



Board of Directors Regular Meeting December 1, 2022 | 10:00 a.m.

NOTICE IS HEREBY GIVEN that the members of the Denton County Transportation Authority (DCTA) Board of Directors will hold a Regular Meeting on Thursday, December 1, 2022 at 10:00 a.m. at the DCTA Administrative Offices located at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057 and by Zoom Video Conference at which time the following agenda will be discussed.

The public is allowed to use the ZOOM link below to participate in a Board Meeting. To join the meeting, please use the information below:

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/84837188711?pwd=cklwM2hZcW9BZkNZRVYrWEExSNk5MQT09>

Passcode: 569175

Or One tap mobile: US: +13462487799

Or Telephone: US: +1 346 248 7799

Webinar ID: 848 3718 8711

Passcode: 569175

As authorized by Section 551-071 of the Texas Government Code, the Board of Directors may convene into Closed Executive Session for the purpose of seeking legal advice from Legal Counsel on any item on the agenda at any time during the meeting.

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

PUBLIC COMMENT

This agenda item provides an opportunity for citizens to address the DCTA Board of Directors on any agenda item(s) or other matters relating to DCTA. Each speaker will be given a total of three (3) minutes to address any item(s). Anyone wishing to speak shall be courteous and cordial.

Speakers making personal, impertinent, profane, or slanderous remarks may be removed from the meeting. Unauthorized remarks from the audience, stamping of feet, whistles, yells, clapping and similar demonstrations will not be permitted.

Citizens that are not able to participate in-person must email his or her public comment to kmorris-perkins@dcta.net no later than **3:00 pm on Wednesday, November 30, 2022**, to ensure the comment will be distributed to Board Members prior to the meeting.



The Board of Directors is not permitted to take action on any subject raised by a speaker during Public Comments. However, the DCTA 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. Consider Approval of an Amended Interlocal Agreement with Trinity Metro and Task Order Extension with Lyft for Alliance Services

(packet pages 6-15)

Action Item

Backup Information:

Memo

Exhibit 1: 4th Amendment - Interlocal Agreement (ILA) with Trinity Metro for Alliance Services

2. Consider Ratification of Contract Amendment #9 with Via for GoZone Customer Service Renewal and Lewisville Service Expansion

(packet pages 16-20)

Action Item

Backup Information:

Memo

Exhibit 1: Agreement for Mobility Services Amendment #9

3. Consider Approval of Contract Amendment #10 with Via for GoZone Saturday Early AM Service

(packet pages 21-23)

Action Item

Backup Information:

Memo

Exhibit 1: Agreement for Mobility Services Amendment #10

4. Consider Approval of Fourth Amendment to Contract with Terracon, Inc. For Subsurface Environmental Investigation to Include Methane Assessment at the Rail Operations and Maintenance Facility in the Amount of \$25,000

(packet pages 24-34)

Action Item

Backup Information:

Memo

5. Consider Approval of Regular Meeting Minutes dated October 27, 2022

(packet pages 35-41)

Action Item

Backup Information:

Exhibit 1: October 27, 2022 Meeting Minutes

6. Consider Appointment of Gina McGrath to Fill an Unexpired Term of Dean Ueckert on the North Texas Mobility Corporation (NTMC) Board of Directors

(pages page 42)

Action Item

Backup Information:

Memo



REGULAR AGENDA

1. Discuss Enterprise Van Pool Program

(packet page 43)

Discussion Item

Backup Information: Memo

2. Discuss Denton County Transportation Authority (DCTA) Mission, Vision and Core Values

(packet page 44-45)

Discussion Item

Backup Information: Memo

3. Consider Approval of a Resolution and Adoption of the Public Transportation Agency Safety Plan (PTASP)

(packet pages 46-92)

Action Item

Backup Information: Memo

Exhibit 1: DCTA Public Transportation Agency Safety Plan

Exhibit 2: Resolution

4. Discuss Local and Regional Transportation Updates and Legislative Issues

(packet pages N/A)

Discussion Item

INFORMATIONAL REPORTS

1. Monthly Financial Reports

(packet pages 93-96)

Backup Information: Memo 1: Monthly Sales Tax Receipts

Exhibit 1: Monthly Sales Tax Report

2. Monthly Ridership Reports

(packet pages 97-103)

Backup Information: Memo

Exhibit 1: Ridership by Mode – October 2022

Exhibit 2: Connect and GoZone Ridership by Month and Year

Exhibit 3: Connect Ridership Year-Over-Year by Month

Exhibit 4: A-train Year-Over-Year Ridership Comparison

Exhibit 5: UNT Ridership Year-Over-Year by Month

3. 2023 Denton County Transportation Authority (DCTA) Board of Directors Meeting Calendar

(packet page 104-105)

Backup Information: Memo

Exhibit 1: 2023 Board of Directors Meeting Calendar



4. Social Service Agency Roundtable Recap Report

(packet pages 106-116)

Backup Information: Memo
Exhibit 1: Social Services Roundtable Recap Report

5. Community Advisory Committee Recap Report and Next Steps

(packet pages 117-125)

Backup Information: Memo
Exhibit 1: Community Advisory Committee Recap Report

6. Capital Edge Federal Legislative Briefing

(packet pages 126-128)

Backup Information: Memo

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.

Next Regular Board Meeting Date: January 26, 2023

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.

CONVENE EXECUTIVE SESSION

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

Pursuant to Section 551.074 of the Texas Government Code, Personnel Matters, the Board of Directors will convene into Executive Session to deliberate the duties and evaluation of the Chief Executive Officer.

RECONVENE OPEN SESSION

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

ADJOURN



Board Members:

Cesar Molina, Denton County Seat 1, *Chair*
TJ Gilmore, Lewisville, *Vice-Chair*
Dianne Costa, Highland Village, *Secretary*
Alison Maguire, Denton
Andy Eads, Denton County Seat 2

Alternates

Jody Gonzalez, Denton County Seat 1
Kristin Green, Lewisville
Pat Smith, Denton
Paul Stevens, Highland Village
Vacant, Denton County Seat 2

Non-Voting Board Members:

Dennie Franklin, Frisco
Mark Miller, Flower Mound
Jeremie Maurina, The Colony
Connie White, Small Cities
Tom Winterburn, Corinth
Vacant, Little Elm

Staff Liaison:

Paul Cristina, CEO

This notice was posted on November 23, 2022 by 6pm.



Kisha Morris-Perkins
Executive Assistant | Board Process Manager



Board of Directors Memo

December 1, 2022

SUBJECT: Consider Approval of an Amended Interlocal Agreement with Trinity Metro and Task Order Extension with Lyft for Alliance Services

Recommendation

Staff recommends the Board approve an amendment of the Interlocal Agreement with Trinity Metro and extend the Task Order with Lyft for Alliance Services effective February 1, 2023 until September 30, 2023.

Background

On February 1, 2019, DCTA and Trinity Metro entered into an Interlocal Agreement (ILA) to provide first/last mile services to the Alliance Corridor. The initial term of the ILA between the two agencies was two (2) years, ending on January 31, 2021, with the option to extend an additional 12-month period, ending on January 31, 2022. On January 27, 2022, DCTA and Trinity Metro approved an additional one-year extension of the ILA and Task Order #13 with Lyft, both expiring on January 31, 2023. Trinity Metro has requested an additional extension for services through September 30, 2023. The intent of the ILA is to allow DCTA to execute an amended task order with the currently contracted mobility provider, Lyft. This will allow the continuation of services in the Alliance Corridor through September 30, 2023.

Per the draft ILA, fourth amendment, DCTA would contract with the mobility provider, Lyft, to deploy on-demand service to a geo-fenced area. The ILA provides for mutually agreed upon amendments to the geo-fence and hours of operation, as needed based on ridership data analysis. Trinity Metro is responsible for all marketing efforts, customer service, data management, analysis, and a Business Development Manager to manage the service and serve as the primary liaison with the employers and employees. DCTA is responsible for contract management, billing, reporting, and data analytics. The table below represents the cost allocation breakdown per the draft ILA.

Agency	Service Rendered	Cost Allocation
DCTA	Contracted Mobility Provider Service: Direct Invoiced Costs	Not to Exceed \$122,400
	Administrative Fee: Contract Management, Billing, Administration, Reporting, and Data Analytics	Not to Exceed \$81,600
		Total: \$204,000
Trinity Metro	Marketing, Customer Service, and Program Management	\$20,000
		Total: \$224,000



Previous Board Activity & Action

- **January 27, 2022** – Consent Agenda Item 3 – Consider and Approve a Second Amendment to extend the Alliance Services with Trinity Metro
- **April 28, 2022** – Regular Agenda Item 10 – Consider and Approve a Third Amendment to the Interlocal Agreement (ILA) with Trinity Metro to Increase the Authorization Amount and Consider and Approve Task Order Increase with Lyft for Alliance
- **October 27, 2022** – Informational Report 3 - Amend Interlocal Agreement with Trinity Metro and Task Order with Lyft for Alliance Services

Identified Need

Employers continue to face retention issues due to transportation challenges experienced by employees. Continuation of a first/last mile program connected with the North Texas Xpress and North Park & Ride allows employees traveling from Denton and Fort Worth to access employment opportunities.


Financial Impact

As noted in the table under Background, DCTA services are estimated at \$204,000. The program costs attributed to DCTA activities will be fully reimbursed by Trinity Metro, as provided by the North Central Texas Council of Governments (NCTCOG) Regional Toll Revenue funds.

Exhibits

Exhibit 1: 4th Amendment - Interlocal Agreement (ILA) with Trinity Metro for Alliance Services

Submitted By: 
Richard Firman, Manager of Mobility Services

Final Review: 
Javier Trilla, AVP of Innovation and Information Technology

STATE OF TEXAS

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**FOURTH AMENDED AND RESTATED
INTERLOCAL COOPERATION
AGREEMENT**

**COUNTIES OF DENTON
AND TARRANT**

This FOURTH Amended and Restated Interlocal Cooperation Agreement (“Agreement”) is made by and between Denton County Transportation Authority (“DCTA”) and Fort Worth Transportation Authority (doing business as and hereinafter referred to as “Trinity Metro”), (each a “Party” and collectively the “Parties”), acting by and through their authorized representatives.

RECITALS

WHEREAS, DCTA is a coordinated county transportation created under Chapter 460 of the Texas Transportation Code; and

WHEREAS, Trinity Metro is a regional transportation authority existing and operating under Chapter 452 of the Texas Transportation Code; and

WHEREAS, Trinity Metro operates a transportation system, including bus service, in municipalities and unincorporated areas of Tarrant County, Texas, that have joined or contracted for service with Trinity Metro; and

WHEREAS, Alliance, Texas (“Alliance”) is a master-planned, mixed-use community located in north Fort Worth, Texas, and Denton and Tarrant Counties, and is home to roughly 500 companies; and

WHEREAS, the Parties previously entered into that certain Interlocal Cooperation Agreement on February 1, 2019 (the “Original Agreement”), for DCTA to provide Trinity Metro first/last mile, on-demand services (the “Services”) in Alliance, Texas, solely by DCTA’s utilization of existing contract(s) with mobility provider(s), (i.e., Lyft, Inc.); and

WHEREAS, the Parties entered into that certain First Amended and Restated Interlocal Cooperation Agreement on June 10, 2019; and

WHEREAS, the Parties entered into that certain Second Amended and Restated Interlocal Cooperation Agreement to extend the Term of the Agreement through January 31, 2023, on February 2, 2022;

WHEREAS, the Parties entered into a Third Amended and Restated Interlocal Cooperation Agreement to increase the contract amount for services of the Agreement through January 31, 2023;

WHEREAS, the Parties now desired to enter into a Fourth Amended and Restated Interlocal Cooperation Agreement to increase the contract amount and extend the Term of the Agreement through September 30, 2023;

NOW, THEREFORE, in consideration of the terms and conditions contained herein and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

Article I Purpose

DCTA may execute a task order for the Initial Term with a contracted mobility provider to provide first/last mile mobility services in Alliance, Texas to replace the 9-month Alliance Link pilot program, as operated by MV Transit which expired January 31, 2019. The hours of operation shall be agreed upon by the Parties and adjusted based on ridership.

Article II Term/Notice of Extension/Termination

2.1 Term. The Term of the Agreement will be eight (8) months, commencing on the Effective Date of February 1, 2023, and terminating on at 11:59pm Central Time on September 30, 2023.

2.2 Termination. Either Party may terminate this Agreement, with or without cause, by giving sixty (60) days prior written notice to the other Party. In the event of such termination, each Party shall be entitled to compensation for any services completed, in the reasonable judgment of the other Party, in accordance with this Agreement prior to such termination.

Article III Payments for Service

3.1 The Funding. Trinity Metro will utilize any remaining NCTCOG grant funding and Trinity Metro's operating funds will cover remaining expenses for the Services in Alliance utilizing DCTA's contract with a mobility provider (i.e., Lyft, Inc.).

3.2 Reimbursement of DCTA. DCTA shall be reimbursed for one hundred percent (100%) of all costs for the Services invoiced from the mobility provider associated with this Agreement, and an administrative fee equivalent to 20% of the Direct Cost for Service per the schedule in Exhibit 1. In the event reimbursement exceeds the Cost Allocation set forth in Exhibit 1, Trinity Metro shall pay such costs from Trinity Metro's operating budget.

3.3 Invoicing. On or before the fifteenth (15th) day of each calendar month during the Initial Term or any extended term of this Agreement, DCTA shall prepare a written invoice to Trinity Metro including number of trips, operating expenses, administrative management fees, and reasonable supporting materials for the Services provided in the previous month.

3.4 Payment. Trinity Metro shall pay DCTA within thirty (30) days of the receipt of each monthly compliant invoice using either the Funding or other Trinity Metro funds.

3.5 Current Revenues. To the extent applicable, Trinity Metro and DCTA acknowledge that Trinity Metro shall make payment of the aforementioned sums from current revenues available.

Article IV Responsibilities of the Parties: Fare Collection

4.1 Branding. Since both Parties agree that the Services should be rebranded from the current nine (9)-month pilot program referred to as “Alliance Link,” Trinity Metro will assume responsibility for the branding of the Services. The Services will not share branding with DCTA or any other entity, except as legally required according to existing contracts.

4.2 Marketing. Trinity Metro will be responsible for creating the marketing and communication plan (the “Plan”) for the Services, with input from DCTA. Additionally, Trinity Metro will be fiscally responsible for costs for marketing programs, tactics, and strategies outlined in the Plan. Trinity Metro will share creative materials prepared pursuant to the Plan with DCTA, including branding materials, and DCTA will support marketing and communications tactics, as outlined by the Plan, so that existing and potential customers in DCTA’s transit area become aware of the Services. DCTA will be responsible for any costs associated with marketing or communicating the Service to its customers to the extent such marketing is not included in the Plan.

4.3 Business Development. Trinity Metro will be responsible for informing businesses in Alliance of the transition of the pilot program “Alliance Link” to the Services as set out in this Agreement and will provide information and marketing to those businesses about the Services.

4.4 DCTA Maintains Contract. Provided Trinity Metro is performing its obligations under this Agreement, DCTA will enforce its rights and comply with its obligations under its existing contract with Lyft, including the General Services Agreement and the applicable Task Order(s).

4.5 Fare. Customers who purchase a local fare from either Trinity Metro or DCTA, and then transfer to use the Services will not be required to pay an additional fare for utilizing the Services. Either Party may modify its own local fare structure, as needed, but will not impose a fare for the Services.

Article V Dispute Resolution

The Parties agree to make a good faith effort to resolve through informal discussions any disagreement or other dispute between them in connection with this Agreement (a “Dispute”). If a Dispute cannot be resolved through informal discussions, before seeking an alternative remedy, either Party must submit a written complaint to the other Party setting out the basis of the complaint

and a proposed resolution to the Dispute. The Party receiving the complaint must respond in writing within twenty-one (21) days after receipt of the complaint, by accepting the proposed resolution, rejecting the proposed resolution, or proposing an alternative resolution to the Dispute. If the proposed resolution is rejected, the Parties may seek alternative remedies as they deem appropriate. If an alternative resolution is proposed, the recipient of that alternative proposal shall, within twenty-one (21) days after receipt, either accept the alternative or reject it. If it is rejected, the Parties may seek alternative remedies as they deem appropriate. Subject to the procedure outlined in this section, both Parties will have all legal remedies allowed to them by applicable law. The provisions of this section are strictly limited in scope to serve as a prerequisite to the enforcement of remedies under this Agreement. Failure by either Party to raise a Dispute through this process shall not constitute waiver or acceptance of an alleged violation of this Agreement.

Article VI Miscellaneous

6.1 Entire Agreement. This Agreement constitutes the sole and only agreement between the Parties and supersedes any prior understandings or agreements, whether written or oral, between the Parties with respect to this subject matter.

6.2 Assignment. This Agreement may not be assigned by either Party without the prior written consent of the other Party.

6.3 Successors and Assigns. Subject to the provisions regarding assignment, this Agreement shall be binding on and inure to the benefit of the Parties and their respective successors and permitted assigns.

6.4 Governing Law. The laws of the State of Texas shall govern this Agreement; and venue for any action concerning this Agreement shall exclusively be in the State District Court of Denton or Tarrant County, Texas. The Parties agree to submit to the personal and subject matter jurisdiction of said court.

6.5 No Waiver of Liability. The Parties acknowledge that neither Party is an agent, servant, or employee of the other Party, and each Party agrees it is responsible for its own individual negligent acts or omissions or other tortious conduct, as well as such acts and deeds of its contractors, agents, representatives, and employees, during the performance of this Agreement without waiving any governmental immunity available to the Parties under Texas law and other applicable law, and without waiving any available defenses under Texas law and other applicable law. Further, in the execution and performance of this Agreement, the Parties do not waive, and neither Party shall be deemed to have waived, any other immunity or defense that would otherwise be available to each Party as a local governmental entity and/or political subdivision of the State of Texas.

6.6 Amendments. This Agreement may be amended only by the mutual written agreement of the Parties.

6.7 Severability. In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

6.8 Notice. Any notice required or permitted to be delivered hereunder may be sent by first class mail, overnight courier, or by confirmed telefax or facsimile to the address specified below, or to such other Party or address as either Party may designate in writing, and shall be deemed received three (3) days after delivery set forth herein:

If intended for DCTA:

Paul Cristina
Chief Executive Officer
DCTA
1955 Lakeway Drive, Suite 260
Lewisville, Texas 75067
Phone: 972-221-4600

With Copy to:

Joseph J. Gorfida, Jr.
Nichols, Jackson, Dillard, Hager & Smith, L.L.P.
1800 Ross Tower, 500 North Akard
500 North Akard
Dallas, Texas 75201
Phone: 214-965-9900

If intended for Trinity Metro:

Fort Worth Transportation Authority
Attn: Richard Andreski
President and Chief Executive Officer
Trinity Metro
801 Grove Street
Fort Worth, Texas 76102

6.9 Counterparts. This Agreement may be executed by the Parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument. Each counterpart may consist of any number of copies hereof each signed by less than all, but together signed by all of the Parties hereto.

6.10 Exhibits. The Exhibits attached hereto are incorporated herein.

6.11 Recitals. The recitals to this Agreement are incorporated herein and made a part hereof for all purposes.

6.12 Authorization. Each Party represents that it has full capacity and authority to grant all rights and assume all obligations that are granted and assumed under this Agreement.

6.13 Survival of Covenants. Any of the representations, warranties, covenants, and obligations of the Parties, as well as any rights and benefits of the Parties, pertaining to a period of time following the termination of this Agreement shall survive termination hereof.

6.14 Approval of Parties. Whenever this Agreement requires or permits the approval or consent to be given by a Party, the Parties agree that such approval or consent shall not be unreasonably withheld, conditioned, or delayed.

6.15 No Third-Party Beneficiary. Nothing in this Agreement shall be construed as creating or giving rise to any rights of Third-parties or any persons, including the public in general, other than the Parties.

6.16 Recordkeeping and Right to Inspect Records. Each Party shall have mutual access to, and the right to examine, all books, documents, papers, and other records of the other Party involving transactions relating to this Agreement. Each Party shall have access during normal business hours to all necessary facilities and shall be provided adequate and appropriate workspace in order to conduct audits in compliance with the provisions of this Agreement. Each Party shall give the other Party advance written notice of at least forty-eight (48) business hours of intended audits.

(signature page to follow)

EXECUTED this _____ day of _____, 2022.

Denton County Transportation Authority

By: _____
Paul Cristina, Chief Executive Officer

Approved as to form:

By: _____
Joseph J. Gorfida, Jr., General Counsel
(10-03-2023:TM 128832)

EXECUTED this 2nd day of November, 2022.

**Fort Worth Transportation Authority
("Trinity Metro")**

By:  _____
191BF5F92517461...
Richard Andreski
President & Chief Executive Officer

Exhibit 1

Agency	Service Rendered	Cost Allocation
Denton County Transportation Authority	Contracted Mobility Provider Service: Direct Invoiced Costs	Not to Exceed \$122,400
	Administrative Fee: Contract Management, Billing, Administration, Reporting, and Data Analytics	Not to Exceed \$81,600
		Total: \$204,000
Trinity Metro	Marketing, Customer Service, and Program Management	\$20,000
		Total: \$224,000

Board of Directors Memo

December 1, 2022

SUBJECT: Consider Ratification of Contract Amendment #9 with Via for GoZone Customer Service Renewal and Lewisville Service Expansion

Recommendation

Staff recommends the Board ratify Amendment #9 to Task Order No. 1 with River North Transit LLC (Via) effective October 1, 2022 in an amount not to exceed \$420,000 for GoZone customer service renewal, and \$186,503 for Lewisville Service Expansion.

