioned to nominate Dianne Costa as Board Chair. Randall Chrisman, Denton County #1 seconded the motion.*
  - *Chris Watts, Denton, motioned to nominate TJ Gilmore as Vice-Chair. The motion was seconded by Sam Burke, Denton County #2.*
  - *Vice Chair Costa motioned to nominate Randall Chrisman as Treasurer/Secretary. TJ Gilmore seconded the motion.*
  - *Resolution R19-11 will now read as Dianne Costa, Chair, TJ Gilmore, Vice Chair and Randall Chrisman, Treasurer/Secretary. A motion to approve Resolution R19-11 was made by Sam Burke. The motion was seconded by TJ Gilmore. Motion passed unanimously by the Board with no abstentions.*
8. Consider Appointing a Regional Transportation Council Representative and Alternate
- *Chair, Dianne Costa, Highland Village, requested to appoint a DCTA Representative and Alternate for the Regional Transportation Council (RTC). Dianne Costa made a motion to appoint herself as DCTA's Regional Transportation Council Representative. Vice Chair, TJ Gilmore, nominated Chris Watts, Denton as the Regional Transportation Council Alternate. A motion to appoint Dianne Costa as RTC Representative and Chris Watts, RTC Alternate was made by Vice Chair Gilmore. The motion was seconded by Chris Watts, Denton. Motion passed unanimously by the Board with no abstentions.*
9. Presentation and Discussion of Agency Procurement and Purchasing Thresholds
- *Athena Forrester provide an overview of DCTA's Procurement and Purchasing thresholds on Mobility-as-a-Service Vendor Contracts and First Transit Rail Contracts.*
  - *The Board suggested changing the language to 75k and bring to the Board for consideration at the September 26<sup>th</sup> meeting.*
10. Presentation and Discussion of Cost Allocation Model and Efficiency Study
- *Raymond Suarez discussed the cost allocation model and efficiency study with the Board.*
  - *Vice Chair, TJ Gilmore, Lewisville asked when the Board can get an RFQ out; Raymond responded within the next 60 days.*
  - *Sam Burke, Denton County #2 asked when will the Board have input on the cost model; Raymond responded that he is working with TTI and expecting within the next 30 days.*
11. Consider Interlocal Agreement with Coppell for the Provision of Contracted Services
- *Lindsey Baker requested Board approval for the Interlocal Agreement with Coppell for the Provision of Contracted Services to deploy mobility services to serve the workforce transit needs of the west*

*side of business park starting on or around October 1, 2019. DCTA would also execute a task order with Lyft directly, based on the existing contract, to provide first/last mile connectivity to area transit stops. The Board Executive Committee received a briefing on June 12, 2019 and directed staff to proceed with the project. The Board of Directors received a board memo/briefing regarding Coppell contract service, November 15<sup>th</sup> and December 18<sup>th</sup> of 2018. Program Services discussed contract services on September 16, 2018.*

- *Treasurer/Secretary, Randall Chrisman, Denton County #1 made a motion to authorize the CEO to execute an Interlocal Agreement with City of Coppell for Mobility Services with the following changes made: 3.1 (c) is stricken and 2.1 is changed from 30 to 60 day. Motion was seconded by Sam Burke, Denton County #2. Motion passed unanimously by the Board with no abstentions.*

12. Consider Task Order 6 to HDR Engineering, Inc.

- *Michelle Bloomer requested Board approval for the Task Order 6 to HDR Engineering, Inc. for Service Change Planning Assistance.*
- *Chris Watts, Denton made a motion to approve Task Order 6 to HDR Engineering, Inc. for Service Change Planning Assistance. The motion was seconded by Vice Chair, TJ Gilmore, Lewisville. Motion passed unanimously by the Board with no abstentions.*

13. Discussion of Regional Transportation and Legislative Issues

- *Kristina Holcomb briefly mentioned the State Legislative and Consulting Services Contract is up and that DCTA has an RFP out. The award is slated to be made in December.*

FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

Staff will discuss proposed future agenda items. Board members may request an informational item or action item to be added to the next Board meeting agenda.

- *Vice Chair, TJ Gilmore, Lewisville, asked that the Board address the restructure of the North Texas Mobility Corporation Board.*

REPORT ON ITEMS OF COMMUNITY INTEREST

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.

- *Chair, Dianne Costa, Highland Village, briefed the Board of the upcoming APTA Annual conference for those interested in attending.*

ADJOURN – *The meeting was adjourned at 5:51 p.m.*

The minutes of the August 22, 2019 Regular meeting of the Board of Directors were passed and approved by a vote on this 26<sup>th</sup> day of September 2019.

ATTEST

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Dianne Costa, Chair

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Randall Chrisman, Treasurer/Secretary

SUBJECT: Consider Monthly Financial Statements for August 2019

**Background**

The financial statements are presented monthly to the Board of Directors for acceptance. The reports presented for the period ending August 31, 2019 include the Statement of Change in Net Position, Statement of Net Position, and Capital Projects Fund. These reports provide a comparison of budget vs. actual for the fiscal year as of the current month.

The following are major variances between year-to-date budget and year-to-date actuals, which are annotated on the Statement of Change in Net Position.

- **Note A:** Passenger Revenues – YTD favorable by \$425k mainly due to increased bus ridership and a higher than anticipated average fare per rider. YTD FY19 bus ridership for Connect, Access, Frisco, Collin County Transit, and North Texas Xpress of 557k is 34% greater than the budgeted ridership of 415k (\$169k increased revenue). The FY19 budget estimated an average fare per rail rider of \$1.16; however, YTD rail revenue per rider was \$1.89 (\$255k increased revenue). This favorable variance is partially offset by lower than budgeted rail ridership; YTD FY19 rail ridership of 358k is 1% less than budgeted ridership of 363k.

		YTD FY19 Actual Ridership	YTD FY19 Budgeted Ridership	% Variance, Actual to Budget	YTD FY18 Actual Ridership	% Variance, Actual to Prior Year
Total Rail Ridership	(A)	357,993	363,068	-1%	383,788	-7%
Connect, Access, Frisco, CCT, NTX	(A)	557,013	415,272	34%	471,744	18%
UNT, NCTC, Taxi Ridership	(B)	1,608,388	1,634,423	-2%	1,665,046	-3%
Total Bus Ridership		2,165,401	2,049,695	6%	2,136,790	1%
Total Ridership		2,523,394	2,412,763	5%	2,520,578	0%

(A) Passenger revenues are linked with these ridership statistics. Although Frisco & CCT service are contracted services, the passengers are responsible for a passenger fare as well.

(B) These ridership numbers are not linked to passenger revenues and are shown for information purposes only to include all system ridership.

- **Note B:** Contract Service Revenue – YTD unfavorable by (\$27k). YTD FY19 fuel usage for contract services of 116k gallons is 13% lower than budgeted usage of 132k gallons (\$50k decreased revenue). Average YTD pass-through fuel cost is \$2.17/gallon compared to budgeted \$3.00/gallon (\$96k decreased revenue). A portion of the unfavorable variance is offset by higher than budgeted revenue hours (\$76k increased revenue). YTD contract service revenue related to taxi service and special movements is trending \$42k above budget.
- **Note C:** Sales Tax Revenue – August sales tax revenue is not yet received and is accrued for the month based on budget. Sales tax generated in August will be received in October. The Sales Tax Report included in this agenda packet provides a more detailed Budget to Actual comparison of FY19 sales tax receipts collected through September, representing sales tax generated through July.

- **Note D:** Federal/State Grants - Capital – YTD favorable by \$235k mainly due to reimbursements for the Hike and Bike Trail project that are greater than the amount budgeted. Reimbursements for the Positive Train Control project are \$140k less than budgeted, partially offsetting the positive variance.

	YTD FY19 Actual Revenue	YTD FY19 Budgeted Revenue	Variance, Actual to Budget
EPA - Brownfield	\$ 178,200	\$ 178,200	\$ -
Fleet Replacement	1,143,559	1,143,559	-
Positive Trail Control (PTC)	1,045,553	1,185,935	(140,382)
Rail Safety Improvements	37,120	-	37,120
Safety and Security	36,036	-	36,036
Hike & Bike Trail – Eagle Point	1,365,666	1,063,696	301,970
	<u>\$ 3,806,134</u>	<u>\$ 3,571,390</u>	<u>\$ 234,744</u>

- **Note E:** Federal/State Grants - Operating – YTD favorable by \$4.4m mainly due to reimbursements received for Bus and Rail Preventive Maintenance, Operating Assistance, ADA Assistance and Vanpool. This variance represents a timing difference, as these reimbursements were included as budgeted revenue in the FY2020 budget based on anticipated grant schedules when the budget was prepared.

	YTD FY19 Actual Revenue	YTD FY19 Budgeted Revenue	Variance, Actual to Budget
Bus PM	\$ 1,121,604	\$ 584,651	\$ 536,953
Rail PM	1,075,350	443,126	632,224
Operating Assistance	3,000,000	-	3,000,000
ADA Assistance	789,569	561,234	228,335
Vanpool	127,348	105,728	21,620
NCTCOG NTX 35W JARC	59,860	106,063	(46,203)
Transit Enhancements	62,651	62,651	-
	<u>\$ 6,236,382</u>	<u>\$ 1,863,453</u>	<u>\$ 4,372,929</u>

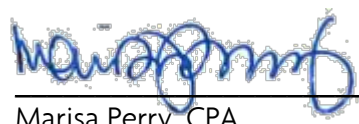
#### Identified Need

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

#### Recommendation

Staff recommends acceptance.

Submitted by:   
Amber Karkauskas  
Controller

Final Review:   
Marisa Perry, CPA  
Chief Financial Officer/VP of Finance



# DENTON COUNTY TRANSPORTATION AUTHORITY

CHANGE IN NET POSITION  
MONTH AND YEAR TO DATE AUGUST 31, 2019  
(UNAUDITED)

Description	Month Ended August 31, 2019			Year to Date August 31, 2019			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Revenue and Other Income</b>							
Passenger Revenues	\$ 122,261	\$ 58,194	\$ 64,067	\$ 1,237,794	\$ 812,527	\$ 425,267	\$ 880,448 <b>Note A</b>
Contract Service Revenue	255,967	198,134	57,833	3,657,465	3,684,892	(27,427)	4,132,383 <b>Note B</b>
Sales Tax Revenue	2,659,301	2,393,496	265,805	26,278,596	25,858,239	420,357	28,450,180 <b>Note C</b>
Federal/State Grants - Capital	199,846	388,782	(188,936)	3,806,134	3,571,390	234,744	3,811,390 <b>Note D</b>
Federal/State Grants - Operating	5,560,960	16,213	5,544,747	6,236,382	1,863,453	4,372,929	4,351,253 <b>Note E</b>
<b>Total Revenue and Other Income</b>	<b>8,798,336</b>	<b>3,054,819</b>	<b>5,743,517</b>	<b>41,216,371</b>	<b>35,790,501</b>	<b>5,425,870</b>	<b>41,625,654</b>
<b>Operating Expenses</b>							
Salary, Wages and Benefits	369,647	400,104	30,457	9,398,850	9,884,400	485,550	10,287,136
Services	214,504	392,971	178,467	2,739,034	4,265,832	1,526,798	4,634,656
Materials and Supplies	207,981	271,459	63,478	2,138,126	2,884,223	746,097	3,165,045
Utilities	41,244	42,552	1,308	370,747	464,172	93,425	503,723
Insurance	128,523	140,594	12,071	1,517,810	1,627,374	109,564	1,767,923
Purchased Transportation Services	874,609	852,778	(21,831)	8,878,989	9,491,034	612,045	10,342,159
Miscellaneous	43,659	18,706	(24,953)	240,083	517,786	277,703	535,869
Leases and Rentals	19,128	19,218	91	205,035	215,825	10,789	234,974
Depreciation	815,316	900,357	85,041	8,989,873	9,900,665	910,792	10,790,950
<b>Total Operating Expenses</b>	<b>2,714,612</b>	<b>3,038,739</b>	<b>324,127</b>	<b>34,478,547</b>	<b>39,251,310</b>	<b>4,772,763</b>	<b>42,262,435</b>
<b>Income Before Non-Operating Revenue and Expense</b>	<b>6,083,724</b>	<b>16,080</b>	<b>6,067,644</b>	<b>6,737,824</b>	<b>(3,460,809)</b>	<b>10,198,633</b>	<b>(636,781)</b>
<b>Non-Operating Revenues / (Expense)</b>							
Investment Income	79,286	16,667	62,619	566,729	183,337	383,392	200,000
Gain (Loss) on Disposal of Assets	-	-	-	17,556	-	17,556	-
Fare Evasion Fee	-	-	-	450	-	450	-
Other Income - Miscellaneous	12,228	-	12,228	67,118	-	67,118	85,761
Long Term Debt Interest/Expense	(81,249)	(81,249)	-	(891,419)	(893,739)	2,320	(974,984)
<b>Total Non-Operating Revenue / (Expense)</b>	<b>10,265</b>	<b>(64,582)</b>	<b>74,847</b>	<b>(239,565)</b>	<b>(710,402)</b>	<b>470,837</b>	<b>(689,223)</b>
<b>Income (Loss) Before Transfers</b>	<b>6,093,990</b>	<b>(48,502)</b>	<b>6,142,491</b>	<b>6,498,258</b>	<b>(4,171,211)</b>	<b>10,669,470</b>	<b>(1,326,004)</b>
Transfers Out	(684,464)	(684,881)	417	(2,019,056)	(2,054,280)	35,224	(2,817,851)
<b>Total Transfers</b>	<b>(684,464)</b>	<b>(684,881)</b>	<b>417</b>	<b>(2,019,056)</b>	<b>(2,054,280)</b>	<b>35,224</b>	<b>(2,817,851)</b>
<b>Change in Net Position</b>	<b>\$ 5,409,525</b>	<b>\$ (733,383)</b>	<b>\$ 6,142,908</b>	<b>\$ 4,479,202</b>	<b>\$ (6,225,491)</b>	<b>\$ 10,704,694</b>	<b>\$ (4,143,855)</b>





