



DENTON COUNTY  
TRANSPORTATION AUTHORITY

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

## **Board of Directors Work Session**

**September 27, 2018 | 1:30 p.m.**

### **CALL TO ORDER**

1. Routine Briefing Items
  - a. Monthly Financial Reports
    - i. Financial Statements for August 2018
    - ii. Capital Projects Budget Report for August 2018
    - iii. Monthly Sales Tax Receipts
    - iv. Current Procurement Activities
  - b. Marketing and Communications
    - i. New Handouts
    - ii. UNT Orientation Activities Recap
    - iii. Highland Village Balloon Festival Recap
    - iv. State Fair of Texas Campaign Overview
    - v. Monthly Media Report (August 2018)
  - c. Strategic Planning and Development
    - i. Regional Planning Initiatives Update
    - ii. Local Planning Initiatives Update
    - iii. Business Development & Partnerships Update
    - iv. Funding Opportunities Update
    - v. Land Use Planning & Development
  - d. Capital Projects
    - i. Positive Train Control
    - ii. Hike and Bike Trail – Eagle Point
    - iii. Lewisville Bus Fueling Facility
    - iv. Brownfield Investigation
  - e. Transit Operations Reports
    - i. System On-Time Performance
    - ii. Ridership Performance
    - iii. Safety & Security
    - iv. Maintenance
2. Committee Chair Reports
  - a. Program Services Committee report of items discussed at the September 18, 2018 meeting - Dave Kovatch, chair
3. Discussion of Regular Board Meeting Agenda Items (September 27, 2018)

4. Convene Executive Session. The Board may convene the Work Session into Closed Executive Session for the following:
  - a. As Authorized by Section 551.071(2) of the Texas Government Code, the Board of Directors Work Session may be Convened into Closed Executive Session for the Purpose of Seeking Confidential Legal Advice from the General Counsel on any Agenda Item Listed Herein or the Regular Board Meeting Agenda.
  - b. As Authorized by Texas Government Code Section 551.072 Deliberation regarding Real Property: Discuss acquisition, sale or lease of real property related to long-range service plan within the cities of Denton, Lewisville, Highland Village, or the A-train corridor.
5. Reconvene Open Session
  - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.
6. Discussion of Future Agenda Items
  - a. Board Member Requests
7. ADJOURN

**Chair – Charles Emery**  
**Vice Chair – Richard Huckaby**

**Secretary – Dianne Costa**  
**Treasurer – Dave Kovatch**

**Members – Skip Kalb, Tom Winterburn, Don Hartman,**  
**George A. Campbell, Allen Harris, Carter Wilson, Connie White, Mark Miller, Ron Trees**  
**President/CEO – Raymond Suarez**

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](mailto:bpedron@dcta.net) or calling Brandy Pedron at 972-221-4600.

This notice was posted on 9/21/2018 at 2:04 PM.



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Brandy Pedron, Executive Assistant | Public Information Coordinator | Records Manager



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## **Board of Directors Regular Meeting**

### **September 27, 2018 | 3:00 p.m.\***

*\*or immediately following Board Work Session  
scheduled at 1:30 p.m. on September 27, 2018*

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS

INVOCATION

WELCOME AND INTRODUCTION OF VISITORS

AGENCY AWARDS AND RECOGNITIONS

#### **1. 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.

#### **2. CONSENT AGENDA**

- a. Approval of Minutes for the Board Work Session and Regular Meeting on August 23, 2018.
- b. Acceptance of Monthly Financial Statements – August 2018
- c. Approval and Authorization to execute interlocal contract with the Department of Information Services

#### **3. REGULAR AGENDA**

- a. Approval of Resolution 18-06 adopting FY 2019 Operating and Capital Budget
- b. Approval of Resolution 18-07 designating Raymond Suarez as the Alternate Investment Officer
- c. Approval and Authorization to execute agreement with Texas Transportation Institute

4. 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 Regular Board Meeting may be Convened into Closed Executive Session for the Purpose of Seeking Confidential Legal Advice from the General Counsel on any Agenda Item Listed Herein.
  - b. As Authorized by Texas Government Code Section 551.072 Deliberation regarding Real Property: Discuss acquisition, sale or lease of real property related to long-range service plan within the cities of Denton, Lewisville, Highland Village, or the A-train corridor.
5. Reconvene Open Session
  - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.
6. CHAIR REPORT
  - a. Discussion of Regional Transportation Issues
  - b. Discussion Legislative Issues
    - i. Regional
    - ii. State
    - iii. Federal
      1. Federal Platform
      2. Trump Admin Memorandum
7. PRESIDENT'S REPORT
  - a. Budget Transfers
  - b. Regional Transportation Issues
8. REPORT ON ITEMS OF COMMUNITY INTEREST
  - a. Pursuant to Texas Government Section 551.0415 the Board of Directors may report on following items: (1) expression of thanks, congratulations, or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming DCTA and Member City events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety.
9. ADJOURN

**Chair – Charles Emery**  
**Vice Chair – Richard Huckaby**

**Secretary – Dianne Costa**  
**Treasurer – Dave Kovatch**

**Members – Skip Kalb, Tom Winterburn, Don Hartman,**  
**George A. Campbell, Allen Harris, Carter Wilson, Connie White, Mark Miller, Ron Trees**  
**President/CEO – Raymond Suarez**

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This notice was posted on 9/21/2018 at 2:05 PM.

  
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Brandy Pedron, Executive Assistant | Public Information Coordinator | Records Manager



## Board of Directors Memo

September 27, 2018

### Subject: Financial Statements for August 2018

#### Background

The financial statements are presented monthly to the Board of Directors for acceptance. The reports presented for the period ending August 31, 2018 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 \$61k mainly due to lowering budgeted ridership during the Revised Budget process. YTD FY18 rail ridership of 384k is 6% greater than revised budgeted ridership of 361k (\$26k increased revenue). YTD FY18 ridership for Connect, Access, Frisco, Collin County Transit, and North Texas Express of 472k is 8% greater than the revised budgeted ridership of 437k (\$35k increased revenue).

		YTD FY18 Actual Ridership	YTD FY18 Revised Budgeted Ridership	% Variance
Total Rail Ridership	(A)	383,788	360,849	6%
Connect, Access, Frisco, CCT, NTX	(A)	471,744	436,751	8%
UNT & NCTC	(B)	1,665,046	1,618,676	3%
Total Bus Ridership		2,136,790	2,055,427	4%
Total Ridership		2,520,578	2,416,276	4%

(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 shown for information purposes only and are not linked to passenger revenues.

- **Note B:** Contract Service Revenue – YTD unfavorable by (\$95k). YTD FY18 fuel usage for contract services of 119k gallons is 13% lower than budgeted usage of 137k gallons (\$52k decreased revenue). Additionally, YTD average pass-through fuel cost is \$2.29/gallon compared to budgeted \$3.00/gallon (\$85k decreased revenue). These reductions are partially offset by greater than budgeted YTD revenue hours for contract service, resulting in a \$49k increase in revenue.
- **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 FY18 sales tax receipts collected through September.

- **Note D:** Federal/State Grants - Capital – YTD unfavorable by (\$1.9 million) due to delayed expenses and corresponding reimbursements for PTC, the Lewisville Hike & Bike Trail, and Brownfield work at the Rail O&M Facility. These grants are paid on a reimbursement basis and therefore DCTA will submit for reimbursement once additional payments have been made for these projects.

	YTD FY18 Actual Revenue	YTD FY18 Revised Budgeted Drawdowns	Variance
Data Analytics & Reporting	\$ 32,474	\$ 34,065	\$ (1,591)
EPA Brownfield at Rail O&M	-	178,200	(178,200)
Hike & Bike Trails	-	270,601	(270,601)
Positive Trail Control (PTC)	1,487,905	2,941,323	(1,453,418)
Transit Enhancements	39,226	-	39,226
	<b>\$ 1,559,605</b>	<b>\$ 3,424,189</b>	<b>\$(1,864,584)</b>

- **Note E:** Federal/State Grants - Operating – YTD unfavorable by (\$229k) mainly due to a delay in operating assistance grant funding, which will be available for draw down later this fiscal year.

	YTD FY18 Actual Revenue	YTD FY18 Revised Budgeted Drawdowns	Variance
Bus PM	\$ 1,253,624	\$ 1,182,929	\$ 70,695
Rail PM	920,629	954,648	(34,019)
ADA Assistance	244,250	557,371	(313,121)
FEMA	1,980,210	1,980,474	(264)
Printing	12,598	-	12,598
Vanpool	106,671	119,053	(12,382)
Business Park Extension	47,611	-	47,611
	<b>\$ 4,565,593</b>	<b>\$ 4,794,475</b>	<b>\$ (228,882)</b>

#### Identified Need

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

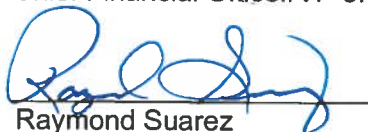
#### Recommendation

Staff recommends acceptance.

Submitted by:

  
 Marisa Perry, CPA  
 Chief Financial Officer/VP of Finance

Approval:

  
 Raymond Suarez  
 CEO

## DENTON COUNTY TRANSPORTATION AUTHORITY

CHANGE IN NET POSITION  
MONTH AND YEAR TO DATE AUGUST 31, 2018  
(UNAUDITED)

Description	Month Ended August 31, 2018			Year to Date August 31, 2018			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Revenue and Other Income</b>							
Passenger Revenues	\$ 101,771	\$ 116,290	\$ (14,519)	\$ 998,916	\$ 937,477	\$ 61,439	\$ 1,074,590 <b>Note A</b>
Contract Service Revenue	217,401	235,324	(17,923)	2,932,060	3,026,869	(94,809)	3,508,104 <b>Note B</b>
Sales Tax Revenue	2,473,183	2,301,438	171,745	25,425,710	24,157,334	1,268,376	26,649,585 <b>Note C</b>
Federal/State Grants - Capital	248,876	291,589	(42,713)	1,559,605	3,424,189	(1,864,584)	3,858,004 <b>Note D</b>
Federal/State Grants - Operating	185,876	205,148	(19,272)	4,565,593	4,794,475	(228,882)	5,120,628 <b>Note E</b>
<b>Total Revenue and Other Income</b>	<u>3,227,106</u>	<u>3,149,789</u>	<u>77,317</u>	<u>35,481,884</u>	<u>36,340,344</u>	<u>(858,460)</u>	<u>40,210,911</u>
<b>Operating Expenses</b>							
Salary, Wages and Benefits	949,594	969,229	19,635	9,956,693	10,846,135	889,442	11,881,666
Services	464,437	484,985	20,547	5,576,157	6,315,424	739,267	6,583,396
Materials and Supplies	226,429	243,464	17,035	2,146,985	2,771,372	624,387	3,028,375
Utilities	47,540	38,346	(9,194)	361,070	421,806	60,736	460,164
Insurance, Casualties and Losses	148,158	143,921	(4,237)	1,565,473	1,584,759	19,286	1,726,783
Purchased Transportation Services	822,074	788,342	(33,732)	8,275,625	8,742,345	466,720	9,628,343
Miscellaneous	17,376	26,273	8,897	241,175	401,213	160,038	423,326
Leases and Rentals	16,033	22,146	6,113	195,216	243,723	48,507	265,880
Depreciation	836,520	908,694	72,174	9,385,240	9,798,219	412,979	10,679,874
<b>Total Operating Expenses</b>	<u>3,528,163</u>	<u>3,625,400</u>	<u>97,238</u>	<u>37,703,633</u>	<u>41,124,996</u>	<u>3,421,362</u>	<u>44,677,807</u>
<b>Income Before Non-Operating Revenue and Expense</b>	(301,057)	(475,611)	174,555	(2,221,749)	(4,784,652)	2,562,902	(4,466,896)
<b>Non-Operating Revenues / (Expense)</b>							
Investment Income	42,593	6,500	36,093	303,334	71,500	231,834	78,000
Gain (Loss) Disposal of Assets	-	-	-	-	-	-	-
Fare Evasion Fee	-	83	(83)	1,425	913	512	1,000
Other Income - Miscellaneous	9,095	-	9,095	855,700	737,255	118,445	737,255
Long Term Debt Interest/Expense	(86,505)	(86,507)	2	(951,560)	(921,577)	(29,983)	(1,008,084)
<b>Total Non-Operating Revenue / (Expense)</b>	<u>(34,817)</u>	<u>(79,924)</u>	<u>45,107</u>	<u>208,900</u>	<u>(111,909)</u>	<u>320,809</u>	<u>(191,829)</u>
<b>Change in Net Position</b>	<u>\$ (335,874)</u>	<u>\$ (555,535)</u>	<u>\$ 219,661</u>	<u>\$ (2,012,849)</u>	<u>\$ (4,896,561)</u>	<u>\$ 2,883,711</u>	<u>\$ (4,658,725)</u>

## DENTON COUNTY TRANSPORTATION AUTHORITY

STATEMENT OF NET POSITION  
AS OF AUGUST 31, 2018  
(UNAUDITED)

	August 31, 2018	July 31, 2018	Change
<b>Current Assets</b>			
Operating Cash & Cash Equivalents	\$ 13,053,257	\$ 12,377,901	\$ 675,357
Reserves: Cash & Cash Equivalents	7,747,872	7,735,242	12,630
Reserves: Investments	3,215,591	3,215,591	-
Accounts & Notes Receivable	5,667,648	5,795,904	(128,256)
Prepaid Expenses	149,873	290,681	(140,808)
Inventory	37,066	42,062	(4,996)
Restricted Asset-Cash and Equivalents	3,538,933	3,535,039	3,893
<b>Total Current Assets</b>	<b>33,410,240</b>	<b>32,992,421</b>	<b>417,820</b>
<b>Property, Plant and Equipment</b>			
Land	17,394,147	17,394,147	-
Land Improvements	6,874,492	6,874,492	-
Machinery & Equipment	3,988,400	3,988,400	-
Vehicles	91,729,631	91,729,631	-
Computers & Software	1,387,627	1,387,627	-
Accumulated Depreciation	(67,073,728)	(66,237,209)	(836,520)
<b>Total Property, Plant and Equipment</b>	<b>54,300,568</b>	<b>55,137,088</b>	<b>(836,520)</b>
<b>Capital Assets</b>			
Intangible Assets	16,997,155	16,997,155	-
Other Capital Assets, Net	234,479,805	233,656,842	822,963
Construction in Progress	20,183,171	20,792,281	(609,110)
<b>Total Capital Assets</b>	<b>271,660,131</b>	<b>271,446,277</b>	<b>213,853</b>
<b>Total Assets</b>	<b>\$ 359,370,939</b>	<b>\$ 359,575,786</b>	<b>\$ (204,847)</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable	\$ -	\$ -	\$ -
Salary, Wages, and Benefits Payable	643,818	753,015	(109,196)
Accrued Expenses Payable	272,248	145,874	126,375
Deferred Revenues	68,415	56,930	11,484
Interest Payable	432,527	346,022	86,505
<b>Total Current Liabilities</b>	<b>1,417,008</b>	<b>1,301,840</b>	<b>115,168</b>
<b>Non-Current Liabilities</b>			
Rail Easement Payable	1,100,000	1,100,000	-
Retainage Payable	573,556	557,697	15,859
Bonds Payable	28,740,000	28,740,000	-
<b>Total Non-Current Liabilities</b>	<b>30,413,556</b>	<b>30,397,697</b>	<b>15,859</b>
<b>Total Liabilities</b>	<b>\$ 31,830,564</b>	<b>\$ 31,699,537</b>	<b>\$ 131,027</b>
<b>Net Position</b>			
Net Investment in Capital Assets	305,367,228	305,367,228	-
Unrestricted	24,185,997	24,185,997	-
Change in Net Position	(2,012,849)	(1,676,975)	(335,874)
<b>Total Equity</b>	<b>327,540,375</b>	<b>327,876,249</b>	<b>(335,874)</b>
<b>Total Liabilities and Equity</b>	<b>\$ 359,370,939</b>	<b>\$ 359,575,786</b>	<b>\$ (204,847)</b>