Background

Customer service for GoZone is provided by Via and renewed on an annual basis based on written agreement between Denton County Transportation Authority (DCTA) and Via. Via is responsible for providing both phone and E-mail support to customers seeking ride reservations, scheduling, and customer support, as well as support for driver partners. DCTA is seeking to renew this contract through September 30, 2023. Through this amendment, DCTA is exercising its option to renew the customer support services for an additional year. Funding for this service is allocated in the FY2023 Operating Budget.

Funding for the complete GoZone geographic coverage of the City of Lewisville was approved in the FY2023 operating budget. This amendment adds the additional vehicle hours required to support this expansion of the Lewisville / Highland Village Zone.

Previous Board Activity & Action

- **March 10, 2022** – No Board Action Required – Amendment No. 3 Insurance Requirements
- **March 7, 2022 (rescheduled February Meeting)** – Regular Agenda Item 3 – Consider Approval of Amendment (No. 4) to Task Order with River North Transit LLC (Via) Regarding GoZone Customer Support Services
- **March 22, 2022** – No Board Action Required – Amendment No. 5 Ongoing Invoice Fees
- **April 28, 2022** – Regular Agenda Item 3 - Discuss and Consider Approval of Contract Amendment for Additional GoZone Service Hours
- **June 6, 2022** – No Board Action Required – Amendment No. 7 Parking Lot License
- **August 25, 2022** – Regular Agenda Item 2 - Discuss and Consider Approval of Contract Amendment #8 to Task Order No. 1 with River North Transit LLC (Via) for GoZone Service in an amount not to exceed \$614,948 effective September 7, 2022 through September 30, 2022

Identified Need

To support the ride request and customer service needs of our GoZone passengers, DCTA must exercise its option to renew this customer support contract with Via.

Complete geographical coverage of the City of Lewisville will remove any location barriers to transit for the residents of Lewisville. The request to expand the boundaries of the Lewisville / Highland Village Zone also comply with Board direction.



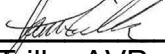
Financial Impact

Customer service fees are billed at a monthly rate of \$35,000, for an annual amount of \$420,000. Funding for this service is allocated in the FY2023 Operating Budget.

An increase of 4,518 vehicle hours at a rate of \$41.28 per hour will result in an increase of \$186,503 to the Year 2 GoZone Not-to-Exceed budget. Funding for this contract amendment has been allocated in the FY2023 Operating Budget.

Exhibits

Exhibit 1: Agreement for Mobility Services Amendment #9

Submitted By:  _____
Javier Trilla, AVP of Innovation & Information Technology

**Amendment #9
to the
AGREEMENT FOR MOBILITY SERVICES**

River North Transit LLC ("**Via**" or "**Contractor**") and Denton County Transportation Authority ("**Customer**" and, together with Via, the "**Parties**") have entered into those certain agreements titled AGREEMENT FOR MOBILITY SERVICES, Denton County Transportation Authority Task Order No. 1, and Amendments Nos. 1, 2, 3, 4, 5, 6, 7, and 8 to the AGREEMENT FOR MOBILITY SERVICES and to the Denton County Transportation Authority Task Order No. 1 (collectively, the "**Agreement**"), dated May 15, 2019, June 2, 2021, July 27, 2021, September 7, 2021, March 16, 2022, March 22, 2022, May 18, 2022, June 3, 2022, and September 7, 2022, respectively. Upon execution of this Amendment #9 to the Agreement for Mobility Services and to the Denton County Transportation Authority Task Order No. 1 (the "**Amendment**"), the Parties agree to modify the Agreement as follows:

1. **Amendment:** The second paragraph of Section 11 to the Denton County Transportation Authority Task Order No. 1 is hereby modified to read as follows:

“The duration of the service will last for a period of ~~(7) months~~ **(19 months)** effective March 1, 2022 through ~~September 30, 2022~~ **September 30, 2023**, and is subject to the extension of a one year term upon mutual written agreement of the parties on terms to be agreed (including any adjustment to fees for additional months of support). Customer shall pay a total of ~~\$242,200~~ **\$662,200** for these services. Via will invoice DCTA on or before the 5th business day of each month for support costs incurred in the prior month.”

Amendment: The fee table at the end of Section 11 to and paragraph that follows in the Denton County Transportation Authority Task Order No. 1 is hereby deleted in its entirety and replaced with the table below:

Monthly Fee for All Support (Incl. Late Night + Weekend) October 1, 2022 - September 30, 2023	\$35,000
Total Support Cost October 1, 2022 - September 30, 2023	\$420,000
2023 Incremental Cost to DCTA October 1, 2022 - September 30, 2023	\$420,000

“The pricing above reflects a maximum of 50,000 monthly rides and current GoZone parameters. Pricing will need to be adjusted if monthly rides exceed 50,000 or if other types of services are added (e.g., Access / ADA paratransit services, etc.).”

Amendment: Customer and Contractor agree to add the below row to the pricing tables of the “4 Year Not-to-Exceed Cost Model” subsection of Section 4 of Denton Transportation Transit Authority Task Order #1, as well as to change the total Not-to-Exceed amount for Year 2 from 228,179 vehicle hours / \$9,419,218 to 232,697 vehicle hours / \$9,605,721.

		Two Year Base Contract Term (9/7/21 - 9/30/23)					
		Year 1			Year 2		
Service	Timeframe	Cost/ Vehicle Hour	Max. No. of Vehicle Hours	Total Cost	Cost/ Vehicle Hour	Max. No. of Vehicle Hours	Total Cost
Lewisville Expansion	Launching on 10/2/22	\$41.06	0	\$0	\$41.28	4,518	\$186,503

Amendment: Under Section 5 “Service Parameters” to the Denton County Transportation Authority Task Order No. 1, Geographic Coverage Zone for Lewisville/Highland Village is changed to approximately 43 square miles coverage zone.

Amendment: The second paragraph of the “Ongoing Invoice Fees” subsection of Section 4 to the Denton County Transportation Authority Task Order No. 1 is hereby deleted in its entirety and replaced with the following:


“Via will invoice DCTA on or before the 5th business day of each month for vehicle hours incurred in the prior month. The Fees payable by Customer include and account for the costs of meeting the vehicle requirements set forth herein. Such costs will be treated as a pass-through fee that will be designated in the invoices issued by River North as the Fleet Availability Fee (the "pass-through rate"). For the avoidance of doubt, fuel, maintenance, and other costs related to vehicle upkeep are not included in this pass-through rate. The Vehicle Partner will be primarily responsible for the provision of vehicles on a rental basis to Driver Partners.”

2. **Conflicts, Use of Terms, Governing Law:** Capitalized terms used but not defined herein have the meanings set forth in the Agreement. Except as expressly provided herein, the terms and conditions of the Agreement remain unchanged. This Amendment #6 will be governed by the same law as the Agreement.

This Amendment #9 is effective as of the date executed by both Parties.

River North Transit LLC

By: _____

Discussed by:

C1862076C924431

Name: Alex Lavoie

Title: Manager

Date: 10/13/2022

Denton County Transportation Authority

By: _____



Name: Paul Cristina


Title: Chief Executive Officer

Date: _____

10/27/22

Approved as to form:

By: _____


Joseph J. Gorfida, Jr., General Counsel

(02-23-2022:FINAL TM 127908)



Board of Directors Memo

December 1, 2022

SUBJECT: Consider Approval of Contract Amendment #10 with Via for GoZone Saturday Early AM Service

Recommendation

Staff recommends the Board approve Amendment #10 to Task Order No. 1 with River North Transit LLC (Via) effective December 1, 2022 in an amount not to exceed \$94,449.

Background

GoZone service currently operates on Saturdays between the hours of 8am and 11pm. A passenger need was identified by DCTA staff to operate service beginning at 5am on Saturday, providing passengers the opportunity to use GoZone as a mode of transit to get to work earlier in the morning.

Previous Board Activity & Action

- **March 10, 2022** – No Board Action Required – Amendment No. 3 Insurance Requirements
- **March 7, 2022 (rescheduled February Meeting)** – Regular Agenda Item 3 – Consider Approval of Amendment (No. 4) to Task Order with River North Transit LLC (Via) Regarding GoZone Customer Support Services
- **March 22, 2022** – No Board Action Required – Amendment No. 5 Ongoing Invoice Fees
- **April 28, 2022** – Regular Agenda Item 3 - Discuss and Consider Approval of Contract Amendment for Additional GoZone Service Hours
- **June 6, 2022** – No Board Action Required – Amendment No. 7 Parking Lot License
- **August 25, 2022** – Regular Agenda Item 2 - Discuss and Consider Approval of Contract Amendment #8 to Task Order No. 1 with River North Transit LLC (Via) for GoZone Service in an amount not to exceed \$614,948 effective September 7, 2022 through September 30, 2022

Identified Need

DCTA staff has identified a service delivery gap based on public feedback by passengers whose employment shifts begin before 8am on Saturdays. Extending operating hours to begin at 5am on Saturday would allow these passengers to use GoZone as a public transit option.

Financial Impact

An increase of 2,288 vehicle hours at a rate of \$41.28 per hour will result in an increase of \$94,449 to the Year 2 GoZone Not-to-Exceed budget. Funding for this contract amendment has been allocated in the Fiscal Year 2023 budget.

Exhibits

Exhibit 1: Agreement for Mobility Services Amendment #10

Submitted By: 

Javier Trilla, AVP of Innovation and Information Technology

Amendment #10
to the
AGREEMENT FOR MOBILITY SERVICES

River North Transit LLC ("**Via**" or "**Contractor**") and Denton County Transportation Authority ("**Customer**" and, together with Via, the "**Parties**") have entered into those certain agreements titled AGREEMENT FOR MOBILITY SERVICES, Denton County Transportation Authority Task Order No. 1, and Amendments Nos. 1, 2, 3, 4, 5, 6, 7, 8, and 9 to the AGREEMENT FOR MOBILITY SERVICES and to the Denton County Transportation Authority Task Order No. 1 (collectively, the "**Agreement**"), dated May 15, 2019, June 2, 2021, July 27, 2021, September 7, 2021, March 16, 2022, March 22, 2022, May 18, 2022, June 3, 2022, September 7, 2022, and October 13, 2022, respectively. Upon execution of this Amendment #10 to the Agreement for Mobility Services and to the Denton County Transportation Authority Task Order No. 1 (the "**Amendment**"), the Parties agree to modify the Agreement as follows:

1. **Amendment:** Customer and Contractor agree to add the below row to the pricing tables of the “*4 Year Not-to-Exceed Cost Model*” subsection of Section 4 of Denton Transportation Transit Authority Task Order #1, as well as to change the total Not-to-Exceed amount for Year 2 from 232,697 vehicle hours / \$9,605,721 to 234,985 vehicle hours / \$9,700,170.

		Two Year Base Contract Term (9/7/21 - 9/30/23)					
		Year 1			Year 2		
Service	Timeframe	Cost/ Vehicle Hour	Max. No. of Vehicle Hours	Total Cost	Cost/ Vehicle Hour	Max. No. of Vehicle Hours	Total Cost
Saturday Early AM Hours	Launching on 11/5/22	\$41.06	0	\$0	\$41.28	2,288	\$94,449

2. **Conflicts, Use of Terms, Governing Law:** Capitalized terms used but not defined herein have the meanings set forth in the Agreement. Except as expressly provided herein, the terms and conditions of the Agreement remain unchanged. This Amendment #10 will be governed by the same law as the Agreement.

This Amendment #10 is effective as of the date executed by both Parties.

River North Transit LLC

By: _____

Name: Alex Lavoie

Title: Manager

Date: _____

Denton County Transportation Authority

By: _____

Name: Paul Cristina

Title: Chief Executive Officer

Date: _____

Approved as to form:

By: _____
Joseph J. Gorfida, Jr., General Counsel
(02-23-2022:FINAL TM 127908)

Board of Directors Memo**December 1, 2022**

SUBJECT: Consider Approval of Fourth Amendment to Contract with Terracon Consultants, Inc. For Subsurface Environmental Investigation to Include Methane Assessment at the Rail Operations and Maintenance Facility in the amount of \$25,000.

Recommendation

Staff recommends the Board approve the Fourth Amendment to Contract with Terracon Consultants, Inc, for Subsurface Environmental Investigation to Include Methane Assessment at the Rail Operations and Maintenance Facility in the amount of \$25,000.

This is the fourth amendment of this contract. The table below summarizes the original contract amount and subsequent amendments as described herein.

Date	Item	Amount
March 2018	Original Contract	\$ 155,000
December 2018	Amendment 1	\$ 68,700
June 2018	Amendment 2	\$ 38,000
December 2021	Amendment 3	\$ 10,000
December 2022	Amendment 4	\$ 25,000
Total		\$ 296,700

Background

DCTA received an Environmental Protection Agency (EPA) grant in October 2017 for subsurface evaluation of the approximately 46 acres of vacant land adjacent to the Rail Operations and Maintenance Facility (ROMF). This property was previously used as an unpermitted landfill where we completed the removal of surface contaminants. The EPA grant allowed DCTA to investigate to determine what may be located below the surface and to determine an appropriate remediation to reuse the property. Terracon discovered some soil and groundwater contamination that requires action on the part of DCTA, but not sufficient to require remediation.

First Contract Amendment

The first amendment issued in December 2018 provided for completion of the brownfield regulatory site closure for affected soil and/or groundwater through Texas Commission on Environmental Quality (TCEQ) Voluntary Cleanup Program (VCP). The initial project was funded with a grant received from the EPA for Brownfields Remediation.

Second Contract Amendment

The June 2021 second amendment was for \$38,000 of additional funding. Terracon was required to secure Resolutions of Support from three (3) Retail Public Utilities which required significantly more effort than anticipated.



Third Contract Amendment

A third amendment was required because during the previously approved methane assessment, it was discovered that the site was heavily overgrown with thick vegetation which prevented a drilling rig from accessing the intended proposed sampling locations. The intent of the amendment was to cover the additional costs associated with a bulldozer; additional Terracon staff on-site time; and to address TCEQ comments to the Municipal Setting Designation (MSD).

Fourth Contract Amendment

This fourth contract amendment is to initiate additional field activity requested by the TCEQ in order to better assess the occurrence, distribution and concentrations of methane gas outside of the landfill footprint at the site and evaluate whether methane is encroaching onto adjacent residential land uses. This additional methane monitoring includes installation of up to 9 semi-permanent methane monitoring points, and 3 semi-permanent monitoring sites around a monitoring well called out in TCEQ comments. This work will be completed within 2 to 3 weeks of DCTA authorization.

Previous Board Activity

None.

Financial Impact

Funding required for this project is included in the FY 2023 Rail Operations Capital Project Budget which includes this amendment, TCEQ review costs, and a small contingency reserve.

Submitted By: 
Tim Palermo, Planning & Data Analytics Manager

STATE OF TEXAS §
 § **FOURTH AMENDMENT TO AGREEMENT**
 § **FOR SUBSURFACE ENVIRONMENTAL**
 § **INVESTIGATION SERVICES**
COUNTY OF DENTON §

This Fourth Amendment to Agreement for Subsurface Environmental Investigation Services is made and entered into by and between Denton County Transportation Authority (“DCTA”) and Terracon Consultants, Inc. (“Contractor”) (each a “Party” and collectively the “Parties”), acting by and through their authorized representatives.

WHEREAS, the Parties previously entered into that certain Agreement for Subsurface Environmental Investigation Services dated May 31, 2018 (the “Agreement”); and

WHEREAS, the Parties previously entered into that certain First Amendment to the Agreement on December 20, 2018; and

WHEREAS, the Parties previously entered into that certain Second Amendment to the Agreement on August 5, 2021; and

WHEREAS, the Parties previously entered into that certain Third Amendment to the Agreement on February 18, 2022; and

WHEREAS, the Parties agree to amend the Scope of Services to include additional methane assessment and to continue the process of achieving regulatory site closure through the Texas Commission on Environmental Quality (TCEQ) Voluntary Cleanup Program, as more specifically set forth in Exhibit “A” attached hereto and incorporated herein by reference and to amend the total amount of compensation; and

WHEREAS, the Parties agree to amend the Agreement as set forth herein;

NOW THEREFORE, in consideration of the mutual promises contained herein and other valuable consideration the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. That Article III, **Scope of Services**, is hereby amended to read as follows:

**“Article III
Scope of Services**

Contractor shall provide additional services for additional methane assessment and to continue the process of achieving regulatory site closure through the Texas Commission on Environmental Quality (TCEQ) Voluntary Cleanup Program (VCP), as set forth in Exhibit “A”.”

2. That Article V, **Compensation**, is hereby amended to read as follows:

“Article V Compensation

5.1 DCTA shall compensate Contractor for the additional services required in the amount set forth in Exhibit “A”.

.....”

2. The Agreement shall continue in full force and effect except as amended herein. If any terms or conditions contained in the Fourth Amendment are inconsistent with the Agreement or the First, Second or Third Amendments, the terms and conditions contained in the Fourth Amendment will be controlling.

(signature page to follow)

EXECUTED this _____ day of _____, 2022.

Denton County Transportation Authority

By: _____
Paul Cristina, Chief Executive Officer

Approved as to form:

By: _____
Joseph J. Gorfida, Jr., General Counsel
(10-25-2022:TM 132050)

EXECUTED this __31st____ day of ____October_____, 2022.

Terracon Consultants, Inc.

By: _____
Name: __Kevyn Gunn_____
Title: __Office Manager_____

EXHIBIT “A” Scope of Services



July 25, 2022

Mr. Tim Palermo
Denton County Transportation Authority
640 Texas 121 Business
Lewisville, Texas 75057

Telephone: (972) 316-6099
E-mail: tpalermo@dcta.net

Re: Proposal for Additional Methane Assessment and Response to TCEQ Comments
Vacant Tracts – DCTA Site
640 Texas 121 Business
Lewisville, Texas
Terracon Proposal No. P94227441

Dear Mr. Palermo:

Terracon Consultants, Inc. (Terracon) appreciates the opportunity to submit this cost estimate and timeline to continue the process of achieving regulatory site closure through the Texas Commission on Environmental Quality (TCEQ) Voluntary Cleanup Program (VCP). Terracon previously submitted an Affected Property Assessment Report (APAR) to the TCEQ, dated January 12, 2021. The TCEQ reviewed the APAR and provided comments, which Terracon has addressed in a series of communications. The following comments were provided in the TCEQ's most-recent letter dated May 27, 2022:

- 1. The report indicates that although there is not an engineered cap currently onsite, the site is planned for redevelopment and once future plans are known, a more substantial cover will be incorporated into the plans. The TCEQ has no objection to this course of action. Please note, the property owner should file a written notice for record in the real property records in accordance with 30 TAC§330.962. Additionally, future landfill re-developments should be performed in accordance with a Sub Chapter T (use of land over closed municipal solid waste landfills).*
- 2. The TCEQ requested maps which identified the locations of the methane sampling points to determine if the sampling points were within the landfill footprint. The submitted maps indicate that samples SGP-12 and SGP-13 are within the landfill footprint. The TCEQ understands that due to site constraints (dense vegetation and rugged terrain) the probes were placed as near to the landfill boundary as practical. However, these samples show methane exceeded 20% of lower explosive limit (LEL). With no additional samples collected outside the landfill footprint, the TCEQ cannot consider methane to be delineated. Please collect methane samples off-site, as close to the landfill boundary as possible.*

Terracon Consultants, Inc. 8901 Carpenter Freeway, Suite 100, Dallas, Texas 75247
P 214-630-1010 F 214-630-1010 terracon.com

Environmental ■ Facilities ■ Geotechnical ■ Materials

**Proposal for Additional Methane Assessment and
Reponse to TCEQ Comments**

Vacant Tracts – DCTA Site ■ Lewisville, Texas
July 25, 2022 ■ Terracon Project No. P94227441

3. *Additionally, due to the site's proximity to a residential neighborhood, methane samples should be collected at intervals along the property boundary with the residential neighborhood. Samples should be collected as close to the property boundary as feasible but outside of the landfill footprint.*
4. *The TCEQ understands the property to the east is equipped with "an underground vent system for methane mitigation and control". Please provide further details.*
5. *Based upon the submitted maps, monitoring well TCMW-1 is located outside of the landfill footprint and contains elevated methane concentrations within its headspace above the LEL. Please place additional soil gas probes in the vicinity of TCMW-1 to determine the extent of methane in this location.*

In addition to comments to the APAR, the TCEQ reviewed the Municipal Setting Designation (MSD) application and TCEQ provided the following comments in the most-recent letter dated July 7, 2022:

1. *Section 9: Well ID TX443218 (Map Id 277) is listed as undeliverable and includes the receipts for the first two attempts but not the third. When a notification letter is undeliverable the TCEQ must confirm all three attempts. Please include the returned receipt for the third attempt. If no third attempt was made, please send one.*
2. *Section 12: The statement from the Town of Flower Mound indicates they do "not operate any water wells for drinking water". This statement does not explicitly indicate that it is not used for potable purposes such as irrigating crops intended for human consumption, drinking, showering, bathing, or cooking purposes nor does it include any information regarding which wells are not used. Texas Health and Safety Code Section 361.8065(c)(1) indicates that a resolution of support is necessary and issued by the city council for any municipality that owns or operates a well within 5 miles. If a resolution of support cannot be obtained from the city council, please reach out to the Town of Flower Mound and request at a minimum a statement referencing the Well IDs that identified in your Item 9 that the Town of Flower Mound owns. The statement must reference the definition of potable water and be on City Letter head.*

1.1 Response to TCEQ Comments

TCEQ VCP Comment 1 does not require a response. TCEQ VCP Comment 4 will be addressed in a response letter. TCEQ VCP Comments 2, 3, and 5 will be addressed via additional methane assessment, which is described in further detail below in the following section. TCEQ MSD Comments 1 and 2 will be addressed in a separate response letter, following the third and final notification attempt, and receipt of requested information from the Town of Flower Mound.