# DENTON COUNTY TRANSPORTATION AUTHORITY

## STATEMENT OF NET POSITION

AS OF AUGUST 31, 2019

(UNAUDITED)

	August 31, 2019	July 31, 2019	Change
<b>Assets</b>			
<b>Current Assets</b>			
Operating Cash & Cash Equivalents	\$ 12,866,607	\$ 9,055,603	\$ 3,811,004
Reserves: Cash & Cash Equivalents	10,353,902	8,748,940	1,604,962
Reserves: Investments	3,522,337	4,996,592	(1,474,255)
Accounts & Notes Receivable	8,774,829	6,746,866	2,027,964
Prepaid Expenses	251,657	317,420	(65,763)
Inventory	47,521	30,481	17,039
Restricted Asset-Cash and Equivalents	3,267,228	3,262,921	4,307
<b>Total Current Assets</b>	<b>39,084,080</b>	<b>33,158,823</b>	<b>5,925,257</b>
<b>Non-Current Assets</b>			
Land	17,394,147	17,394,147	-
Land Improvements	9,017,865	9,017,865	-
Machinery & Equipment	4,038,397	4,038,397	-
Vehicles	93,128,369	93,128,369	-
Computers & Software	1,387,627	1,387,627	-
Intangible Assets	16,997,155	16,997,155	-
Construction in Progress	21,689,720	21,102,825	586,896
Other Capital Assets, Net	234,616,978	234,616,978	-
Accumulated Depreciation	(76,880,716)	(76,065,400)	(815,316)
<b>Total Non-Current Assets</b>	<b>321,389,542</b>	<b>321,617,962</b>	<b>(228,420)</b>
<b>Total Assets</b>	<b>360,473,621</b>	<b>354,776,785</b>	<b>5,696,836</b>
<b>Deferred Outflow of Resources</b>			
Deferred Outflows Related to Pensions	264,899	264,899	-
<b>Total Deferred Outflow of Resources</b>	<b>264,899</b>	<b>264,899</b>	<b>-</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable and Accrued Expenses	1,021,137	830,334	190,803
Deferred Revenues	102,406	87,146	15,260
Interest Payable	406,243	324,995	81,249
Retainage Payable	605,405	605,405	-
<b>Total Current Liabilities</b>	<b>2,135,191</b>	<b>1,847,880</b>	<b>287,311</b>
<b>Non-Current Liabilities</b>			
Rail Easement Payable	1,000,000	1,000,000	-
Bonds Payable	27,020,000	27,020,000	-
Net Pension Liability	1,240	1,240	-
<b>Total Non-Current Liabilities</b>	<b>28,021,240</b>	<b>28,021,240</b>	<b>-</b>
<b>Total Liabilities</b>	<b>30,156,431</b>	<b>29,869,120</b>	<b>287,311</b>
<b>Deferred Inflow of Resources</b>			
Deferred Inflows Related to Pensions	70,780	70,780	-
<b>Total Deferred Inflow of Resources</b>	<b>70,780</b>	<b>70,780</b>	<b>-</b>
<b>Net Position</b>			
Net Investment in Capital Assets	295,951,497	295,951,497	-
Unrestricted	30,080,610	30,080,610	-
Change in Net Position	4,479,202	(930,323)	<b>5,409,525</b>
<b>Total Net Position</b>	<b>\$ 330,511,309</b>	<b>\$ 325,101,784</b>	<b>\$ 5,409,525</b>





# NORTH TEXAS MOBILITY CORPORATION

CHANGE IN NET POSITION  
MONTH AND YEAR TO DATE AUGUST 31, 2019  
(UNAUDITED)

Description	Month Ended August 31, 2019			Year to Date August 31, 2019			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Operating Expenses</b>							
Salary, Wages and Benefits	\$ 664,392	\$ 648,952	\$ (15,440)	\$ 1,966,564	\$ 1,946,477	\$ (20,087)	\$ 2,674,142
Services	5,736	7,289	1,553	16,995	21,867	4,872	29,154
Insurance	10,526	10,105	(421)	31,578	30,315	(1,263)	40,408
Miscellaneous	3,810	18,535	14,725	3,919	55,621	51,702	74,147
<b>Total Operating Expenses</b>	<u>684,464</u>	<u>684,881</u>	<u>417</u>	<u>2,019,056</u>	<u>2,054,280</u>	<u>35,224</u>	<u>2,817,851</u>
<b>Income (Loss) Before Transfers</b>	(684,464)	(684,881)	417	(2,019,056)	(2,054,280)	35,224	(2,817,851)
Transfers In	<u>684,464</u>	<u>684,881</u>	<u>(417)</u>	<u>2,019,056</u>	<u>2,054,280</u>	<u>(35,224)</u>	<u>2,817,851</u>
<b>Total Transfers</b>	<u>684,464</u>	<u>684,881</u>	<u>(417)</u>	<u>2,019,056</u>	<u>2,054,280</u>	<u>(35,224)</u>	<u>2,817,851</u>
<b>Change in Net Position</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



# NORTH TEXAS MOBILITY CORPORATION

## STATEMENT OF NET POSITION

AS OF AUGUST 31, 2019

(UNAUDITED)

	August 31, 2019	July 31, 2019	Change
<b>Assets</b>			
Operating Cash & Cash Equivalents	\$ 282,728	\$ 424,837	\$ (142,110)
Prepaid Expenses	10,526	21,052	(10,526)
<b>Total Assets</b>	<u>293,254</u>	<u>445,889</u>	<u>(152,636)</u>
<b>Liabilities</b>			
Accounts Payable and Accrued Expenses	293,254	445,889	(152,636)
<b>Total Liabilities</b>	<u>293,254</u>	<u>445,889</u>	<u>(152,636)</u>
<b>Net Position</b>			
Change in Net Position	-	-	-
<b>Total Net Position</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

## DENTON COUNTY TRANSPORTATION AUTHORITY

## CAPITAL PROJECT FUND

AS OF AUGUST 31, 2019

Capital Project Number/Name	Project Budget	August 2019 Actuals Booked	Actuals Life To Date	\$ Under/ (Over) Budget	% of Budget (As of August 2019 Close)	Project % Complete (Operations)
Construction Work in Progress						
<b>G&amp;A Capital Projects</b>						
Total 10302 · Infrastructure Acquisition	\$ 3,900,000	\$ 1,140	\$ 197,404	\$ 3,702,596	5%	
Total 10403 · Server/Network Infrastructure	350,000	79,001	295,611	54,389	84%	
Total 10606 · Shared Use Mobility Study	123,428	-	24,250	99,178	20%	
<b>Total G&amp;A Capital Projects</b>	<b>4,373,428</b>	<b>80,141</b>	<b>517,265</b>	<b>3,856,163</b>	<b>12%</b>	
<b>Bus Capital Projects</b>						
Total 50305 · IOMF Fuel Tanks	1,037,000	3,445	1,013,921	23,079	98%	95%
Total 50411 · Fleet Farebox (2019)	600,000	-	-	600,000	0%	
Total 50513 · Fleet (2019)	1,481,000	-	-	1,481,000	0%	
Total 50601 · Scheduling Software (Bus)	250,000	-	28,125	221,875	11%	
<b>Total Bus Capital Projects</b>	<b>3,368,000</b>	<b>3,445</b>	<b>1,042,046</b>	<b>2,325,954</b>	<b>31%</b>	
<b>Rail Capital Projects</b>						
Total 61406.1 · Positive Train Control Implementation	16,720,141	-	15,262,305	1,457,836	91%	95%
Total 61605 · Brownfield Remediation	385,000	553	311,305	73,695	81%	80%
Total 61715 · Trail Safety Improvements	181,157	-	56,500	124,657	31%	40%
Total 61716 · Lewisville Bike Trail - Eagle Point Section	2,995,873	144,719	1,778,398	1,217,475	59%	70%
Total 61718 · Rail Safety Improvements	400,000	-	178,175	221,825	45%	46%
Total 61719 · Rail Capital Maintenance (2019)	2,450,000	358,038	1,391,749	1,058,251	57%	58%
<b>Total Rail Capital Projects</b>	<b>23,132,171</b>	<b>503,309</b>	<b>18,978,432</b>	<b>4,153,739</b>	<b>82%</b>	
<b>Total Construction Work in Progress</b>	<b>\$ 30,873,599</b>	<b>\$ 586,896</b>	<b>\$ 20,537,743</b>	<b>\$ 10,335,856</b>	<b>67%</b>	

SUBJECT: Presentation and Discussion of Monthly Sales Tax Receipts

### Background

Sales tax represents the single largest source of revenue for DCTA at 64.13% for the Fiscal Year 2019 budget. The annual sales tax budget for FY19 is \$28,450,180. 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 by 12.19%. The September allocation is for sales generated in the month of July and represents revenue for the tenth month of FY19.

- Sales tax for sales generated at retail in the month of July and received in September was \$2,447,195.
- This represents an increase of 12.19% or \$265,805 compared to budget for the month.
- Compared to the same month last year, sales tax receipts are \$177,961 or 7.84% higher.
- Member city collections for the month compared to prior year are as follows:
  - City of Lewisville up 10.73%
  - City of Denton up 3.06%
  - Highland Village up 7.10%

### Identified Need

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

### Recommendation

For information only. No action required.