**DENTON COUNTY TRANSPORTATION AUTHORITY**  
**CAPITAL PROJECT FUND**  
AS OF AUGUST 31, 2018

Capital Project Number/Name	Original Budget	Revised Budget	August 2018 Actuals Booked	Actuals Life To Date	\$ Under/ (Over) Budget	% of Budget (As of August 2018 Close)	Project % Complete (Operations)
<b>Construction Work in Progress</b>							
<b>G&amp;A Capital Projects</b>							
Total 10302 · Infrastructure Acquisition	\$ 1,900,000	\$ 3,900,000	\$ 1,973	\$ 152,424	\$ 3,747,577	4%	
Total 10601 · Data Analytics & Reporting	200,000	200,000	-	40,593	159,407	20%	
Total 10604 · Safety & Security Assessment	250,000	250,000	-	25,000	225,000	10%	
Total 10605 · Project Management/Document Control	150,000	150,000	161	44,268	105,732	30%	
Total 10606 · Shared Use Mobility Study	123,428	123,428	-	-	123,428	0%	
<b>Total G&amp;A Capital Projects</b>	<b>2,623,428</b>	<b>4,623,428</b>	<b>2,133</b>	<b>262,284</b>	<b>4,361,144</b>	<b>6%</b>	
<b>Bus Capital Projects</b>							
Total 50206 · Passenger Amenities - Denton - CLOSED	50,000	50,000	4,924	49,997	4	100%	100%
Total 50305 · IOMF Fuel Tanks	250,000	987,000	42,476	195,511	791,489	20%	30%
Total 50409 · Bus Fleet Cameras	149,500	149,500	-	-	149,500	0%	
Total 50510 · Fleet (2017)	1,550,000	1,474,076	-	37,806	1,436,270	3%	
Total 50512 · Fleet (2018)	3,003,580	1,135,250	-	-	1,135,250	0%	
Total 50601 · Scheduling Software (Bus)	250,000	250,000	-	28,125	221,875	11%	
<b>Total Bus Capital Projects</b>	<b>5,253,080</b>	<b>4,045,826</b>	<b>47,400</b>	<b>311,439</b>	<b>3,734,387</b>	<b>8%</b>	
<b>Rail Capital Projects</b>							
Total 61209 · Trinity Mills Crew Facility	250,000	340,000	-	302,063	37,937	89%	100%
Total 61406.1 · Positive Train Control Implementation	-	16,720,141	298,960	13,915,214	2,804,927	83%	90%
Total 61605 · Brownfield Remediation	60,000	385,000	298	139,720	245,280	36%	75%
Total 61606 · Rail Crossing Study - CLOSED	73,000	73,000	-	68,000	5,000	93%	
Total 61708 · Lewisville Bike Trail	3,099,856	2,146,355	-	2,143,377	2,978	100%	98%
Total 61713.5 · Pockrus Page {2015 Flood} - CLOSED	623,000	773,000	-	764,534	8,467	99%	100%
Total 61714 · Rail Capital Maintenance	3,970,430	3,131,419	-	848,551	2,282,868	27%	29%
Total 61715 · Trail Safety Improvements	139,657	81,157	-	-	81,157	0%	10%
Total 61716 · Lewisville Bike Trail - Eagle Point Section	2,995,873	2,995,873	39,776	81,788	2,914,085	3%	5%
Total 61718 · Rail Safety Improvements	200,000	200,000	67,678	67,678	132,322	34%	34%
<b>Total Rail Capital Projects</b>	<b>11,411,816</b>	<b>26,845,945</b>	<b>406,713</b>	<b>18,330,924</b>	<b>8,515,021</b>	<b>68%</b>	
<b>Total Construction Work in Progress</b>	<b>\$ 19,288,324</b>	<b>\$ 35,515,199</b>	<b>\$ 456,246</b>	<b>\$ 18,904,648</b>	<b>\$ 16,610,551</b>	<b>53%</b>	



## Board of Directors Memo

September 27, 2018

### Subject: Monthly Sales Tax Receipts

#### Background

Sales tax represents the single largest source of revenue for DCTA at 56.12% for FY18 budget. The annual sales tax budget for FY 2018 is \$26,649,586. 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 8.19%. The September allocation is for sales generated in the month of July and represents revenue for the tenth month of FY 2018.

- Sales tax for sales generated at retail in the month of July and received in September was \$2,269,235.
- This represents an increase of 8.19% or \$171,745 compared to budget for the month.
- Compared to the same month last year, sales tax receipts are \$205,753 or 9.97% higher.
- Member city collections for the month compared to prior year are as follows:
  - City of Lewisville up 9.10%
  - City of Denton up 13.21%
  - Highland Village up 10.29%

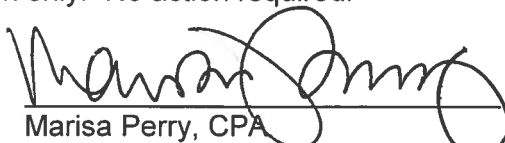
#### Need

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

#### Recommendation

For information only. No action required.

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:	2017-2018 Year Budget	2017-2018 Year Actual	Variance Actual to Budget	CY Actual to CY Budget % Variance	2016-2017 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 2,096,191	\$ 2,150,455	\$ 54,264	2.59%	\$ 1,978,638	\$ 171,816	8.68%
November	January	\$ 2,004,798	\$ 2,216,616	\$ 211,818	10.57%	\$ 2,170,262	\$ 46,354	2.14%
December	February	\$ 2,795,466	\$ 2,801,274	\$ 5,808	0.21%	\$ 2,793,331	\$ 7,943	0.28%
January	March	\$ 1,917,819	\$ 1,975,813	\$ 57,994	3.02%	\$ 1,908,263	\$ 67,550	3.54%
February	April	\$ 1,818,015	\$ 2,012,714	\$ 194,699	10.71%	\$ 2,006,450	\$ 6,265	0.31%
March	May	\$ 2,424,593	\$ 2,593,861	\$ 169,268	6.98%	\$ 2,408,823	\$ 185,038	7.68%
April	June	\$ 2,117,555	\$ 2,130,060	\$ 12,505	0.59%	\$ 1,987,159	\$ 142,900	7.19%
May	July	\$ 2,106,721	\$ 2,375,417	\$ 268,696	12.75%	\$ 2,219,119	\$ 156,298	7.04%
June	August	\$ 2,477,248	\$ 2,604,185	\$ 126,937	5.12%	\$ 2,588,897	\$ 15,288	0.59%
July	September	\$ 2,097,490	\$ 2,269,235	\$ 171,745	8.19%	\$ 2,063,481	\$ 205,753	9.97%
August	October	\$ 2,301,438				\$ 2,260,569		
September	November	\$ 2,492,252				\$ 2,482,741		
YTD Total		\$ 26,649,586	\$ 23,129,629	\$ 1,273,733	5.83%	\$ 26,867,734	\$ 1,005,205	4.54%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department

Prepared By: Denton County Transportation Authority Finance Department

September 19, 2018

## 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:	2016-2017 Year Actual	2017-2018 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance	Sales Generated in Month of:	Received in Month of:	2016-2017 Year Actual	2017-2018 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 2,795,751	\$ 3,009,098	\$ 213,347	7.63%	October	December	\$ 298,777	\$ 265,631	\$ (33,146)	-11.09%
November	January	\$ 2,867,155	\$ 2,973,704	\$ 106,549	3.72%	November	January	\$ 313,524	\$ 328,316	\$ 14,792	4.72%
December	February	\$ 3,849,204	\$ 3,924,399	\$ 75,196	1.95%	December	February	\$ 411,143	\$ 451,331	\$ 40,188	9.77%
January	March	\$ 2,709,531	\$ 2,767,715	\$ 58,184	2.15%	January	March	\$ 255,642	\$ 287,500	\$ 31,858	12.46%
February	April	\$ 2,892,939	\$ 2,864,356	\$ (28,583)	-0.99%	February	April	\$ 253,856	\$ 250,707	\$ (3,149)	-1.24%
March	May	\$ 3,480,828	\$ 3,540,108	\$ 59,280	1.70%	March	May	\$ 328,214	\$ 341,604	\$ 13,390	4.08%
April	June	\$ 2,722,621	\$ 2,950,115	\$ 227,493	8.36%	April	June	\$ 268,006	\$ 285,066	\$ 17,060	6.37%
May	July	\$ 3,113,597	\$ 3,386,756	\$ 273,159	8.77%	May	July	\$ 307,851	\$ 325,073	\$ 17,222	5.59%
June	August	\$ 3,568,239	\$ 3,759,539	\$ 191,299	5.36%	June	August	\$ 373,101	\$ 356,643	\$ (16,458)	-4.41%
July	September	\$ 2,800,265	\$ 3,055,068	\$ 254,803	9.10%	July	September	\$ 273,047	\$ 301,133	\$ 28,086	10.29%
August	October	\$ 3,034,967				August	October	\$ 313,211			
September	November	\$ 3,265,668				September	November	\$ 331,426			
YTD Total		\$ 37,100,766	\$ 32,230,857	\$ 1,430,726	4.65%	YTD Total		\$ 3,727,797	\$ 3,193,003	\$ 109,843	3.56%

CITY OF DENTON					
Sales Generated in Month of:	Received in Month of:	2016-2017 Year Actual	2017-2018 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 2,451,245	\$ 2,718,499	\$ 267,254	10.90%
November	January	\$ 2,918,947	\$ 2,945,336	\$ 26,389	0.90%
December	February	\$ 3,727,632	\$ 3,598,809	\$ (128,822)	-3.46%
January	March	\$ 2,397,941	\$ 2,568,686	\$ 170,745	7.12%
February	April	\$ 2,442,743	\$ 2,526,113	\$ 83,369	3.41%
March	May	\$ 3,099,631	\$ 3,661,913	\$ 562,282	18.14%
April	June	\$ 2,602,704	\$ 2,787,702	\$ 184,998	7.11%
May	July	\$ 2,729,539	\$ 2,936,759	\$ 207,220	7.59%
June	August	\$ 3,351,192	\$ 3,348,805	\$ (2,387)	-0.07%
July	September	\$ 2,734,634	\$ 3,095,938	\$ 361,304	13.21%
August	October	\$ 2,906,837			
September	November	\$ 3,593,467			
YTD Total		\$ 34,956,511	\$ 30,188,559	\$ 1,732,353	6.09%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department  
Prepared By: Denton County Transportation Authority Finance Department  
September 19, 2018

**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%	\$ 21,248,482.13	\$ 17,884,372.84	18.81%	\$ 183,578,327.31	\$ 172,310,781.94	6.53%
Corpus Christi MTA	0.50%	\$ 2,897,307.25	\$ 2,579,516.61	12.31%	\$ 25,078,016.20	\$ 23,793,798.73	5.39%
Dallas MTA	1.00%	\$ 46,649,093.36	\$ 43,607,122.98	6.97%	\$ 450,909,839.83	\$ 427,936,514.93	5.36%
Denton CTA	0.50%	\$ 2,269,234.67	\$ 2,063,481.25	9.97%	\$ 20,979,174.68	\$ 20,145,785.45	4.13%
El Paso CTD	0.50%	\$ 3,629,849.35	\$ 3,327,083.99	9.10%	\$ 33,660,114.94	\$ 31,988,434.24	5.22%
Fort Worth MTA	0.50%	\$ 6,323,984.04	\$ 5,988,804.61	5.59%	\$ 58,663,429.09	\$ 55,505,115.64	5.69%
Houston MTA	1.00%	\$ 61,351,966.63	\$ 54,724,948.48	12.10%	\$ 574,631,449.46	\$ 528,345,728.20	8.76%
Laredo CTD	0.25%	\$ 646,637.21	\$ 621,591.54	4.02%	\$ 6,109,401.06	\$ 5,786,814.58	5.57%
San Antonio ATD	0.25%	\$ 5,443,558.67	\$ 5,125,144.58	6.21%	\$ 52,015,098.91	\$ 48,798,054.84	6.59%
San Antonio MTA	0.50%	\$ 12,066,031.46	\$ 11,331,070.36	6.48%	\$ 114,780,750.31	\$ 107,653,693.60	6.62%
<b>TOTALS</b>		<b>\$ 162,526,144.77</b>	<b>\$ 147,253,137.24</b>	<b>10.37%</b>	<b>\$ 1,520,405,601.79</b>	<b>\$ 1,422,264,722.15</b>	<b>6.90%</b>

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department  
 Prepared By: Denton County Transportation Authority Finance Department  
 September 19, 2018

**Board of Directors Memo**

September 26, 2018

**Subject: Current Procurement Activities****Tires**

Our current contract for purchase of vehicle tires will expire on November 8, 2018. Staff released a solicitation on Tuesday, September 11, 2018. Responses are due on September 27, 2018. Staff anticipates a recommendation for award on the October Board meeting agenda.

**Uniform Rental Services**

Currently we use a rental program for uniforms for mechanics. Our current contract will expire January 31, 2019. Staff released a solicitation for uniform rental services on August 31, 2018, with replies due on September 25, 2018. Recommended award is anticipated on the October Board meeting agenda.

**Mobility as a Service**

Staff is developing a solicitation for various modes of mobility services as a supplement to our existing services. Staff anticipates releasing the RFP in October with responses due in November. Award is anticipated at the December staff meeting.