Responsive ■ Resourceful ■ Reliable

2

**Proposal for Additional Methane Assessment and
Reponse to TCEQ Comments**

Vacant Tracts – DCTA Site ■ Lewisville, Texas
July 25, 2022 ■ Terracon Project No. P94227441

1.2 Additional Methane Assessment

The purpose of the additional field activities requested by the TCEQ is to understand the occurrence, distribution, and concentrations of methane gas outside of the landfill footprint at the site, and evaluate whether methane is encroaching onto the neighboring residential property. Additionally, given the notable methane readings recorded at TCMW-1, further evaluation is necessary to determine the extent of methane within this area.

The additional methane assessment services include installing up to 9 semi-permanent methane monitoring points to address TCEQ Comments 2 and 3 regarding the landfill boundary and adjacent residential neighborhood; and, 3 semi-permanent methane monitoring points around on-site monitoring well TCMW-1 to address TCEQ Comment 5. Refer to the attached Exhibits 1 and 2 for the proposed methane monitoring locations. The monitoring points will be advanced to a depth up to approximately 5 feet below grade surface (bgs) using a drilling rig equipped with solid flight augers. The monitoring points will be constructed using a screened sampling tips and Teflon®-lined tubing. The borehole will be advanced to allow sampling implants with a sampling tip at an approximate depth of 4.5 feet bgs. The sampling implant will be backfilled with 0.5 feet of silica sand below and above the sampling tip followed by an approximate 4-inch later of dry bentonite chips or granules and then a grout mixture to the surface.

The methane monitoring points will be sampled using a landfill gas meter such as a Landtec GEM, which measures levels of methane, carbon dioxide and oxygen, and a combustible gas indicator capable of measuring hydrogen sulfide. Readings will be collected following installation, 3 days after installation, and 1 week after installation.

The resulting data will be used to evaluate potential methane impact to off-site properties. It should be noted that off-site assessment of methane is not included in the scope of services; however, access to the proposed methane monitoring probe locations along the site boundary shared with the neighboring residential neighborhood, will be accessed from the residential neighborhood. . Prior to installation of the methane monitoring points, the locations will be cleared using a mini-excavator and skid steer to gain access to the proposed locations. Terracon will communicate with management for the neighboring community prior to field activities. The work will be conducted within 2 to 3 weeks of authorization by the client, pending availability of drillers.

1.3 Fee Schedule

Based on the additional actions requested by the TCEQ, Terracon has prepared below a schedule of estimated fees to address TCEQ comments, perform additional methane assessment, and obtain site closure.

Responsive ■ Resourceful ■ Reliable

3



**Proposal for Additional Methane Assessment and
Reponse to TCEQ Comments**

Vacant Tracts – DCTA Site ■ Lewisville, Texas

July 25, 2022 ■ Terracon Project No. P94227441

Item Description	Estimated Cost	Summary
TCEQ Response Letters	\$5,000	Prepare a response letter to TCEQ to address their comments to the APAR, dated May 27, 2022 and prepare a separate response letter to the TCEQ to address their comments to the MSD, dated July 7, 2022.
Additional Methane Assessment	\$15,000	Complete additional assessment of methane soil gas concentrations on-site to satisfy TCEQ's request.
Miscellaneous TCEQ Communications and Site Closure Related Support	\$5,000	Additional funding needed to complete MSD notifications and submit the MSD to TCEQ.
Estimated Costs \$25,000		

The estimated costs are based on collection of methane data and assume that no further evaluation or completion of remedial actions will be required for site closure. The TCEQ has the right to request additional site investigation after their review of the response to comments letter and methane evaluation report. Costs for such investigation, if requested, are not included in the above estimate. In addition, costs for further evaluation and/or mitigation of methane gas beyond that described above, if requested, are not included in the above estimate. If additional investigation is requested by the TCEQ, Terracon will work with Denton County Transportation Authority to formulate future scope and budget items.

We appreciate the opportunity to perform these services for Denton County Transportation Authority. Please contact either of the undersigned at (214) 630-1010 if you have questions regarding the information provided in this letter.

Sincerely,
Terracon Consultants, Inc.

Lance Crabtree, P.G.
Senior Project Manager

R. Wade Watkins, CHMM
Senior Project Manager

Attachments: Exhibit 1 – Site Diagram (North) with Proposed Sampling Locations
Exhibit 2 – Site Diagram (South) with Proposed Sampling Locations

Responsive ■ Resourceful ■ Reliable

4





Board of Directors Regular Meeting Minutes

October 27, 2022 | 10:00 a.m.

The Board of Directors of the Denton County Transportation Authority (DCTA) convened a Regular Board of Directors Meeting with Chair Cesar Molina presiding on Thursday, October 27, 2022, at 10:00am, located at the DCTA Administrative Offices, 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

Voting Members

Chair Cesar Molina, Denton County
Vice-Chair TJ Gilmore, City of Lewisville
Secretary Dianne Costa, City of Highland Village
Board Member Andy Eads, Denton County
Board Member Alison Maguire, City of Denton

Alternates

Board Member Jody Gonzalez, Denton County
Board Member Kristin Green, City of Lewisville
Board Member Pat Smith, City of Denton
Board Member Paul Stevens, City of Highland Village

Non-Voting Members

Board Member Tom Winterburn, City of Corinth
Board Member Dennie Franklin, City of Frisco
Board Member Connie White, Small Cities
Board Member Mark Miller, City of Flower Mound
Board Member Jeremie Maurina, City of The Colony

Legal Counsel

Joe Gorfida, NJDHS

DCTA CEO

Paul Cristina

CALL TO ORDER

Chair Molina called the meeting to order at 10:08am. All Board Members were present except for Board Members Jody Gonzalez, Pat Smith, Dennie Franklin, Mark Miller, Connie White and Tom Winterburn. Board Member Eads departed at 10:31am.

INVOCATION

The invocation was provided by Board Secretary Costa.

PLEDGE OF ALLEGIANCE

The Board of Directors recited the pledge of allegiance to the United States and Texas flags.

INTRODUCTIONS

CEO Paul Cristina introduced staff from Bird Advocates and Capitol Insights.

PUBLIC COMMENT

The following individuals addressed the Board during this time:

Kristine Bray
Victoria Allen

CONSENT AGENDA

1. Consider Approval of Excess Rail Liability Coverage with Dallas Area Rapid Transit (DART)

(packet page 6)

Action Item

Backup Information: Memo

2. Consider Approval of Regular Meeting Minutes dated September 22, 2022

(packet pages 7-16)

Action Item

Backup Information: Exhibit 1: Regular Meeting Minutes – September 22, 2022

3. Consider Approval of Monthly Financial Statements for September 2022 & Quarterly Reports for Q4 FY2022

(packet pages 17- 48)

Action Item

Backup Information: Memo 1
Exhibit 1(a): Monthly Financial Statements – September 2022
Exhibit 1(b): Capital Projects Budget Report – September 2022
Memo 2
Exhibit 2: Quarterly Investment Report Q4 FY22
Memo 3: Quarterly Grants Report Q4 FY22

4. Discuss and Consider Approval of a Task Order with Accenture, LLC for Finance Staff Augmentation for the period December 1, 2022 – January 31, 2023

(packet pages 49-51)

Action Item

Backup Information: Memo

Motion by Secretary Costa and a second by Board Member Eads to approve the Consent Agenda as presented. Motion passes 5-0.

REGULAR AGENDA

1. Discuss and Consider Approval of the 88th Texas State Legislative Agenda (packet page 52)

Action Item

Presenters: Brittney Farr, Senior Director of Engagement and Administration
 Brandi Bird, State Legislative Consultant – Bird Advocacy
 Drew Campbell, State Legislative Consultant – Capitol Insights
 Byron Campbell, State Legislative Consultant – Capitol Insights

Backup Information: Memo

Drew Campbell, Capitol Insights and Brandi Bird, Bird Advocacy, provided a presentation to the Board highlighting the following:

- Draft Legislative Agenda for Discussion
 - ✓ Preserve current authority and agency resources to meet the transit needs of Denton County and oppose any legislation that would restrict current authority or agency resources.
 - ✓ Collaborate with TxDOT to expand their multi-modal approach to the transportation needs of Texas to include metropolitan public transportation in their footprint.
 - ✓ Support innovative funding methods at state level to expand rail and transit options within Denton County.
 - ✓ Oppose any restrictions to the agency having representation before the Legislature.
- Upcoming November Elections (State Senate and State House)
- Strategic Meetings
 - ✓ Work with Senators and Representatives that are within DCTA service area (in-person tour of DCTA facilities)
 - ✓ Work with other members within the DFW area and transportation leadership in the House and Senate
 - ✓ Identify key partners and invite them to similar tour (ie. UNT, TWU)
- Tentative DCTA Day – March 20, 2023

Mr. Campbell indicated that he would forward the election results to Brittney Farr, Director of Engagement and Administration for distribution to the Board.

Motion by Board Member Eads with a second by Secretary Costa to approve as presented. Motion passes 5-0.

2. Discuss Update on January 2023 Fare and Service Change Public Messaging and Implementation Plan (packet pages 53-54)

Discussion Item

Presenters: Paul Cristina, Chief Executive Officer
 Brittney Farr, Senior Director of Engagement and Administration

Backup Information: Memo



Exhibit 1: January 1, 2023 Service Change Summary

CEO Paul Cristina and Brittney Farr, Senior Director of Engagement and Administration provided the report to the Board highlighting the following:

- January 1, 2023 Service Change Summary
- Work Accomplished to Date
- Advertising and Public Information Plan
- Advertising the Service and Fare Change
- Fare Media Design
- Passenger Fare Education

Board discussion regarding a “sticker” of a QR code/URL link and phone number listed (staff will explore getting a customer service phone number on literature), provided suggestions to “clean up” domains/website, Title VI compliant -language translations (maps and schedules will be updated as service goes into effect), recommendations to provide a URL link and QR code on all signage, recommendations for marketing materials (i.e. rail cards for buses) being placed at apartment complex lobby areas, community outreach to social services and major employers, as well as Chambers of Commerce, fare media design timeline (first week of December), recommendations “Here’s How To Ride GoZone” on Google Play/Apple Store.

Board Members thanked DCTA Staff for their diligent efforts to serve the community.

No Board action required at this time.

3. Discuss Opportunities for Optimizing Multimodal Services and Key Performance Indicator (KPI) Reporting

[\(packet page 55\)](#)

Discussion Item

Presenter: Paul Cristina, Chief Executive Officer
Javier Trilla, AVP of Innovation and Information Technology

Backup Information: Memo

CEO Paul Cristina and Javier Trilla, AVP of Innovation and Information Technology, provided the Board with a report highlighting the following:

- Effect of Supply and Demand on Ridership and Seat Unavailability
- Utilization by Month
- Quality of Service by Month
- Proposed Service Level Agreement Based on Demand Levels
- DCTA Staff considering Opportunities to Optimize Multimodal Services in the City of Denton
- Denton Connect Route 7
- Denton Connect Route 6
- Denton Connect Route 3
- Colorado Express
- Discovery Park



- Denton Connect Routes 3,6, and 7/UNT Colorado Express And Discovery Park (Intra-Route GoZone Trips by Month)
- Anticipate Testing Multimodal Trip Planning Capability in GoZone App in November
- Bus Operations Key Performance Indicators
- Go-Forward Approach (Analysis: Continue monthly data gathering, evaluate service cost by route, identify opportunities to align/synchronize schedules, produce alternatives for Board consideration – Near Term Service Refinements (GoZone app notification on Fixed Route Alternatives (complete), GoZone App Multimodal Trip Planning (pending), Service Change Including Connect 6 & 7 frequency increases (pending))

Board discussion regarding proposed service level agreement based on demand levels, wait times for Lewisville and Highland Village and the ability to serve all DCTA constituents, clarification on whether or not “seat unavailable” customers return “in queue”, 30-minute “hard” threshold, concerns regarding directing customers to GoZone when specific bus routes are being discontinued, geofencing, travel sheds, opportunities to invest in fixed routes long term, GoZone being a mechanism to receive measurable data on how people “move” in areas in which fixed routes have challenges obtaining, “Escape valve” to dispatch specific vehicles for urgent needs, opportunities for a fixed route in Lewisville, water fountains/bathrooms at Downtown Denton Transit Center, and the ability to receive data-driven information to make informed decisions.

Board Members also thanked staff for keeping the Board informed of challenges (with a plan of action) regarding GoZone and Connect. Bus drivers were also thanked for their continued service to the community.

No Board action required at this time.

4. Discuss Local and Regional Transportation Updates and Legislative Issues (packet pages N/A)

Discussion Item

Chair Molina

Attended, along with CEO Paul Cristina and DCTA staff members the APTA Conference in Seattle, Washington.

Secretary Costa

Provided the following updates from DMRC and RTC:

DMRC - (DCTA Board updates, Regional Transit Survey Kickoff on October 17, 2022, TCNT Transit Tour on November 16, 2022, JROF with DART Update, A-train Ridership Recovery, New CEO Paul Cristina, Cesar Molina will be the new representative on DRMC and Dianne Costa will be the alternate)

RTC – October 13, 2022 Meeting – Bylaws Committee (members Dianne Costa and Andy Eads)

INFORMATIONAL REPORTS

1. Monthly Financial Reports

(packet pages 56-65)

Backup Information: Memo 1: Monthly Sales Tax Receipts
Exhibit 1: Monthly Sales Tax Report
Memo 2: Budget Information
Exhibit 2: Year-to-Date FY22 Budget Revisions

2. Monthly Ridership Reports

(packet pages 66-75)

Backup Information: Memo
Exhibit 1: Ridership by Mode – September 2022
Exhibit 2: Connect and GoZone Ridership by Month and Year
Exhibit 3: Connect Ridership Year-Over-Year by Month
Exhibit 4: A-train Year-Over-Year Ridership Comparison
Exhibit 5: Fixed-Route Ridership – September 2022
Exhibit 6: UNT Ridership Year-Over-Year by Month

3. Amend Interlocal Agreement with Trinity Metro and Task Order with Lyft for Alliance Services

(packet pages 76-77)

Backup Information: Memo

4. Update on Joint Rail Operations Facility Short Term Lease and Project Design

(packet page 78-104)

Backup Information: Memo
Exhibit 1: Lease Agreement
Exhibit 2: Exhibit A Site Plan
Exhibit 3: Exhibit B-1 OMF Operating Plan before Silverline Operations
Exhibit 4: Exhibit B-2 OMF Operating Plan during Silverline Operations
Exhibit 5: Agreement For A-train Operations and Maintenance Amendment No.1

CEO Paul Cristina provided a brief update on Informational Report # 2 and Informational Report #3.

No Board action required at this time.

FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

No Board requests at this time.

Next Regular Board Meeting Date: December 1, 2022

REPORT ON ITEMS OF COMMUNITY INTEREST

CEO Paul Cristina discussed the Denton Arts and Jazz Festival and various events that DCTA staff volunteered (Friday-Sunday) to educate the public on DCTA.

Vice-Chair Gilmore discussed the Spokes and Ghosts in Lewisville scheduled for October 29, 2022.

Board Member Stevens thanked the Board and staff for the amazing work that continues for DCTA.

CONVENE EXECUTIVE SESSION

No scheduled Executive Session for this agenda.

RECONVENE OPEN SESSION

The Board did not convene into Executive Session; therefore, no reconvening was necessary.

ADJOURN

Motion by Secretary Costa and a second by Vice-Chair Gilmore to adjourn the meeting at 11:52am.
Motion passes 4-0.

Cesar Molina, Board Chair

Dianne Costa, Board Secretary



Board of Directors Memo

December 1, 2022

SUBJECT: Consider appointment of Gina McGrath to fill the unexpired term of Dean Ueckert on the North Texas Mobility Corporation (NTMC) Board of Directors

Recommendation

Staff recommends the Board consider and approve Gina McGrath to fill the current vacancy on the NTMC Board of Directors.

Background

The North Texas Mobility Corporation (NTMC) was created in 2019 for the purpose of aiding, assisting, and acting on behalf of the Denton County Transportation Authority (DCTA) in financing, constructing, owning, managing, and operating regional mobility services on behalf of DCTA, and to perform other governmental purposes as determined from time to time by DCTA.

Article VI of the Certificate of Formation for NTMC dictates the number and method by which Board Members are appointed to serve on the NTMC Board of Directors. Article 6.03 of the Certificate of Formation states the NTMC Board of Directors shall consist of five (5) members. DCTA shall appoint one (1) Director who shall, at all times during the term of office, serve as the Chief Executive Officer or similar position for the Authority and four (4) Directors who shall, at all times during the term of office, be a member of the DCTA Board or resident of Denton County, Texas.

Article 2.02 of the NTMC bylaws states the NTMC Board of Directors are appointed for three-year terms or until they are replaced by the DCTA Board of Directors. Section 2.02 also states that any vacancies on the NTMC Board that occur before the end of a Director's term shall be filled by the DCTA Board of Directors.

Previous Board Activity & Action

- At the March 24, 2022, meeting, the DCTA Board of Directors appointed David Gaines and Paul Cristina to serve on the NTMC Board of Directors following the resignations of Sarah Hensley and Raymond Suarez.
- At the July 28, 2022, meeting, the DCTA Board of Directors appointed Fred Busche to serve on the NTMC board of Directors following the resignation of Don Combs.

Identified Need

On Monday, November 14, 2022, NTMC Board Member Dean Ueckert submitted his resignation, effective immediately. A new representative for the NTMC Board of Directors is needed to satisfy the five (5) members required by the organization's bylaws. Vice Chair TJ Gilmore has nominated Gina McGrath to fill the term vacated by Mr. Ueckert, effective immediately.

Financial Impact

There is no financial impact associated with this item.

Submitted By: _____

Brittney Farr, Senior Director of Engagement & Administration



Board of Directors Memo

December 1, 2022

SUBJECT: Discuss Enterprise Van Pool Program

Recommendation

No Board action required at this time. This is an informational update.

Background

This update will serve as a briefing to the Board of Directors on the North Central Texas Regional Vanpool (NCTCOG) Program operated by Denton County Transportation Authority.

Previous Board Activity & Action

There has been no previous Board activity.

Identified Need


None.

Financial Impact

None.

Exhibits

None.

Submitted By: 
Javier Trilla, AVP of Innovation and Information Technology

Board of Directors Memo

November 18, 2022

SUBJECT: Discuss Denton County Transportation Authority Mission, Vision and Core Values

Recommendation

This is a discussion item only. No action is required.

Background

Denton County Transportation Authority (DCTA) retained Minerva Consulting to:

- Facilitate Mission, Vision, and Values and Goals Definition discussion for Strategic Planning Work Session
- Engage with the Operations team across our major services to understand DCTA's business.
- Summarize key themes and perspectives on desirable mission, vision, and values alongside DCTA's unique value proposition to its riders, Denton County, and Member Cities
- Provide evaluation and best practices definition for Public Involvement and Communications organization versus general practices for org structure, budget, engagement channels, and strategy.

The purpose of this briefing item is to provide the Board with a draft and facilitate discussion regarding an agency Vision Statement, Mission, Statement, and Core Values. These were developed following the Board's consensus around the agency's "Key Messages" that describe DCTA's focus on:

- Getting people where they need and want to go
- Making it easy for the rider
- Doing better for Denton County

Previous Board Activity & Action

The Board received a summary of the Minerva work scope at the May Board meeting.

The Board participated in discussion to facilitate Minerva's development of Key Messages at the June Strategic Planning work Session.

The Board participated in discussion and provided feedback to Minerva on proposed "Key Messages" at the July Board meeting.

Identified Need

None.

Financial Impact

None.



Exhibits

None.

Submitted By:

A handwritten signature in blue ink, appearing to read "Paul A. Cristina", is written over a horizontal line.

Paul A. Cristina, CEO

Board of Directors Memo

December 1, 2022

SUBJECT: Consider Approval of a Resolution and adoption of the Public Transportation Agency Safety Plan (PTASP)

Recommendation

Staff recommends the Board approve the updated Public Transportation Agency Safety Plan, (PTASP) and approve the attached resolution.

Background

In response to the new Bipartisan Infrastructure Law (BIL) the Federal Transit Administration (FTA) notified certain transit agencies, including Denton County Transportation Authority (DCTA), of new requirements for their Public Transportation Agency Safety Plan (PTASP). These changes were outlined in a February 17, 2022 Dear Colleague letter from FTA Administrator Nuria I. Fernandez.

- Requirement to Form a Safety Committee by July 31, 2022;
- Address strategies to minimize exposure to infectious diseases consistent with CDC or State health authority guidelines;
- Implement a new methodology to calculate annual Safety Performance Targets (SPTs);
- Increase engagement of frontline workers in the Safety Management Systems (SMS) process; and,
- Develop a new process to update, and re-adopt the PTASP in coordination with the newly formed Safety Committee.