### Exhibits

Exhibit 1: FY19 Monthly Sales Tax Report

Submitted By:   
Amanda Riddle  
Senior Manager of Budget

Final Review:   
Marisa Perry, CPA  
Chief Financial Officer/VP of Finance

## DENTON COUNTY TRANSPORTATION AUTHORITY

SALES TAX REPORT  
BUDGET TO ACTUAL AND PREVIOUS YEAR COMPARISON

Sales Generated in Month of:	Received in Month of:	2018-2019 Year Budget	2018-2019 Year Actual	Variance Actual to Budget	CY Actual to CY Budget % Variance	2017-2018 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 2,236,473	\$ 2,307,128	\$ 70,655	3.16%	\$ 2,150,455	\$ 156,673	7.29%
November	January	\$ 2,305,281	\$ 2,292,741	\$ (12,540)	-0.54%	\$ 2,216,616	\$ 76,125	3.43%
December	February	\$ 2,913,325	\$ 2,831,728	\$ (81,597)	-2.80%	\$ 2,801,274	\$ 30,454	1.09%
January	March	\$ 2,054,846	\$ 2,069,625	\$ 14,779	0.72%	\$ 1,975,813	\$ 93,812	4.75%
February	April	\$ 2,093,223	\$ 2,024,082	\$ (69,141)	-3.30%	\$ 2,012,714	\$ 11,368	0.56%
March	May	\$ 2,697,615	\$ 2,475,826	\$ (221,789)	-8.22%	\$ 2,593,861	\$ (118,035)	-4.55%
April	June	\$ 2,215,262	\$ 2,484,440	\$ 269,178	12.15%	\$ 2,130,060	\$ 354,381	16.64%
May	July	\$ 2,190,990	\$ 2,307,292	\$ 116,302	5.31%	\$ 2,375,417	\$ (68,125)	-2.87%
June	August	\$ 2,576,338	\$ 2,656,359	\$ 80,021	3.11%	\$ 2,604,185	\$ 52,174	2.00%
July	September	\$ 2,181,390	\$ 2,447,195	\$ 265,805	12.19%	\$ 2,269,235	\$ 177,961	7.84%
August	October	\$ 2,393,496				\$ 2,343,951		
September	November	\$ 2,591,941				\$ 2,471,023		
YTD Total		\$ 28,450,180	\$ 23,896,417	\$ 431,674	1.84%	\$ 27,944,603	\$ 766,788	3.32%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department

Prepared By: Denton County Transportation Authority Finance Department

September 11, 2019

## DENTON COUNTY TRANSPORTATION AUTHORITY

MEMBER CITIES SALES TAX REPORT  
 MONTH ALLOCATION IS RECEIVED FROM COMPTROLLER  
 PREVIOUS YEAR COMPARISON

CITY OF LEWISVILLE						CITY OF HIGHLAND VILLAGE					
Sales Generated in Month of:	Received in Month of:	2017-2018 Year Actual	2018-2019 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance	Sales Generated in Month of:	Received in Month of:	2017-2018 Year Actual	2018-2019 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 3,009,098	\$ 3,287,654	\$ 278,557	9.26%	October	December	\$ 265,631	\$ 319,132	\$ 53,501	20.14%
November	January	\$ 2,973,704	\$ 3,193,613	\$ 219,909	7.40%	November	January	\$ 328,316	\$ 311,524	\$ (16,792)	-5.11%
December	February	\$ 3,924,399	\$ 4,003,626	\$ 79,227	2.02%	December	February	\$ 451,331	\$ 446,811	\$ (4,520)	-1.00%
January	March	\$ 2,767,715	\$ 3,029,803	\$ 262,088	9.47%	January	March	\$ 287,500	\$ 283,228	\$ (4,273)	-1.49%
February	April	\$ 2,864,356	\$ 2,965,849	\$ 101,494	3.54%	February	April	\$ 250,707	\$ 258,782	\$ 8,075	3.22%
March	May	\$ 3,540,108	\$ 3,631,625	\$ 91,517	2.59%	March	May	\$ 341,604	\$ 344,912	\$ 3,308	0.97%
April	June	\$ 2,950,115	\$ 3,806,587	\$ 856,473	29.03%	April	June	\$ 285,066	\$ 304,322	\$ 19,257	6.76%
May	July	\$ 3,386,756	\$ 3,253,159	\$ (133,596)	-3.94%	May	July	\$ 325,073	\$ 340,531	\$ 15,458	4.76%
June	August	\$ 3,759,539	\$ 3,620,748	\$ (138,791)	-3.69%	June	August	\$ 356,643	\$ 523,000	\$ 166,358	46.65%
July	September	\$ 3,055,068	\$ 3,382,881	\$ 327,813	10.73%	July	September	\$ 301,133	\$ 322,509	\$ 21,377	7.10%
August	October	\$ 3,336,162				August	October	\$ 284,692			
September	November	\$ 3,551,821				September	November	\$ 327,060			
YTD Total		\$ 39,118,841	\$ 34,175,545	\$ 1,944,688	6.03%	YTD Total		\$ 3,804,755	\$ 3,454,753	\$ 261,749	8.20%

CITY OF DENTON						
Sales Generated in Month of:	Received in Month of:	2017-2018 Year Actual	2018-2019 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance	
October	December	\$ 2,718,499	\$ 2,875,467	\$ 156,969	5.77%	
November	January	\$ 2,945,336	\$ 2,933,274	\$ (12,062)	-0.41%	
December	February	\$ 3,598,809	\$ 3,667,687	\$ 68,878	1.91%	
January	March	\$ 2,568,686	\$ 2,435,272	\$ (133,413)	-5.19%	
February	April	\$ 2,526,113	\$ 2,397,631	\$ (128,482)	-5.09%	
March	May	\$ 3,661,913	\$ 3,229,426	\$ (432,487)	-11.81%	
April	June	\$ 2,787,702	\$ 2,945,196	\$ 157,494	5.65%	
May	July	\$ 2,936,759	\$ 2,897,074	\$ (39,685)	-1.35%	
June	August	\$ 3,348,805	\$ 3,479,089	\$ 130,283	3.89%	
July	September	\$ 3,095,938	\$ 3,190,582	\$ 94,645	3.06%	
August	October	\$ 2,856,408				
September	November	\$ 3,231,127				
YTD Total		\$ 36,276,094	\$ 30,050,698	\$ (137,860)	-0.46%	

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department  
 Prepared By: Denton County Transportation Authority Finance Department  
 September 11, 2019

**ALL TRANSIT AGENCIES**  
MONTHLY SALES AND USE TAX COMPARISON SUMMARY

Transit Agency	Current Rate	Net Payment This Period	Comparable Payment Prior Year	% Change	Payments YTD (Calendar)	Prior Year Payments YTD (Calendar)	% Change
Austin MTA	1.00%	\$ 22,824,244	\$ 21,248,482	7.41%	\$ 195,881,840	\$ 183,578,327	6.70%
Corpus Christi MTA	0.50%	\$ 3,169,718	\$ 2,897,307	9.40%	\$ 26,266,509	\$ 25,078,016	4.73%
Dallas MTA	1.00%	\$ 46,922,520	\$ 46,649,093	0.58%	\$ 465,913,755	\$ 450,909,840	3.32%
Denton CTA	0.50%	\$ 2,447,195	\$ 2,269,235	7.84%	\$ 21,589,289	\$ 20,979,175	2.90%
El Paso CTD	0.50%	\$ 3,807,248	\$ 3,629,849	4.88%	\$ 35,288,668	\$ 33,660,115	4.83%
Fort Worth MTA	0.50%	\$ 6,737,363	\$ 6,323,984	6.53%	\$ 61,555,734	\$ 58,663,429	4.93%
Houston MTA	1.00%	\$ 63,108,590	\$ 61,351,967	2.86%	\$ 586,462,150	\$ 574,631,449	2.05%
Laredo CTD	0.25%	\$ 702,646	\$ 646,637	8.66%	\$ 6,363,727	\$ 6,109,401	4.16%
San Antonio ATD	0.25%	\$ 6,148,029	\$ 5,443,559	12.94%	\$ 54,414,637	\$ 52,015,099	4.61%
San Antonio MTA	0.50%	\$ 13,410,314	\$ 12,066,031	11.14%	\$ 120,259,393	\$ 114,780,750	4.77%
<b>TOTALS</b>		<b>\$ 169,277,868</b>	<b>\$ 162,526,145</b>	<b>4.15%</b>	<b>\$ 1,573,995,703</b>	<b>\$ 1,520,405,602</b>	<b>3.52%</b>

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department  
Prepared By: Denton County Transportation Authority Finance Department  
September 11, 2019

SUBJECT: Presentation and Discussion of Monthly Mobility-as-a-Service Update

### Background

A Request for Proposals (RFP) was released on January 16, 2019 for Mobility as a Service (MaaS). Firms were invited to submit proposals (for both federal and non-federal funding project categories) to provide innovative mobility service to DCTA member cities, DCTA contract communities, partner organizations, as well as large employment centers and other areas as the need arises. On March 12, 2019, DCTA received thirty-seven (37) proposals in response to the RFP. Thirty-three (33) proposals were deemed responsive and were evaluated by the evaluation team. The evaluation team rejected two proposals that scored less than seventy (70) points and recommended award to thirty-one (31) firms. The Board of Directors approved the award of Mobility-as-a-Service to thirty-one firms and a total annual contract value of \$2,400,000 for all task orders issued under the master on-call contracts. One of the recommended firms will not execute a contract due to business operational changes; therefore, thirty (30) firms remain eligible for contract execution. As requested by the Board of Directors, staff is providing a monthly update on all Mobility-as-a-Service commitments, activities and expenditures.

To date, the following twenty-six contracts have been fully executed:

- |                             |                            |   |
|-----------------------------|----------------------------|---|
| • AJL International         | • Irving Holdings          | • RideCo                                |
| • Bird Rides                | • Iteris                   | • Rideshark Corporation                 |
| • Bubbl Investments, LLC.   | • Kapsch                   | • River North (Via)                     |
| • Dashboard Story dba DUET  | • Lyft                     | • Roundtrip                             |
| • DemandTrans Solutions     | • Moovel                   | • Routematch                            |
| • DoubleMap                 | • Moovit                   | • Spare Labs, Inc.                      |
| • Downtowner Holdings, LLC. | • MV Transportation        | • Spare Labs, Inc. (with First Transit) |
| • First Transit             | • Muve: Quebec, Inc.       | • Transdev North America                |
| • Ford Smart Mobility, LLC. | • Quebec, Inc. dba Transit |   |

The remaining four contracts, all with software companies (Passport, SeatsX, Token Transit and Transloc), have been placed on hold until a need arises to enter into a contract for software.

### Financial Impact

No task orders have been issued to date.


### Identified Need

Provides the Board of Directors a monthly status on Mobility-as-a-Service Contracts.

### Recommendation

For information only. No action required.

Submitted By: \_\_\_\_\_

  
Sarah Martinez  
Director of Procurement

Final Review: \_\_\_\_\_

  
Marisa Perry, CPA  
Chief Financial Officer/VP of Finance



## Board of Directors Memo

September 26, 2019

SUBJECT: Budget Information

There were no budget transfers completed in the month of August to report.

### Identified Need

Provides the Board of Directors a monthly status on any budget transfers completed.

### Recommendation

For information only. No action required.

### Exhibits

N/A

Submitted By:   
Amanda Riddle  
Senior Manager of Budget

Final Review:   
Marisa Perry, CPA  
Chief Financial Officer/VP of Finance

SUBJECT: Consider Resolution R19-11 Adopting FY 2020 Capital and Operating Budget

### Background

Chapter 460 of the Texas Transportation Code requires the preparation of an annual budget for DCTA. Staff has prepared a balanced budget, where operating expenses and capital expenditures do not exceed current year revenues and undesignated fund balance/reserves.

The proposed FY 2020 Budget was presented and discussed at the Budget Workshops on July 15th and August 1st and was presented to the Board of Directors at the August Board meeting, in accordance with requirements under Chapter 460 of the Texas Transportation Code and DCTA Board policy and procedures, for Board review and comment as well as citizen input. Notice of the public hearing was published in the Denton Record Chronicle on August 9th, 2019. The proposed FY 2020 budget schedules are also available for viewing on the DCTA website.

### Identified Need

Approval of Resolution R19-11, adopting the FY 2020 Operating & Capital Budget, is required to establish a budget for the 2020 fiscal year which will begin October 1, 2019.

### Recommendation

Staff recommends the approval of Resolution R19-11, adopting the FY 2020 Capital and Operating Budget, Long Range Financial Plan, and Budget Contingency Plan.

### Exhibits

The proposed budget contains revenue and expenditure assumptions for FY 2020, which include capital expenditures. Included as agenda back-up are the following exhibits:

- Exhibit A: Change in Net Position – Proposed FY20 Budget
- Exhibit A-1: Change in Net Position – DCTA & NTMC Combined
- Exhibit B: Capital Improvement Plan with Proposed FY20 Appropriation
- Exhibit C: Long Range Financial Plan
- Exhibit D: FY20 Budget Contingency Plan

Submitted By: \_\_\_\_\_



Amanda Riddle  
Senior Manager of Budget

Final Review: \_\_\_\_\_



Marisa Perry, CPA  
Chief Financial Officer/VP of Finance

**DENTON COUNTY TRANSPORTATION AUTHORITY  
RESOLUTION NO. R19-11**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY PROVIDING FOR ADOPTION OF THE DENTON COUNTY TRANSPORTATION AUTHORITY OPERATING AND CAPITAL BUDGET FOR FISCAL YEAR 2019-2020, BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH THE BUDGET AS ADOPTED; ADOPTING CHANGE IN NET POSITION, CAPITAL IMPROVEMENT PLAN, LONG RANGE FINANCIAL PLAN, AND BUDGET CONTINGENCY PLAN; PROVIDING A REPEALING CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Section 460.403 of the Texas Transportation Code requires the Denton County Transportation Authority (“DCTA”) to prepare an annual budget; and

**WHEREAS**, the prepared budget, Change in Net Position, Capital Improvement Plan, Long Range Financial Plan, and Budget Contingency Plan have been presented to the public for review and comment; and

**WHEREAS**, the budget, Change in Net Position, Capital Improvement Plan, Long Range Financial Plan, and Budget Contingency Plan have been presented to the DCTA Board of Directors for review and comment; and

**WHEREAS**, after consideration, it is the consensus of the DCTA Board of Directors that the proposed FY 2019–2020 budget as hereinafter set forth, meets the legal and practical requirements of the DCTA for the proper and sustained operation of DCTA services and capital expenditures and should be approved as presented;

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

**SECTION 1.** The DCTA Operating and Capital Budget for FY 2019-2020, including Change in Net Position, Capital Improvement Plan, Long Range Financial Plan, and Budget Contingency Plan, attached as Exhibits “A” through “D”, be adopted and approved in all respects, and that the sums of money indicated in the proposed budget be approved as listed, and that the estimate of income and financial support as shown be accepted as proper and sufficient to pay such expenditures for both the operating and capital portions of the Budget.