Submitted by:

A blue ink signature of Athena Forrester, written in a cursive style.

Athena Forrester, CPPO, CPPB  
AVP of Regulatory Compliance

Final Review:

A blue ink signature of Marisa Perry, written in a cursive style.

Marisa Perry, CPA  
Chief Financial Officer/VP of Finance

## Board of Directors Memo

September 27, 2018

### Subject: Marketing & Communications Update

#### NEW HANDOUTS

- Wheels & Rails (August 2018)
- State Fair of Texas Brochure

#### UNT ORIENTATION ACTIVITIES RECAP

- Orientations
  - Total Events – 22
  - Total Global Impressions – 5,416
  - Total Confirmed Impressions – 1,686 (31%)

Date	Global Impressions	Confirmed Impressions
6.1.18	300	105
6.12.18	300	100
6.18.18	300	93
6.19.18	450	228
6.22.18	300	105
6.23.18	450	279
6.26.18	300	76
6.27.18	300	87
6.28.18	300	102
6.29.18	150	36
7.9.18	350	60
7.12.18	350	60
7.16.18	350	67
7.20.18	200	50
7.25.18	200	49
8.3.18	80	14
8.6.18	100	56
8.8.18	80	19
8.14.18	100	20
8.16.18	300	54
8.20.18	80	13
8.23.18	76	13



- First Flight Week
  - Total Events – 4
  - Total Confirmed Impressions – 155

Date	Confirmed Impressions
8.20.18	59
8.21.18	50
8.23.18	14
8.24.18	32







- UNT Transportation Day
  - Global Impressions – 395
  - Confirmed Impressions – 178 (45%)



### HIGHLAND VILLAGE BALLOON FESTIVAL RECAP

- Event Date: August 16 – 18, 2018
- Global Impressions: 18,000
- Direct Impressions: 346
- Shuttle Ridership: 519  
(last day of event was rained out)





**STATE FAIR OF TEXAS CAMPAIGN OVERVIEW**

- Campaign Dates: September 17 – October 20
- Efforts:

- Traditional Advertising
  - Billboards
  - Pandora Radio Spot
  - Print Advertisements
- Digital Advertising
  - Social Media
  - Website Content
  - Email Marketing
  - Blog Post
- Signage
  - DDTC Poster
  - Brochure
  - Rail Card
  - Windscreen Poster
- Community Outreach
  - Lewisville Western Days
  - Brochure Distribution

**MONTHLY MEDIA REPORT (AUGUST 2018)**

- Stories: 100
- Placement Highlights:
  - The Dallas Morning News
  - NBC 5 Today at 11 a.m.
  - NBC 5 News at 6 p.m.
  - KXAS-TV Online
  - NBC 5 Sunday at 5:30 a.m.
  - Dallas Morning News Online
  - Denton Record-Chronicle
  - The Pilot
  - Frisco Enterprise
  - Lewisville Leader
- Headline Highlights:
  - DCTA President Resigns
  - DCTA Partners with Lyft to Provide Free On-Demand Rides for UNT Students
  - DCTA Lowers Fares in Response to Regional Fare Hikes
  - DCTA Launches New Denton Enterprise Airport On-Demand Pilot Service
  - Lake Dallas to Celebrate Completion of DCTA Rail Trail
- Impressions: 19.4M

- Total Publicity Value: \$82.2K
- DCTA Web Traffic: 34 Webpage Hits
- Social Amplification:
  - Facebook Likes – 1.1K
  - Facebook Comments – 452
  - Facebook Shares – 309
  - Pinterest Shares – 1
- Sentiment Over Time:
  - Positive – 63.6%
  - Neutral – 34.3%
  - Negative – 2%
- Share of Voice:
  - DCTA – 55.1%
  - DCTA Bus – 18%
  - DCTA Train – 27%
- Coverage by Media Type:
  - Consumer Online – 44.9%
  - Newspaper – 18.4%
  - Trade/Industry Online – 8.2%
  - Television Program – 7.1%
  - Community Newspaper – 6.1%
  - News/Release Distribution Service – 5.1%
  - News and Business Online – 4.1%
  - Radio Station – 2%
  - Wire Service – 2%
  - Other – 2%

#### **COMMUNITY OUTREACH INITIATIVES**

- UNT Freshman Orientation Resource Fair – 8/6
- Non-Profit Leadership Lunch (Flower Mound) – 8/6
- UNT Transfer Student Orientation Resource Fair – 8/8
- AllianceTexas Job Fair – 8/8
- UNT Freshman Orientation Resource Fair – 8/9
- UNT Freshman Orientation Resource Fair – 8/14
- Lewisville Chamber of Commerce Luncheon – 8/14
- UNT Freshman Orientation Resource Fair – 8/16
- UNT Freshman Orientation Resource Fair – 8/20
- UNT Flight Week – 8/20
- UNT Flight Week – 8/21
- UNT Flight Week – 8/22
- Salvation Army of Denton Advisory Council Meeting – 8/22
- UNT Flight Week – 8/23
- UNT Freshman Orientation Resource Fair – 8/23
- UNT Flight Week – 8/24
- Highland Village Balloon Festival – 8/42 – 8/26
- Lewisville Chamber of Commerce Luncheon – 8/28
- Denton Community Job Fair – 8/28
- UNT Transportation Day – 8/30
- Transportation Resources of Denton County Event – 9/13
- Denton Chamber of Commerce Luncheon – 9/14
- Lake Cities Rail Trail Ribbon Cutting – 9/15
- Denton Open House Meeting – 9/19
- Lewisville Open House Meeting – 9/20
- Lewisville Chamber of Commerce Luncheon – 9/25

- Highland Village Open House Meeting – 9/25

**CUSTOMER SERVICE IN PROGRESS**

- Access Monthly Pass Review and Consideration
- Updated University Pass Program Language
- Ongoing Training
- Monthly Meetings
- Routine Informative Overviews
- Phone Screenings
- GOREquest Responses (Customer Communications Specialist)
- Social Media Responses / Reporting (Customer Communications Specialist)
- #AskDCTA Content Marketing Series
- Illustrative Video Development
- New Point-of-Sale Research / Discussions
- Process Development / Efficiency Discussions
- Monthly Reporting

**ADMINISTRATION IN PROGRESS**

- Routine Meetings
- Staffing Coverage / Coordination
- Board and Committee Policies and Procedures
- Open Records Requests
- Facilities Management
- Records Retention

Approved by:



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Nicole Recker  
Vice President  
of Marketing & Communications

## Board of Directors Memo

September 27, 2018

### Subject: Strategic Planning & Development Update

#### **ADMINISTRATIVE UPDATE**

##### Title VI Program Update & Process Development

- As a federal requirement, DCTA submits an updated Title VI Program every three years with the next Title VI program submittal in June 2019. As part of the program update process, staff will be incorporating necessary modifications to some of the agency policies contained in the document. As part of the public involvement process, staff will be taking three proposed policy changes to the public for feedback; Major Service Change Policy, Disparate Impact Policy and Disproportionate Burden Policy. These three policy updates will be presented to the board for approval in the coming months.

#### **REGIONAL TRANSPORTATION PLANNING**

##### Regional High Intensity Bus Coordination

- In early October, DCTA, DART, and Trinity Metro will meet with NCTCOG staff to discuss advancing implementation of guaranteed premium bus service on two proposed high-intensity bus corridors. IH 30 Express and IH 35W Express are the proposed corridors identified in Mobility 2045 and may serve as an opportunity to implement innovative transit services regionwide. Currently, the NCTCOG has a goal of expediting these pilots by 2020.

##### SRT 121 Commuter Corridor Development

- DCTA staff has identified a proposed commuter bus service that would run along the Sam Rayburn Tollway (SRT), from the Old Town Station in Lewisville to downtown McKinney. The proposed Route 70 would stop at high-density locations along the SRT in Lewisville, The Colony, Frisco, north Plano, and McKinney. The service may also travel north to the Frisco North Platinum Corridor to capture the high-density developments of Hall Park, the Star, and others. Staff is currently planning a transportation forum with municipal stakeholders to assess needs and identify potential stops and other key stakeholders to include in future discussions.

#### **LOCAL TRANSPORTATION PLANNING**

##### Innovative Transit Solutions

###### *Federal / National Engagement*

- Mass Transit Magazine's Autonomous Mobility Best Practices Webinar: DCTA recently presented during Mass Transit Magazine's special webinar series focused on autonomous vehicles. DCTA's presentation was focused on providing an overview of the Frisco TMA's Drive.ai pilot program, lessons learned and agency's next steps. Other webinar presenters included staff from the Contra Costa Transportation Authority and the Minnesota Department of Transportation.
- APTA Mobility Summit: Staff is attending the upcoming APTA 2018 Annual Meeting in Nashville, TN, and will participate on a panel addressing "The Future Is Now: Innovative Mobility Practices." The session will focus on how transit agencies are embracing and adapting to a shift in meeting the needs of customers through technology and partnerships with new mobility providers.

###### *Regional Engagement*

- Mobility On-Demand Working Group: DCTA staff participates in the quarterly NCTCOG Mobility On-Demand Working Group to discuss best practices on implementing mobility on-demand programs with private sector partners. Staff recently presented, with Toyota, on the Alliance Link Shuttle, plans to improve connectivity to the service, and access to jobs. The next meeting is scheduled for November 5.

*Local Initiatives*

- Mobility as a Service (MaaS) / Mobility as a Platform (MaaP): DCTA will issue a Request for Proposals (RFP) for Mobility Services at the beginning of October. The RFP is intended to qualify vendors to provide on-call, customized service proposals to meet the mobility needs of our regional clients and member cities. DCTA will solicit proposals from a wide range of vendors, including shared mobility companies, software developers, and third-party mobility providers. This approach will leverage the most innovative technologies and transportation service models under a DCTA service contract and will be regularly reissued to maintain relevance and ensure the contract stays up-to-date on the mobility tools that are constantly evolving.
- Shared-Use Mobility Plan: Staff has engaged the Texas A&M Transportation Institute (TTI) to develop a Shared Use Mobility Action Plan to strategically deploy innovative transit solutions while leveraging existing transit assets and producing a fully integrated system plan. Phase 1 of the report addresses current service and existing conditions; the Phase 2 report documents current industry conditions and trends related to planning for new and emerging shared mobility modes and service models; and Phase 3 of the report provides proposed Conceptual Service Scenarios for shared mobility providers at each A-train station area. The final reviews of each phase of the Shared Mobility Plan document have been completed and the final report is available to guide DCTA in developing programs utilizing shared mobility to supplement existing services. This final report will be shared at the October Program Services meeting.
- Lyft Service Development: DCTA has leveraged the existing contract with Lyft in the development of new partnership programs involving subsidized discounts for selected trips in Highland Village and at UNT. The UNT contract, which includes night-time and evening Lyft service, has been signed, and has launched for the Fall 2018, providing free rides to a limited campus area. Since the beginning of the program to September 10, Lyft has reported a total of 61 rides.

On August 27, the Lyft discount program was expanded to provide a larger subsidy of up to \$10 for Lyft rides taken on weekdays within the Highland Village Lyft zone. This program also replaces the Highland Village Community-on-Demand service. Since January 2018, Lyft has reported 40 total rides; five for the month of August and one since the Aug. 27 service changes.

Staff continues to engage Lyft in developing new programs for Denton, Lewisville, Frisco, and McKinney for near future implementation.

- Denton Bikeshare: UNT Transportation Services has partnered with VeoRide to bring a pilot program to campus that will enable students, faculty and staff to rent bikes for short periods of time. The program, which launched in early September, includes 100 teal VeoRide bicycles that are distributed throughout campus. An additional 180 UNT-branded bicycles will be added in October. To use the bikes, UNT faculty, staff or students sign up for the VeoRide app using their UNT email address. VeoRide is a Chicago-based company that has started programs on several college campuses and in some towns across the country. The partnership with UNT is the company's first bikeshare program in North Texas. Staff will further investigate how DCTA can support bikeshare in Denton as well as at UNT and TWU.
- Frisco Automated Vehicle Pilot Program: DCTA is administering the contract for a public-private partnership leading to one of the first automated vehicle programs in the nation. Drive.ai's self-driving, on-demand service is operated in conjunction with the Frisco TMA, a group focused on innovative last-mile transportation options to address the rapid residential and commercial growth in the North Platinum Corridor. The Frisco TMA includes the City of Frisco, HALL Group, Frisco Station Partners, The Star, and DCTA. The pilot program officially launched July 30. The service currently operates Monday through Friday, 10am to 7pm.

As of September 18, Drive.ai has reported 429 registered and unique app users in the geofenced area; 441 scheduled and completed trips; and a total of 732 passengers carried on the completed trips. There have been zero safety incidents to-date.

Since the announcement of the Frisco AV pilot program, DCTA has received many speaking requests for local and national events including; Frisco Chamber and EDC meetings, Dallas County and Collin County HR, TxDOT Planning Conference (Dallas), National ADS Summit (D.C.), Center for Transportation Studies (Minneapolis), Mass Transit Magazine (webinar), and APTA Annual Meeting (Nashville).

### A-train Extension Feasibility Exploration

- Through DCTA's On-call A&E Railroad Services contract with Lockwood, Andrews & Newnam (LAN), staff is exploring the feasibility to extend the A-train corridor North to US 380 and South to Belt Line.
- LAN's professional services on this project include expansion concept development, fatal flaw analysis and operational evaluation for expansion.
- In mid-June, LAN began work relating to the Southbound extension and will review DART's Cotton Belt DEIS to ensure the new rail corridor and the A-train extension meet effectively at Belt Line.
- An update of the A-train extension feasibility exploration will be provided at the anticipated October Program Services meeting.

## ***BUSINESS DEVELOPMENT & PARTNERSHIPS***

### Alliance Area Transit Coordination

- The Alliance Link Shuttle continues to operate in partnership with DCTA, Hillwood, Trinity Metro, Alliance Opportunity Center, Tarrant County, and Toyota.
- Due to demand and efficient use of existing resources, the stakeholders decided to reduce the number of vehicles on-call from four to two, with one on standby. Service continues to be provided Monday through Sunday, while hours of operation have changed from 5:30-8:30am and 4:30-7:30pm to continuous service from 5:30am to 7:30pm.
- Reports have continued to show week over week increases in ridership and app downloads. As reported by SpareLabs, the platform technology provider, the service is seeing an increasing diversification of pickup/dropoff locations outside the core Amazon facility and fixed-route bus stops, showcasing that there is a market outside the initial user group for Alliance Link. The service launched in April with just 10 passengers the first week. Since then, data show between 60 to 75 passengers ride the service weekly.
- As the current service is set to expire in January 2019, DCTA, through partnership with the original stakeholders, is considering implementing a Lyft program to replace the current Alliance Link as a more efficient and cost-effective solution for first/last mile connections between businesses and Route 63/64 stops.