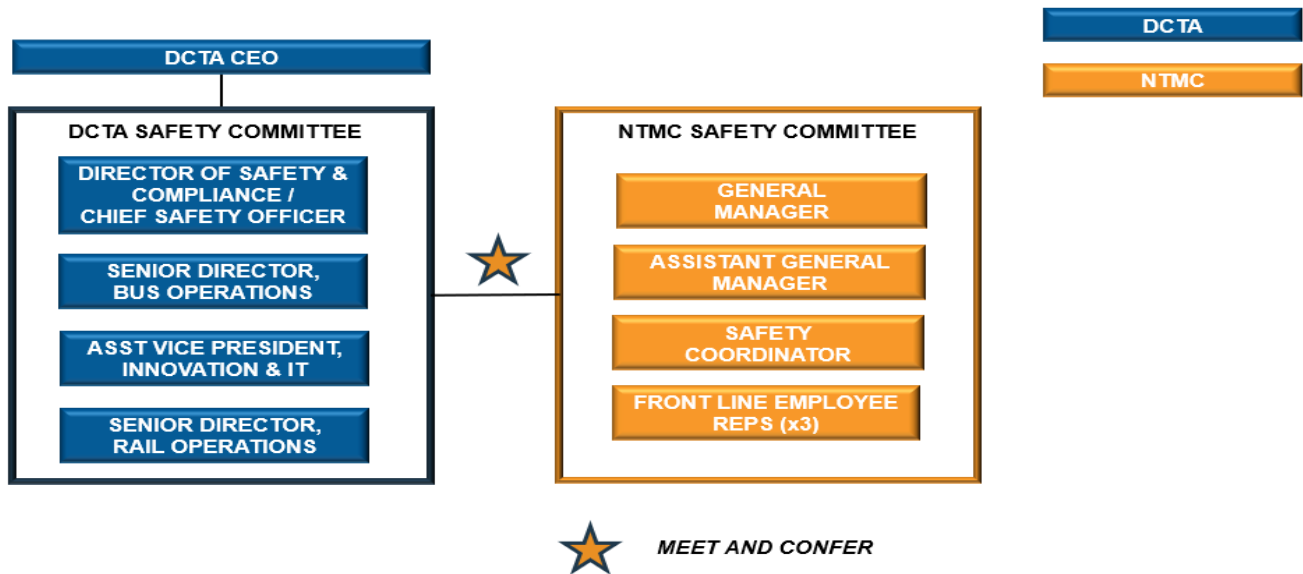
DCTA PTASP Updates

Based on the foregoing, DCTA has updated its current PTASP document, adopted by the Board in 2020, in compliance with the new regulations and has formed a Safety Committee pursuant to the updated requirements.

The DCTA Safety Committee was formed in mid-July 2022 and had its first meeting August 17, 2022. Based on the new BIL requirements, the Safety Committee is comprised of an equal representation of frontline personnel and management. Their responsibilities include:

- Identifying and recommending risk-based mitigations or strategies necessary to reduce the likelihood and severity of consequences identified through the agency's safety risk assessment;
- Identifying mitigations or strategies that may be ineffective, inappropriate, or were not implemented as intended; and,
- Identifying safety deficiencies for purposes of continuous improvement.

DCTA is relying on NTMC, and its authority to bargain with the union, to develop a final form of an NTMC safety committee, to meet and confer with the DCTA Safety Committee. The NTMC Safety Committee is the means by which NTMC frontline workers are the engaged in the DCTA Safety Committee as shown in the diagram below.



Developing the DCTA Annual Safety Performance Targets

Under previous guidance, there were no recommendations for developing annual SPTs; only that they be evaluated yearly.

Under the new guidance, the annual SPTs will be developed and approved by the Safety Committee using a 3-year rolling average of the data submitted by the recipient to the National Transit Database (NTD) under Section 5335. The new requirements will assess the following:

- Fatalities and rate of fatalities (per 100,000 revenue miles);
- Injuries and rate of injuries (per 100,000 revenue miles);
- Safety events and rate of safety events (per 100,000 revenue miles);
- Mean time (miles) between major mechanical failures (expressed as System Reliability for Demand Response transit service).

DCTA will use a 3-year rolling average to develop the 2023 annual SPTs using the associated NTD data from reporting years 2019, 2020, and 2021. 2022 data will not be available until January 2023.

Previous Board Activity & Action

There has been no previous Board activity or action on this item.

Identified Need

Consideration and approval of the mandated updates to the agency safety plan.

Financial Impact

This is no financial impact.



Exhibits

Exhibit 1: Public Transportation Agency Safety Plan

Exhibit 2: Resolution

Submitted By: Athena Forrester
Athena Forrester, AVP of Regulatory Compliance

Denton County Transportation Authority

Public Transportation Agency Safety Plan

Plan Adopted May 27, 2020

Revision 1: Adopted December 1, 2022

In compliance with 49 CFR Part 673 and 49 U.S.C. § 5329

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EXECUTIVE SUMMARY

Moving Ahead for Progress in the 21st Century (MAP-21) granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. MAP-21 expanded the regulatory authority of FTA to oversee safety, providing an opportunity to assist transit agencies in moving towards a more holistic, performance-based approach to Safety Management Systems (SMS). This authority was continued through the Fixing America's Surface Transportation Act (FAST Act).

In compliance with MAP-21 and the FAST Act, FTA promulgated a Public Transportation Safety Program on August 11, 2016 that adopted SMS as the foundation for developing and implementing a Safety Program. FTA is committed to developing, implementing, and consistently improving strategies and processes to ensure that transit achieves the highest practicable level of safety. SMS helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks.

The subject of this document is the Public Transportation Agency Safety Plan (PTASP) rule, 49 CFR Part 673, and guidance provided by FTA. This PTASP covers operations of DCTA's services, fixed route bus, paratransit, and the GoZone service. The A-train safety program is subject to oversight by the Federal Railroad Administration. Details on that program can be found withing DCTA's A-train System Safety Program Plan.

In November 2021, the Bipartisan Infrastructure Law (BIL) was signed into law and amended FTA's safety program at 49 United States Code (USC) Section 5329(d) by adding to the PTASP requirements. Changes include strategies to minimize exposure to infectious diseases, strategies to reduce assaults on transit workers, expansion of training, and the formation of a Safety Committee.

Safety is a core business function of all public transportation providers and should be systematically applied to every aspect of service delivery. At Denton County Transportation Authority (DCTA), all levels of management, administration and operations are responsible for the safety of their customers and themselves. To improve public transportation safety to the highest practicable level in the state and comply with FTA requirements, the Texas Department of Transportation (TxDOT) originally developed this Public Transportation Agency Safety Plan (PTASP) in collaboration with the DCTA.

To ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the National Public Transportation Safety Plan (NPTSP), the DCTA Board of Directors has adopted this PTASP and the tenets of SMS including a Safety Management Policy (SMP) and the processes for Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP), per 49 U.S.C. 5329(d)(1)(A)¹. While safety has always been a primary function at DCTA, this document

¹ Federal Register, Vol. 81, No. 24

lays out a process to fully implement an SMS over the next several years that complies with the PTASP final rule, as amended.

A complete list of defined terms is found in Appendix B on Page 36

Plan Adoption – 673.11(a)(1)

This Public Transportation Agency Safety Plan is hereby adopted, certified as compliant, and signed by:

Paul Cristina, CEO

ACCOUNTABLE EXECUTIVE (AE) SIGNATURE

DATE

Bracey Goodwin IV, Director of Safety and Compliance

DIRECTOR OF SAFETY AND COMPLIANCE, SIGNATURE

DATE

Certification of Compliance – 673.13(a) & (b)

On October 28, 2022, DCTA's Safety Committee met to review and approve the draft revision of the Agency Safety Plan to affirm consistency and accuracy with safety management systems in place at the agency. DCTA certified on December 1, 2022, that the Agency Safety Plan was in full compliance with 49 CFR Part 673 and has been adopted and will be implemented by DCTA as evidenced by the plan adoption signature by the CEO and Director of Safety and Compliance, and necessary DCTA Board of Directors approvals.

TRANSIT AGENCY INFORMATION – 673.23(D)

DCTA is the public transportation provider for Denton County Texas. The DCTA Administrative Offices are located at 1955 Lakeway Drive Ste. 260, Lewisville, TX 75057.

DCTA currently operates the following services:

The A-train – The A-train is DCTA's 21-mile commuter rail line connecting Denton and Dallas Counties. The A-train connects with the Dallas Area Rapid Transit (DART) Green Line at the Trinity Mills Station in Carrollton, Texas. Passengers can transfer to DART's Green Line, which provides access to DART's Red, Orange and Blue Lines and the Trinity Railway Express (TRE). The A-train operates Monday through Saturday, excluding major holidays. DCTA has five A-train stations – two in Denton and three in Lewisville (NOTE: Service not included in this PTASP per 49 CFR Part 673.11 (f)).

Denton Connect – Denton Connect is a local, fixed route bus service in Denton. The routes provide easy access to popular destinations and connections to the Downtown Denton Transit Center (DDTC) and MedPark Station. Denton has six Connect routes. Connect bus service operates Monday through Saturday, excluding major holidays.

On-Demand Rideshare Service - GoZone is an on-demand rideshare service, powered by Via, that riders can utilize for trips within, and sometimes between, designated zones in Denton County. Passengers can book trips in real time using the DCTA GoZone app or by calling customer service, then a fleet of dedicated vans transport riders to virtual stops. GoZone Provides safe, convenient, accessible, and affordable rides with a limited wait time and is available 365 days a year.

North Texas Xpress – North Texas Xpress is a commuter bus service that provides access between Denton and Fort Worth. North Texas Xpress offers round-trip service each weekday between 6 am and 6:00 pm.

UNT Campus Shuttles: DCTA provides shuttle service in partnership with the University of North Texas (UNT) to offer service to the campus and popular off-campus locations. UNT Campus shuttles run Monday-Friday during the school year and operate a modified schedule during the summer and holidays. Weekend service has a limited schedule during the regular school year. To find a complete service calendar for UNT please visit: (add DCTA website link to UNT Campus Shuttle Hours and Holiday)

UNT Late Night Lyft Zone: DCTA has a partnership with Lyft where currently enrolled UNT students are eligible for 120 one-way rides free of charge. Qualifying trips for this program are available on Main Campus only. The Service is available Monday through Sunday 2 am to 7am.

A-train Rail Trail – The A-train Rail Trail runs alongside DCTA's commuter rail line and was designed to complement the rail line surroundings and adjacent facilities. The 19-mile trail is part of the agency's ongoing efforts to provide safe, customer-focused and efficient mobility solutions to Denton County. The trail connects existing transit facilities with key destinations within DCTA's member cities – Denton,

Lewisville and Highland Village - and surrounding areas.

Access – Access is a shared ride, origin to destination, paratransit service that provides transportation for disabled residents and visitors in Lewisville, Denton and Highland Village. DCTA's Access service is broken up into two categories, ADA paratransit service and non-ADA demand-response service. An application process is required for all Access services.

Commuter Vanpool – Vanpools are DCTA's way of providing a convenient and cost-effective way to get to work.

Coppell Lyft Program – The City of Coppell has partnered with Lyft and DCTA to launch "Work Hard, Get a Lyft," Coppell's workforce transit program designed to provide local employees first- and last-mile transportation. Employees at participating businesses can request discounted Lyft rides from several public transit stops directly to the workplace and back, providing an easy solution for the extra few miles of commuting.

Frisco Demand Response – This program provides curb-to-curb demand response transit service to eligible Frisco residents for trips within Frisco, as well as designated portions of Plano.

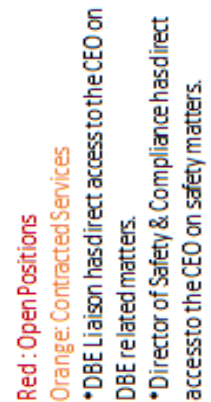
DCTA is a coordinated county transportation authority as defined by Texas Law. The authority is led by a Board of Directors and managed by the Chief Executive Officer, who is also the ASP Accountable Executive, and a leadership team.

Table 1 contains agency information, while an organizational chart for DCTA is provided thereafter in figure 1.

TABLE 1: AGENCY INFORMATION

Information Type	Information
Full Transit Agency Name	Denton County Transportation Authority
Transit Agency Address	1955 Lakeway Drive Ste. 260, Lewisville, TX, 75057
Name and Title of Accountable Executive 673.23(d)(1)	Paul Cristina, CEO
Name of Chief Safety Officer or SMS Executive 673.23(d)(2)	Bracey Goodwin IV Director of Safety and Compliance
Mode(s) of Service Covered by This Plan 673.11(b)	Fixed Route & Demand Response bus service
FTA Funding Types (e.g., 5307, 5310, 5311)	5307, 5339a
Mode(s) of Service Provided by the Transit Agency (Directly Operated or Contracted Service)	Fixed Route & Demand Response bus service; Commuter Vanpool; and Microtransit/Shared Ride service

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Authorities & Responsibilities – 673.23(d)

DCTA is establishing the necessary authority, accountabilities, and responsibilities for the management of safety amongst the key individuals within the organization, as those individuals relate to the development and management of SMS, as required in 49 CFR Part 673.23(d). In general, the following defines the personnel, authority, and responsibilities associated with the organization.

The **Accountable Executive**, in this case the CEO, has ultimate responsibility for carrying out the SMS of the public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the PTASP, in accordance with 49 U.S.C. 5329(d), and the agency's TAM Plan, in accordance with 49 U.S.C. 5326. The Accountable Executive has authority and responsibility to address substandard performance in the DCTA SMS, per 673.23(d)(1).

Agency leadership and executive management include members of agency leadership or executive management, other than the Accountable Executive, Chief Safety Officer (CSO)/SMS Executive, who have authority or responsibility for day-to-day implementation and operation of SMS.

The **CSO**, in this case the Chief Operating Officer, is an adequately trained individual who has the authority and responsibility as designated by the accountable executive for the day-to-day implementation and operation of the DCTA SMS. As such, the CSO is able to report directly to the Accountable Executive.

Key staff are staff, groups of staff, or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating SMS.

Frontline employees perform the daily tasks and activities where hazards can be readily identified so the identified hazards can be addressed before the hazards become adverse events. These employees are critical to SMS success through each employee's respective role in reporting safety hazards, which is where an effective SMS and a positive safety culture begins. Frontline employees at DCTA include the bus operators, dispatchers, maintenance technicians, and supervisory personnel.

The **Safety Committee** is a committee convened by a joint labor-management process comprised of an equal number of frontline employees (selected by a labor organization representing the plurality of the frontline workforce employed by the recipient or, if applicable, a contractor to the recipient, to the extent frontline employees are represented by labor organizations) and management. Pursuant to the Bipartisan Infrastructure Law (BIL) updates to 49 USC Section 5329(d), DCTA has gathered a Safety Committee composed of an equal representation of frontline employees and management representatives. Bus Operators providing services for DCTA are party to a Collective Bargaining Agreement between Amalgamated Transit Union Local 1338 and the North Texas Mobility Corporation. The North Texas Mobility Corporation (NTMC) organization participates as a member of the DCTA Safety Committee.

The DCTA Safety Committee, at a minimum, is responsible for:

- Review and approval of this PTASP;
- Identify and recommend risk-based mitigations or strategies necessary to reduce the likelihood and severity of consequences identified through the agency's safety risk assessment;
- Identify mitigations or strategies that may be ineffective, inappropriate, or were not implemented as intended; and
- Identify safety deficiencies for purposes of continuous improvement.

SAFETY POLICIES AND PROCEDURES

Safety Management Policy – 673.23(a)

DCTA recognizes that the management of safety is a core value. The management team at DCTA will embrace the SMS and is committed to developing, implementing, maintaining, and constantly improving processes to ensure the safety of the employees, customers, and the general public. As SMS is a top-down method for instituting safety practices throughout the agency, all levels of management and frontline employees are committed to safety and understand that safety is the primary responsibility of all employees. As necessary, DCTA will plan to develop plans, procedures, structures, and resources to support the implementation of SMS within the agency. DCTA is committed to performing the following activities to implement SMS and this PTASP:

- Communicate the purpose and benefits of the SMS to all staff, managers, supervisors, and employees. This communication will specifically define the duties and responsibilities of each employee throughout the organization and all employees will receive appropriate information and SMS training.
- Provide appropriate management involvement and the necessary resources to establish an effective reporting system that will encourage employees to communicate and report any unsafe work conditions, hazards, or at-risk behavior to the management team.
- Identify hazardous and unsafe work conditions and analyzing data from the employee reporting system. After thoroughly analyzing provided data, the transit operations division will develop processes and procedures to mitigate safety risk to an acceptable level.
- Ensure that no action will be taken against employees who disclose safety concerns through the reporting system, unless disclosure indicates an illegal act, gross negligence, or deliberate or willful disregard of regulations or procedures.
- Establish Safety Performance Targets (SPTs) that are realistic, measurable, and data driven.
- Continually improving the safety performance through management processes that ensure appropriate safety management action is taken and is effective.
- Ensure that the DCTA strategies and guidelines to address infectious disease planning and response is consistent with the Centers for Disease Control and Prevention and the Texas and local health authorities in order to minimize exposure to infectious diseases in accordance with 49 USC section 5329 (d)(1)(D).

Employee Safety Reporting Program – 673.23(b)

Frontline employees are a significant source of safety data as they are typically the first line of defense in daily operations and maintenance. These employees are typically the first to spot unsafe conditions that arise from unplanned conditions either on the vehicles, in the maintenance shop, or in the field during operations. For this reason, the Employee Safety Reporting Program (ESRP) is a major tenet of the PTASP Rule. Under this rule, agencies must establish and implement a process that allows employees to report safety conditions directly to senior management; provides protections for employees who report safety conditions to senior management; and includes a description of employee behaviors that may result in disciplinary action.

DCTA management will ensure that all employees are encouraged to report safety conditions directly to senior management or their direct supervisor for elevation to senior management. DCTA also covers any contract employees, and DCTA will ensure that contractors understand their right and expectation to report and safety risks. As a part of its ESRP, DCTA management will strive to regularly update the individual(s) or group that provided the initial report to advise on what steps have and will be taken to address the hazard(s). This is a critical aspect of SMS in order to provide a feedback loop and provide employees with assurances that safety concerns are heard and are addressed accordingly.

At DCTA, the Near Miss Reporting and Recording Program further describes DCTA's ESRP. Per the Near Miss Reporting and Recording Program, employees are encouraged to use the hazard and near miss forms to report the information to supervisory staff. This Program states DCTA will not use these forms for disciplinary purposes, additionally, employees are not required to include their name. Supervisors and dispatchers may also need to use the forms if a frontline employee reports a hazard or near miss via radio and may ask for follow-up information to add to the report at the end of the shift.

If necessary, DCTA will develop additional means for receiving, investigating, and reporting the results from investigations back to the initiator(s) – either to the person, groups of persons, or distributed agency-wide to ensure that future reporting is encouraged.

Communicating the Policy Throughout the Agency – 673.23(c)

DCTA is committed to ensuring the safety of the passengers, personnel, and operations. Part of that commitment is developing an SMS and agencywide safety culture that reduces agency risk to the lowest level possible. The first step in developing a full SMS and agencywide safety culture is communicating the SMP throughout the agency. The SMP and safety objectives are at the forefront of all communications. This communication strategy will include posting the policy in prominent work locations for existing employees and adding the policy statement to the on-boarding material for all new employees. In addition, the policy statement and safety briefings will become part of DCTA's regular safety meetings and other safety communications efforts. The signed PTASP serves as the Accountable Executive's endorsement of the SMP. Additionally, the DCTA Board of Directors annually adopts the PTASP and the DCTA SMP.

PTASP Development and Coordination with TxDOT and MPO – 673.11(d)

The PTASP was originally developed by TxDOT on behalf of North Central Texas Council of Governments (NCTCOG), the Metropolitan Planning Organization (MPO) for the Dallas-Fort Worth Metro Area, and the DCTA, in accordance with all requirements stated in 49 CFR Part 673 and 49 USC Section 5329 applicable to a small public transportation provider. TxDOT mailed a formal call for participation in a State sponsored PTASP development process to all Texas Section 5307 small bus transit agencies on January 15, 2019 and followed that call with a series of phone calls and additional correspondence. DCTA provided a letter to TxDOT opting into participation on March 15, 2019 and has been an active participant in the development of this plan through sharing existing documentation and participating in communication and coordination throughout the development of this plan. The DCTA documentation used in the development of this plan is presented in Appendix A.

In support of tracking performance of the SA and SP processes, DCTA conducts a yearly safety culture survey. The survey is intended to help DCTA assess how well we communicate safety and safety performance information throughout the organization by gauging how safety is perceived and embraced by DCTA's administrators, supervisors, staff and contractors. The survey is designed to help DCTA assess how well it is conveying information on hazards and safety risks relevant to employees' roles and responsibilities and informing employees of safety actions taken in response to reports submitted through the ESRP. Results from the most recent survey were analyzed and incorporated into the implementation strategies contained in this PTASP.

Once the documents were reviewed, an on-site interview was conducted with DCTA to gain a better understanding of the agency. This understanding was necessary to ensure that the PTASP was developed to fit DCTA's size, operational characteristics, and capabilities.

Moving forward, DCTA will continue to gather input internally to inform any updates annually. See further details on annually updates below.

PTASP Annual Review – 673.11(a)(5)

Per 49 U.S.C. 5329(d)(1)(D), this plan includes provisions for annual updates of the DCTA SMS. As part of DCTA's ongoing commitment to fully implementing SMS and engaging employees in developing a robust safety culture, DCTA will review the PTASP and all supporting documentation annually. The review will be conducted as a precursor to certifying to FTA that the PTASP is fully compliant with 49 CFR Part 673 and accurately reflects the agency's current implementation status. Certification will be accomplished through DCTA's annual Certifications and Assurances reporting to FTA.