**SECTION 2.** That all Budget amendments and transfers of appropriations budgeted from one account or activity to another within any individual activity for the fiscal year 2018-2019 are hereby ratified, and the budget for fiscal year 2019-2020, heretofore adopted by resolution of the DCTA Board of Directors, be and the same is hereby, amended to the extent of such transfers and amendments for all purposes.

**SECTION 3.** That all provisions of the resolutions of the DCTA Board of Directors 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 4.** That this Resolution shall take effect immediately from and after its passage, and it is, accordingly, so resolved.

**DULY PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY THE 26TH DAY OF SEPTEMBER, 2019.**

**APPROVED:**

---

Dianne Costa, Chair

**ATTEST:**

---

Randall Chrisman, Secretary

**APPROVED AS TO FORM:**

---

Joseph J. Gorfida, Jr., General Counsel  
(09-16-2019:TM 110897)

DENTON COUNTY TRANSPORTATION AUTHORITY  
Change in Net Position - Proposed FY 20 Budget

Description	DCTA FY 2018 Actuals	DCTA FY 2019 Working Budget	DCTA FY 2020 Proposed Budget
<b>OPERATING REVENUE</b>			
Passenger Revenues (Bus Farebox)	\$ 552,309	\$ 433,249	\$ 624,049
Passenger Revenues (Rail Farebox)	562,424	447,200	588,272
Contract Service Revenue	3,416,001	4,132,383	4,416,160
Total Operating Revenue	4,530,734	5,012,832	5,628,481
<b>OPERATING EXPENSES</b>			
Salary, Wages and Benefits	11,137,613	10,287,136	4,996,191
Services	4,348,623	4,634,656	3,393,656
Materials and Supplies	2,508,019	3,165,045	3,307,659
Utilities	439,476	503,723	527,988
Insurance, Casualties and Losses	1,707,911	1,767,923	1,752,329
Purchased Transportation Services	8,980,451	10,342,159	10,700,706
Miscellaneous	274,071	535,869	387,237
Leases and Rentals	213,497	234,974	229,633
Depreciation	10,202,355	10,790,950	10,612,052
Total Operating Expenses	39,812,018	42,262,435	35,907,451
Operating Income / (Loss)	(35,281,283)	(37,249,603)	(30,278,970)
<b>NON-OPERATING REVENUE / (EXPENSE)</b>			
Investment Income	350,924	200,000	400,000
Misc. Revenues	860,988	86,761	52,000
Sales Tax Revenue	27,937,707	28,450,180	29,019,184
Federal Grants & Reimbursements	7,116,198	6,858,947	10,226,774
State Grants & Reimbursements	-	1,303,696	780,389
Long Term Debt Interest/Expense	(1,040,262)	(974,984)	(909,480)
Total Non-Operating Revenue / (Expense)	35,225,555	35,924,600	39,568,867
Income (Loss) Before Transfers	(55,729)	(1,325,003)	9,289,897
Transfers Out	-	(2,817,851)	(8,781,700)
Transfers In	-	-	-
Total Transfers	-	(2,817,851)	(8,781,700)
<b>CHANGE IN NET POSITION</b>			
	\$ (55,729)	\$ (4,142,854)	\$ 508,197
Net Position - Beginning of Year:			27,142,770
Net Position - End of Year:			27,650,967
Transfer to Capital Projects			(10,282,173)
Debt Service Principal			(1,870,000)
Rail Easement Payment			(100,000)
Net Position After Capital Project Transfer			\$ 15,398,794

DENTON COUNTY TRANSPORTATION AUTHORITY  
Change in Net Position - Proposed FY 20 Budget

EXHIBIT A-1

Description	FY 2018 Actuals	NTMC FY 2019			DCTA FY 2020		
		DCTA FY 2019 Working Budget	Working Budget (June-Sept 2019)	Total FY 2019 Working Budget	Proposed Budget	NTMC FY 2020 Proposed Budget	Total FY 2020 Proposed Budget
OPERATING REVENUE							
Passenger Revenues (Bus Farebox)	\$ 552,309	\$ 433,249	\$ -	\$ 433,249	\$ 624,049	\$ -	\$ 624,049
Passenger Revenues (Rail Farebox)	562,424	447,200	-	447,200	588,272	-	588,272
Contract Service Revenue	3,416,001	4,132,383	-	4,132,383	4,416,160	-	4,416,160
Total Operating Revenue	4,530,734	5,012,832	-	5,012,832	5,628,481	-	5,628,481
OPERATING EXPENSES							
Salary, Wages and Benefits	11,137,613	10,287,136	2,674,142	12,961,278	4,996,191	8,460,824	13,457,015
Services	4,348,623	4,634,656	29,154	4,663,810	3,393,656	95,040	3,488,696
Materials and Supplies	2,508,019	3,165,045	-	3,165,045	3,307,659	-	3,307,659
Utilities	439,476	503,723	-	503,723	527,988	-	527,988
Insurance, Casualties and Losses	1,707,911	1,767,923	40,408	1,808,331	1,752,329	132,636	1,884,965
Purchased Transportation Services	8,980,451	10,342,159	-	10,342,159	10,700,706	-	10,700,706
Miscellaneous	274,071	535,869	74,147	610,016	387,237	93,200	480,437
Leases and Rentals	213,497	234,974	-	234,974	229,633	-	229,633
Depreciation	10,202,355	10,790,950	-	10,790,950	10,612,052	-	10,612,052
Total Operating Expenses	39,812,018	42,262,435	2,817,851	45,080,286	35,907,451	8,781,700	44,689,151
Operating Income / (Loss)	(35,281,283)	(37,249,603)	(2,817,851)	(40,067,454)	(30,278,970)	(8,781,700)	(39,060,670)
NON-OPERATING REVENUE / (EXPENSE)							
Investment Income	350,924	200,000	-	200,000	400,000	-	400,000
Misc. Revenues	860,988	86,761	-	86,761	52,000	-	52,000
Sales Tax Revenue	27,937,707	28,450,180	-	28,450,180	29,019,184	-	29,019,184
Federal Grants & Reimbursements	7,116,198	6,858,947	-	6,858,947	10,226,774	-	10,226,774
State Grants & Reimbursements	-	1,303,696	-	1,303,696	780,389	-	780,389
Long Term Debt Interest/Expense	(1,040,262)	(974,984)	-	(974,984)	(909,480)	-	(909,480)
Total Non-Operating Revenue / (Expense)	35,225,555	35,924,600	-	35,924,600	39,568,867	-	39,568,867
Income (Loss) Before Transfers	(55,729)	(1,325,003)	(2,817,851)	(4,142,854)	9,289,897	(8,781,700)	508,197
Transfers Out	-	(2,817,851)	-	(2,817,851)	(8,781,700)	-	(8,781,700)
Transfers In	-	-	2,817,851	2,817,851	-	8,781,700	8,781,700
Total Transfers	-	(2,817,851)	2,817,851	-	(8,781,700)	8,781,700	-
CHANGE IN NET POSITION	\$ (55,729)	\$ (4,142,854)	\$ -	\$ (4,142,854)	\$ 508,197	\$ -	\$ 508,197
Net Position - Beginning of Year:							27,142,770
Net Position - End of Year:							27,650,967
Transfer to Capital Projects							(10,282,173)
Debt Service Principal							(1,870,000)
Rail Easement Payment							(100,000)
Net Position After Capital Project Transfer							\$ 15,398,794

DENTON COUNTY TRANSPORTATION AUTHORITY  
Capital Improvement Plan

EXHIBIT B

Project Name	Project Number	Current Project Budget	Project LTD thru FY 2018	Revised FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Project Total (Thru 2025)
BUS CAPITAL EXPENDITURE											
IOMF Fuel Tanks - Lewisville	50305	\$ 1,037,000	\$ 478,177	\$ 558,823							\$ 1,037,000
BUS FLEET REPLACEMENT											
Fleet (2018)	50512	1,360,932		1,360,932							1,360,932
Fleet (2019)	50513	1,481,000			1,481,000						1,481,000
Fleet (2020)	NEW	2,662,600			1,062,600						1,062,600
Future Fleet Replacement	NEW					3,761,183	1,606,067	2,358,069	2,974,896	3,098,071	13,798,286
PROFESSIONAL SERVICES/TECHNOLOGY IMPROVEMENTS											
Stadler Diagnostics Laptops (2)	NEW	80,000			80,000					80,000	160,000
Scheduling Software	50601	250,000	28,125		221,875						250,000
Integrated Fare Payment	50411	600,000			600,000						600,000
Shared Use Mobility Study	10606	123,428		63,921	59,507						123,428
Server & Network Infrastructure	10403	350,000		306,910	43,090				350,000		700,000
Project Mgmt/Document Control	10605	50,648		25,138							25,138
TRANSIT SAFETY IMPROVEMENTS											
Trail Safety Improvements	61715	181,157	5,600	51,400	124,157						181,157
Rail Safety Improvements	61718	400,000	67,678	186,049	200,000	200,000	200,000	200,000	200,000	200,000	1,453,727
Safety & Security Assessment	10604	250,000	25,000								25,000
HIKE & BIKE TRAILS											
Lewisville Bike Trail - Eagle Point	61716	2,995,873	83,204	1,989,242	923,427						2,995,873
MAJOR MAINTENANCE ITEMS											
Major Maintenance Items - Rail	61719	2,450,000		1,929,468	2,024,826	2,124,693	2,062,535	1,798,907	1,099,619	1,704,328	12,744,376
Major Maintenance Items - Bus	NEW	125,000			125,000	-	179,530	238,264	273,851	200,000	1,016,645
POSITIVE TRAIN CONTROL											
Positive Train Control Implementation	61406.1	16,720,141	13,953,896	1,483,887	1,282,358						16,720,141
Positive Train Control Enhancements (Phase 2)	NEW	5,000,000		150,000	1,780,555	3,069,445					5,000,000
INFRASTRUCTURE ACQUISITION	10302	400,000	173,395	24,037	202,568						400,000
BROWNFIELD REMEDIATION	61605	385,000	139,720	174,070	71,210						385,000
TOTAL CAPITAL BUDGET											
		\$ 36,902,779	\$ 14,954,795	\$ 8,303,877	\$ 10,282,173	\$ 9,155,321	\$ 4,048,132	\$ 4,595,240	\$ 4,898,366	\$ 5,282,399	\$ 61,520,304