### City of Frisco

- Staff has incorporated agency-dispatched taxi service into the current On-Demand service to assist in service area expansion, increased capacity capabilities and to improve operational efficiencies.
- A pilot program integrating Lyft service into existing On-Demand service is planned for a September 2018 launch. Current elderly and disabled Frisco service customers will be invited to participate in the program, which will offer a \$7 discount for Lyft trips within the same service area as the program currently served by fleet and taxi vehicles. This will allow for the option of real-time, demand-response service in the area. Letters will be sent to Frisco residents who currently participate in the existing On-Demand service, inviting them to participate in this pilot.
- Strategic outreach within Frisco continues, which has resulted in speaking invitations to various HR, business, and community groups. DCTA is now a member of the Frisco Chamber of Commerce and has been leveraging this new relationship for further engagement opportunities

### McKinney Urban Transit District (MUTD)

- DCTA continues to provide planning support to the City of McKinney staff in exploring near-term and long-term mobility options including the potential of incorporating Lyft into existing service levels.
- To better understand community needs and to provide community education as it relates to transit, there was discussion and interest in partnering to hold transportation forums within the community. DCTA is currently developing a plan for these forums for further discussion with McKinney staff and other stakeholders within the SRT/121 corridor.
- Staff presented the latest ridership data and trends at the September 12 MUTD meeting, receiving positive feedback from the City Manager and MUTD board members.

### Service Expansion within New Service Areas

- Staff continues to be responsive to requests from new developments and large employers within member cities, as well as inquiries from non-member cities in Denton and Collin counties interested in exploring transit solutions to meet the current and future demands within their communities.
- DCTA staff and leadership met with Flower Mound staff and Council Member Kevin Bryant to learn more about the community's specific mobility needs and vision for the future of transportation. Staff is working on a formal proposal to present to Flower Mound for consideration, based on their expressed needs and identified challenges.
- The City of Coppell recently reached out to DCTA to assist in identifying mobility solutions to the west side corporate business park, which comprises large distribution facilities including Amazon and the Container Store. Similar to Alliance, there are challenges associated with connecting low-wage workers with available jobs that are located in a high household income area. Staff has met with the City and is currently working on developing a proposal for their consideration.

## **FUNDING OPPORTUNITIES**

### CMAQ Sustainable Development Phase 4 Funding

- In April 2017, NCTCOG introduced the process to select projects using CMAQ and STBG funding through several programs including transit-oriented development. DCTA submitted the Old Town Intermodal Transit Center (ITC) project which was selected and \$10.4M was approved by RTC in March 2018. NCTCOG staff has been working through the funding award process and anticipates TIP approval in October.

### Bus & Bus Facilities Grant

- In August 2017, DCTA submitted a grant proposal in response to the FTA Bus & Bus Facilities funding opportunity and received notification of award in April 2018 for the construction of the "lite" bus maintenance facility component of the submitted proposal in the amount of \$2.625M.
- Staff is currently working through the federal grant award and administration process which will provide the agency access to these funds.
- In response to the 2018 Bus & Bus Facilities Grant, DCTA submitted a proposal to fund the SRT/121 corridor service, which would provide access to jobs along the corridor.

### NCTCOG Grant Review & Funding Cleanup

- In early September 2017, DCTA submitted funding requests for available CMAQ, JARC and New Freedom funds and received RTC approval to assist in the purchase of fleet (\$1.61M) and operational enhancements (\$227,000) of the North Texas Xpress commuter service. DCTA was also awarded funding to assist with DCTA's mobility management (\$240,000) including the provision of seamless transportation services in Denton and Collin counties. Staff is currently working through the funding award and administration process with NCTCOG staff which will allow DCTA access to these funds. DCTA will begin invoicing NCTCOG at the end of September.

### FRA Consolidated Rail Infrastructure and Safety Investments (CRISI)

- FRA awarded DCTA \$4M to fund PTC Enhancements. The funding will integrate a Wabtec dispatch system with five additional cut sections to reduce block lengths in order to lessen travel time impacts on passengers. Staff is working with FRA pre-award administration process.
- DCTA submitted an additional proposal for the second round of CRISI funding in mid-September. The proposal requests funding for a Dispatcher Safety Workload Program which focuses on assessing dispatcher workload issues and related safety impacts. The anticipated result of this testing program will guide railroads in determining an optimum operating plan for dispatch.

**LAND USE PLANNING & DEVELOPMENT****Transit-Oriented Development**

- DCTA continues conversations with member cities in an effort to support respective city land use plans through ongoing conversations with city staff, land developers and other strategic partners.
- A more thorough report can be provided in closed executive session.

**ADDITIONAL PROJECTS**

- NCTC Multi-Year Contract Development
- Texas Woman's University Master Plan
- Lewisville Small Area Planning Studies
- Shared Use Mobility Study
- Collin County Commuter Vanpool Program Development
- Huffines-Hebron Joint Development Project
- Infrastructure Development Planning
- Regional Workforce Mobility Solutions
- State and Federal Legislative Initiatives
- Project Funding Opportunities
- TxDOT 35W Expansion Coordination
- US 380 Expansion Coordination
- Collin/Denton Outer Loop Coordination
- Collin County Transit Study Coordination
- Long-Range Agency Planning Efforts
- Regional Trail Expansion

Submitted by: \_\_\_\_\_



Lindsey Baker, Director, Strategic Partnerships

Approved by: \_\_\_\_\_



Kristina Holcomb, Deputy CEO





## Board of Directors Memo

September 27, 2018

**Subject: WS 1 (d) Capital Projects Update**

### **Positive Train Control (PTC)**

- Dynamic Testing is expected to finish by the end of October.
- PTCIP Version 8 officially approved by FRA.
- Discussions with NCTCOG regarding additional \$2 million funding continues.

### **Lewisville Hike and Bike Trail – Eagle Point Section**

- Five bids were received 9/11/18.
- Staff is reviewing the bid documents.
- A pre-construction meeting will be scheduled following TxDOT approval and Board action.
- Construction is expected to begin by early December.

### **Lewisville Bus Fueling Facility**

- The contractor has poured 80% of the parking lot and is currently drilling piers for the fuel tank support.
- Completion is expected by the end of calendar year 2018.

### **Brownfield Investigation**

- Terracon has completed their borings, trenching and monitoring well testing, with final report expected in October.

Final Review:

  
Raymond Suarez

**Board of Directors Memo**

September 27, 2018

**Subject: Transit Operations Report****SYSTEM ON-TIME PERFORMANCE**

- FY 2018 YTD “On Time Performance” (OTP) for the A-train is 99.28%
- FY 2018 YTD “On Time Performance” (OTP) system-wide for Bus is 93.18%.

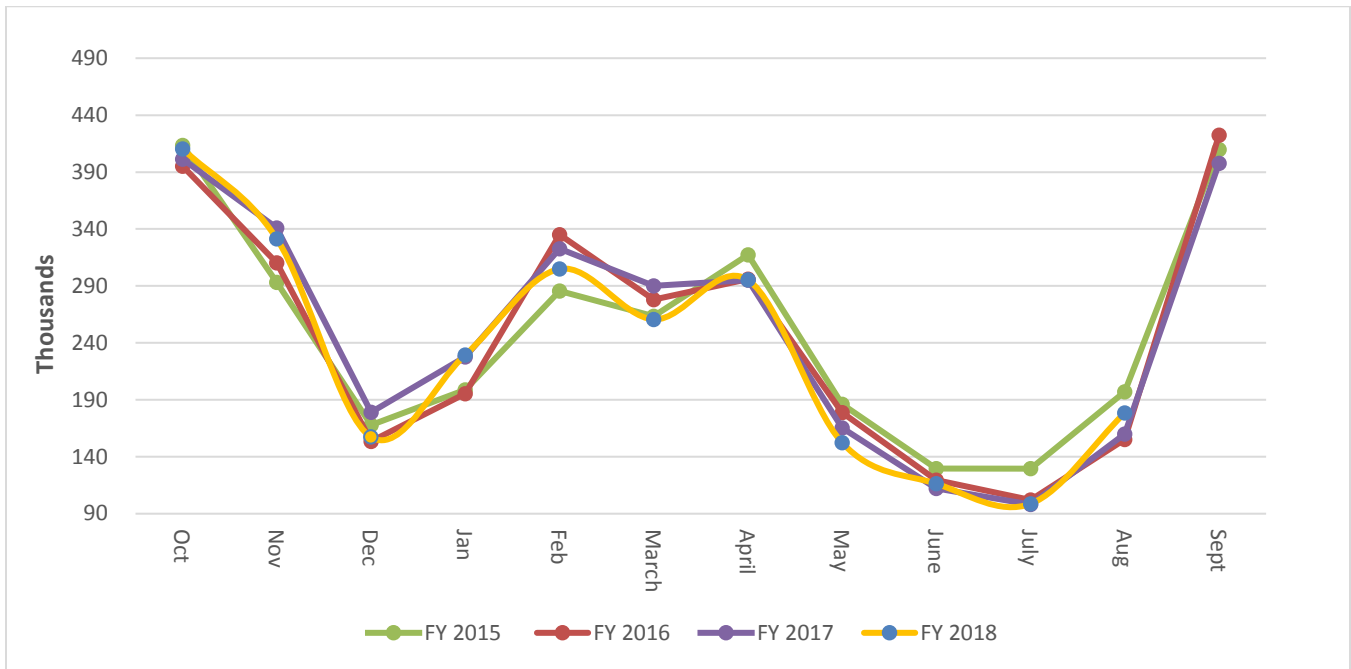
**RIDERSHIP PERFORMANCE****Year to Date Change in Ridership by Service Type**

Service	% Change FY 2017 to FY 2018	Color Indicator	Notation No.
All Bus & Rail	-2.21%	Red	1
Rail	-17.08%	Red	2
All Bus	1.03 %	Green	
Connect	-3.07%	Red	2
UNT	0.99%	Green	1
NCTC	-25.19%	Red	3
North Texas Express	34.66%	Green	1
Access	3.67%	Green	1
Frisco Demand Response	58.46%	Green	
Highland Village	0.94%	Green	

1. While All Bus & Rail ridership is down, the decrease is lessened by increases in Access, North Texas Xpress, and UNT ridership.
2. The YTD boardings decreased for Rail and Connect over the same period for the previous fiscal year. We are in the 3rd year of sustained low gas prices, which is making car ownership more competitive to mass transit, and it appears that consumer behavior is adjusting. This is consistent with national trends.
3. NCTC ridership continues to trend downward. Staff continues to work with NCTC to explore options to reverse the trend, including outreach efforts to new/incoming students for the Fall semester and adding a stop in MSU Flower Mound.

**Color Key****Green** indicates positive performance**Yellow** indicates service that will be monitored by staff**Red** indicates poor performance and needs further research

## Rail and All Bus: Total Boardings

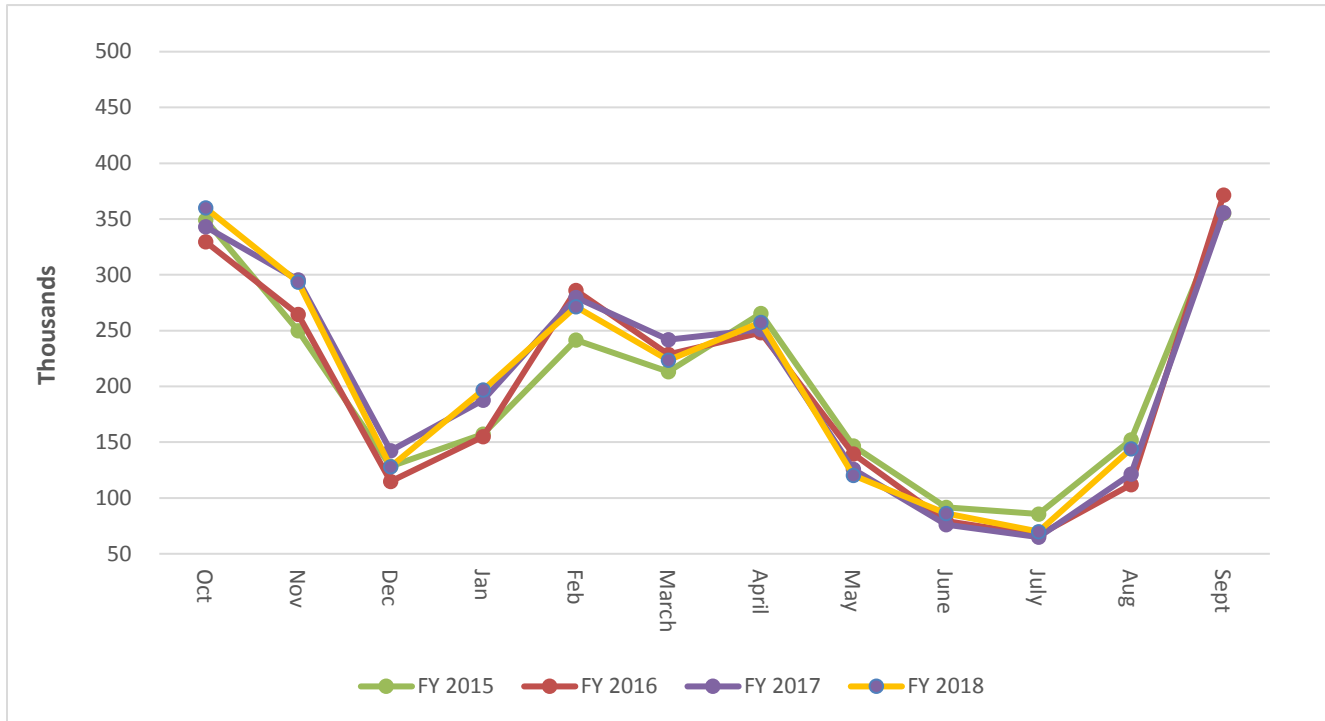


Note: Statistics include A-train, Connect, UNT, NCTC, Access, Connect RSVP, Highland Village Connect Shuttle, Highland Village Community On-Demand, Frisco Demand Response Service, North Texas Xpress Commuter, and special movement services. For display purposes, the Y axis origin has been modified.

## Rail and All Bus: Total Boardings

- Total boardings for Rail and All Bus increased by 18,413 boardings or 11.5% in August 2018 compared to August 2017.
- The YTD boardings for Rail and All Bus decreased by 57,200 boardings or 2.21% in August.