The annual review will include the PTASP and supporting documents (e.g., Standard Operating Procedures [SOP], Policies, Manuals, etc.) that are used to fully implement all the processes used to manage safety at DCTA. All changes are noted (as discussed below) and the Accountable Executive and

CSO sign and date the title page of this document and provide documentation of approval by the DCTA Safety Committee followed by the Board of Directors whether by signature, by reference to resolution, or by agenda item approval.

The annual PTASP review follows the update activities and schedule provided below in Table 2. As processes are changed to fully implement SMS or new processes are developed, DCTA tracks those changes for use in the annual review.

TABLE 2: PTASP ANNUAL UPDATE TIMELINE

Task	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Review Agency Operations	→							
Review SMS Documentation <ul style="list-style-type: none"> • <i>Safety Policy;</i> • <i>Risk Management;</i> • <i>Safety Assurance; and</i> • <i>Safety Promotion.</i> 		→						
Review Previous Targets and Set or Continue Targets			→					
Report Targets to National Transit Database (NTD), North Central Texas Council of Governments					→			
Make Any Necessary Adjustments to PTASP						→		
Update Version No., Adopt & Certify Plan Compliance								★

The following table, Table 3, is used to record final changes made to the ASP during the annual update. This table is a permanent record of the changes to the PTASP over time.

TABLE 3: PTASP RECORD OF CHANGES

Document Version	Section/Pages Changed	Reason for Change	Reviewer Name(s)	Date of Change
1	General	PTASP was adapted from the original DCTA PTASP. This PTASP accounts for new requirements under the Bipartisan Infrastructure Law within 49 USC Section 5329(d), issued February 17, 2022.	Chris LaRue, August Stanley, Amelija Sorg-Taylor	October 2022

The implementation of SMS is an ongoing and iterative process, and, as such, this PTASP is a working document. Therefore, a clear record of changes and adjustments is kept in PTASP the for the benefit of safety plan performance management and to comply with Federal statutes.

PTASP Maintenance – 673.11(a)(2)(c)

DCTA will follow the annual review process outlined above and adjust the PTASP as necessary to accurately reflect current implementation status. This plan will document the processes and activities related to SMS implementation as required under 49 CFR Part 673 Subpart C and will make necessary updates to this PTASP as DCTA continues to develop and refine its SMS implementation.

PTASP Documentation and Recordkeeping – 673.31

At all times, DCTA will maintain documents set forth in the PTASP, including those documents related to the implementation of DCTA's SMS and those documents related to the results from SMS processes and activities. DCTA will also maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that it uses to carry out the PTASP and all iterations of those documents. These documents will be made available upon request to the FTA, other Federal entity, or TxDOT. DCTA will maintain these documents and records for a minimum of three years after the documents are created. These additional supporting documents are cataloged in Appendix A and the list will be kept current as a part of the annual PTASP review and update. Moreover, DCTA maintains all records related to its SMS, including:

- Safety Committee meeting agendas and notes;
- Employee ride-check results;
- Employment records;
- Safety bulletins;
- Preventive and corrective maintenance records;
- Training records; and
- Accident and incident investigations.

Safety Performance Measures – 673.11(a)(3)

The PTASP Final Rule, 49 CFR Part 673.11(a)(3), requires that all public transportation providers must develop an PTASP to include SPTs based on the safety performance measures established under the NSP. The safety performance measures outlined in the NSP were developed to ensure that the measures can be applied to all modes of public transportation and are based on data currently being submitted to the NTD. The safety performance measures included in the NSP are fatalities, injuries, safety events, and system reliability (State of Good Repair as developed and tracked in the TAM Plan).

There are seven SPTs that must be included in each PTASP that are based on the four performance measures in the NSP. These SPTs are presented in terms of total numbers reported and rate per Vehicle Revenue Mile (VRM). With the Bipartisan Infrastructure Law changes in 49 USC Section 5329(d),

agencies must use a three-year rolling average to identify the baseline for the SPTs, which is broken down in Table 4. The last row of the Table includes the SPTs for 2023

TABLE 4: BASELINE 2022 SAFETY PERFORMANCE MEASURES

Motor Bus MB (per 100,000 VRM)							
Mode - MB	Fatalities	Rate of Fatalities	Injuries	Rate* of Injuries	Safety Events	Rate* of Safety Events	Mean Distance Between Mechanical Failure
2019 Actual	0	0.00	2	0.12	1	0.06	6,910
2020 Actual	0	0.00	9	0.77	5	0.43	4,836
2021 Actual	0	0.00	4	0.35	5	0.43	5,476
Average	0	0.00	5	0.41	4	0.31	5,741
2023 SPT (MB)	0	0.00	5	0.41	4	0.31	5,741
Denton – Demand Response (per 100,000 VRM)							
Mode - DR	Fatalities	Rate of Fatalities	Injuries	Rate of Injuries	Safety Events	Rate of Safety Events	System Reliability (per 100,000 miles)
2019 Actual	0	0.00	0	0.00	1	0.95	35,171
2020 Actual	0	0.00	0	0.00	0	0.00	54,814
2021 Actual	0	0.00	0	0.00	0	0.00	5,752
Average	0	0.00	0	0.00	0.33	0.32	31,912
2023 SPT (DR)	0	0.00	0	0.00	0.33	0.32	31,912
Microtransit (per 100,000 VRM)							
Mode - DR	Fatalities	Rate of Fatalities	Injuries	Rate* of Injuries	Safety Events	Rate* of Safety Events	System Reliability (per 100,000 miles)
2019 Actual*	0	0.00	0	0.00	0	0.00	0

2020 Actual*	0	0.00	0	0.00	0	0.00	0
2021 Actual	0	0.00	0	0.00	0	0.00	390,430
Average	0	0.00	0	0.00	0	0.00	390,430
2023 SPT (DR)	0	0.00	0	0.00	0	0.00	390,430
Lewisville – Demand Response (per 100,000 VRM)							
Mode - DR	Fatalities	Rate of Fatalities	Injuries	Rate* of Injuries	Safety Events	Rate* of Safety Events	System Reliability (per 100,000 miles)
2019 Actual	0	0.00	1	0.34	1	0.34	6,013
2020 Actual	0	0.00	0	0.00	0	0.00	8,954
2021 Actual	0	0.00	0	0.00	0	0.00	5,554
Average	0	0	0.33	0.11	0.33	0.11	6,840
2023 SPT (DR)	0	0	0.33	0.11	0.33	0.11	6,840
Demand Response/Direct Operated (per 100,000 VRM)							
Mode - DR	Fatalities	Rate of Fatalities	Injuries	Rate* of Injuries	Safety Events	Rate* of Safety Events	System Reliability (per 100,000 miles)
2019 Actual	0	0.00	1	0.34	2	1.29	7,695
2020 Actual	0	0.00	0	0.00	0	0.00	11,368
2021 Actual	0	0.00	0	0.00	0	0.00	5,618
Average	0	0	0.33	0.11	0.67	0.43	8,227

2023 SPT (DR)	0	0	0.33	0.11	0.67	0.43	8,227
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*rate = total number for the year/total revenue vehicle miles traveled

** Microtransit service, GoZone did not begin operations until September 2021; no data for 2019, 2020 and 2021 is available. Data for 2022 will be available in January 2023, and will be utilized as targets for development of safety improvements.

While safety has always been a major component of the DCTA operation, the adoption of this PTASP will result in changes across all aspects of the organization. The SPTs listed in table 4 reflect an acknowledgement that SMS implementation will produce new information that will be needed to accurately set meaningful SPTs. DCTA will continue to set targets at the current NTD reported three-year rolling average as it begins the process of fully implementing SMS and developing targeted safety improvements. This will ensure that we do no worse than the baseline performance over the last three years.

As part of the annual review of the PTASP, DCTA will reevaluate the SPTs and determine whether the SPTs need to be refined based on the three previous years of NTD data. As more data is collected as part of the safety risk management process discussed later in this plan, DCTA may begin developing safety performance indicators to help inform management on safety related investments.

Safety Performance Target Coordination – 673.15(a)(b)

DCTA will make the SPTs available to TxDOT and NCTCOG to aid in those agencies' respective regional and long-range planning processes. To the maximum extent practicable, DCTA will coordinate with TxDOT and NCTCOG in the selection of State and NCTCOG SPTs.

Each year during the FTA Certifications and Assurances reporting process, DCTA will transmit any updates to the SPTs to both the NCTCOG and TxDOT (unless those agencies specify another time in writing).

SAFETY MANAGEMENT SYSTEMS – 673 SUBPART C

As previously noted, FTA has adopted SMS as the basis for improving safety across the public transportation industry. In compliance with the NSP, 49 USC Section 5329 (d), and 49 CFR Part 673, DCTA is adopting SMS as the basis for directing and managing safety and risk. DCTA has always viewed safety as a core business function. All levels of management and employees are accountable for appropriately identifying and effectively managing risk in all activities and operations to deliver improvements in safety and reduce risk to the lowest practical level during service delivery.

SMS is comprised of four basic components: Safety Management Policy (SMP), Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP). The SMP and SP are the enablers that provide structure and supporting activities that make SRM and SA possible and sustainable. The SRM and SA are the processes and activities for effectively managing safety as presented in Figure 2.

FIGURE 2: SAFETY MANAGEMENT SYSTEMS



Implementing SMS at DCTA will continue to be a major undertaking over the next several years. Additionally, once the SMS is fully in place, DCTA will assess the programs in place through continuous improvement, a major tenant of SMS. This PTASP is the first step to putting in place a systematic approach to managing the agency's risk. DCTA has already taken several steps to implement SMS, such as developing this initial PTASP and designating a CSO.

Safety Risk Management – 673.25

By adopting this PTASP, DCTA is establishing the SRM process presented in Figure 3 for identifying hazards and analyzing, assessing, and mitigating safety risk in compliance with the requirements of 49 CFR Part 673.25. The SRM processes described in this section are designed to implement the DCTA SMS.

FIGURE 3: SAFETY RISK MANAGEMENT PROCESS



The implementation of the SRM component of the SMS will be carried out over the course of the next few years. The SRM components will be implemented through a program of improvement during which the SRM processes will be implemented, reviewed, evaluated, and revised, as necessary, to ensure the processes are achieving the intended safety objectives as the processes are fully incorporated into DCTA's SOPs and Plans.

The SRM is focused on implementing and improving actionable strategies that DCTA has undertaken to identify, assess and mitigate risk. The creation of a Risk Register provides an accessible resource for documenting the SRM process, tracking the identified risks, and documenting the effectiveness of mitigation strategies in meeting defined safety objectives and performance measures. The draft Risk Register is presented in Figure 4.

FIGURE 4: DRAFT RISK REGISTER

Hazard ID	Hazard Type	Source	Identification Date	Location	Description	Hazard Rating (Likelihood and Consequence)	Mitigation	Status of feedback with reporter (if applicable)	Updated Hazard Rating (after mitigation)
Haz-09302022-01	Maintenance	Employee Report	9-30-2022	NW side of shop floor	Employee identified an ongoing slip/fall hazard on the shop floor due to a roof leak.	3B (Undesirable)	Fix roof leak	Open	F (eliminated)
Haz-10042022-01	Maintenance	Employee Report	10-4-2022	Intersection of X and Y	Operator identified a line of sight hazard due to overgrown foliage which may result in a potential collision with individual, vehicle, or object.	2D (Undesirable)	Work with City Public Works to cut back the overgrown foliage	Closed	2E (Acceptable with review)

As the SRM process progresses through the steps of identifying what may be wrong, what could happen as a result, and what steps DCTA is taking to resolve the risk and mitigate the hazard, the CSO completes and publishes the various components of the Risk Register. These components include the use of safety hazard identification, safety risk assessment, and safety risk mitigation, as described in the following sections.

Safety Hazard Identification – 673.25(b)

As part of the follow up to the TSA Baseline Assessment and Security Enhancement (BASE) Report . DCTA initiated the development of a Bus Transit System Safety Program Plan (SSEPP). The SSEPP was finalized and adopted on June 2nd, 2019. The SSEPP details the DCTA critical asset identification and analysis strategy, as well as the elements of accident/safety event investigation procedures, which serve as key resources for the hazard identification process. and in place to identify safety and operational risks based on individual assets. Additionally, DCTA maintains a Near Miss and Recording Program,

alongside a Near Miss Form and Hazard Reporting Form for employees. These forms are used for DCTA staff to report any identified near misses or hazards to management, as a part of the first step of the SRM process. Such frontline staff act as the eyes and ears of the agency, and thus, are critical stakeholders for identifying safety hazards.

The procedures outlined in these resource documents are based on the FTA's Model Bus Safety Programs and Public Transportation System Security and Emergency Preparedness Planning Guide. Although the current procedures have been effective in achieving DCTA safety objectives, to ensure compliance with 49 CFR Part 673, DCTA is working to implement the following expanded SRM program.

The DCTA SRM process is a forward-looking effort to identify safety hazards that could potentially result in negative safety outcomes. In the SRM process, a hazard is any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Hazard identification focuses on out-of-the-norm conditions that need special attention or immediate action, new procedures, or training to resolve a condition that is unacceptable and return conditions to an acceptable level. DCTA uses a variety of mechanisms for identifying and documenting hazards, namely:

- Through training and reporting procedures, DCTA ensures personnel can identify hazards and that each employee clearly understands that the employee has a responsibility to immediately report any safety hazards identified to the employee's supervisors. Continued training helps employees to develop and improve the skills needed to identify hazards.
- Employee hazard training coupled with the ESRP ensures that DCTA has full use of information from frontline employees for hazard identification. Employees are encouraged to utilize the Near Miss and/or Hazard Reporting form provided by the North Texas Mobility Corporation (NTMC).
- Upon receiving the hazard report, supervisors communicate the identified hazard to the CSO for entry into the risk register for risk assessment, classification and possible mitigation.
- In carrying out the risk assessment, the CSO uses standard reporting forms (e.g., Pre- and Post-Trip Inspection Forms, Driver Trouble Ticket, and/or Hazard Reporting Form to mitigate mechanical based safety hazards that are identified) and other reports completed on a routine basis by administrative, operations and maintenance. The DCTA Standard Operating Procedure Guidelines contain procedures for flagging and reporting hazards as a part of day-to-day operations.
- Supervisors are responsible for performing and documenting regular safety assessments, which include reporting and recommending methods to reduce identified hazards.

- DCTA uses incident reports and records to determine specific areas of training that need to be covered with employees to ensure safety hazard identification is continually improved, and thus ensure that hazards are identified before an event recurrence.
- Event reports are also analyzed by the risk management team to identify any recurring trends that would help to identify underlying hazards and root causes of the event that can be mitigated to prevent recurrence.
- If a hazard is such that an employee would be reluctant to report the information due to perceived negative consequences (e.g., disciplinary action), alternative, anonymous reporting mechanisms are available through an anonymous suggestion box or anonymous online reporting form, or other secure mechanism.
- To increase the safety knowledge of DCTA employees, the CSO, risk management personnel, and subject matter experts are also encouraged to participate in available professional development activities and peer-to-peer exchanges as a source of expertise and information on lessons learned and best practices in hazard identification.
- Other sources for hazard identification include:
 - ESRP
 - Inspections of personnel job performance, vehicles, facilities and other data
 - Investigations of safety events
 - Safety trend analysis on data currently collected
 - Training and evaluation records
 - Internal safety audits
 - External sources of hazard information could include:
 - FTA and other federal or state authorities
 - Reports from the public
 - Safety bulletins from manufacturers or industry associations

In addition to identifying the hazard, the hazard identification process also classifies the hazard by type (organizational, technical or environmental) to assist the CSO in identifying the optimal combination of departmental leadership and subject matter expertise to select in assembling the safety risk assessment team. The various hazard types can also be categorized by subcategory for each type. For example, organizational hazards can be subcategorized into resourcing, procedural, training or supervisory hazards. Each of the subcategories implies different types of mitigation strategies and potentially affect overall agency resources through varying costs for implementation. Technical hazards can be subcategorized into operational, maintenance, design and equipment. Additionally, environmental hazards can be subcategorized into weather and natural, which is always a factor for every operation.

Safety Risk Assessment – 673.25(c)

DCTA currently uses an Assessment Form with a similar framework for assessing risks and threats with reference to security for the transportation system. This assessment form and procedure can be found in Section 11 of the SSEPP and shows specific threats, the likelihood to occur, the impact on transportation assets and system, and a vulnerability index based on this assessment. As part of the new SRM process, DCTA has developed methods to assess the likelihood and severity of the consequences of identified hazards, and prioritizes the hazards based on the safety risk. The process continues the use of the Risk Register described in the previous section to address the next two components.

To accurately assess a risk, DCTA may need to perform an investigation. DCTA currently investigates accidents or crashes but will need to develop a full investigation procedure to inform the SRM process.

The investigation procedure will start with the Assessment Form and framework found in Section - 11 Hazard Identification and Resolution of the SSEPP and will be developed to cover all risk assessment. Once fully developed, the document will become the Investigation SOP. The SOP will include accident investigation procedures as well as risk investigation procedures. These procedures will be used to investigate risks identified from multiple sources including the ESRP.

Safety risk is based on an assessment of the likelihood of a potential consequence and the potential severity of the consequences in terms of resulting harm or damage. The risk assessment also considers any previous mitigation efforts and the effectiveness of those efforts. The results of the assessment are used to populate the third and fourth components of the Risk Register as presented in Figure 4.

The risk assessment is conducted by the CSO and their risk management team through the safety compliance committee supplemented by subject matter experts from the respective department or section to which the risk applies. DCTA utilizes the Military Standard (MIL-STD) 882E, which is considered an industry best practice. This standard utilizes an overall safety risk rating, which is a composite of the severity and likelihood of a given safety hazard. Figure 5 is a guide to the severity/probability which provides a final rating for DCTA.

Hazard severity is a subjective measure of hazard, supported by factual data, and will be categorized as follows:

- Catastrophic – Death or system loss
- Critical – Severe injury, severe occupational illness, or major system damage
- Marginal – Minor injury, minor occupational illness, or minor system damage
- Negligible – less than minor injury, occupational illness, or system damage
- Insignificant - Operating conditions are such that human error, subsystem or component failure or procedural deficiencies will result in no injury, none or minor damage to equipment, no adverse reputational damage.

Hazard probability is a subjective measure of likelihood that a specific hazard will occur and will be categorized as follows:

- Frequent – Likely to occur frequently
- Probable – Likely to occur several times
- Occasional – Likely to occur sometime
- Remote – Unlikely but possible to occur
- Improbable – So unlikely that it can be rejected from consideration
- Eliminated – Incapable of occurrence

Once hazards are identified and categorized, subsequent analysis will be undertaken to resolve the issue and minimize risk associated with the identified hazard. A hazard resolution matrix is used to combine hazard severity and hazard frequency, as shown in the matrix, to identify the level of acceptance for a specific hazard/risk.

FIGURE 5: SAFETY RISK ASSESSMENT MATRIX

Bus Transit Agency					
HAZARD RISK INDEX					
Probability	Severity				
	1	2	3	4	5
	Catastrophic	Critical	Marginal	Negligible	Insignificant
(A) Frequent	1A	2A	3A	4A	5A
(B) Probable	1B	2B	3B	4B	5B
(C) Occasional	1C	2C	3C	4C	5C
(D) Remote	1D	2D	3D	4D	5D
(E) Improbable	1E	2E	3E	4E	5E
(F) Eliminated					

Figure 6 displays the ultimate breakdown of how DCTA addresses hazards, by their rating:

FIGURE 6: HAZARD ACCEPTANCE CRITERIA

HAZARD ACCEPTANCE CRITERIA			
Hazard Risk Index	Decision Authority		Special Conditions
	1A, 1B, 1C, 2A, 2B, 3A	Unacceptable	<i>Must be mitigated</i>
	1D, 2C, 2D, 3B, 3C, 4A	Undesirable	<i>Requires bus transit agency management decision:</i>
	1E, 2E, 3D, 3E, 4B, 4C, 4D, 5A, 5B, 5C	Acceptable with Review	<i>Requires bus transit agency management decision:</i>
	4E, 5D, 5E	Acceptable without Review	Acceptable without further review
Eliminated			

Hazards are further defined as the following:

Unacceptable Hazards – Hazards with a Hazard Risk Index of 1A, 1B, 1C, 2A, 2B, 3A are “unacceptable” and must be mitigated in the most expedient manner possible to eliminate or control them prior to the project initiating service, by reducing the severity and/or probability of the hazard to an acceptable level.

Undesirable Hazards – Hazards with a Hazard Risk Index of 1D, 2C, 2D, 3B, 3C, 4A are “undesirable.” A management decision is required by DCTA on the specific method of corrective action to mitigate the risk based on additional considerations such as the availability of acceptable alternative measures (workarounds), availability of resources, on a permanent or temporary basis.

Acceptable with Review Hazards – Hazards with a Hazard Risk Index of 1E, 2E, 3D, 3E, 4B, 4C, 4D, 5A, 5B, 5C are “acceptable with review” by the bus transit agencies. DCTA may accept the risk associated with retaining the identified hazard in an “as is” condition with no further corrective action. Alternatively, the DCTA may prescribe periodic tests and inspections or other preventative measures to ensure, on a continuing basis, that the original severity and probability ratings are not invalidated over time by degradation of conditions in the subject item.