DENTON COUNTY TRANSPORTATION AUTHORITY LONG RANGE FINANCIAL PLAN FY20 PROPOSED BUDGET																					
	FY2019 Working Budget	Proposed FY2020	Proposed FY2021	Proposed FY2022	Proposed FY2023	Proposed FY2024	Proposed FY2025	Proposed FY2026	Proposed FY2027	Proposed FY2028	Proposed FY2029	Proposed FY2030	Proposed FY2031	Proposed FY2032	Proposed FY2033	Proposed FY2034	Proposed FY2035	FY2019-FY2035			
Beginning Fund Balance:	\$ 30,688,551	27,142,770	\$ 26,010,846	\$ 25,933,800	\$ 28,501,223	\$ 30,378,633	\$ 31,756,116	\$ 31,686,074	\$ 32,194,516	\$ 33,563,206	\$ 34,217,650	\$ 34,759,240	\$ 34,205,179	\$ 34,807,250	\$ 33,327,055	\$ 33,993,307	\$ 31,535,414	\$ 30,688,551			
OPERATING REVENUES																					
Bus Operating Revenue	4,565,632	5,040,209	4,944,781	5,075,131	5,187,408	5,328,505	5,473,914	5,621,950	5,784,584	5,943,900	5,985,091	6,015,913	6,048,613	6,083,069	6,117,524	6,148,398	6,183,811	95,548,432			
Rail Operating Revenue	447,200	588,272	594,155	600,097	606,098	612,159	618,280	624,463	630,708	637,015	643,385	649,819	656,317	662,880	669,509	676,204	682,966	10,599,526			
Misc. Revenue	86,761	52,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	153,761			
NON-OPERATING REVENUES																					
Sales Tax Revenue	28,450,180	29,019,184	30,179,951	31,387,149	32,328,764	33,298,627	34,297,586	35,326,513	36,386,309	37,477,898	38,602,235	39,760,302	40,953,111	42,181,704	43,447,155	44,750,570	46,093,087	623,940,325			
Operating Grants	4,351,253	5,253,753	5,002,538	7,074,386	6,435,185	5,910,882	5,806,183	5,696,792	6,910,089	6,632,268	7,297,611	5,467,967	7,481,307	4,928,772	7,151,861	5,524,773	5,601,598	102,527,219			
Investment Income	200,000	400,000	390,163	389,007	427,518	455,679	476,342	475,291	482,918	503,448	513,265	521,389	513,078	522,109	499,906	509,900	473,031	7,753,043			
TOTAL REVENUES	38,101,026	40,353,418	41,112,588	44,526,771	44,985,973	45,606,852	46,673,304	47,746,010	50,195,607	51,195,529	53,042,586	52,416,390	55,653,426	54,379,534	57,886,955	57,610,844	59,035,493	840,522,306			
OPERATING EXPENSES																					
Bus Operating Expense	13,314,002	14,183,370	14,572,613	15,343,721	15,925,379	16,622,712	17,123,174	17,816,751	18,795,786	19,679,731	20,468,375	21,487,381	22,203,220	23,148,762	24,151,379	25,006,309	26,326,804	326,169,470			
Rail Operating Expense	13,830,006	13,672,857	14,217,575	14,580,856	15,008,141	15,407,752	16,883,581	16,281,536	16,803,764	17,261,324	17,843,010	18,337,007	18,863,460	19,409,240	19,970,524	20,538,948	21,135,492	290,045,074			
G&A Operating Expense	7,245,328	6,320,872	6,340,825	6,547,488	6,764,342	6,992,117	7,231,608	7,483,679	7,749,270	8,029,408	8,325,208	8,637,886	8,968,770	9,319,307	9,691,075	10,085,797	10,505,355	136,238,336			
TOTAL EXPENSES	34,389,336	34,177,099	35,131,012	36,472,065	37,697,863	39,022,581	41,238,363	41,581,966	43,348,820	44,970,463	46,636,593	48,462,274	50,035,451	51,877,310	53,812,978	55,631,054	57,967,651	752,452,880			
NET INCOME	3,711,690	6,176,319	5,981,576	8,054,705	7,288,110	6,584,271	5,434,941	6,164,044	6,846,787	6,225,066	6,405,993	3,954,116	5,617,975	2,502,224	4,073,977	1,979,790	1,067,842	88,069,426			
CAPITAL OUTLAY & MAJOR MAINTENANCE																					
Bus Capital Expenditure	558,823	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	558,823			
Bus Fleet Replacement	1,360,932	2,543,600	3,761,183	1,606,067	2,358,069	2,974,896	3,098,071	3,226,766	1,799,358	2,126,206	1,343,450	3,495,972	1,127,337	4,130,319	1,514,920	3,429,142	3,338,759	43,235,047			
Professional Services / Technology Improvements	395,969	1,004,472	-	-	-	350,000	80,000	-	-	-	350,000	80,000	-	-	-	350,000	80,000	2,690,441			
Transit Safety Improvements	237,449	324,157	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	3,561,606			
Hike & Bike Trails	1,989,242	923,427	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,912,669			
Major Maintenance Items - Rail	1,929,468	2,024,826	2,124,693	2,062,535	1,798,907	1,099,619	1,420,657	1,616,715	1,636,666	1,662,311	1,983,282	2,274,599	2,649,972	2,962,871	2,780,487	3,173,312	2,824,759	36,025,680			
Major Maintenance Items - Bus	-	125,000	-	179,530	238,264	273,851	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	3,016,645			
Positive Train Control	1,633,887	3,062,913	3,069,445	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,766,245			
Infrastructure Acquisition	24,037	202,568	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	226,605			
Brownfield Remediation	174,070	71,210	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	245,280			
Facilities & Maintenance Plan Capital Expense	-	-	-	-	-	-	283,671	283,671	283,671	283,671	-	-	543,800	-	-	-	-	1,678,483			
TOTAL CAPITAL OUTLAY & MAJOR MAINTENANCE	8,303,877	10,282,173	9,155,321	4,048,132	4,595,240	4,898,366	5,282,399	5,527,151	4,119,694	4,472,188	4,076,733	6,250,571	4,721,110	7,493,190	4,695,407	7,352,453	6,643,518	101,917,524			
CAPITAL SOURCES																					
Capital Grants	3,811,390	5,753,410	5,892,562	1,365,157	2,004,359	2,528,662	2,633,360	2,742,751	1,529,454	1,807,275	1,141,933	2,971,576	958,236	3,510,771	1,287,682	2,914,771	2,837,945	45,691,294			
TOTAL CAPITAL SOURCES	3,811,390	5,753,410	5,892,562	1,365,157	2,004,359	2,528,662	2,633,360	2,742,751	1,529,454	1,807,275	1,141,933	2,971,576	958,236	3,510,771	1,287,682	2,914,771	2,837,945	45,691,294			
DEBT SERVICE																					
2009 Refunding (Sales Tax) Debt Service	1,714,697	1,715,240	1,713,925	1,715,845	1,715,771	1,713,701	1,714,637	1,713,378	1,714,924	1,714,077	1,715,835	-	-	-	-	-	-	18,862,030			
2011 Contractual Obligations	1,050,287	1,064,240	1,081,937	1,088,462	1,104,048	1,123,382	1,141,307	1,157,824	1,172,933	1,191,633	1,213,768	1,229,182	1,253,030	-	-	-	-	14,872,033			
TOTAL DEBT SERVICE	2,764,984	2,779,480	2,795,862	2,804,307	2,819,819	2,837,083	2,855,944	2,871,202	2,887,857	2,905,710	2,929,603	1,229,182	1,253,030	-	-	-	-	33,734,063			
Internal Debt Service Coverage:	1.34	2.22	2.14	2.87	2.58	2.32	1.90	2.15	2.37	2.14	2.19	3.22	4.48	N/A	N/A	N/A	N/A				
Outstanding Bond Principal as of September 30th	25,230,000	23,360,000	21,405,000	19,370,000	17,245,000	15,025,000	12,705,000	10,285,000	7,760,000	5,125,000	2,370,000	1,215,000	-	-	-	-	-				
ENDING FUND BALANCE	27,142,770	26,010,846	25,933,800	28,501,223	30,378,633	31,756,116	31,686,074	32,194,516	33,563,206	34,217,650	34,759,240	34,205,179	34,807,250	33,327,055	33,993,307	31,535,414	28,797,684	28,797,684			
Less Required Fund Balance (O&M Reserve Policy):	8,597,334	8,544,275	8,782,753	9,118,016	9,424,466	9,755,645	10,309,591	10,395,491	10,837,205	11,242,616	11,659,148	12,115,569	12,508,863	12,969,327	13,453,245	13,907,764	14,491,913				
Less Sales Tax Stabilization Fund	853,505	870,576	905,399	941,614	969,863	998,959	1,028,928	1,059,795	1,091,589	1,124,337	1,158,067	1,192,809	1,228,593	1,265,451	1,303,415	1,342,517	1,382,793				
Less Fuel Stabilization Fund	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000				
Less Capital/Infrastructure	4,000,000	7,500,000	7,500,000	7,500,000	7,500,000	7,500,000	7,500,000	7,500,000	7,500,000	7,500,000	7,500,000	7,500,000	7,500,000	7,500,000	7,500,000	7,500,000	7,500,000				
NET AVAILABLE FUND BALANCE	\$ 13,241,930	\$ 8,645,996	\$ 8,295,649	\$ 10,491,593	\$ 12,034,304	\$ 13,051,512	\$ 12,397,556	\$ 12,789,230	\$ 13,684,412	\$ 13,900,697	\$ 13,992,025	\$ 12,946,801	\$ 13,119,794	\$ 11,142,276	\$ 11,286,648	\$ 8,335,134	\$ 4,972,978				



## DCTA Budget Contingency Plan Fiscal Year 2020

The fiscal year budget includes revenue streams based on historical trends and projections of future activity. The largest revenue stream is sales tax. A contingency plan is recommended should the budgeted increase in sales tax not materialize or, if there is a need for service enhancements not planned in the fiscal year budget and it is determined that sales tax revenue has increased sufficiently to support sustainable service.

### Section I: Sales Tax Revenue Shortfall

The following precautionary actions will be initiated immediately if a sales tax revenue shortfall is anticipated:

#### Initial Precautionary Action

- Freeze all new hire positions and vacant positions except with necessity review by the Management Team.
- Identify any non-traditional revenue sources.
- Re-justify all planned capital outlay over \$10,000 to the Management Team prior to expenditures.
- Re-justify all vehicle replacement/purchase schedules to the Management Team.
- Re-justify all travel related expenditures to the Management Team.
- Re-justify expenditures related to the service and materials & supplies category including, but not limited to:
  - Technology
  - Professional Services
  - Consulting Fees

Initiate the following expenditure reductions and measures if a cumulative unanticipated shortfall in sales tax revenue is equal to:

#### 2% Reduction (\$580,384)

- Realized savings will not be transferred between categories.
- Prohibit unbudgeted expenditures including supplies and maintenance accounts.
- The Management Team will be required to review, monitor and control planned expenditures greater than \$5,000.
- Supplemental appropriations will not be made from budgeted savings or unappropriated fund balance.
- All carry forward requests will be carefully reviewed and approved by Finance.
- Any overtime must be pre-approved by department heads.
- Determination made and plan developed regarding utilization of sales tax stabilization fund. Utilization of sales tax stabilization funds will require Board Approval prior to implementation.

#### 3% Reduction (\$870,576)

- Freeze all travel and training requests except with necessity review by the Management Team.
- Reduce expenditures in operations and maintenance accounts in each functional area. Amount of reduction to be determined by Management Team.
- Freeze capital outlay except with necessity review by the Management Team.
- Indefinitely freeze all vacant positions except with necessity review by the Management Team.

#### 4% Reduction (\$1,160,767)

- Will require Board policy decisions regarding service delivery and fund balance reserves.
- Re-evaluate any budgeted transfer to Capital Projects which is not a grant match requirement.
- The Management Team will review service level reductions, passenger fare increases, elimination of specific programs, and reduction in work force. This would require implementation of the Service Reduction Policy.
- Evaluate the 90-day Operating Fund Balance Reserve Policy and consider options for fund balance utilization or utilization of other reserve funds. Board action will be required for utilization of reserve funds.

#### **Section II: Sales Tax Revenue Sustainable Increase**

The following steps will be followed when it is determined that additional mid-year service level enhancements are necessary (above those already programmed in the annual budget) and sales tax revenue exceeds budget and prior year's actual for at least 4 consecutive months and a determination is made that sales tax revenue increase is sufficient to support sustainable service levels.

For planning purposes, recommended service level increases will be less than or equal to the available sales tax stabilization fund.

Increases in sales tax revenue may be utilized to fund:

- Direct service enhancements
- System support
- Capital Infrastructure and maintenance reserve

Recommended service levels enhancements will be evaluated and prioritized based on:

- System performance and
- Board adopted service standards and service plan

Service Level considerations are not limited to additional transit service hours but may include other agency or transit system support requirements.

Service Level enhancement decisions will follow annual Decision Cycle framework.

Prior to implementation and adoption by Board, additional service level enhancements will be incorporated into long-range cash flow model to identify impact of current enhancement in future years.

Implementation of Service Level Enhancements will require Board action and revision of annual budget.