### All Bus: Total Boardings

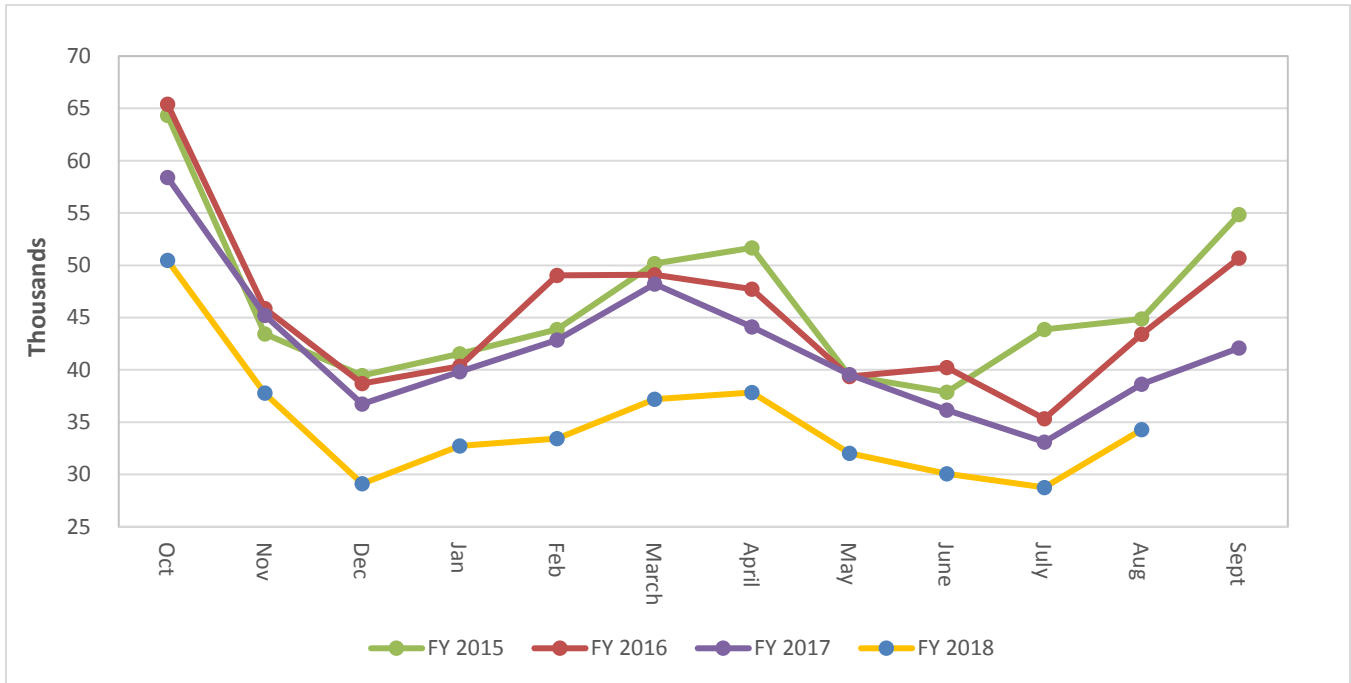


Note: Statistics include Connect, UNT, NCTC, Access, Connect RSVP, Highland Village Connect Shuttle, Highland Village Community On-Demand, Frisco Demand Response Service, North Texas Xpress Commuter and special movement services. For display purposes, the Y axis origin has been modified.

### All Bus: Total Boardings

- In August 2018, total boardings increased by 22,773 or 18.75% compared to the same period last year.
- The YTD total boardings in August increased by 21,850 or 1.03% compared to the same period last year.
- Ridership for Denton Connect overall decreased by 2,011 or 7.0% for August 2018 when compared to the same period last year. The only increase was for Route 4 that had a 32% increase in August from the previous year. The largest decrease was for Route 8 that decreased 40% from the previous year.
- Ridership for Lewisville Connect overall increased by 774 or 19% for August 2018 when compared to the same period last year. The largest increase was for Route 21 that increased 24% from the previous year.

## Rail: Total Boardings

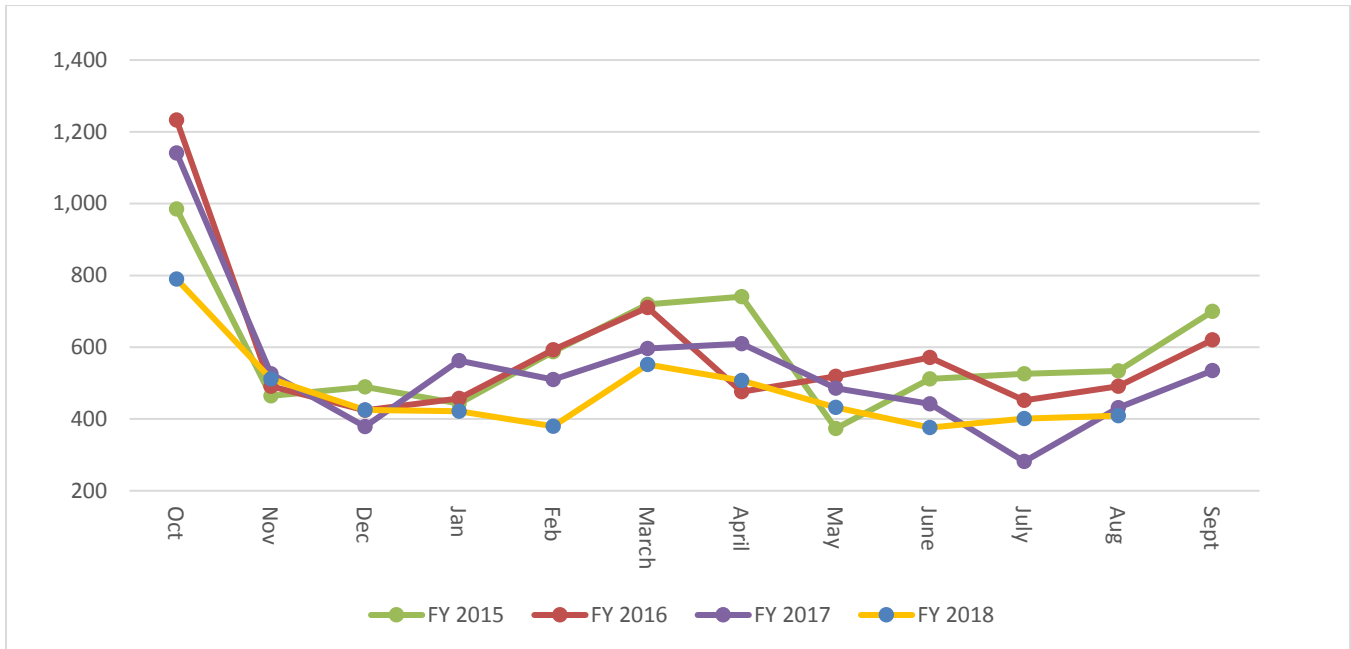


Note: For display purposes, the Y axis origin has been modified.

## Rail: Total Boardings

- Total boardings for Rail decreased by 4,360 or 11.28% in August 2018 compared to August 2017.
- The YTD Total boardings for Rail decreased by 79,063 or 17.08% in August 2018 compared to the same period last year. Ridership for TRE and DART rail are also down as compared to last year.
- The decrease is primarily attributable to completion of construction on IH35E, resulting in decreased boardings predominately from the Downtown Denton Transit Center and MedPark southbound in the morning and northbound in the afternoon/evening. Limited parking and low gas prices also contribute to the decrease in rail ridership.
- Additional information is included as Attachment 1, which includes a summary graph reflecting A-train Monthly Boardings by Station for January 2015 through August 2018, as well as individual graphs for each station for the same period.

### Rail: Saturday Average Boardings

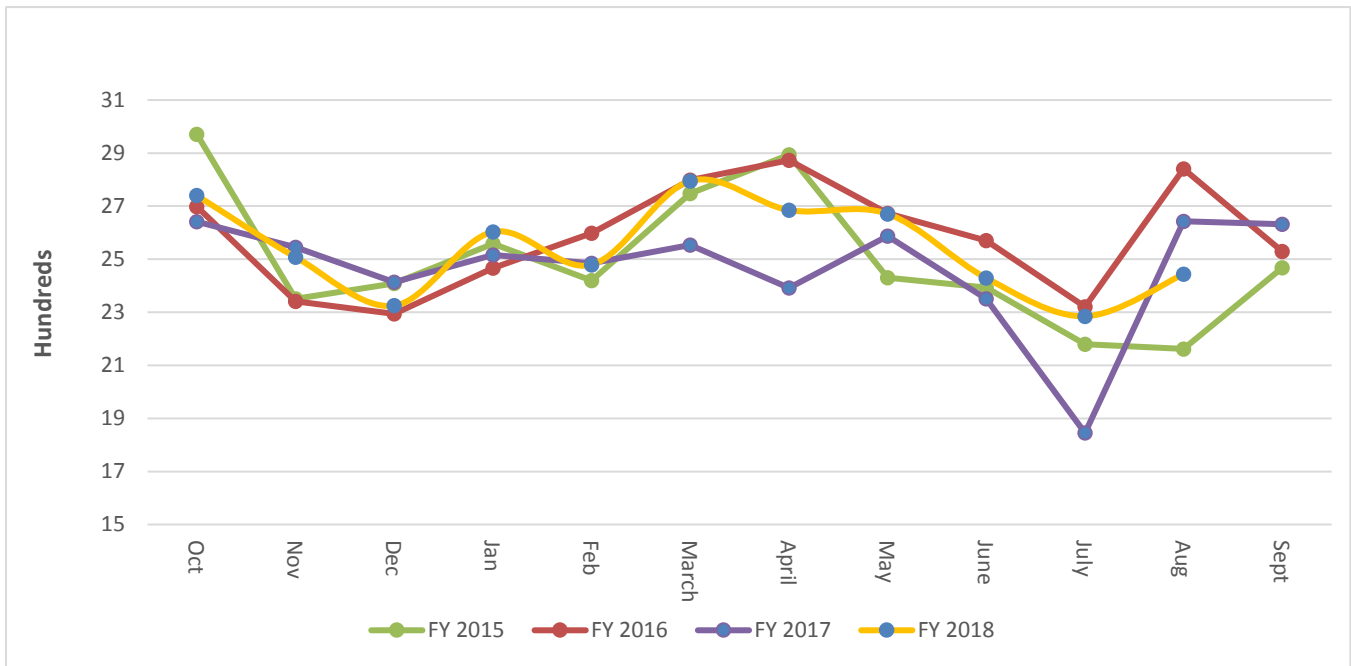


Note: For display purposes, the Y axis origin has been modified.

### Rail: Saturday Average Boardings

- Average Saturday Boardings decreased by 22 or 5.1% in August 2018 compared to August 2017.
- The YTD Average Saturday Boardings decreased by 898 or 14.72% in August 2018 compared to the same period last year.

### Access: Total Boardings

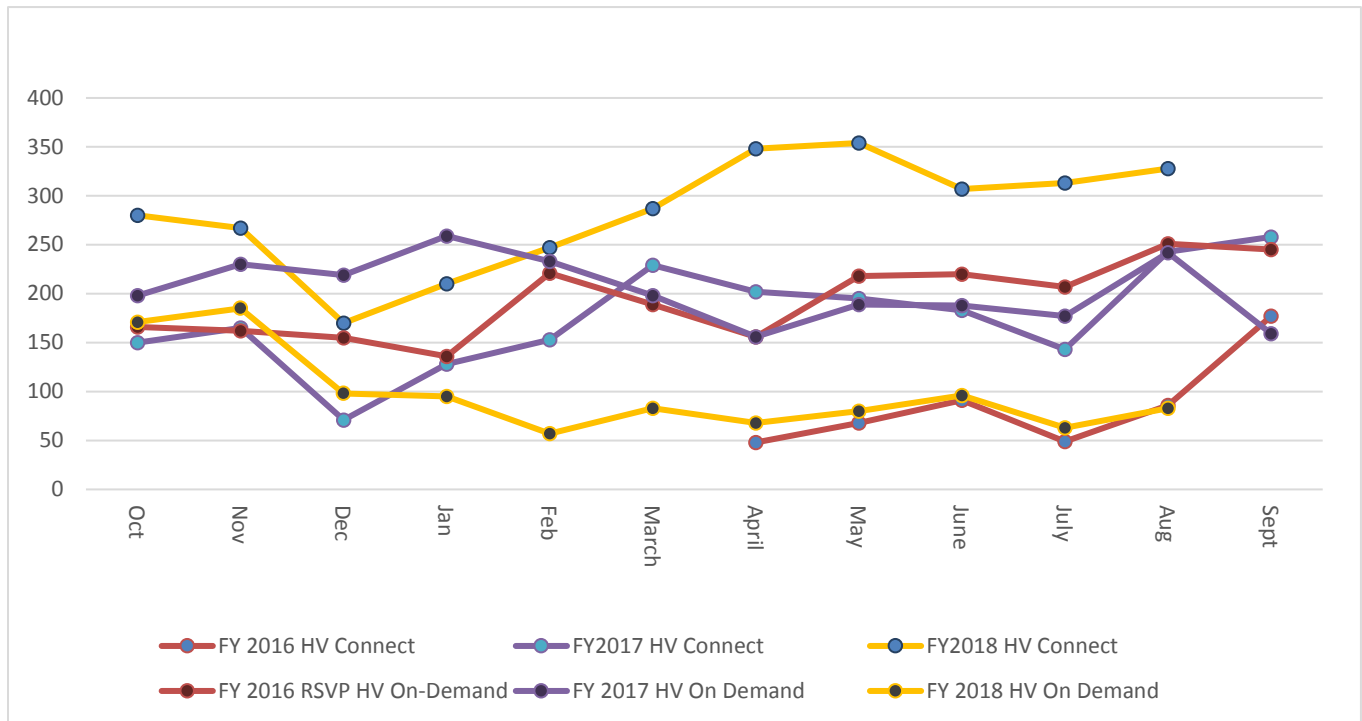


Note: For display purposes, the Y axis origin has been modified.

### Access: Total Boardings

- Total boardings decreased by 199 or 7.53% in August 2018 compared to August 2017.
- In August, the YTD total boardings increased by 991 or 3.67% compared to the same period last year.