Acceptable without Review Hazards – Hazards with a Risk Index of 4E, 5D, 5E are “acceptable” without review. The results of the analysis will be shared by the CSO with the Accountable Executive on an ongoing basis to identify appropriate actions. All “unacceptable” hazards must be eliminated, and measures will be taken for the remaining risk acceptance categories to minimize risk. The results of such analysis will be shared with agency staff and law enforcement agencies on a quarterly basis for awareness and support.

Once a hazard's likelihood and severity have been assessed, the CSO enters the hazard assessment into the Risk Register that is used to document the individual hazard and the type of risk it represents. This information is used to move to the next step, which is hazard mitigation.

Safety Risk Mitigation – 673.25(d)

DCTA has incorporated a risk reduction plan into the SSEPP, which lists the specific vulnerability according to a vulnerability index and identifies current risk reduction strategies and additional mitigation actions planned for each vulnerability. This risk reduction plan will be updated to be consistent with the PTASP and the SRM requirements under 49 CFR Part 673.

Upon completion of the risk assessment, the CSO and the safety committee continue populating the Risk Register by identifying mitigations or strategies necessary to reduce the likelihood and/or severity of the consequences. The goal of this step is to avoid or eliminate the hazard or, when elimination is not likely or feasible, to reduce the assessed risk rating to an acceptable level (Figure 6). However, mitigations do not typically eliminate the risk entirely.

To accomplish this objective, the CSO, through the risk management team, works with subject matter experts from the respective department or section to which the risk applies. The risk management team then conducts a brainstorming exercise to elicit feedback from staff and supervisors with the highest level of expertise in the components of the hazard.

Documented risk resolution and hazard mitigation activities from previous Risk Register entries and the resolution's documented level of success at achieving the desired safety objectives may also be reviewed and considered in the process. If the hazard is external (e.g., roadway construction by an outside agency) information and input from external actors or experts may also be sought to take advantage of all reasonably available resources and avoid any unintended consequences.

Once a mitigation strategy is selected and adopted, the strategy is assigned to an appropriate staff member or team for implementation. The assigned personnel and the personnel's specific responsibilities are entered into the Risk Register. Among the responsibilities of the mitigation team leader is the documentation of the mitigation effort, including whether the mitigation was carried out as designed and whether the intended safety objectives were achieved. This information is recorded in the appendix to the Risk Register for use in subsequent SA activities and to monitor the effectiveness of the SRM program.

Risk Reduction Program – 49 USC Section 5329(d)(1)(I)

DCTA will continuously develop and improve its risk reduction program in order to reduce the number and rates of accidents, injuries, and assaults to DCTA's transit workers. DCTA will monitor internal data and NTD to assess trends and identify measures to take to reduce vehicular and pedestrian accidents,

Additionally, DCTA will monitor transit worker assault data and identify mitigations, including the deployment of assault mitigation infrastructure and technology, as deemed necessary. Such mitigations may include barriers to restrict access from individuals. Such risk reduction assessments will be conducted as a part of the Safety Committee activities.

In addition to conducting risk reduction assessments, DCTA also establishes safety performance targets (see further details in [Safety Performance Measures](#)). These targets are annually updated based on a three-year rolling average of the data submitted by DCTA to the NTD.

Safety Assurance – 673.27 (a)

Safety Assurance means processes within the DCTA SMS that function to ensure a) the implementation and effectiveness of safety risk mitigation, and b) DCTA meets or exceeds its safety objectives through the collection, measurement, analysis and assessment of information.

SA helps to ensure early identification of potential safety issues. SA also ensures that safeguards are in place and are effective in meeting DCTA's critical safety objectives and contribute towards SPTs.

Safety Performance Monitoring and Measuring – 673.27 (b)

As the first step in the DCTA SA program, DCTA collects and monitors data on safety performance indicators through a variety of mechanisms described in the following sections. Safety performance indicators can provide early warning signs about safety risks. DCTA currently relies primarily on lagging indicators representing negative safety outcomes that should be avoided or mitigated in the future. However, initiatives are underway to adopt a more robust set of leading indicators that monitor conditions that are likely to contribute to negative outcomes in the future. In addition to the day-to-day monitoring and investigation procedures detailed below. Such leading indicators may include the review of preventive and corrective maintenance trends, rules compliance observations, internal recommendations, and employee self-reporting of hazards.

MONITORING COMPLIANCE AND SUFFICIENCY OF PROCEDURES – 673.27 (B)(1)

DCTA monitors the system for personnel compliance with operations and maintenance procedures and monitors these procedures for sufficiency in meeting safety objectives. A list of documents describing the safety related operations and maintenance procedures cited in this PTASP is provided in Appendix A of this document.

Supervisors monitor employee compliance with DCTA SOPs through direct observation and review of information from internal reporting systems. DCTA addresses non-compliance with standard procedures for operations and maintenance activities through a variety of actions, including revision to training materials and delivery of employee and supervisor training if the non-compliance is systemic. If the non-compliance is situational, then activities may include supplemental individualized training, coaching, and heightened management oversight, among other remedies.

Sometimes personnel fully comply with the procedures, but the operations and maintenance procedures are inadequate and pose the risk of negative safety outcomes. In this case, the cognizant person submits the deficiency or description of the inadequate procedures through the SRM process. Through the SRM process, the CSO and management then evaluate and analyze the potential organizational hazard and assign the identified hazard for mitigation and resolution, as appropriate. The SRM team also conduct periodic self-evaluation and mitigation of any identified deficiencies in the SRM process itself.

MONITORING OPERATIONS 673.27(B)(2)

Department heads are required to monitor investigation reports of safety events and SRM resolution reports to monitor the department's operations to identify any safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended. If it is determined that the safety risk mitigation did not bring the risk to an acceptable level or otherwise failed to meet safety objectives, then the supervisor resubmits the safety risk/hazard to the SRM process. The CSO will work with the supervisor and subject matter experts to reanalyze the hazard and consequences and identify additional mitigation or alternative approaches to implementing the mitigation.

Safety Event Investigation – 673.27(B)(3)

DCTA currently conducts investigations of safety events. From an SA perspective, the objective of the investigation is to identify causal factors of the event and to identify actionable strategies that DCTA can employ to address any identifiable organizational, technical, or environmental hazard at the root cause of the safety event. DCTA employees are required to follow the Accident Investigation Procedures document in order to conduct an event investigation.

Event investigations that seek to identify and document the root cause of an accident or other safety event are a critical component of the SA process because the investigations are a primary resource for the collection, measurement, analysis and assessment of information. DCTA gathers a variety of information to help in identifying and documenting root cause of accidents and incidents, including but not limited to the following process based on the FTA's Model Bus Safety Program:

1. Obtain from the operator the following information:
 - a. The location of the accident and what direction they were traveling (inbound or outbound); if in station, indicate the situation.
 - b. The bus number and the route that they are on.
 - c. If there are injuries, describe how serious they appear (don't be too graphic, just generalize).
 - d. Information about any other vehicles or pedestrians involved and their descriptions.
2. Remind the operator of the safety procedures:
 - a. Turn on 4-way flashers. Place traffic warning devices (orange triangles).
 - b. Recheck anyone with injuries, do not move the seriously injured.

- c. Render comfort and aid to anyone injured, as may be appropriate.
 - d. Evacuate the bus, if necessary.
 - e. Keep the two-way radio on and monitored.
 - f. Hand out courtesy cards to the passengers and to any witnesses.
 - g. Move the vehicle to the side of the road unless it is inoperable.
3. Immediately notify the following:
 - a. Call the Police. Call Emergency Medical Personnel (EMP) 911.
 - b. Notify/call the supervisor on duty at the time.
4. The supervisor will:
 - a. Determine whether the CEO, COO, or Director of Safety and Compliance needs to be contacted but will give them a report when the supervisor finishes the initial assessment.
 - b. Let the operator know that Police and supervision have been contacted and help and is on the way.
 - c. Assign a standby operator to pre-trip a bus in case they must drive the next round for the operator on that route. When needed, the standby operator may take a bus out to continue a route.
 - d. Let the operator know that a standby operator and bus have been assigned to continue the route or that support personnel are bringing another bus out to them.
 - e. Refer the operator for required drug and alcohol testing in compliance with 49 CFR § 655.44 Post-accident testing, if the safety event meets the definition of accident in 49 CFR § 655.4.
 - f. Return to the station.
 - g. Record all accident information on the Daily Dispatch log, any missed trips, downtime, or bus change outs.
5. Dispatcher on duty will give the operator an incident report to complete before the operator leaves that day. Dispatcher will put the operator's report in the CSO's box.
6. The CSO, working with content specialists, evaluates the incident report and other available information to determine the root cause of the accident/event. Follow up with driver or other cognizant parties may be necessary to elicit additional information.
7. The CSO identifies any hazards noted in the incident report and refers those hazards to the SRM process

MONITORING INTERNAL SAFETY REPORTING PROGRAMS 673.27(B)(4)

As a primary part of the internal safety reporting program, DCTA monitors information reported through the ESRP. When a report originating through the complaint process documents a safety hazard, the supervisor submits the hazards identified through the internal reporting process, including previous mitigation in place at the time of the safety event. The supervisor submits the hazard report to the SRM process to be analyzed, evaluated, and if appropriate, assigned for mitigation/resolution.

OTHER SAFETY ASSURANCE INITIATIVES

Because leading indicators can be more useful for safety performance monitoring and measurement than lagging indicators, DCTA is undertaking efforts to implement processes to identify and monitor more leading indicators or conditions that have the potential to become or contribute to negative safety outcomes. This may include trend analysis of environmental conditions through monitoring National Weather Service data; monitoring trends toward or away from meeting the identified SPTs; or other indicators as appropriate.

Safety Promotion – 673.29

Management support is essential to developing and implementing SMS. SP includes all aspects of how, why, when and to whom management communicates safety related topics. SP also includes when and how training is provided. The following sections outline both the safety competencies and training that DCTA will implement and how safety related information will be communicated.

Safety Competencies and Training – 673.29(a)

EMPLOYEE/CONTRACTOR TRAINING PROGRAM

DCTA conducts training for all employees related to their technical areas. Throughout the training activities, SMS and SRM responsibilities are conveyed to employees. In accordance with 49 USC Section 5329 (d)(H)(i)(II), DCTA will provide all pertinent safety training, refresher training, and de-escalation training for operations and maintenance personnel. Safety related training for DCTA such frontline employees will include:

- Introduction to Safety Management Systems
 - o DCTA's SMP
 - o Identifying safety hazards
 - o Employee Safety reporting program
- Bus inspection program
 - o For operators: pre- and post-trip inspections
 - o For mechanics: ongoing preventive maintenance and recordkeeping
- Accident Investigations
 - o How to report events
 - o What to do as the first person at the scene
- Drug and alcohol program
- Hazardous materials program
 - o Use of Safety Data Sheets (SDS)
 - o Reporting hazardous materials

REFRESHER TRAINING PROGRAM

DCTA also provides refresher training, as necessary, to employees to ensure they stay current with the agency's safety practices and procedures.

EMPLOYEE/CONTRACTOR TRAINING RECORDS

49 CFR Part 673.31 requires transit agencies to maintain documents related to the implementation of its SMS, and results from SMS processes and activities. A transit agency must maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that the agency uses to carry out its PTASP. These documents must be made available upon request by the FTA and must maintain these documents for a minimum of three years after they are created.

Safety Communication – 673.29(b)

DCTA regularly communicates safety and safety performance information throughout the organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through the ESRP (noted in Section 3.A.I) or other means.

SAFETY MEETINGS

DCTA reports any safety related information to the DCTA Board at their regular meetings and will begin including safety performance information. In addition, DCTA holds regularly scheduled meetings with operators to ensure that any safety related information is passed along that would affect the execution of the drivers' duties. DCTA also posts safety related and other pertinent information in a common room for all employees.

DCTA will begin systematically collecting, cataloging, and, where appropriate, analyzing and reporting safety and performance information to all staff. To determine what information should be reported, how the information should be reported and to whom, DCTA will ask the following questions:

- What information does this individual need to do their job?
- How can we ensure the individual understands what is communicated?
- How can we ensure the individual understands what action must be taken as a result of the information?
- How can we ensure the information is accurate and kept up-to-date?
- Are there any privacy or security concerns to consider when sharing information? If so, what should we do to address these concerns?

In addition, DCTA will review current communications strategies and determine whether others are needed. As part of this effort, DCTA has conducted, and will continue to conduct, a Safety Culture Survey

to understand how safety is perceived in the workplace and what areas DCTA should be addressing to fully implement a safety culture throughout the agency.

APPENDIX A

Supporting Documents

- DCTA Safety Policy
- Fire Evacuation/Fire Safety Plan
- Hendrickson Transportation Group Maintenance Plans and Procedures, Revised February 2021
- Near Miss Reporting/Recording Program
- North Texas Mobility Corporation Near Miss/Incident Form
- North Texas Mobility Corporation Hazard Report Form
- North Texas Mobility Corporation Accident Investigation Procedures, Revised January 22, 2018

APPENDIX B

Glossary of Terms

Accident: means an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of transit vehicles; an evacuation for life safety reasons; at any location, at any time, whatever the cause.

Accountable Executive (typically the highest executive in the agency): means a single, identifiable person who has ultimate responsibility for carrying out the Safety Management System of a public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the agency's PTASP, in accordance with 49 U.S.C. 5329(d), and the agency's TAM Plan in accordance with 49 U.S.C. 5326.

Agency Leadership and Executive Management: means those members of agency leadership or executive management (other than an Accountable Executive, CSO, or SMS Executive) who have authorities or responsibilities for day-to-day implementation and operation of an agency's SMS.

Chief Safety Officer (CSO): means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A CSO may not serve in other operational or maintenance capacity, unless the CSO is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Corrective Maintenance: Specific, unscheduled maintenance typically performed to identify, isolate, and rectify a condition or fault so that the failed asset or asset component can be restored to a safe operational condition within the tolerances or limits established for in-service operations.

Equivalent Authority: means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's PTASP.

Event: means an accident, incident, or occurrence.

Federal Transit Administration (FTA): means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard: means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Incident: means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

Investigation: means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

Key staff: means a group of staff or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating the agency's SMS.

Major Mechanical Failures: means failures caused by vehicle malfunctions or subpar vehicle condition which requires that the vehicle be pulled from service.

National Public Transportation Safety Plan (NSP): means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

Occurrence: means an event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

Operator of a Public Transportation System: means a provider of public transportation as defined under 49 U.S.C. 5302(14).

Passenger: means a person, other than an operator, who is on board, boarding, or alighting from a vehicle on a public transportation system for the purpose of travel.

Performance Measure: means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Performance Target: means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

Preventative Maintenance: means regular, scheduled, and/or recurring maintenance of assets (equipment and facilities) as required by manufacturer or vendor requirements, typically for the purpose of maintaining assets in satisfactory operating condition. Preventative maintenance is conducted by providing for systematic inspection, detection, and correction of anticipated failures either before they occur or before they develop into major defects. Preventative maintenance is maintenance, including tests, measurements, adjustments, and parts replacement, performed specifically to prevent faults from occurring. The primary goal of preventative maintenance is to avoid or mitigate the consequences of failure of equipment.

Public Transportation Agency Safety Plan (PTASP): means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

Risk: means the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk Mitigation: means a method or methods to eliminate or reduce the effects of hazards.

Road Calls: means specific, unscheduled maintenance requiring either the emergency repair or service of a piece of equipment in the field or the towing of the unit to the garage or shop.

Safety Assurance (SA): means the process within a transit agency's SMS that functions to ensure the implementation and effectiveness of safety risk mitigation and ensures that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Committee: a committee convened by a joint labor-management process comprised of an equal number of frontline employees (selected by a labor organization representing the plurality of the frontline workforce employed by the recipient or, if applicable, a contractor to the recipient, to the extent frontline employees are represented by labor organizations) and management.

Safety Management Policy (SMP): means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of the agency's employees regarding safety.

Safety Management System (SMS): means the formal, top-down, data-driven, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

Safety Management System (SMS) Executive: means a CSO or an equivalent.

Safety Objective: means a general goal or desired outcome related to safety.

Safety Performance: means an organization's safety effectiveness and efficiency, as defined by safety performance indicators and targets, measured against the organization's safety objectives.

Safety Performance Indicator: means a data-driven, quantifiable parameter used for monitoring and assessing safety performance.

Safety Performance Measure: means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Safety Performance Monitoring: means activities aimed at the quantification of an organization's safety effectiveness and efficiency during service delivery operations, through a combination of safety performance indicators and safety performance targets.

Safety Performance Target (SPT): means a quantifiable level of performance or condition, expressed as a value for a given performance measure, achieved over a specified timeframe related to safety management activities.

Safety Promotion (SP): means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety Risk: means the assessed probability and severity of the potential consequence(s) of a hazard, using as reference the worst foreseeable, but credible, outcome.

Safety Risk Assessment: means the formal activity whereby a transit agency determines SRM priorities by establishing the significance or value of its safety risks.

Safety Risk Management (SRM): means a process within a transit agency's Safety Plan for identifying hazards, assessing the hazards, and mitigating safety risk.

Safety Risk Mitigation: means the activities whereby a public transportation agency controls the probability or severity of the potential consequences of hazards.

Safety Risk Probability: means the likelihood that a consequence might occur, taking as reference the worst foreseeable, but credible, condition.

Safety Risk Severity: means the anticipated effects of a consequence, should the consequence materialize, taking as reference the worst foreseeable, but credible, condition.

Serious Injury: means any injury which:

- Requires hospitalization for more than 48 hours, commencing within seven days from the date that the injury was received;
- Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
- Causes severe hemorrhages, nerve, muscle, or tendon damage;
- Involves any internal organ; or
- Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Small Public Transportation Provider: means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

State: means a State of the United States, the District of Columbia, or the Territories of Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of Good Repair: means the condition in which a capital asset is able to operate at a full level of performance.

Transit Agency: means an operator of a public transportation system.

Transit Asset Management (TAM) Plan: means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

Vehicle Revenue Miles (VRM): means the miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles include layover/recovery time and exclude deadhead; operator training; vehicle maintenance testing; and school bus and charter services.

Additional Acronyms Used

ASP: Agency Safety Plan

BIL: Bipartisan Infrastructure Law

DCTA: Denton County Transportation Authority

ESRP: Employee Safety Reporting Program

FAST Act: Fixing America's Surface Transportation Act

MAP-21: Moving Ahead for Progress in the 21st Century Act

MOU: Memorandum of Understanding

MPO: Metropolitan Planning Organization

NTMCA: North Texas Mobility Corporation Accident

NTD: National Transit Database

PM: Preventative Maintenance

SOP: Standard Operating Procedure

TxDOT: Texas Department of Transportation

APPENDIX B

Board Resolution

**DENTON COUNTY TRANSPORTATION AUTHORITY
RESOLUTION NO. R22-11**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY (DCTA) APPROVING THE DCTA PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (“PTASP”) WITH UPDATES, ATTACHED HERETO AS EXHIBIT “1”; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Federal Transit Administration (FTA) adopted the principals and methods of Safety Management Systems (SMS) as the basis for enhancing public transportation safety, and followed SMS principles in the development of rules, regulations, policies, guidance, best practices, and technical assistance; and

WHEREAS, the Final Rule, published in the Federal Register in July 2018, requires States and operators of public transportation systems that receive federal financial assistance to develop Public Transportation Agency Safety Plan based on the SMS approach; and

WHEREAS, in November 2021, the Bipartisan Infrastructure Law (BIL) was signed into law and amended FTA’s safety program at 49 United States Code (USC) Section 5329(d) by adding to the PTASP requirements. Changes include strategies to minimize exposure to infectious diseases, strategies to reduce assaults on transit workers, expansion of training, and the formation of a Safety Committee; and

WHEREAS, DCTA convened a Safety Committee meeting the requirements set forth in 49 USC Code §5329(d)(5) to assist with such updates and further considered comments from North Texas Mobility Corporation; and

WHEREAS, the Board has reviewed the PTASP and finds it to be in the public interest to approve and adopt the updates to the PTASP attached hereto and incorporated herein as Exhibit 1, and to authorize the implementation of the PTASP by DCTA upon approval of this Resolution;

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

SECTION 1. The Denton County Board of Directors hereby approves the Public Transportation Agency Safety Plan attached hereto as Exhibit "1".

SECTION 2. This Resolution shall become effective immediately upon its passage and approval.

DULY PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY THE 1ST DAY OF DECEMBER, 2022.

APPROVED:

Cesar Molina, Chair

ATTEST:

Dianne Costa, Secretary

EXHIBIT “1”
Public Transportation Agency Safety Plan



Board of Directors Memo

December 1, 2022

SUBJECT: Monthly Sales Tax Receipts

Recommendation

This item is presented for informational purposes only. No action is required.

Background

Sales tax represents the single largest source of revenue for DCTA at 50.93% of Fiscal Year 2022 budgeted revenues. The sales tax budget for FY22 is \$34,191,233. 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.

In April, the Board approved a budget revision, capturing the additional sales tax revenue the agency had received through the month of April. The additional \$1,527,336 was accounted for in the April 2022 financials.

For the month of November, receipts were favorable compared to budget.