#### **Section III: Federal Grant Funding Reduction**

The following precautionary actions will be initiated immediately if a federal grant reduction is anticipated:

Capital Expenditures:

- Identify and evaluate other available funding sources
- Evaluate scaling back the scope of the project to the allocated funds, if feasible
- Freeze project pending review and discussion with Board of Directors

Operating Funds:

- Follow the Sales Tax Revenue Shortfall Procedure

## Board of Directors Memo

September 26, 2019

SUBJECT: 5. Consider the Approval of the Mobility-as-a-Service (MaaS) Signature Authorization Limit Modification

### Background

A Request for Proposals (RFP) was released on January 16, 2019 for Mobility as a Service (MaaS). At the April 2019 Board meeting, the Board approved the award of Mobility-as-a-Service contracts to thirty-one (31) qualified firms and a total annual not-to-exceed contract value of \$2,400,000 for all task orders issued under the master on-call contracts.

### Identified Need


During discussions at the August 22, 2019 meeting, the Board requested the not-to-exceed contract value be modified from the previously awarded \$2,400,000 total threshold to be consistent with the \$75,000 threshold for other awards.

Board members requested to be notified of all task orders issued, including those less than \$75,000, on a monthly basis. No task orders have been issued to date.

### Recommendation

Staff is recommending the Board of Directors authorize the CEO to negotiate and execute task orders up to the \$75,000 threshold level. Task orders exceeding the \$75,000 threshold will be presented to the Board of Directors for approval prior to execution. Staff will provide a monthly update to the Board of Directors on all Mobility-as-a-Service commitments, activities and expenditures.

Submitted By:   
Athena Forrester  
AVP of Regulatory Compliance

Final Review:   
Marisa Perry, CPA  
Chief Financial Officer/VP of Finance

Approval:   
Raymond Suarez  
Chief Executive Officer

## Board of Directors Memo

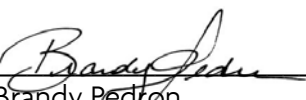
September 26, 2019

SUBJECT: Access Service Overview

DCTA Staff will provide an overview of the DCTA Access Service, current Board policy related to the service, and share recent service inquiries for Board Discussion

### Exhibits

Exhibit 1: Access Service Overview presentation

Submitted By:   
Brandy Pedron  
Executive Administrator

Final Review:   
Michelle Bloomer  
VP of Operations

## REGULAR AGENDA – ITEM 6

- **Access Service Overview** – Presented by Michelle Bloomer

## ACCESS SERVICE OVERVIEW

- Access is a shared ride, origin to destination, demand response service that provides transportation for older adults and individuals with disabilities in Denton, Highland Village, and Lewisville.
- Two types of service:
  - Americans with Disabilities Act (ADA) Paratransit Service
  - Non-ADA Demand Response Service
- Service hours mirror fixed-route service
- Fare: \$3 one-way trip
- Application required

# ACCESS SERVICE OVERVIEW

## ADA Paratransit Service

- Required by the Americans with Disabilities Act
- For individuals that cannot independently use the rail or fixed-route bus service because of a physical, cognitive, or visual disability
- Available within Denton and Lewisville
- Trips must begin and end within  $\frac{3}{4}$  mile of a fixed route
- Service provided curb-to-curb or door-to-door (upon request)

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# ACCESS SERVICE OVERVIEW

## Non-ADA Demand Response Service

- Above and beyond the requirements of the ADA
  - For trips that begin/end outside  $\frac{3}{4}$  mile of a fixed route
  - For individuals that do not meet the stricter ADA eligibility requirements, but are older adults (65+) or individuals with disabilities
- Available within Denton, Highland Village, and Lewisville
- Curb-to-curb service
- Trips provided first come/first serve as capacity allows

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# ACCESS SERVICE OVERVIEW

## Certification Process

- Call to request or download the application online
- Submit completed application to DCTA:
  - Application
  - Physician's Form
- Eligibility based on information received and in-person interview (if necessary)
- Determination letter mailed

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# ACCESS SERVICE OVERVIEW

## Scheduling a Trip

- Call DCTA Customer Service
- Trip requests may be made up to 5pm the day before and up to 7 days in advance of the requested trip date
  - Same-day service will be provided if capacity allows
- Customer receives confirmation call the night before
  - ADA Paratransit: 1 hour before/after requested trip time
  - Non-ADA Demand Response: More than 1 hour before/after

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# ACCESS SERVICE OVERVIEW

## Service Parameters

- Operate on 30-minute ready time window
- If vehicle arrives after the 30-minute ready time window, the passenger will not be required to pay for the trip
- If vehicle fails to pick up within 1 hour, customer entitled to a credit
- No more than 50% of scheduled service can be Subscription
  - Subscription service may be cancelled due to consistent pattern of cancellations and/or no-shows

# ACCESS SERVICE OVERVIEW

## Service Rules

- Driver is not permitted to enter residences/facilities
- Customer to board the vehicle within 5 minutes of arrival
- Customer required to pay the full fare upon boarding
- No smoking, eating, or drinking on the vehicle
- Drivers provide minimal assistance to passengers
  - If required, a Personal Care Attendant (PCA) may accompany the customer



## ACCESS SERVICE OVERVIEW

### Service Rules (cont'd)

- Guests allowed/Pay full fare
- Service animals are allowed
- Carry on packages limited to two (2) grocery bags
- Transport any wheelchair regardless of size/weight, as long as lift can accommodate
- Visitors eligible for 21 days of service

## ACCESS SERVICE OVERVIEW

### Cancellations/No-Shows

- Advanced Cancellation - By 5pm day before
- Same Day Cancellation - After 5pm the day before and at least 2 hours before scheduled pick-up time
- No Show
  - Cancel less than 2 hours before scheduled pick-up time
  - Fail to board vehicle within 5 minutes of arrival
- Excessive Same Day Cancellations or No Shows may result in service suspension

# ACCESS SERVICE OVERVIEW

## Recent Service Requests

- Lewisville residents requesting service to Flower Mound medical facilities
- Highland Village resident requesting service from Lewisville to Flower Mound to attend Day Stay
- Denton resident certified as ADA eligible taking non-ADA trips

SUBJECT: Agency Fleet Plan and Amenities

DCTA Staff will provide an overview of the DCTA Fleet Replacement Plan and current Service Standards related to passenger amenities.

**Exhibits**

Exhibit 1: Agency Fleet Plan and Amenities presentation

Submitted By:   
Brandy Pedron  
Executive Administrator

Final Review:   
Michelle Bloomer  
VP of Operations

## REGULAR AGENDA – ITEM 7

- **Agency Fleet Plan & Amenities** – Presented by Michelle Bloomer

## FLEET REPLACEMENT PLAN

- Capital vehicle replacement model through 2038
  - Update as part of the budget development process
- Includes revenue vehicles, non-revenue vehicles, and repowers
- Based on vehicle requirements, current fleet, and funding
- Consistent with Federal Transit Administration (FTA) rules
  - FTA Useful Life Definition
  - FTA Spare Ration Requirement: <20% for fixed-route vehicles

# FLEET REPLACEMENT PLAN

## BUS FLEET REPLACEMENT

- FY2019 - \$1,481,000
  - Purchase 12 Small Vehicles
- FY2020 - \$1,062,600
  - Purchase 8 Small Vehicles and 3 Non-Revenue Vehicles

# FLEET REPLACEMENT PLAN

## Cutaway Bus

- Used in Fixed-Route, Demand Response, and Zone Service
- FTA Useful Life of 5 years and/or 150,000 miles
- Current Fleet
  - 12 vehicles 7 years or older
  - 10 vehicles 5 years or older



# FLEET REPLACEMENT PLAN

## Spare Ratio

- Should not exceed 20% for fixed route vehicles
- Transitioning fleet to smaller vehicles resulted in excess spares
- To reduce spare ratio:
  - Placed 12 large vehicles in contingency (October 2019)



DCTA • Agency Fleet Plan & Amenities • September 26, 2019

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# PASSENGER AMENITIES

## Service Standards

- Adopted by the Board in February 2012
- Framework for allocating, prioritizing, and deploying services
  - Bus Stop Placement
  - Benches and Shelters
  - Relocation & Removal of Bus Stops and Passenger Amenities



DCTA • Agency Fleet Plan & Amenities • September 26, 2019

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SUBJECT: Social Service Agency Roundtable Recap Report

DCTA held Social Service Agency Roundtables on August 7, 2019 in Lewisville and August 9, 2019 in Denton.

The Lewisville meeting hosted nine (9) community attendees including the following agencies: Lewisville Public Library, City of Lewisville, Winning the Fight, Texas Workforce Commission, Journey to Dream, Neighborhood Services and NCTCOG.

The Denton meeting hosted 13 community attendees including the following agencies: Denton County Veterans Service Office, REACH of Denton, United Way of Denton County, Denton County Friends of the Family, Hope Inc., SPAN, Denton County Public Health and Serve Denton.

DCTA Staff and Community attendees discussed public involvement opportunities, service changes, DCTA's Discount Pass Program and general requests.

Additional details are included in Exhibit 1.

Next Social Service Roundtables are scheduled to take place on November 6 in Lewisville and November 7 in Denton.

### Exhibits

Exhibit 1: Social Service Agency Roundtable Recap Report

Submitted By:   
Brandy Pedron  
Executive Administrator

Final Review:   
Nicole Recker  
VP of Marketing and Administration



## 2019 August Social Service Agency Roundtables

August 7 (Lewisville) & August 9 (Denton)

## MEETING OVERVIEW





## Lewisville Meeting Details

**Location:**

DCTA Administrative Offices  
Board Room

**Date:** Wednesday, August 7, 2019

**Time:** 9:30 a.m. – 11 a.m.

**Invitations:** 72

**RSVPS:**

20 Accepted

3 Tentative

11 Declined

**Actual Attendees:** 9 Community; 4 DCTA Staff

**Agencies in attendance:** Lewisville Public Library, City of Lewisville, Winning the Fight, Texas Workforce Commission, Journey to Dream, Neighborhood Services and NCTCOG.



August 2019 - Social Service Agency Roundtable Meetings

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## Lewisville Meeting Agenda



**DCTA Social Service Roundtable**  
August 7, 2019 | 9:30 a.m. – 11 a.m. | DCTA Admin Office

**Welcome**

- DCTA Welcome – Kelly Briggs, Community Relations Manager
- Group Introductions

**Review of Handouts**

- Agenda
- DCTA Collateral

**May 1, 2019 Meeting Minutes**

- Review of Minutes
- Update on "Next Step" Items

**DCTA Overview**

- Overview of Services
- Partnership Opportunities
- Discount Pass Program

**DCTA Updates**

- Public Involvement
  - o Citizen's Advisory Team Meetings
  - o Upcoming Open House Meetings
- Service Changes
  - o August 26 Service Changes
- Locker Grant Update

**Open Discussion**

- Participant-Led Discussion
- Social Service Agency Requests
- General Q&A

**Next Meeting**

- Wednesday, November 6
- 9:30 a.m. – 11 a.m.
- DCTA Administrative Office (subject to change)

Thank you for joining us today! Should you have any questions or would like to see something specific added to the next meeting agenda, please contact Kelly Briggs at [kbriggs@dcta.net](mailto:kbriggs@dcta.net)



August 2019 - Social Service Agency Roundtable Meetings

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# Denton Meeting Details

**Location:**  
Serve Denton

**Date:** Thursday, August 8, 2019

**Time:** 9:30 a.m. – 11 a.m.

**Invitations:** 63

**RSVPS:**  
25 Accepted  
5 Tentative  
5 Declined

**Actual Attendees:** 13 Community; 3 DCTA Staff

**Agencies in attendance:** Denton County Veterans Service Office, REACH of Denton, United Way of Denton County, Denton County Friends of the Family, Hope, Inc., SPAN, Denton County Public Health and Serve Denton.