### Highland Village Service: Total Boardings

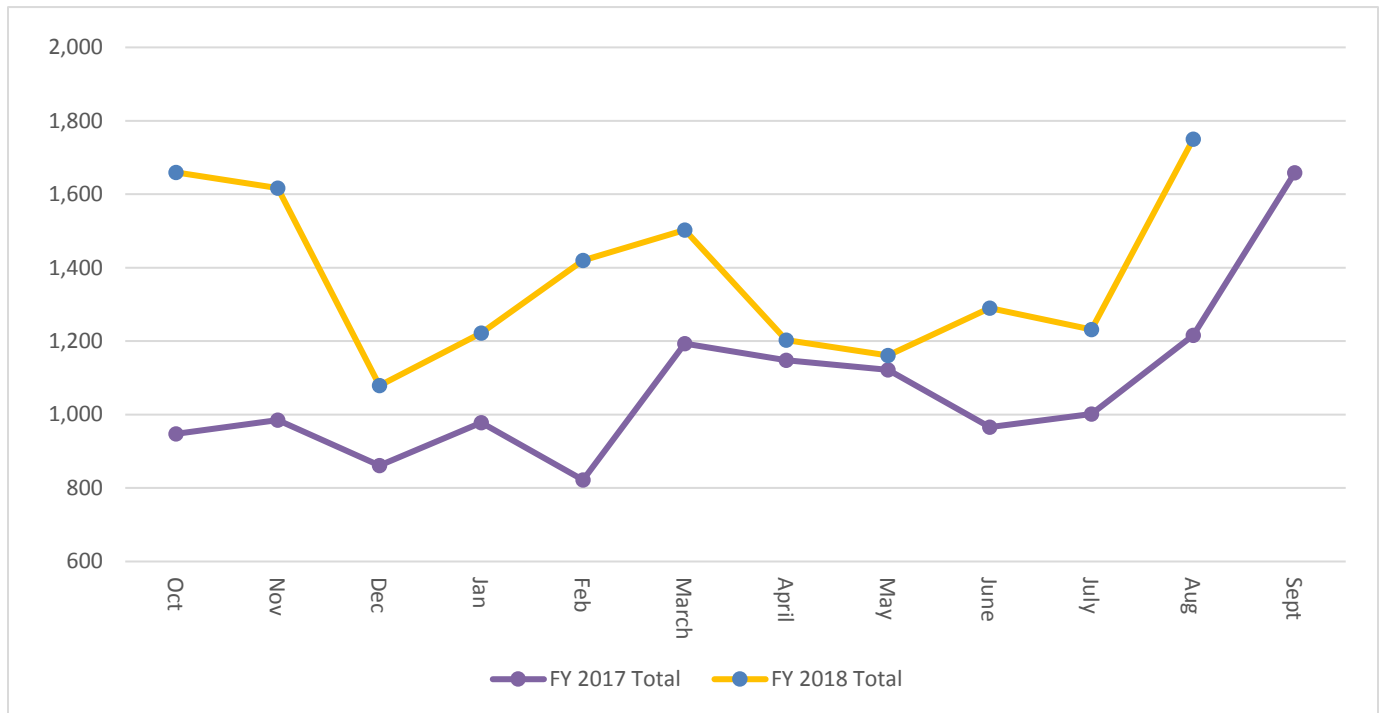


### Highland Village Service: Total Boardings

- Highland Village Community On-Demand total boardings decreased by 159 or 65.70% from August 2017 to August 2018. YTD boardings decreased by 1,210 or 52.86% over the same period last year.
- Highland Village Connect Shuttle total boardings increased by 85 or 34.98% from August 2017 to August 2018. YTD boardings increased by 1,249 or 67.08% over the same period last year.
- YTD total boardings for all Highland Village services increased by 39 or 0.94% compared to the same period the prior year.



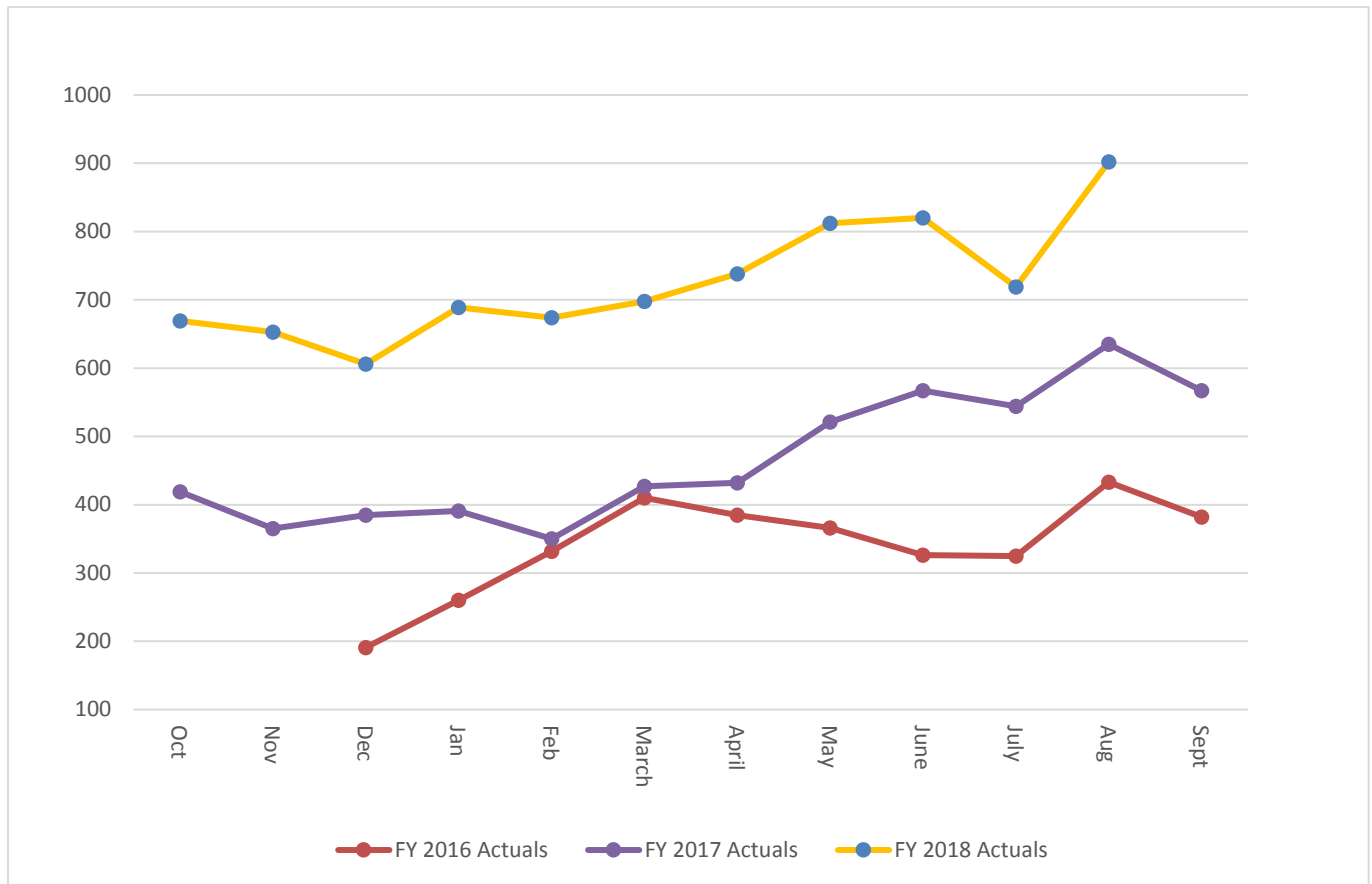
### North Texas Xpress Commuter Services: Total Boardings



### North Texas Xpress: Total Boardings

- Service was initiated in September 2016 in coordination with the Fort Worth Transportation Authority and operates Monday through Friday from 6:15 am to 9:30 pm.
- Total boardings increased by 534 or 43.91% in August 2018 compared to August 2017.
- In August 2018, the YTD total boardings increased 3,896 or 34.66% over the same period the prior year.

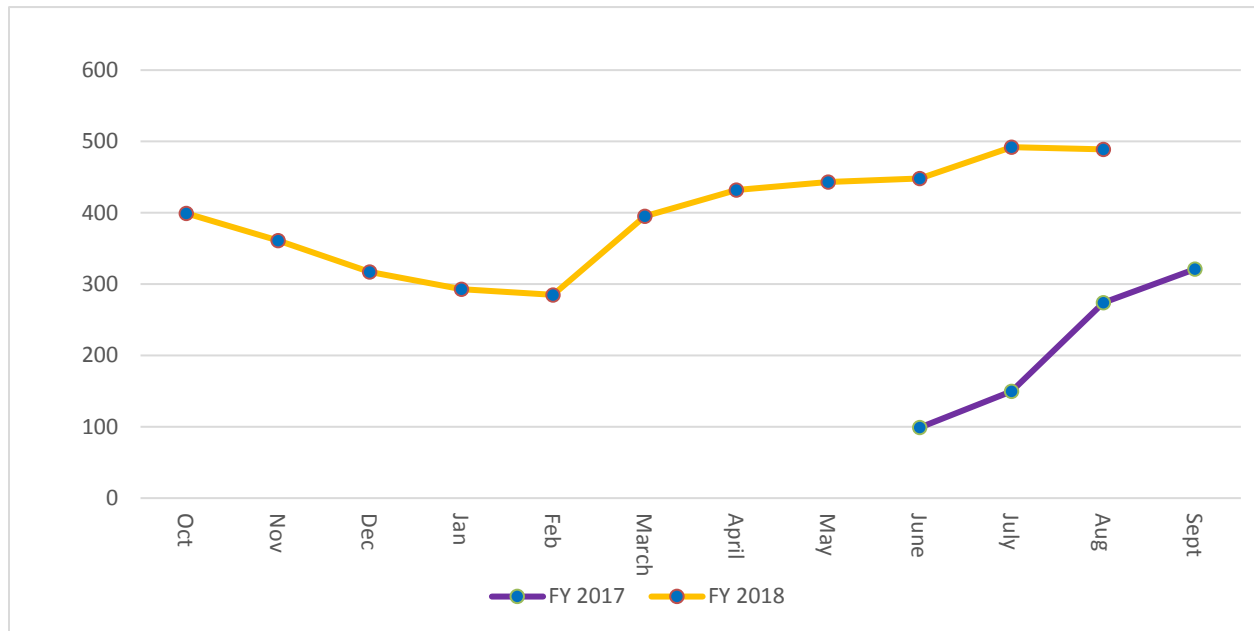
### Frisco Demand Response Service: Total Boardings



### Frisco Demand Response Service: Total Boardings

- In August, total boardings increased by 267 or 42.0% compared to August 2017.
- Total boardings YTD increased by 2,944 or 58.46% compared to the same period last year.
- These increases can be attributed to the implementation of the Taxi Pilot Project, which was implemented on March 20, 2017.
- Since inception, the Taxi Pilot Project has provided an additional 3,388 trips.

### Collin County Transit



### Collin County Transit Service: Total Boardings

- Total boardings increased by 215 or 78.47% in August 2018 compared to August 2017.
- Total boardings YTD increased by 906 or 173.23% compared to the same period last year.
- Collin County Transit is a hybrid service provided on behalf of the McKinney Urban Transit District, which consists of a taxi voucher program, with supplemental demand response service for those customers who are not able to utilize a taxi due to their mobility device. Service was initiated in June 2017 and is provided Monday through Friday from 6:00 am to 6:00 pm and Saturday 8:00 am to 6:00 pm in the cities of McKinney, Celina, Melissa, Princeton, and Lowry Crossing.

**SAFETY/SECURITY**

- DCTA Rail Operations Injury-Free Workdays: 583
- DCTA Bus Operations Injury-Free Workdays: 29

**MAINTENANCE**

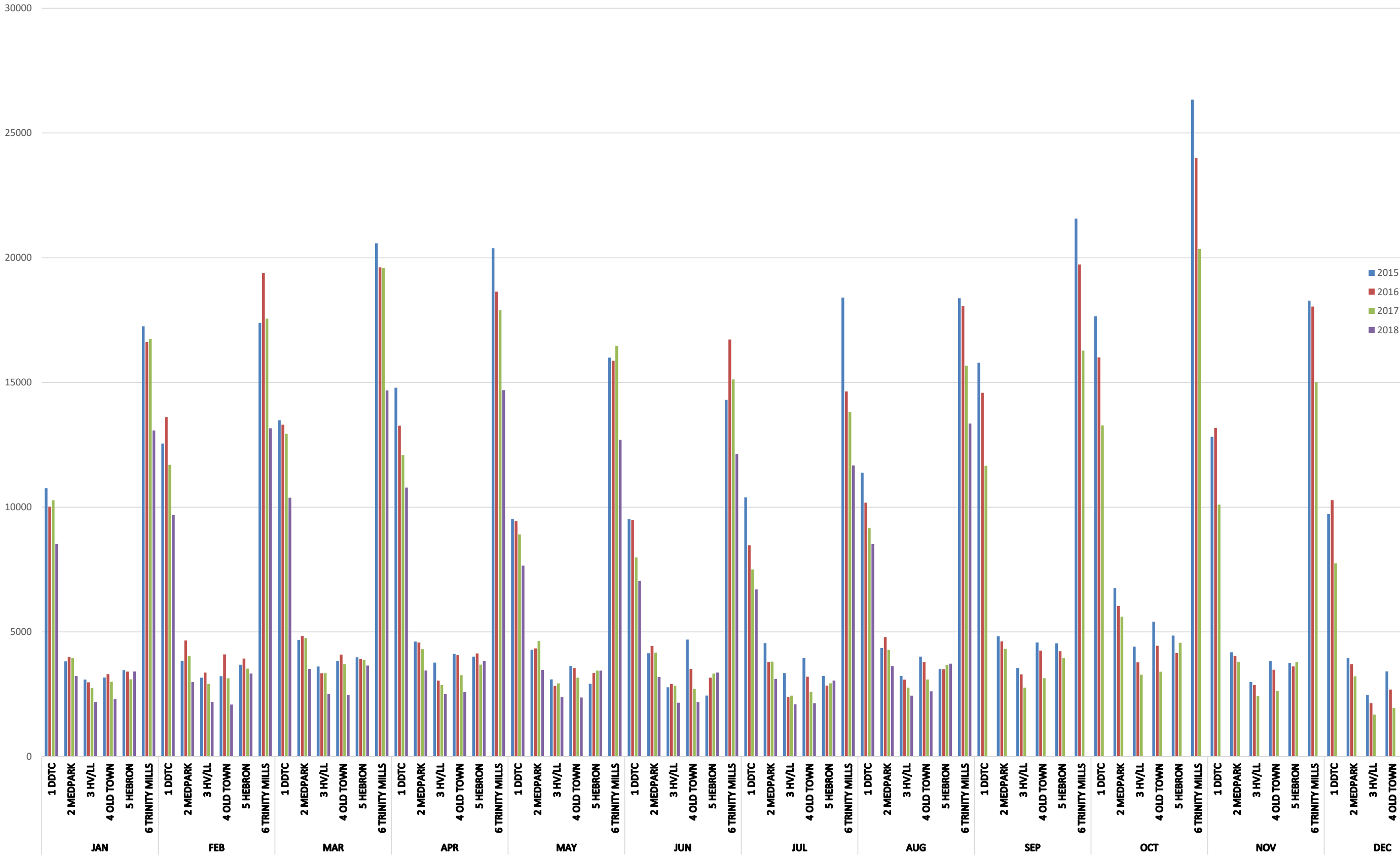
- **Right of Way:** DCTA contract operations (Rio Grande Pacific) continues to perform weekly safety inspections, which have not identified any major issues.
- **Signal/Communications:** DCTA contract operations (CTC) reported signal system failures on 8/9, 8/18, 8/23, and 8/28. The failure on the 9<sup>th</sup> was a signal electronic interface card and resulted in one train delay. On the 18<sup>th</sup>, there were weather related failures due to lightning strikes that resulted in one train delay. On the 23<sup>rd</sup>, a battery backup failure during FRA required testing resulted in three train delays. On the 28<sup>th</sup>, there was an electronic board failure in the shunting check-in/check-out system that resulted in two train delays. The contractor continues to perform weekly safety inspections, which have not identified any major issues.
- **Stations:** DCTA contract operations (Rio Grande Pacific) continues to perform weekly safety inspections, which have not identified any major issues.
- **Rail Mechanical:** DCTA contract operations (First Transit) reported Stadler vehicle mechanical failures on 8/1 and 8/9. The mechanical failure on the 1<sup>st</sup> was event recorder related and resulted in eight train delays. The mechanical failure on the 9<sup>th</sup> was electronic related and resulted in eight train delays and one train cancellation. Repairs have been made and the contractor continues to perform weekly safety inspections, which have not identified any major issues.