- Sales tax for sales generated in the month of September and received in November was \$3,510,808.
- Compared to the same month last year, sales tax receipts are \$163,895 or 4.90% higher.
- This represents an increase of 26.47% or \$734,736 compared to revised budget for the month.
- Member city collections for the month compared to prior year are as follows:
 - City of Lewisville up 0.64%
 - City of Denton up 5.73%
 - City of Highland Village up 8.41%

Based upon year to date receipts during the budget process, the revised estimate for total year-end sales tax receipts is \$38,121,812 and this estimate was used in the FY 23 budget presentation materials for the Board of Directors.

Previous Board Activity & Action

There has been no previous Board activity on this item.

Identified Need

Provides the Board of Directors a monthly status on sales tax collections.

Financial Impact

This item is included for informational purposes only; there is no financial impact associated with this informational item.

Exhibits

Exhibit 1: FY22 Monthly Sales Tax Report

Submitted By: Amanda Riddle
Amanda Riddle, Senior Manager of Budget

Final Review: David Leininger
David Leininger
Interim Chief Financial Officer

DENTON COUNTY TRANSPORTATION AUTHORITY

SALES TAX REPORT
BUDGET TO ACTUAL AND PREVIOUS YEAR COMPARISON

Sales Generated in Month of:	Received in Month of:	2021-2022 Adopted Budget	2021-2022 Revised Budget	2021-2022 Year Actual	Variance Actual to Original Budget	CY Actual to CY Original Budget % Variance ^(A)	Variance Actual to Revised Budget	CY Actual to CY Revised Budget % Variance ^(B)	2020-2021 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 3,032,911	\$ 3,032,911	\$ 2,925,241	\$ (107,670)	-3.55%	\$ (107,670)	-3.55%	\$ 2,944,573	\$ (19,333)	-0.66%
November	January	\$ 2,696,417	\$ 2,696,417	\$ 3,097,630	\$ 401,213	14.88%	\$ 401,213	14.88%	\$ 2,617,881	\$ 479,749	18.33%
December	February	\$ 3,457,647	\$ 3,457,647	\$ 3,771,295	\$ 313,648	9.07%	\$ 313,648	9.07%	\$ 3,356,939	\$ 414,356	12.34%
January	March	\$ 2,365,559	\$ 2,429,458	\$ 2,853,426	\$ 487,867	20.62%	\$ 423,968	17.45%	\$ 2,296,659	\$ 556,767	24.24%
February	April	\$ 2,143,386	\$ 2,207,285	\$ 2,703,463	\$ 560,077	26.13%	\$ 496,178	22.48%	\$ 2,080,957	\$ 622,506	29.91%
March	May	\$ 3,470,214	\$ 3,534,113	\$ 3,486,379	\$ 16,165	0.47%	\$ (47,734)	-1.35%	\$ 3,369,140	\$ 117,239	3.48%
April	June	\$ 2,567,236	\$ 4,158,471	\$ 3,178,508	\$ 611,272	23.81%	\$ (979,963)	-23.57%	\$ 2,839,395	\$ 339,113	11.94%
May	July	\$ 2,258,937	\$ 2,322,836	\$ 3,106,755	\$ 847,818	37.53%	\$ 783,919	33.75%	\$ 3,171,719	\$ (64,964)	-2.05%
June	August	\$ 2,663,784	\$ 2,727,683	\$ 3,403,413	\$ 739,629	27.77%	\$ 675,730	24.77%	\$ 3,583,080	\$ (179,667)	-5.01%
July	September	\$ 2,248,852	\$ 2,312,751	\$ 3,323,143	\$ 1,074,291	47.77%	\$ 1,010,392	43.69%	\$ 2,903,336	\$ 419,807	14.46%
August	October	\$ 2,471,690	\$ 2,535,589	\$ 3,448,128	\$ 976,438	39.50%	\$ 912,539	35.99%	\$ 2,878,254	\$ 569,874	19.80%
September	November	\$ 2,712,171	\$ 2,776,072	\$ 3,510,808	\$ 798,637	29.45%	\$ 734,736	26.47%	\$ 3,346,913	\$ 163,895	4.90%
YTD TOTAL		\$ 32,088,804	\$ 34,191,233	\$ 38,808,188	\$ 6,719,384	20.94%	\$ 4,616,955	13.50%	\$ 35,388,847	\$ 3,419,342	9.66%
FISCAL YEAR TOTAL		\$ 32,088,804	\$ 34,191,233						\$ 35,388,847		

^(A) Formula: YTD Variance Actual to Original Budget/YTD Original Budget^(B) Formula: YTD Variance Actual to Revised Budget/YTD Revised Budget

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department

Prepared By: Denton County Transportation Authority Finance Department

November 21, 2022

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:	2020-2021 Year Actual	2021-2022 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance	Sales Generated in Month of:	Received in Month of:	2020-2021 Year Actual	2021-2022 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 3,348,633	\$ 4,067,980	\$ 719,347	21.48%	October	December	\$ 341,390	\$ 409,602	\$ 68,213	19.98%
November	January	\$ 3,755,579	\$ 4,446,756	\$ 691,177	18.40%	November	January	\$ 354,573	\$ 444,066	\$ 89,493	25.24%
December	February	\$ 4,903,701	\$ 5,140,124	\$ 236,424	4.82%	December	February	\$ 503,020	\$ 597,222	\$ 94,202	18.73%
January	March	\$ 3,072,003	\$ 4,004,884	\$ 932,882	30.37%	January	March	\$ 320,412	\$ 355,997	\$ 35,584	11.11%
February	April	\$ 2,971,403	\$ 3,429,615	\$ 458,213	15.42%	February	April	\$ 288,219	\$ 336,599	\$ 48,380	16.79%
March	May	\$ 4,956,466	\$ 4,928,216	\$ (28,250)	-0.57%	March	May	\$ 436,049	\$ 447,417	\$ 11,368	2.61%
April	June	\$ 3,990,693	\$ 4,171,768	\$ 181,074	4.54%	April	June	\$ 353,678	\$ 409,168	\$ 55,490	15.69%
May	July	\$ 6,076,775	\$ 4,047,178	\$ (2,029,597)	-33.40%	May	July	\$ 371,973	\$ 418,702	\$ 46,729	12.56%
June	August	\$ 5,447,446	\$ 4,816,743	\$ (630,703)	-11.58%	June	August	\$ 449,307	\$ 478,937	\$ 29,631	6.59%
July	September	\$ 4,010,507	\$ 4,350,201	\$ 339,694	8.47%	July	September	\$ 395,735	\$ 431,309	\$ 35,574	8.99%
August	October	\$ 3,945,754	\$ 4,367,172	\$ 421,418	10.68%	August	October	\$ 370,264	\$ 414,305	\$ 44,041	11.89%
September	November	\$ 4,735,921	\$ 4,766,208	\$ 30,287	0.64%	September	November	\$ 412,047	\$ 446,687	\$ 34,640	8.41%
YTD TOTAL		\$ 51,214,879	\$ 52,536,846	\$ 1,321,967	2.58%	YTD TOTAL		\$ 4,596,666	\$ 5,190,010	\$ 593,345	12.91%
FISCAL YEAR TOTAL		\$ 51,214,879				FISCAL YEAR TOTAL		\$ 4,596,666			

CITY OF DENTON					
Sales Generated in Month of:	Received in Month of:	2020-2021 Year Actual	2021-2022 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 3,174,573	\$ 3,676,801	\$ 502,228	15.82%
November	January	\$ 3,050,388	\$ 3,708,019	\$ 657,631	21.56%
December	February	\$ 4,149,443	\$ 5,123,779	\$ 974,336	23.48%
January	March	\$ 3,086,526	\$ 3,679,379	\$ 592,852	19.21%
February	April	\$ 2,606,494	\$ 3,844,879	\$ 1,238,385	47.51%
March	May	\$ 4,277,512	\$ 4,711,544	\$ 434,032	10.15%
April	June	\$ 3,557,513	\$ 4,248,744	\$ 691,231	19.43%
May	July	\$ 3,442,340	\$ 4,151,924	\$ 709,583	20.61%
June	August	\$ 4,173,943	\$ 4,114,811	\$ (59,132)	-1.42%
July	September	\$ 3,845,740	\$ 4,424,149	\$ 578,408	15.04%
August	October	\$ 3,749,030	\$ 4,855,931	\$ 1,106,901	29.53%
September	November	\$ 4,385,475	\$ 4,636,789	\$ 251,314	5.73%
YTD TOTAL		\$ 43,498,977	\$ 51,176,747	\$ 7,677,770	17.65%
FISCAL YEAR TOTAL		\$ 43,498,977			

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
Prepared By: Denton County Transportation Authority Finance Department
November 21, 2022

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%	\$ 33,174,299	\$ 30,916,727	7.30%	\$ 338,981,273	\$ 279,580,835	21.24%
Corpus Christi MTA	0.50%	\$ 3,314,198	\$ 3,316,103	-0.05%	\$ 35,049,867	\$ 33,083,904	5.94%
Dallas MTA	1.00%	\$ 71,282,015	\$ 65,153,344	9.40%	\$ 723,282,705	\$ 630,755,225	14.66%
Denton CTA	0.50%	\$ 3,510,808	\$ 3,346,913	4.89%	\$ 35,882,947	\$ 32,444,273	10.59%
El Paso CTD	0.50%	\$ 5,391,644	\$ 5,238,655	2.92%	\$ 57,970,041	\$ 51,715,680	12.09%
Fort Worth MTA	0.50%	\$ 9,685,237	\$ 9,048,909	7.03%	\$ 99,009,587	\$ 84,676,575	16.92%
Houston MTA	1.00%	\$ 85,010,440	\$ 82,016,029	3.65%	\$ 900,925,882	\$ 784,673,545	14.81%
Laredo CTD	0.25%	\$ 973,724	\$ 899,546	8.24%	\$ 10,146,163	\$ 8,773,909	15.64%
San Antonio ATD	0.25%	\$ 8,328,969	\$ 8,052,937	3.42%	\$ 85,258,110	\$ 75,318,803	13.19%
San Antonio MTA	0.50%	\$ 18,522,444	\$ 17,807,170	4.01%	\$ 188,710,361	\$ 166,052,618	13.64%
TOTALS		\$ 239,193,779	\$ 225,796,332	5.93%	\$ 2,475,216,937	\$ 2,147,075,366	15.28%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
 Prepared By: Denton County Transportation Authority Finance Department
 November 21, 2022

Board of Directors Memo

December 1, 2022

SUBJECT: Monthly Ridership Reports

Ridership Trends

Exhibits 1-6 provide an overview of total monthly ridership trends across all DCTA services. These exhibits enable a visual comparison of GoZone and fixed-route ridership reports by route and type of service.

Items of Note

- The summary table below shows that October 2022 month-over-month bus trips were somewhat lower than (-6.0%) what was observed in September. The decline aligns with prior September-October ridership changes and may be due to lower classroom attendance and natural student attrition during the fall semester.
- Month-over-month A-train ridership continued its steady escalation with October A-train trips being significantly higher (20.9%) than the prior month and represent the highest level of monthly passenger trips since March 2020.
- October GoZone trips were slightly higher than September levels. GoZone patronage has remained relatively flat for the past three months, irrespective of the departure or return of UNT students. This suggests that GoZone is operating near its maximum capacity.

Unlinked Passenger Trips					
	2021	2022			
	October	August	September	October	September-October % Change
Bus*	166,652	52,660	219,004	205,911	-6.0%
Rail	18,455	14,907	19,096	23,085	20.9%
GoZone	30,921	68,132	69,037	69,708	1.0%
TOTAL	216,028	135,699	307,137	298,704	-2.7%

October 2021 - October 2022 % Change
23.6%
25.1%
125.4%
38.3%

* UNT, Connect, and Non-Connect Fixed Routes

S:\STRATEGIC PLANNING\ServicePlaningSupport\Trend Analysis\Item2Materials4Dec01_22\[FY19-FY23Compare_110122.xlsx]Sheet1

Overall, DCTA's robust ridership recovery continues with total October 2022 ridership being over 61 percent above October 2021 levels. October 2022 A-train boardings continue to be about 25 percent above October 2021. Lastly, October 2022 A-train boardings were over 57 percent greater than overall monthly average A-train boardings (14,636) in FY22 as seen in the following table.

FY 22 A-train Monthly Average Passengers	14,636
October 2022 A-Train Passengers	23,085
Percent Increase (Decrease)	57.7%

Exhibits

Exhibit 1: Ridership by Mode – October 2022

Exhibit 2: Connect and GoZone Ridership by Month and Year

Exhibit 3: Connect Ridership Year-Over-Year by Month

Exhibit 4: A-train Year-Over-Year Ridership Comparison

Exhibit 5: Pending

Exhibit 6: UNT Ridership Year-Over-Year by Month

Submitted By:



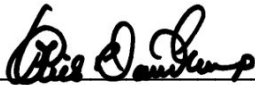
Tim Palermo, Planning & Data Analytics Manager

Final Review:



Troy Raley, Senior Director – Mobility Services

Final Review:



Rony Philip Sr. Director – Rail Operations

Final Review:



Javier Trilla – AVP of Innovation and Information Technology

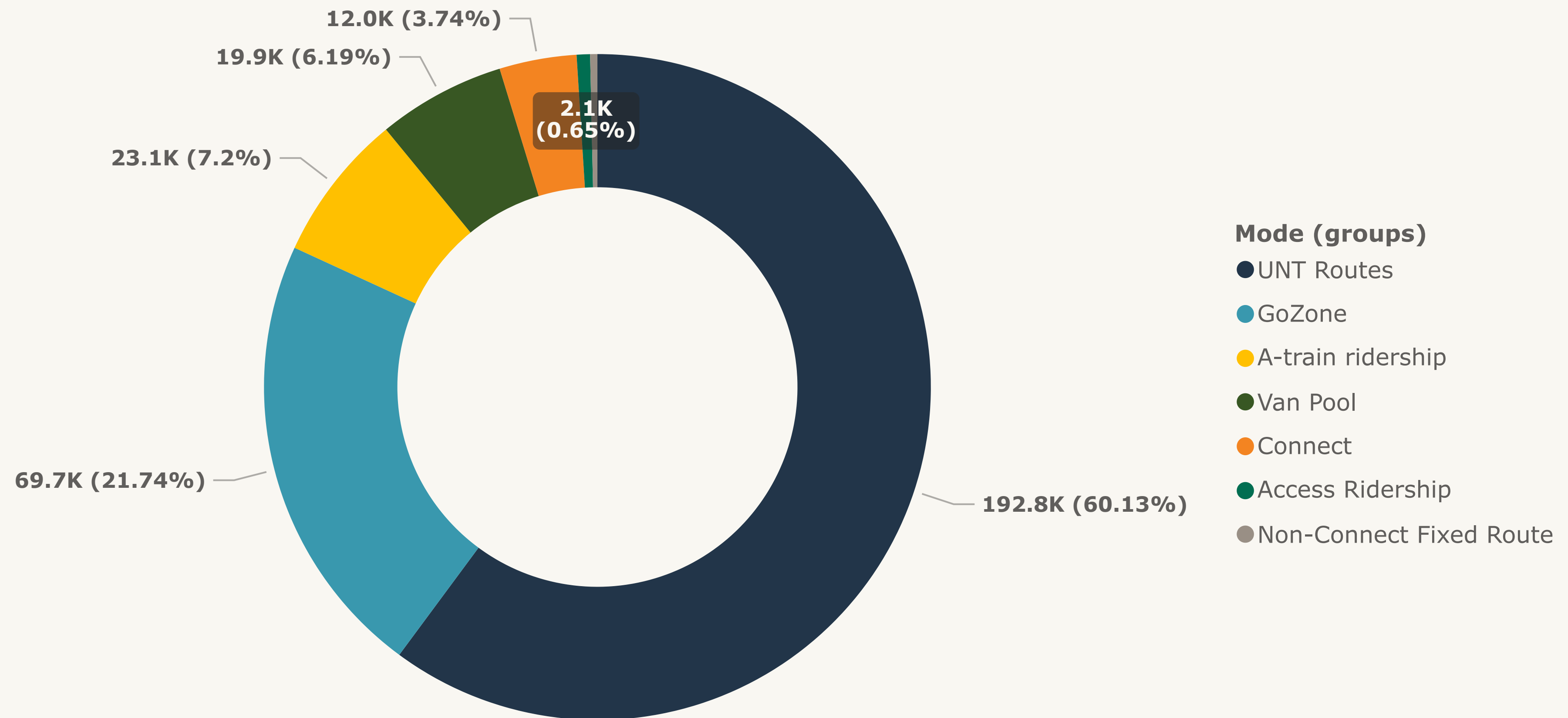
Total Ridership - Oct 2022

320.6K

Total Ridership FYTD

320.6K

Ridership by Travel Mode - Oct 2022





Total Ridership - Oct 2022

320.6K

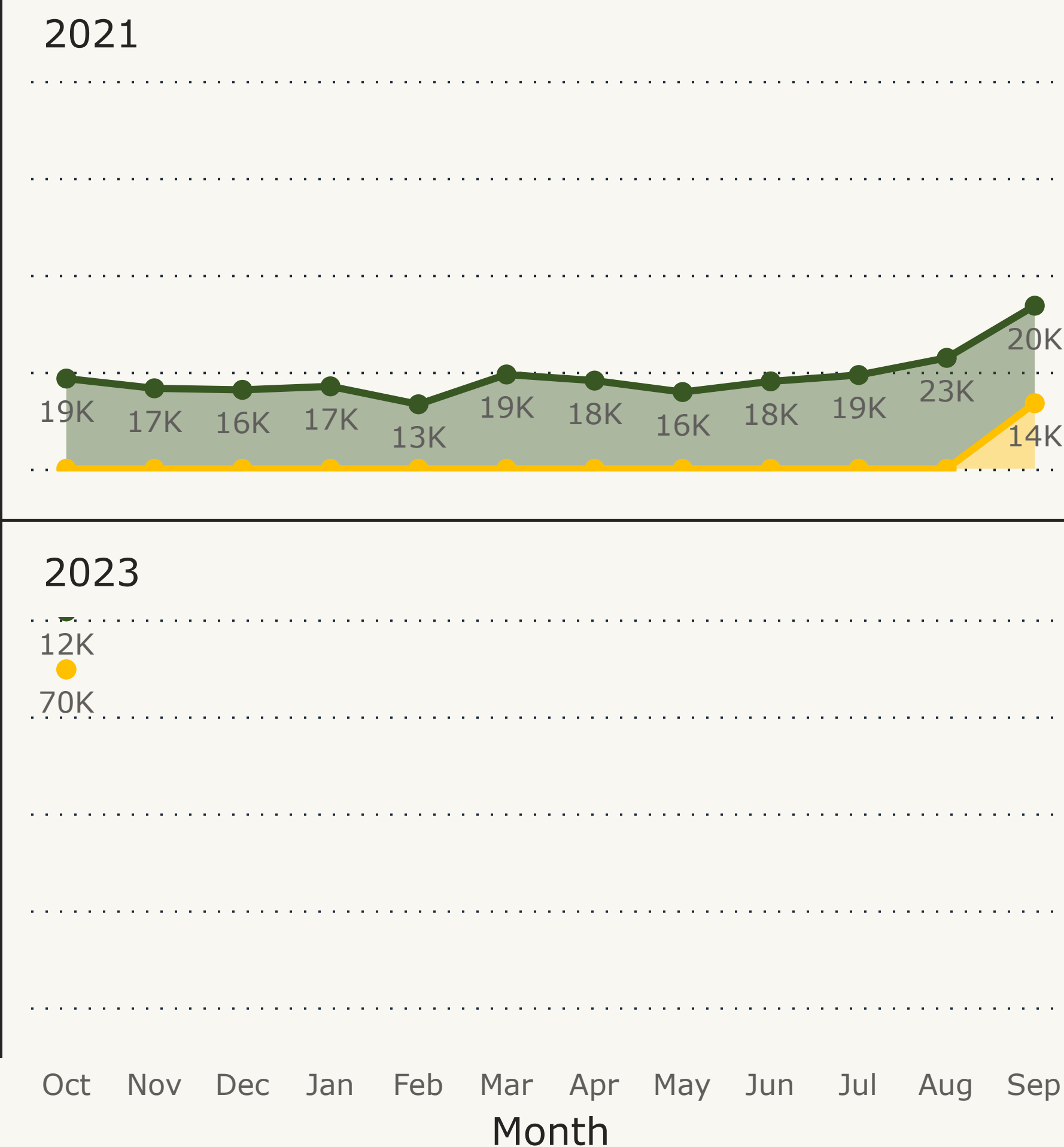
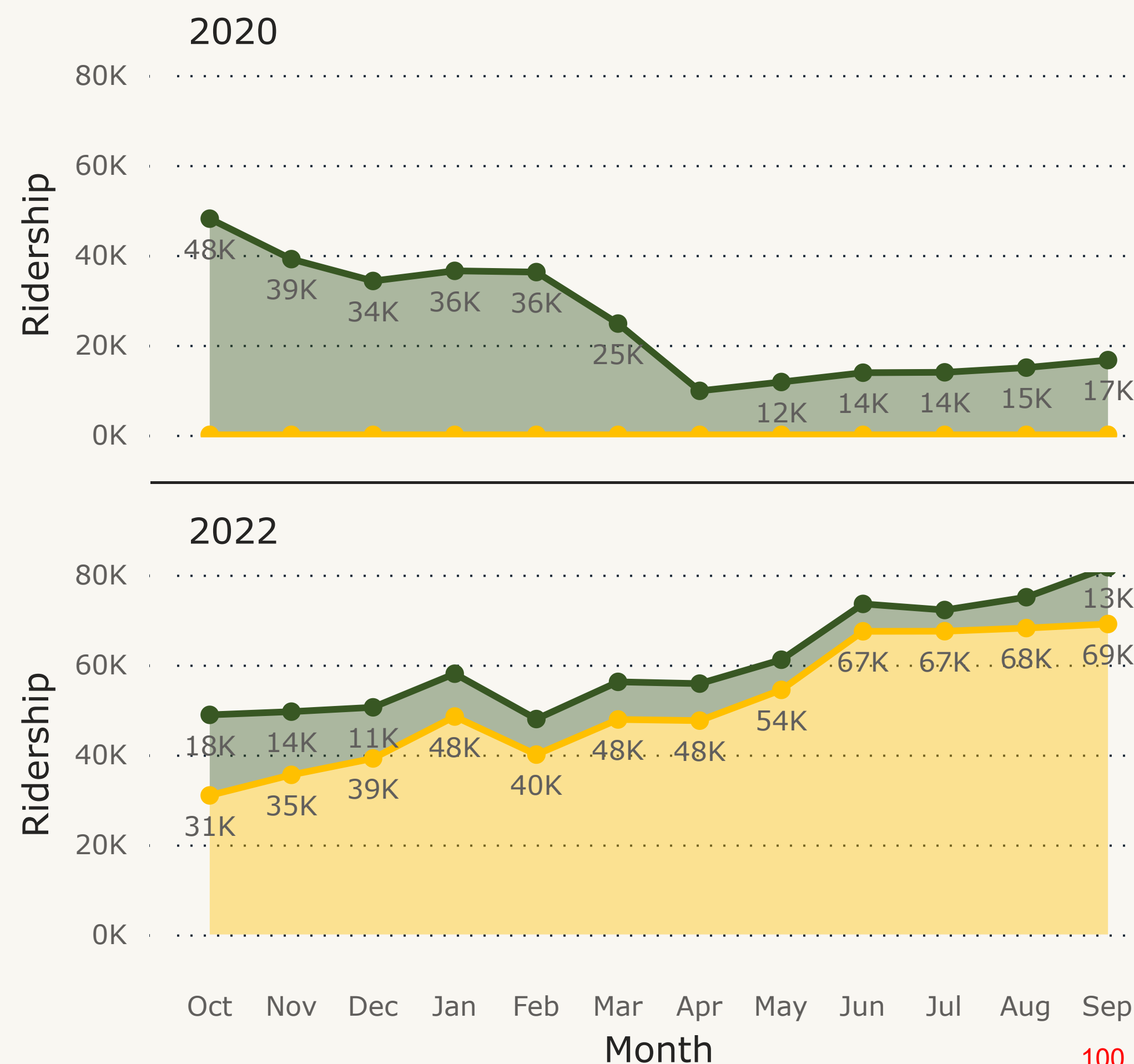
Total Ridership FYTD