August 2019 - Social Service Agency Roundtable Meetings

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# Denton Meeting Agenda



**DCTA Social Service Roundtable**  
August 8, 2019 | 9:30 a.m. – 11 a.m. | Serve Denton

**Welcome**

- DCTA Welcome – Kelly Briggs, Community Relations Manager
- Group Introductions

**Review of Handouts**

- Agenda
- DCTA Collateral

**May 2, 2019 Meeting Minutes**

- Update on "Next Step" Items

**DCTA Updates**

- Public Involvement
  - o Citizen's Advisory Team Meetings
  - o Upcoming Open House Meetings
- Service Changes
  - o August 26 Service Changes
- Communications
  - o Social Service Agency Map on DCTA Website - <https://www.dcta.net/rider-info/passenger-info/access-human-services>

**Open Discussion**

- Participant-Led Discussion
- Social Service Agency Requests
- General Q&A

**Next Meeting**

- Thursday, November 7
- 9:30 a.m. – 11 a.m.
- DCTA Administrative Office (subject to change)

Thank you for joining us today! Should you have any questions or would like to see something specific added to the next meeting agenda, please contact Kelly Briggs at [kbriggs@dcta.net](mailto:kbriggs@dcta.net)



August 2019 - Social Service Agency Roundtable Meetings

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# PROMOTION & ENGAGEMENT



## General Promotion

**Below are the events that DCTA attended to promote the roundtable events:**

- Lewisville/Flower Mound Social Service Roundtable, June 28
- Salvation Army: Behind the Red Shield, July 18
- Texas Women's University Coffee & Conversations, July 24

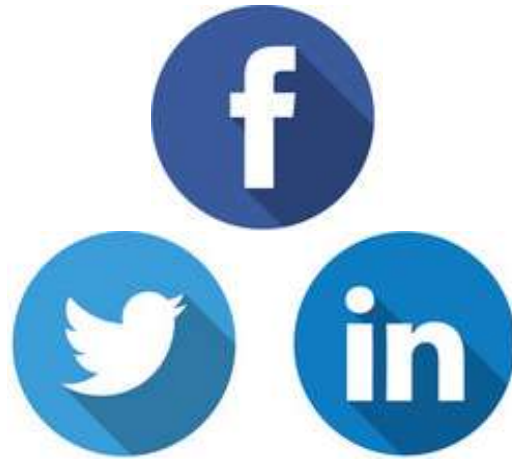
**Below are the marketing emails that were sent to promote the roundtable events:**

- Social Service Agency Email, July 19
- Social Service Agency Email, August 5

# Social Media Promotional Overview

## Social Media Goals:

- Pre-Promotion Postings
- Real-time Meeting Photo/Byline Postings
- Showcase DCTA Outreach Efforts
- Encourage More Meeting Participants (especially if they are not on the existing invite list)
- Encourage Community Questions
- Gain Media Attention (for media outlets who follow DCTA's social channels)



August 2019 - Social Service Agency Roundtable Meetings

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## Facebook - Organic



**Post Dates:** April 29, 2019

**People Reached:** 371

**Total Engagements:** 11

August 2019 - Social Service Agency Roundtable Meetings

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## Twitter - Organic

**Post Dates:**

April 29, 2019  
May 2, 2019

**People**

**Reached:**  
2,141

**Total**

**Engagements:**  
20



**DCTA** DENTON COUNTY  
TRANSPORTATION  
AUTHORITY

### AUGUST SOCIAL SERVICE AGENCY ROUNDTABLES

August 7 | 9:30 a.m. to 11 a.m.  
**LEWISVILLE**  
DCTA Admin | 1955 Lakeway Drive St. 260, Lewisville, 75057

August 8 | 9:30 a.m. to 11 a.m.  
**DENTON**  
Serve Denton | 306 N Loop 288, Denton, 76209

HopOnBoardBlog.com • #RideDCTA

August 2019 - Social Service Agency Roundtable Meetings

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## Social Media Comprehensive Results

- Days Posted – 3
- Total Impressions – 2,659
- Total Engagements – 37



August 2019 - Social Service Agency Roundtable Meetings

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# MEETING NOTES



## Lewisville Meeting Notes

### Overview of New Collateral

- **DCTA - SPAN Services Flyer:** The new flyer highlighting the service areas, eligibility and pricing of both DCTA & SPAN was distributed to the group. The information was requested at the spring Social Service Agency Roundtable and was assembled in collaboration with SPAN. Several agencies commented that this collateral will be useful to their clients for transit-planning purposes.

### THE DIFFERENCES BETWEEN DCTA & SPAN

**DCTA** DENTON COUNTY TRANSPORTATION AUTHORITY

- DCTA Access provides service for:
  - Passengers with disabilities who are unable to utilize Connect Bus service
  - Passengers who are elderly (65+)
- Application required
- ADA: Origin-to-destination
- Non-ADA: Demand-response
- Trips available by appointment
- Handicap accessible vehicles
- Service Times during full service:
  - Monday - Thursday / 5:30 a.m. to 9:30 p.m.
  - Friday / 7:30 a.m. to 9:30 p.m.
  - Saturday / 7:30 a.m. to 7:30 p.m.
- Service Times during summer/spring break:
  - Monday - Friday / 5:30 a.m. to 9:30 p.m.
  - Saturday / 7:30 a.m. to 7:30 p.m.
- DCTA serves:
  - Denton, Lewisville and Highland Village
- Cost to Ride:
  - One-Way Trip: \$3
  - 5th Ride Book: \$30
- Customer Service: 940.243.0077
- For more information, visit [RideDCTA.net](http://RideDCTA.net)

**Span** Denton County

- SPAN provides service for:
  - Passengers with disabilities
  - Senior citizens
- Application required
- Trips available by appointment only
- Handicap accessible vehicles
- Service Times:
  - Monday - Friday / 6 a.m. to 6 p.m.
- Shared ride (buses or vans)
- Door-to-door transportation
- SPAN serves:
  - Angie, Aubrey, Cross Roads, Coppell, The Colony, Flower Mound, Lake Cities, Little Elm, Justin, Krum, Lincoln Park, Northlake, Pilot Point, Ponder, Pondence Village, Roanoke, Sanger and Seneca
- Cost to Ride:
  - Disabled: \$3 per one-way trip
  - Seniors (65+): \$3 per one-way trip
  - General Public: \$6 per one-way trip
- Customer Service: 940.383.3909
- For more information, visit [SPAN-transit.org](http://SPAN-transit.org)

[RideDCTA.net](http://RideDCTA.net) • 940.243.0077      [RideDCTA.net](http://RideDCTA.net)      [SPAN-transit.org](http://SPAN-transit.org) • 940.383.3909



# Lewisville Meeting Notes

## Overview of New Collateral (cont.)

- **DCTA Services Flyer:** A one-page flyer was created that provides a high-level overview of the majority of services offered by DCTA. This flyer was requested at the spring Social Service Agency Roundtable. The agencies in attendance were pleased by the comprehensive nature of the document and collected several copies to keep on file in their offices.

August 2019 - Social Service Agency Roundtable Meetings

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# Lewisville Meeting Notes

## Overview of New Collateral (cont.)

- **Access to Human Services Webpage:** This webpage was announced and presented to the attendees. DCTA will be hosting a majority of the collateral created in conjunction with the Social Service Agency Roundtable on this site. The agencies were happy to have their materials located in one centralized site. The page will be updated with future materials and will evolve to best serve the individuals who rely on these specialized services.

August 2019 - Social Service Agency Roundtable Meetings

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# Lewisville Meeting Notes

## Next Steps Updates from Previous Meetings

- **Go Cards:** The final versions of the Go Cards were presented to the group. In consultation at previous Social Service Agency Roundtable meetings, two distinct cards were created: a version for standard transit trips and a version for Access trips. The response to the cards was positive, and attendees stated that they think they could be a valuable tool for their clients.



**DCTA** DENTON COUNTY  
TRANSPORTATION  
AUTHORITY

**HELLO! MY NAME IS:**  
¡HOLA! MI NOMBRE ES... | HELLO, KA MIN CU...A SI...

**MY HOME ADDRESS IS:**  
MI DIRECCION DE CASA ES... | KA UMNAK ADDRESS CU...



**DCTA** DENTON COUNTY  
TRANSPORTATION  
AUTHORITY

**HELLO! MY NAME IS:**  
¡HOLA! MI NOMBRE ES... | HELLO, KA MIN CU...A SI...

**I NEED TO GO TO:**  
NECESITO IR A/AL... | AH KAL KA HERH...

August 2019 - Social Service Agency Roundtable Meetings

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# Lewisville Meeting Notes

## Next Steps Updates from Previous Meetings

- **Veteran Services Map:** DCTA has compiled a tentative list of veteran services to be included on a dedicated map for veterans. A tentative map will be ready for agencies to review by the next meeting.
- **Inclement Weather Notifications and Service:** DCTA and the City of Denton have launched inclement weather communications procedures. The communication and transportation plan was utilized over the summer for several days with a heat advisory. DCTA Marketing & Communications will be meeting this fall to strategize additional ways to spread inclement weather information.
- **Library Blog Post:** DCTA will publish a blog in October featuring library services in conjunction with National Book Month at the request of the Lewisville Library System.
- **Audiobooks for Bus Drivers:** The Lewisville Library System previously offered to partner with DCTA to provide audiobooks for bus drivers. Michelle Bloomer mentioned that she will present the item at the bus operators' next safety meeting.
- **Mobile Home Parks:** DCTA has compiled a list of local mobile home parks, as they are large transit-need communities. The DCTA Operations team is looking into options to better serve these communities.

August 2019 - Social Service Agency Roundtable Meetings

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# Lewisville Meeting Notes

## Inclement Weather Plan

- **City of Lewisville:** With the successful rollout of the Denton Inclement Weather Plan, the City of Lewisville inquired whether there were discussions in place to implement a similar plan within Lewisville.
  - **DCTA:** Thus far, the notification and execution of the Denton plan has been led mainly by the City of Denton and Monsignor King. DCTA will look into ways to develop a plan for the City of Lewisville in conjunction with Salvation Army.

## Chin Community Outreach

- **DCTA:** The Lewisville ISD Fair was a fantastic opportunity for outreach to the Chin community. The schools have all of their materials and signage in English, Spanish and Hakha Chin.
  - **City of Lewisville:** Chin Community Ministries is closing down, so the City is working to facilitate Chin community outreach with the schools and churches. Becky Nelson, our former liaison to the community, is retiring as well, so we will need to develop new outreach opportunities.
  - **Neighborhood Services:** Danielle Emery is in charge of LISD ESL Services and can be an asset for outreach.
  - **THRIVE:** LISD has a biannual publication that can be utilized to reach the Chin community.

## CAT Program Discussion

- Andrew Smith gave an overview of proposed changes to DCTA's Citizen's Advisory Team to spur increased community involvement. The new program, the Community Advisory Committee, would feature dedicated positions held for specific groups, including large businesses, social service agencies, universities, ISDs and residents.
  - **Libraries:** Strong proponent of transitioning to a "Community"-based moniker, as it is more welcome for organizations and businesses.

August 2019 - Social Service Agency Roundtable Meetings

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# Lewisville Meeting Notes

## Service Changes

- **DCTA:** Service changes will be implemented starting on August 26. The primary change will be more frequent A-train service throughout the day. Bus and shuttle schedules will be adjusted across the board to better align with the new A-train schedule. Any agencies that would like to request new route guides should contact DCTA.

## Locker Grant

- **DCTA:** DCTA applied for an Innovative Coordinated Access & Mobility (ICAM) grant to provide lockers for the homeless community. The City of Lewisville and United Way both requested that DCTA apply for the grant. The grant was not received, so the project will not be moving forward at this time.
  - **Winning the Fight:** Kathy inquired as to where the lockers would be located. DCTA informed her that they would have been initially installed at Monsignor King.
  - **Neighborhood Services:** Ashleigh inquired as to whether DCTA would be applying for alternate funding for the project. DCTA responded that we would not be applying for future funds, but we will help coordinate if another agency would like to take over the project.

## Open Discussion

- **Winning the Fight:**
  - The organization is hosting a series of events over the coming months in support of their campaign against social anxiety. They will be hosting a series of screenings of the film "Angst" at various locations and will also host the Stomping Stigma 5K on September 28. Agencies were invited to provide collateral for the goodie bags.

August 2019 - Social Service Agency Roundtable Meetings

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# Lewisville Meeting Notes

## Open Discussion (cont.)

### • **City of Lewisville**

- Asked whether DCTA has considered implementing a city-services fixed route to facilities like City Hall, Recreation Centers and THRIVE
  - DCTA mentioned that there have been conversations regarding moving to a zone approach that could fill this need. There will hopefully be a representation from DCTA Operations at the next meeting that can speak to this in more detail.
- Neighborhood Services notified DCTA about their upcoming Movement on the Parkway, which will be hosted in the low-income area between I-35, State Highway 121 and Corporate Drive. This area has limited access to parks and grocery stores. The City of Lewisville will be closing the roads in the area for a festival-style event and invited DCTA to attend. The City of Lewisville will be looking into doing more pop-up type events around the city.
- Hillary inquired as to whether DCTA has looking into doing "cooler" wraps on the bus fleet to catch attention more easily.
  - DCTA notes that this is an ongoing conversation with the DCTA Operations team.
- Asked for status update on Train the Trainer program. DCTA informed the group that that position is in the process of being filled, but the Community Relations team could assist with smaller training needs in the interim.