Final Review:

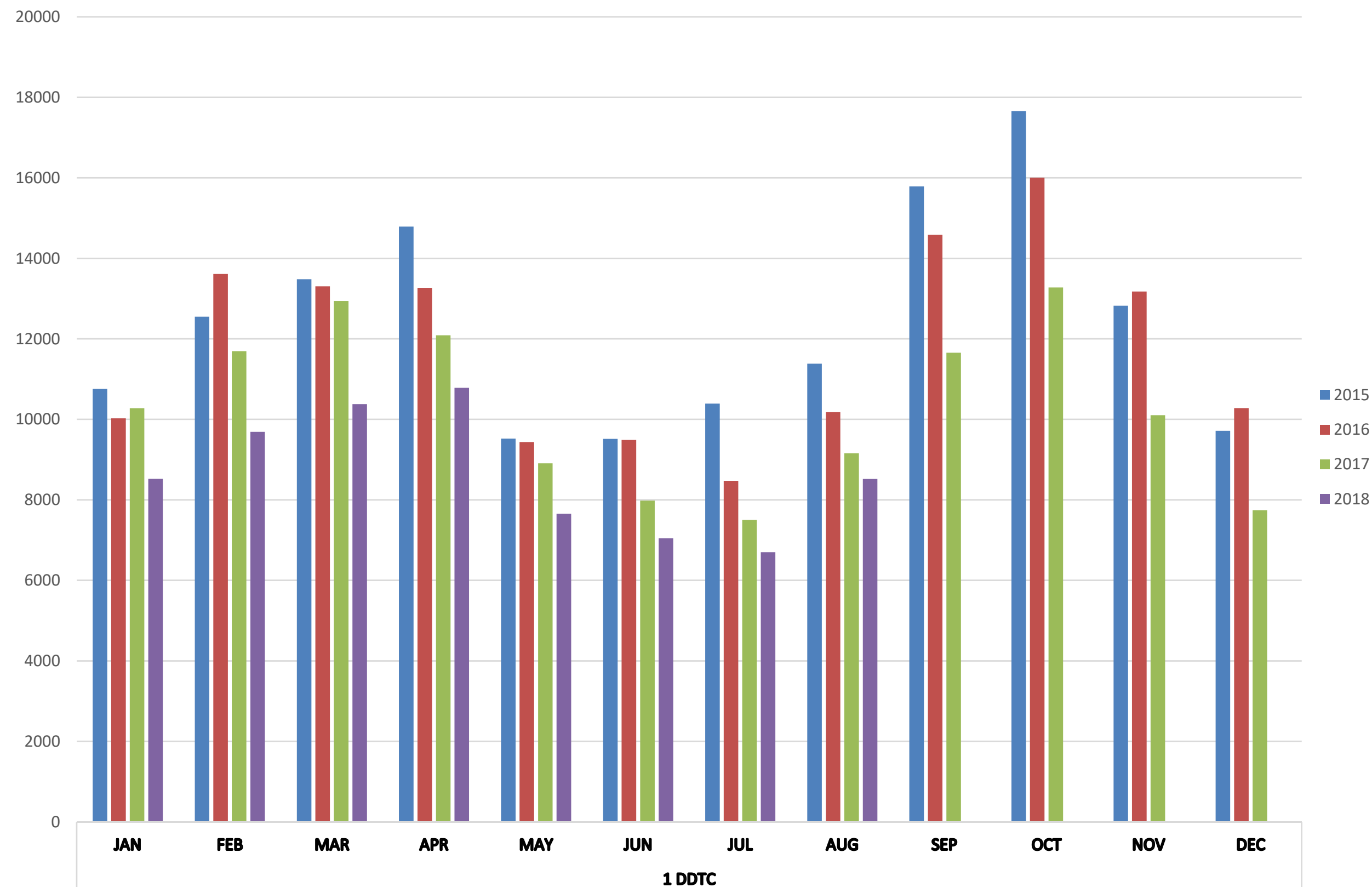
  
\_\_\_\_\_  
Raymond Suarez, CEO

**ATTACHMENT: Monthly A-Train Boardings by Station**

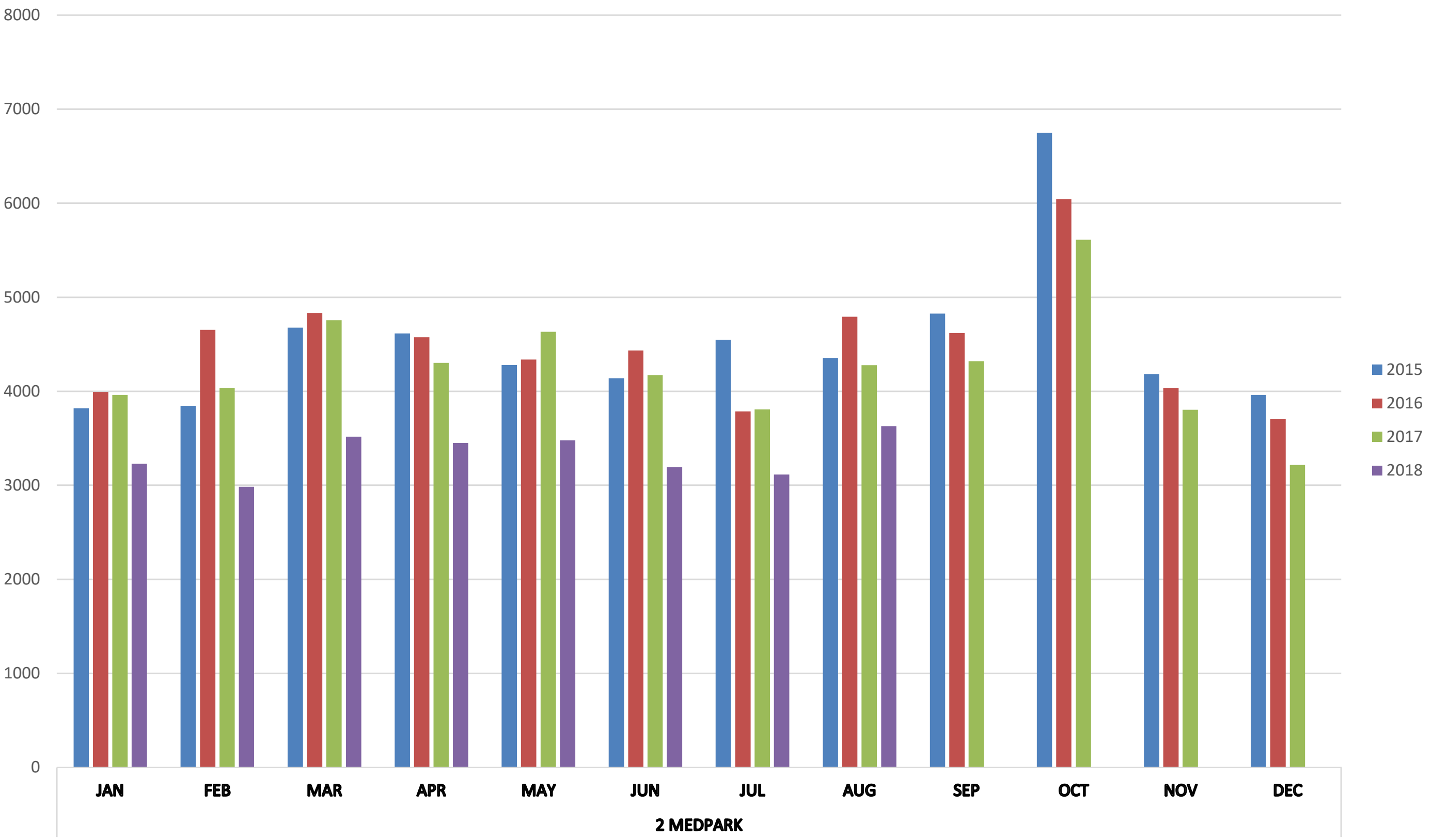
A-train Monthly Boardings By Station  
January 2015 - August 2018



**A-train DDTC Boardings By Month**  
**January 2015 - August 2018**

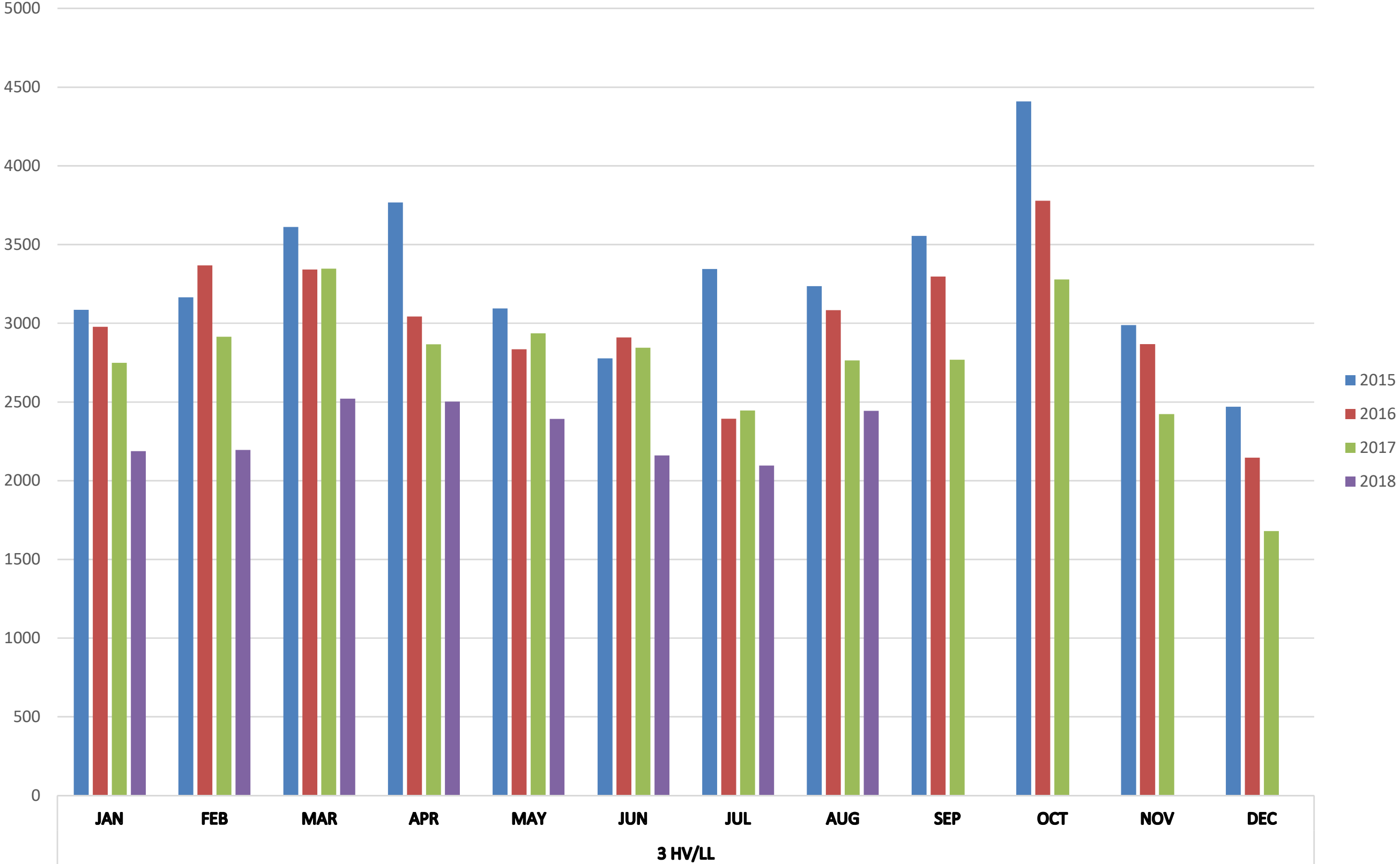


**A-train MedPark Boardings By Month**  
**January 2015 - August 2018**



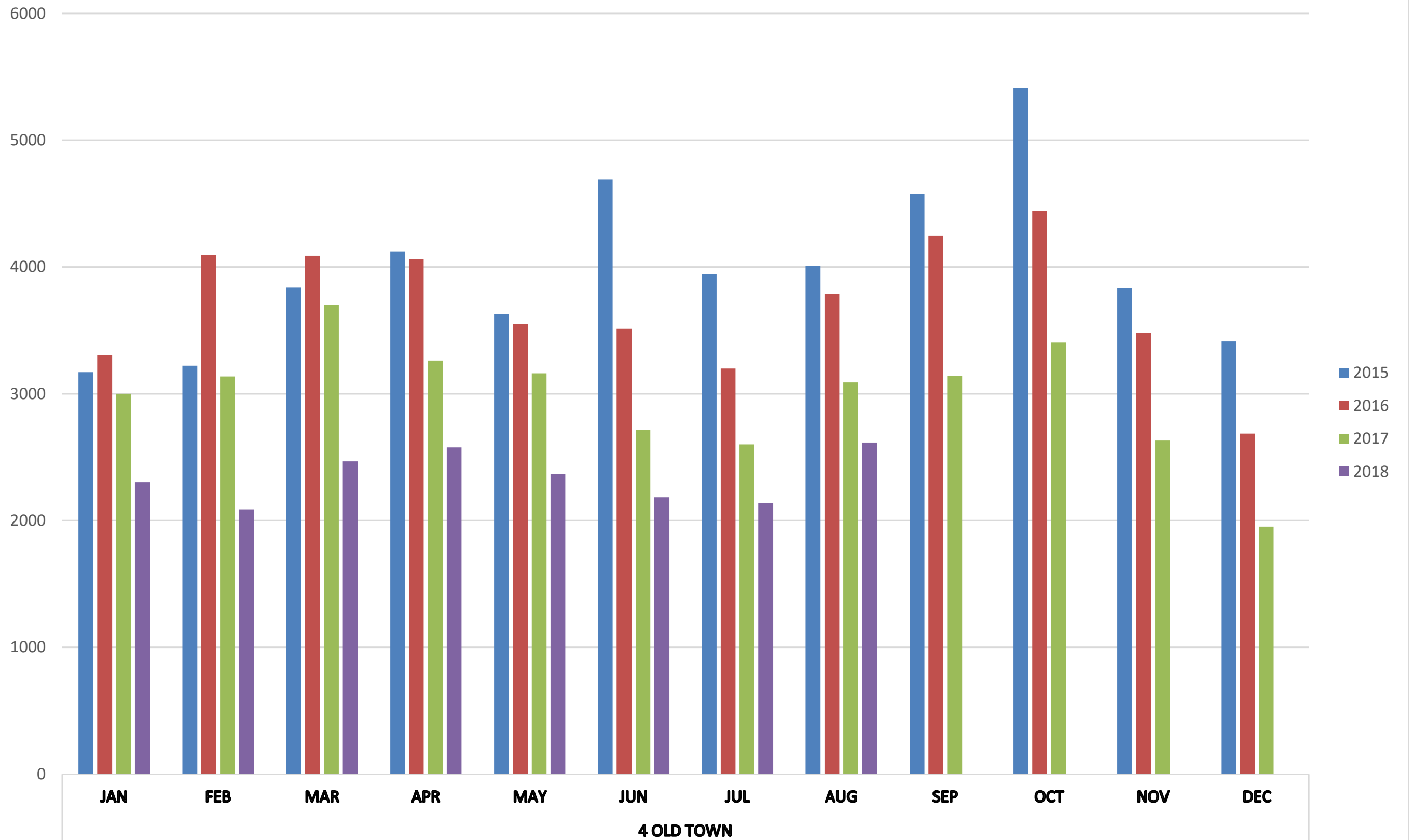


**A-train Highland Village/Lewisville Lake Boardings By Month**  
**January 2015 - August 2018**



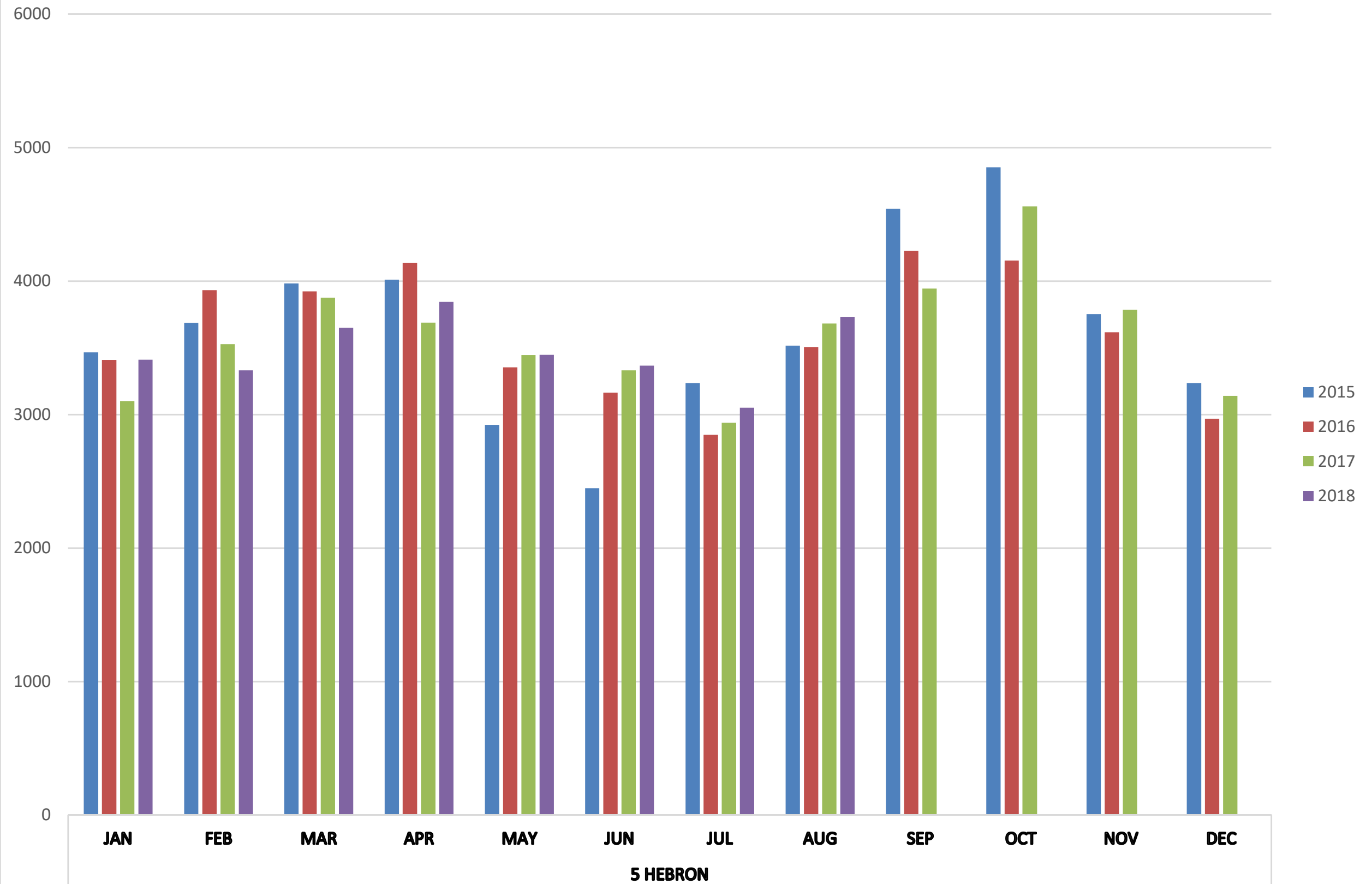
# A-train Old Town Boardings By Month

## January 2015 - August 2018



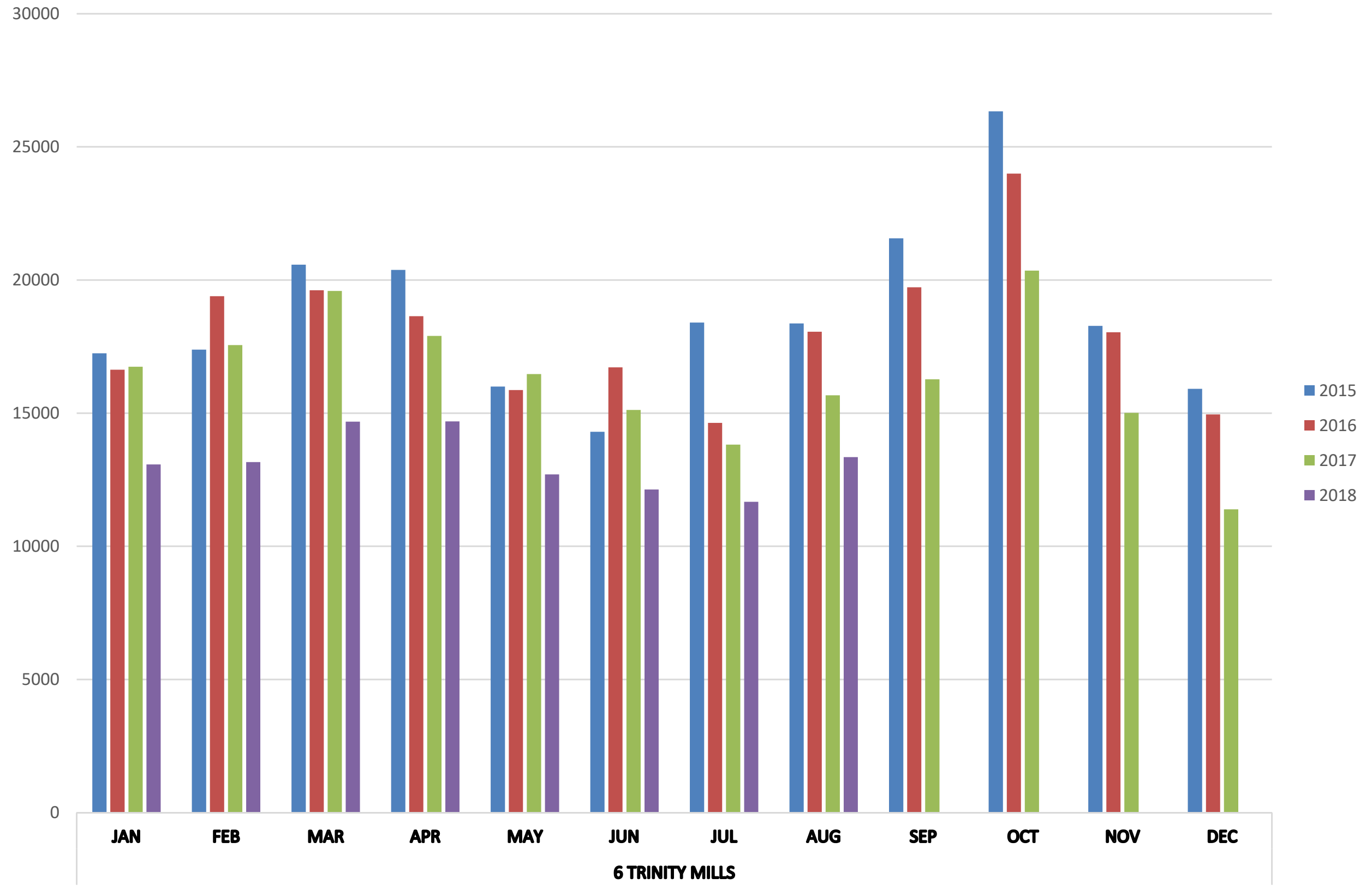
# A-train Hebron Boardings By Month

## January 2015 - August 2018



# A-train Trinity Mills Boardings By Month

## January 2015 - August 2018





## Board of Directors Memo

May 24, 2018

### Item: WS 2(b) Program Services Committee Chair Report

A meeting of the Program Services Committee was held at 11:00 a.m., September 18, 2018 at 1955 Lakeway Drive, Suite 260, Lewisville, TX.

In attendance were:

**Committee Members:** *Dave Kovatch, Chair, Mark Miller, Carter Wilson, Skip Kalb, George Campbell (at 12:30)*

**Board Members:** *Charles Emery, Dianne Costa, Ron Trees, Tom Winterburn, Allen Harris*

**Absent:** *Committee Members: Don Hartman, Board Members: Connie White, Richard Huckaby*

**Legal Representation:** *None*

**DCTA Staff:** *Raymond Suarez, CEO, Nicole Recker, Kristina Holcomb, Marisa Perry, Lindsey Baker, Amanda Riddle, Amber, Karkauskas, Brandy Pedron*

The following agenda items were presented for discussion at the Program Service committee meeting:

- 1) CALLED TO ORDER at 11:06  
Special Meeting of the Board Called to Order at 11:07
- 2) WELCOME AND INTRODUCTIONS
- 3) CEO REPORT  
*Raymond Suarez provided an update on the agency's leadership transition process and discussed challenges and opportunities the agency will work on over the next year. Suarez has coined the phrase "2019, The Year of Change" as DCTA transitions under his leadership.*
- 4) ITEMS FOR DISCUSSION
  - a. Member City Activity Update  
*Raymond Suarez provided a recap of recent meetings with Denton County commissioners and member city leadership and how staff will be moving forward to address key issues.*
  - b. Agency Community Awareness  
*Nicole Recker and Kristina Holcomb provided an overview of a strategic plan staff is finalizing to increase agency community awareness through a new approach to addressing community education and marketing as well as stakeholder and investor engagement. This plan will be shared at the next Program Services Committee in October.*
  - c. Financial Reporting & Controls  
*Marisa Perry lead a discussion regarding the development of a new approach to sharing agency financial information with member cities and other stakeholders. This new approach includes identifying a new cost allocation methodology, development of a*

*flexible cost allocation model and the provision of stakeholder reports which can include an acceptable level of detail to provide additional agency transparency.*

d. Transit Operations Update

*Raymond Suarez briefed the board on challenges the agency is having with the existing bus operations contractor, First Transit and provided an overview of a potential reorganization within bus operations to improve operational effectiveness, service delivery and customer service. Suarez also provided an update on the bus operator ATU union negotiations which still has one outstanding issue to be addressed relating to non-CDL operators.*

e. Agency Organizational Development

*In addition to possible reorganization within the bus operations department, Suarez shared the importance to addressing the employee culture within the agency. The goal is address workload issues, help employees feel empowered and held accountable as well as have well-developed processes to set the agency up for great success.*

5) BRIEFING ITEMS

a. Positive Train Control (PTC) Funding & Activity Update

*DCTA is in the final stages of testing PTC, is leading the state in commuter railroad PTC implementation and expects to file for Revenue Service Demonstration in the coming weeks. Information was also shared regarding a recent \$4M CRISI funding award for future modifications and enhancements to the agency's PTC.*

b. Contract Service Update

*Staff provided a brief overview of recent discussions with existing contract customers as well as potential new contract customers.*

6) UPCOMING PROGRAM SERVICES COMMITTEE MEETINGS

a. Next Scheduled Meeting November 6, 2018 Noon-2PM

b. Discuss Scheduling an additional meeting on October 16, 2018 11AM-2PM

*The committee will be holding an additional meeting on October 16 from 11AM-2PM.*

7) FUTURE AGENDA ITEMS – *None at this time*

8) ADJOURN - *The meeting adjourned at 12:46 p.m.*

**Program Development Chair – Dave Kovatch**

**Program Development Members – George Campbell, Mark Miller, Don Hartman, Carter Wilson, Skip Kalb**

**Staff Liaison – Kristina Holcomb, Vice President, Planning & Development**