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August 2019 - Social Service Agency Roundtable Meetings

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# Lewisville Meeting Notes

## Open Discussion (cont.)

### • **Journey To Dream**

- Izell noted that there is a stigma among teens against using public transit. It is difficult to change these behaviors, but we need to focus on capturing this demographic.
- Lewisville Libraries suggested created a video series that highlights different demographics utilizing transit services. They need to be Youtube-style videos that can catch people's attention. Izell mentioned that his clients may be interested in participating.
- DCTA existing tutorial videos were discussed. The link to the videos will be sent out prior to the next meeting.

### • **Winning the Fight**

- Requested that DCTA look into ways to provide more information for individuals released from the Denton jail. While the DDTC is nearby, many leave incarceration without knowing about nearby transit options. Specialized literature would provide a great value to that population

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August 2019 - Social Service Agency Roundtable Meetings

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# Denton Meeting Notes

## Overview of New Collateral

- **DCTA - SPAN Services Flyer:** The new flyer highlighting the service areas, eligibility and pricing of both DCTA & SPAN was distributed to the group. The information as requested at the spring Social Service Agency Roundtable and was assembled in collaboration with SPAN.
- **DCTA Services Flyer:** A one-page flyer was created that provides a high-level overview of the majority of services offered by DCTA. This flyer was requested at the spring Social Service Agency Roundtable.
- **Access to Human Services Webpage:** This webpage was announced and presented to the attendees. DCTA will be hosting a majority of the collateral created in conjunction with the Social Service Agency Roundtable on this site.

\*See samples of new collateral on pages 14, 15 and 16

August 2019 - Social Service Agency Roundtable Meetings

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# Denton Meeting Notes

## Next Steps Updates from Previous Meetings

- **Veteran Services Map:** DCTA has compiled a tentative list of veteran services to be included on a dedicated map for veterans. A tentative list will be ready for agencies to review by the next meeting. Jessica Caskey requested that the United Way be allowed to review the list of providers for accuracy and totality.
- **Inclement Weather Notifications and Service:** DCTA and the City of Denton have successfully launched inclement weather communications procedures. The communication and transportation plan was utilized over the summer for several days with a heat advisory.
- **Mobile Home Parks:** DCTA has compiled a list of local mobile home parks, as they are large transit-need communities. The DCTA Operations team is looking into options to better serve these communities.

August 2019 - Social Service Agency Roundtable Meetings

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# Denton Meeting Notes

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## CAT Program Discussion

- Andrew Smith gave an overview of proposed changes to DCTA's Citizen's Advisory Team to spur increased community involvement. The new program, the Community Advisory Committee, would feature dedicated positions held for specific groups, including large businesses, social service agencies, universities, ISDs and residents.

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August 2019 - Social Service Agency Roundtable Meetings

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# Denton Meeting Notes

## Open Discussion

- **Social Service Agency GIS Map**
  - **DCTA:** The Social Service Agency GIS Map is online and can be found on DCTA's Access to Human Services page.
    - Beth Roach asked if it would be possible to include a legend or search feature on the map. Andrew demonstrated where in the map to click to find the legend and search bar. The group agreed that it is not intuitive and needs to be highlighted.
    - Beth also requested a printable, PDF list of the agencies from the map for easy reference
- **DCTA Headquarters**
  - **Serve Denton:** Pat mentioned that he heard rumors that DCTA would be moving their headquarters in the near future.
    - **DCTA:** There are no solidified plans to move the headquarters at this time.
- **Access Schedule Issues**
  - Beth Roach mentioned that there have been issues with scheduling Access rides for clients in the past.
    - **DCTA:** Now that NTMC has gone live, internal staff will be handling the scheduling going forward, which should resolve many of the issues encountered in the past.

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August 2019 - Social Service Agency Roundtable Meetings

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# Denton Meeting Notes

## Open Discussion (cont.)

- **Inclement Weather**
  - **Hope Love Denton:** Ty asked whether DCTA posts inclement weather notifications on social media sites
    - **DCTA:** Inclement weather information is currently distributed via GovDelivery and is not posted on social sites.
  - **Serve Denton:** Pat asked if DCTA provides cooling buses during heat advisories.
    - **DCTA:** Buses are used to take individuals to cooling stations. DCTA does not currently utilize the buses as their own cooling stations.
- **NCTC Collateral**
  - **NCTC:** Tracey requested that DCTA provide collateral for display and distribution at the NCTC campuses that detail more information regarding the University Pass Program, NCTC Shuttle and student services.
- **Corinth A-train**
  - Beth Roach requested information regarding the potential Corinth A-train station. Many of the agencies are excited about the prospect. It is requested that DCTA distributed information regarding any public meetings related to the Corinth station.
    - **DCTA:** There have been no decisions made at this time regarding member status for the City of Corinth or the development of an additional A-train station.

August 2019 - Social Service Agency Roundtable Meetings

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# Denton Meeting Notes

## Open Discussion (cont.)

- **City of Denton Mobility Plan**
  - **Hope Love Denton:** Ty asked about DCTA's involvement in the City of Denton's mobility plan.
    - **DCTA:** Raymond Suarez and Lindsey Baker have both been involved. Nicole Recker Crim sits on the Mobility Board.
- **Service Expansion**
  - **Hope Love Denton:** Ty asked whether there are plans to expand DCTA service to the Little Elm/Cross Roads area in the near future.
    - **DCTA:** This expansion may be part of the 2025-2030 plan, but TXDoT has a lot of work to finish in their area before any solid plans can be drafted. The TX-121 corridor is also an area of interest for expansion.
    - Beth Roach mentioned that the DISD expansion map would be a good path for DCTA to follow, as population growth and school expansion usually work in tandem.
- **Zone Service**
  - **DCTA:** Kelly Briggs led a discussion in the differences between fixed-route and zone services.
    - **Hope Love Denton:** Ty requested that DCTA look into providing a social service provider zone. It was recommended that DCTA also install call boxes that can help individuals call for rides in zones if they do not have access to a cell phone.
    - **Serve Denton:** Ty asked whether zone service would allow a direct stop to be located at Serve Denton. DCTA informed the group that it depended on the size of the vehicle and the condition of the Serve Denton parking lot.

August 2019 - Social Service Agency Roundtable Meetings

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# MEETING SUMMARY



## Meeting Summary

### **General:**

- Lewisville Public Library is still interested in offering audio books for bus operators. DCTA would help promote downloadable audio and e-books via library mobile app.
- Social Service Agencies enjoy the roundtable meetings and want them to continue.
- Inclement weather plan worked well. There is interest in expanding these procedures to Lewisville and Highland Village as well.
- DCTA will continue to enhance the Human Services page at RideDCTA.net to further address the needs of community social service agencies.

### **Programs and Materials:**

- The DCTA Services Flyer and DCTA/SPAN flyer were well received and will be utilized by the agencies.
- Social Service Agencies would like to help promote CAT meetings and see a synergy between CAT and their (Social Service Agencies) services.

### **Service:**

- Excitement surrounding possibility of Corinth service.
- The zone service prospect is appealing to many agencies, and they would like to be included in future discussions.

## NEXT STEPS



## Next Steps

### **Collateral Support:**

- Created new collateral for NCTC to highlight the University Pass Program, NCTC Shuttle and student services
- Create promotional materials for Denton jail to assist those being released in finding services
- Continue to develop a Veteran's Service Map (showing DCTA services and all Veteran services / in large print)
- Create vlog-style videos to appeal to younger demographics
- Create a PDF list version of the Social Service Agency GIS Map

### **Train the Trainer Program:**

- Develop a "Train the Trainer" Program
- Community Relations will provide training opportunities upon demand

### **Inclement Weather Program:**

- Begin developing a Lewisville-oriented plan to mirror the Denton program

## Next Steps, Con't

### Service Change Support:

- Provide updated route guides to any agencies that request them in conjunction with the upcoming service changes.

### General:

- **Library Services Blog Post** – We plan to develop a blog post on our blog ([www.hoponboardblog.com](http://www.hoponboardblog.com)) that details how passengers can utilize library resources during their commute.
- **Expanding Attendees at the Roundtables** – We're going to add in police and fire staff from all three member cities because we feel there would be value in them attending the quarterly discussions.
- **Chin Community Outreach** – Utilize LISD Magazine to conduct outreach to the community.
- **Movement on the Parkway** – Develop collateral and a strategy to conduct outreach during this event.
- **Corinth Open House** – Notify agencies about any upcoming open house meetings in relation to a Corinth station.
- **On-Demand Zones** – Look into created a social service provider zones.
- **Call Boxes** – Look into Wi-Fi enabled call boxes to assist with on-demand zones

### Next Meeting:

- Increase Email Invite Outreach
- Solicit Topics for Agenda Ahead of Time
- Discuss "Top 5" Survey Data

August 2019 - Social Service Agency Roundtable Meetings

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## Next Steps Progress

Item	Meeting	Status	Completion Goal	Announcement	Notes
Hop On Board Cards	Feb-19	Complete and posted on website		5/6/2019	Second version upcoming
Helpful Map for Drivers	May-19				
Veteran's Service Map	Feb-19				Large project, December projection for completion
Denton County Transportation Training Event Flyer	Feb-19				
Train the Trainer Program	Feb-19	On hold until staffing comes on board - Approx. Jan 2020			We are coordinating groups with Crystal for specialized training
DCTA Services Flyer	Feb-19	Complete		Late June messaging	
DCTA - SPAN Flyer	Feb-19	6/4 - Waiting for response from Laura			In progress, on target for August meeting
Inclement Weather Communications (Distribution list of area emergency management agencies)	Feb-19	Complete			List of area emergency management services has been updated to the database.
Inclement Weather Communications (Email notification system (community))	Feb-19	Started in February. Winter inclement weather emails complete.	Ongoing and will continue as needed.		
Food Pantry Transportation (Spanscometm & DCTC)	Feb-19	Waiting for food pantry to secure funding partner.			Denton
Library Services Blog Post	Feb-19			Hop On Board Blog October	Levi'sville
Mobile Home Park Locations	Feb-19				
Denton Community Market One-Page	Feb-19	Complete			Denton
Denton Community Market Custom Map	Feb-19	Complete			Denton
Discount Pass Program: Non-Profit into the Denton Community Market	Feb-19	Complete			
Stated Club Community Festival	Feb-19	Complete			
Attend Levi'sville Chamber of Commerce Workforce Summit	Feb-19	Complete			
Research "Thought Exchange" as a Feedback Forum	Feb-19	In progress. Will schedule in monthly outreach email.			
Look into a Ride Assistance Program with UNT and TVU students	Feb-19	Ongoing			Crystal is training groups.
Top 5 Destination Survey	Feb-19	Complete			
Intake Surveys	May-19	In progress.			Will be handled individually with Serve Denton and M. King
Levi'sville Implementation for Inclement Weather procedures	19-Aug				
Levi'sville Library: Audiobooks for Bus Drivers	19-Aug				
LISD Magazine Promotion	19-Aug				
Levi'sville Movement on the Parkway Implementation	19-Aug	DCTA attending			
Informational Materials for Denton Jail (on Viewing the Fight)	19-Aug	Delivered			
Vlog-style Video Tours for Public Transit (Journey to Dream)	19-Aug				
Pre-Train the Trainer Training Opportunities	19-Aug				
Adjust the SSA GIS Map to Make Link/Legend More Obvious or Pop-Up Automatically	19-Aug				Map was created by City of Denton, working to see if we can make this happen through the city.
Printable PDF Version of SSA GIS Map	19-Aug	Complete			Sent to group 8/30
NCTC Update Materials to Better Reflect Student Resources	19-Aug	Complete			New graphics sent to counseling and administration offices.

August 2019 - Social Service Agency Roundtable Meetings

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## NEXT ROUNDTABLE MEETINGS



### November Roundtable Meetings

#### Lewisville

**Date/Time:**

Wednesday, November 6<sup>th</sup>  
9:30 – 11 a.m.

**Location:**

DCTA Admin Offices  
Board Room  
1955 Lakeway Drive, Ste. 260  
Lewisville, TX 75057

#### Denton

**Date/Time:**

Thursday, November 7<sup>th</sup>  
9:30 – 11 a.m.

**Location:**

Serve Denton  
Conference Room  
306 N Loop 288  
Denton, TX. 76209

# CONTACT INFORMATION



## Questions?

**For questions about the upcoming Social Service Agency Roundtables  
or to get more involved in the conversation, please contact:**

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