320.6K

Information Report 2
Exhibit 2

Connect and GoZone Ridership by Month

Mode (groups) ● GoZone ● Connect



Total Ridership - Oct 2022

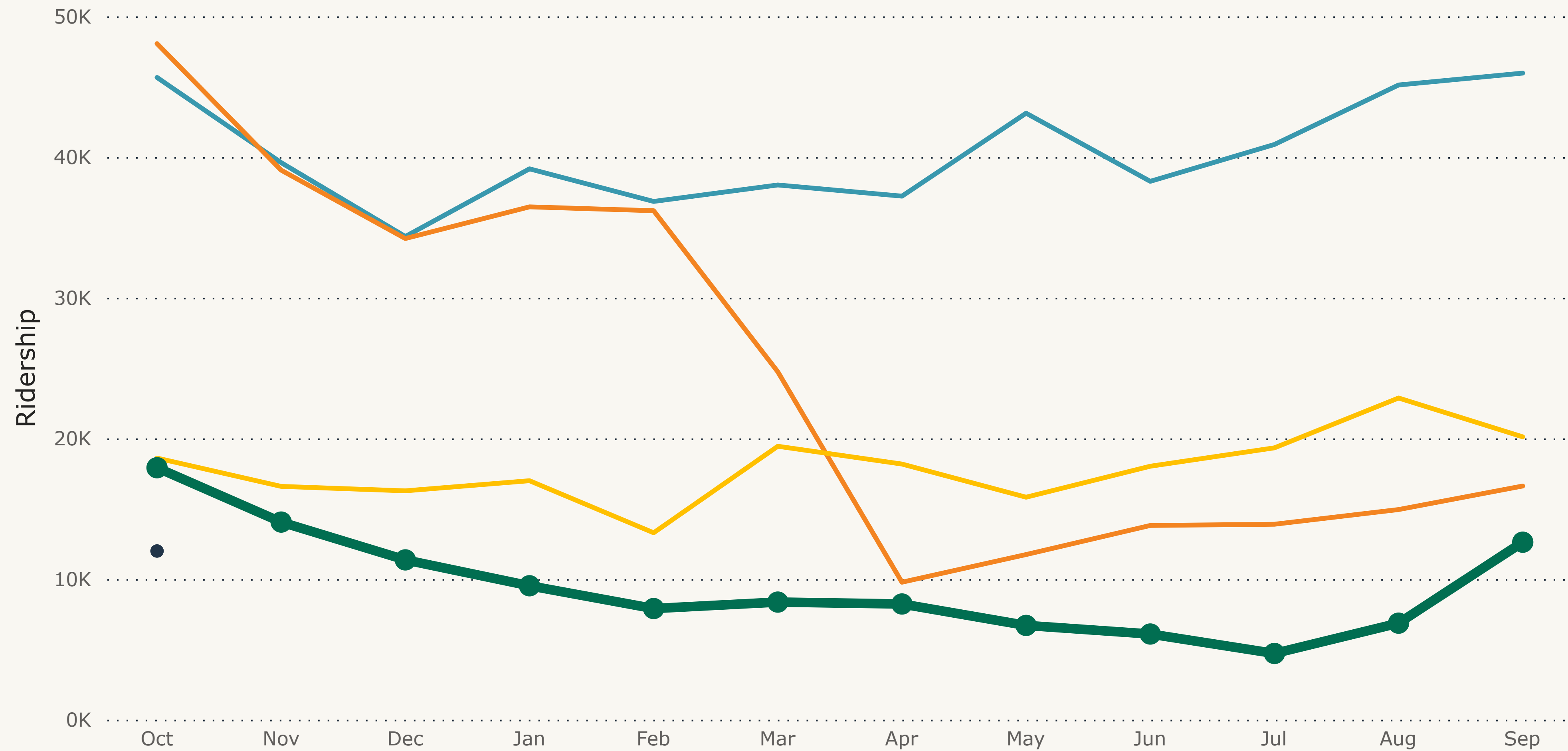
320.6K

Total Ridership FYTD

320.6K

Ridership by Month and Fiscal Year - Connect

Fiscal Year ● 2019 ● 2020 ● 2021 ● 2022 ● 2023



Total Ridership - Oct 2022

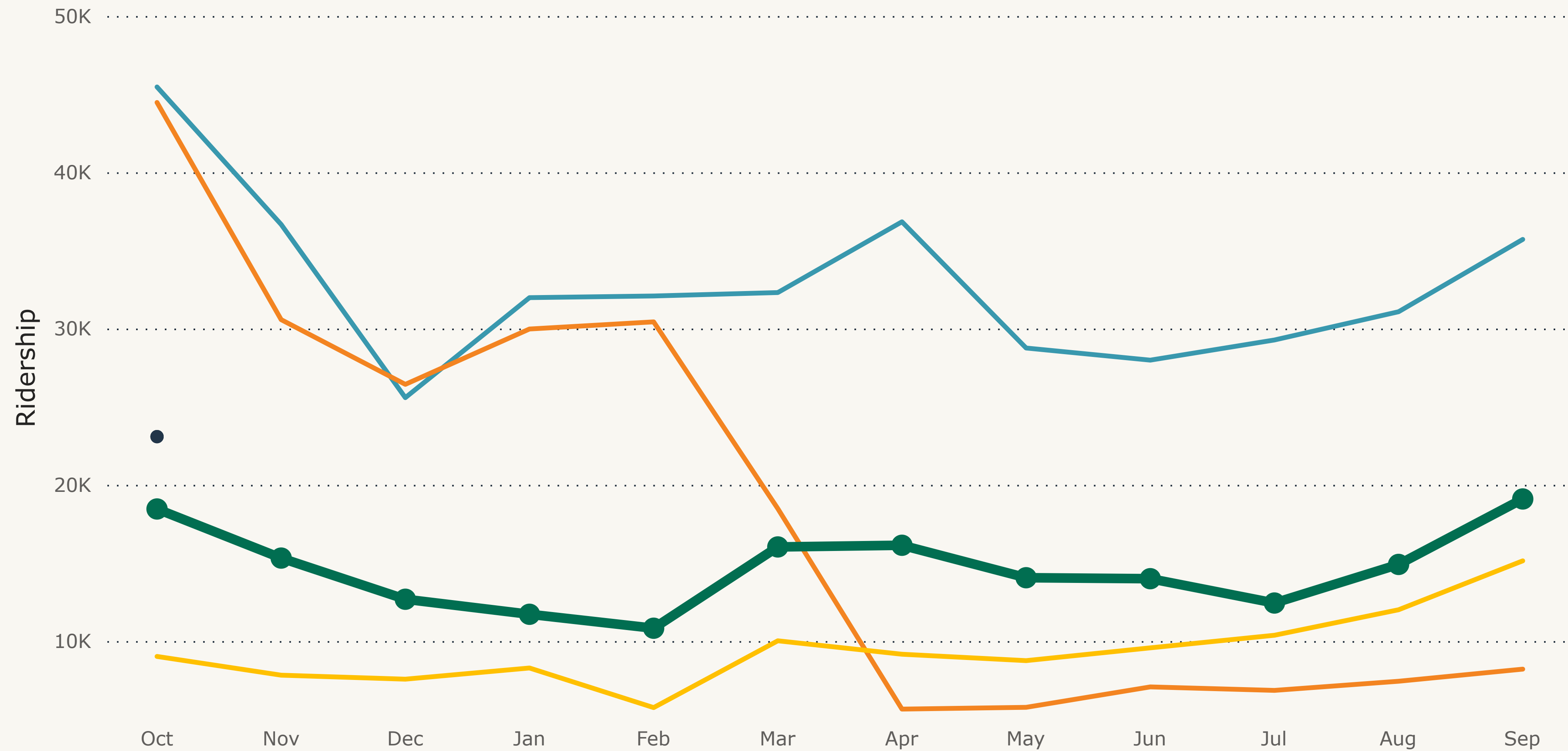
320.6K

Total Ridership FYTD

320.6K

Ridership by Month and Fiscal Year - A-train

Fiscal Year ● 2019 ● 2020 ● 2021 ● 2022 ● 2023



Total Ridership - Oct 2022

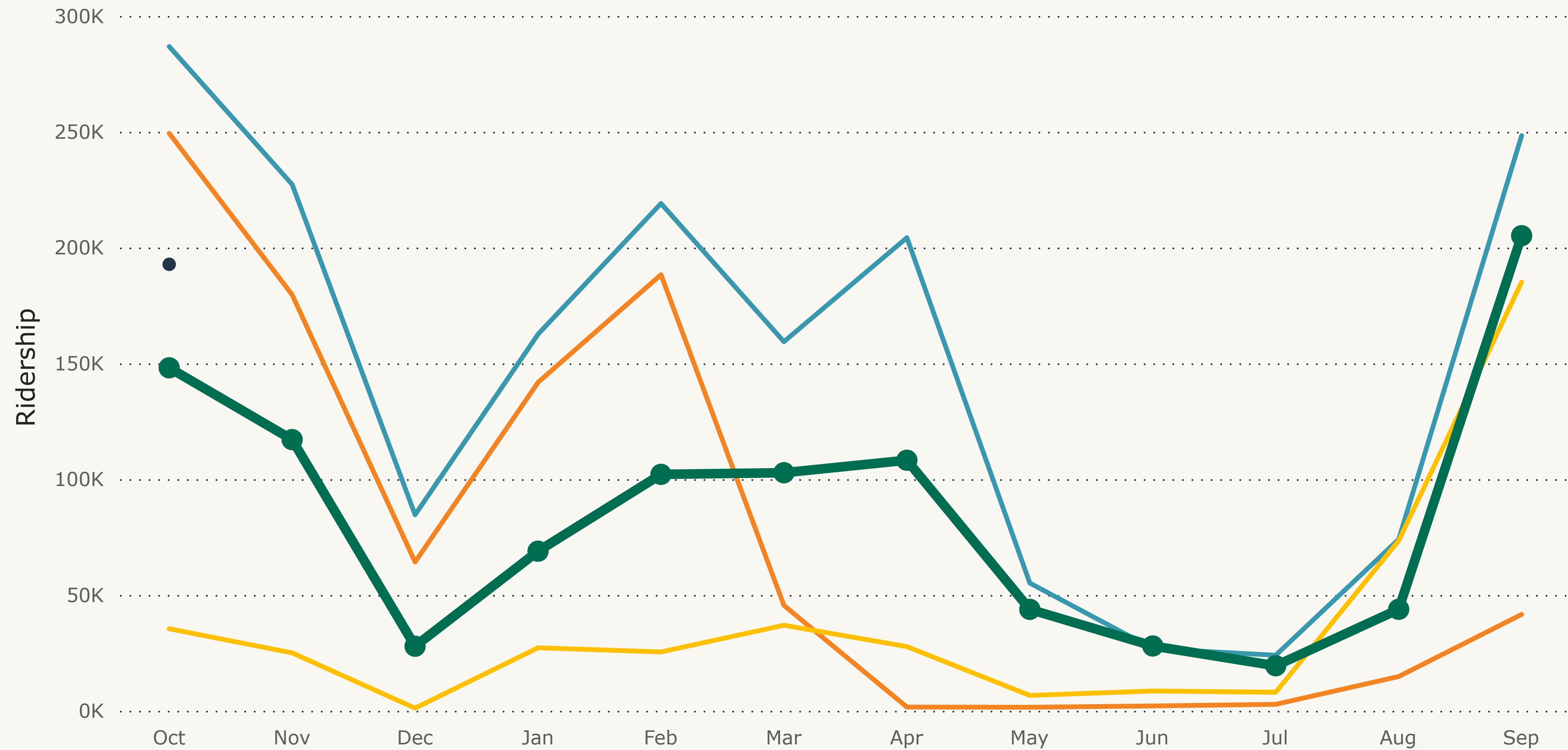
320.6K

Total Ridership FYTD

320.6K

Ridership by Month and Fiscal Year - UNT

Fiscal Year ● 2019 ● 2020 ● 2021 ● 2022 ● 2023





Board of Directors Memo

December 1, 2022

SUBJECT: 2023 DCTA Board of Directors Meeting Calendar

Recommendation

This item is presented for informational purposes. No action required.

Background

According to Section 6 of the Denton County Transportation Authority (DCTA) Amended and Restated Bylaws, the Board of Directors shall hold at least one regular meeting each month.

Previous Board Activity & Action

None.

Identified Need

In order to comply with the DCTA Bylaws, a calendar of regular board meetings shall be set.

Financial Impact

None.

Exhibits

Exhibit 1: 2023 DCTA Board of Directors Meeting Calendar

Submitted By: 

Kisha Morris-Perkins

Executive Assistant | Board Process Manager

DCTA 2023 BOARD MEETING CALENDAR

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	B	27	28	19	H	21	22	B	24	25	19	20	21	22	B	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28					26	27	28	29	30	31		23	24	25	26	B	28	29
																					30						
May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	H	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	B	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	B	26	27	18	19	20	21	B	23	24	16	17	18	19	20	21	22	20	21	22	23	B	25	26
28	H	30	31				25	26	27	28	29	30		23	24	25	26	B	28	29	27	28	29	30	31		
														30	31												
September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4						1	2
3	H	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	B	8	9
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	22	23	24	25	B	27	28	19	20	21	22	H	H	25	17	18	19	20	21	22	23
24	25	26	27	B	29	30	29	30	31					26	27	28	29	B			24	H	26	27	28	29	30
																					31						

[B] BOARD MEETING - Start Time: 10:00 AM

Board meetings are the 4th Thursday of the month, excluding Nov. & Dec.

[H]
DCTA HOLIDAY

JANUARY	26TH	MAY	25TH	AUGUST	24TH
FEBRUARY	23RD	JUNE	15TH Budget Workshop	SEPTEMBER	28TH
MARCH	23RD	JUNE	22ND	OCTOBER	26TH
APRIL	27TH	JULY	27TH	NOV/DEC	11/30 or 12/7



Board of Directors Memo

December 1, 2022

SUBJECT: Social Service Agency Roundtable Recap Report

Recommendation

There is no recommendation for this informational item.

Background

DCTA hosts roundtables on a quarterly basis and maintains ongoing communications with all participating agencies. The purpose of the Social Service Agency Roundtable is to establish and maintain collaborative relationships and partnerships with social service agencies throughout Denton County. This ensures that DCTA is collectively meeting the needs of our community.

Previous Board Activity & Action

- August 2022 – Quarter 3 Social Service Agency Roundtable Recap provided as Informational Report

Identified Need

This report serves to provide the Board of Directors with a summary of the quarterly round table discussion with our Social Service Agencies.

Financial Impact

There is no financial impact associated with this item.


Exhibits

Exhibit 1: Social Service Agency Roundtable Recap Report

Submitted By:


Mary Worthington, Community Relations Manager

Approved By:


Brittney Farr, Senior Director of Engagement and Administration



Social Service Agency Roundtable Recap Report

November 8, 2022 – Lewisville Virtual SSA Meeting

November 10, 2022 – Denton Virtual SSA Meeting

MEETING & PROMOTION OVERVIEW



Virtual Meeting Details

Location: Virtual Meeting
Lewisville

Date: Tuesday, November 8

Time: 9 a.m. – 10:00 a.m.

Invitations: Lewisville – 136

Actual Attendees:
Lewisville: 11 attendees

Denton

Date: Thursday, November 10

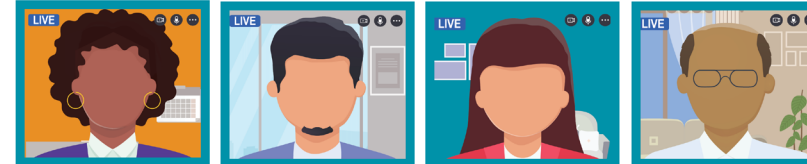
Time: 9 a.m. – 10:00 a.m.

Invitations: Denton – 139

Actual Attendees: 17

Agencies in Attendance: Lewisville ISD, CCA, City of Lewisville Library, Denton Health and Human Services, City of Denton, Denton MHMR, NCTCOG, Our Daily Bread, Veterans Services, Texas Workforce for Rehabilitation Services

The purpose of the Social Service Agency Roundtable is to establish and maintain collaborative relationships and partnerships with social service agencies throughout Denton County. This ensures that DCTA is collectively meeting the needs of our community.



NOVEMBER SOCIAL SERVICE AGENCY ROUNDTABLES

Save the date and email mworthington@dcta.net for meeting contact info to join us online!

Tuesday, November 8 | 9-10 a.m.

LEWISVILLE

Thursday, November 10 | 9-10 a.m.

DENTON



RideDCTA.net • #RideDCTA

General Promotion

The August 2022 SSA Roundtable Meetings were promoted via Facebook, Twitter, Instagram and direct email.

Facebook: 140 Impressions

Twitter: 212 Impressions

Instagram: 19 Impressions



MEETING NOTES and HIGHLIGHTS

Lewisville & Denton



Meeting Notes and Highlights

Welcome and Introductions

- In order to facilitate a group atmosphere, introductions were made through an icebreaker in the chat mechanism of the Microsoft Teams meeting platform

Review of Handouts/Presentations

- The following updates and information were provided:
 - October Board Meeting Update
 - Presented January Service Change
 - Presented Revised fare schedule for January 2023
 - GoZone update
 - A-Train Update



[This Photo](#) by Unknown Author is licensed under [CC BY](#)

Meeting Notes and Highlights

Key Messages

1. Get People Where They Need and Want to Go
2. Make it Easy for the Rider
3. Drive a Better Future for Denton County

January 1 Service & Fair Change



DCTA DENTON COUNTY
TRANSPORTATION
AUTHORITY

SERVICE & FARE CHANGES

START JAN. 1, 2023

The graphic features a woman with curly hair smiling and walking towards a green bus. Below the main text are three circular icons: an orange circle with a train, a blue circle with a bus, and a green circle with a car. The background is a dark blue gradient with a city street scene.

SERVICE / FARE CHANGES

⚠ EFFECTIVE JANUARY 1, 2023 ⚠

connect bus

Route 2	No longer in service
Route 3	Weekdays: Last bus departs Morse at Mayhill at approx. 5:50pm
Route 4	No longer in service
Route 5	No longer in service
Route 6	Weekdays: Peak time frequency increased to 20 minutes; service extended to 7:45pm
Route 7	Weekdays: Frequency increased to 20 minutes Saturdays: Frequency increased to 45 minutes

GoZone
DENTON COUNTY
TRANSPORTATION AUTHORITY

Base Fare	Increases to \$1.50
Trips Over Four Miles	Additional \$0.50 charge per mile in Denton only No per mile charge for Lewisville / Highland Village
Fare Cap	• Denton: \$5.00 • Lewisville: \$1.50 • Highland Village: \$1.50
GoZone Passes	Only available to those with: • Reduced-fare media qualifications • Non-Profit/Social Services passes • Employee Pass Program

Meeting Notes and Highlights

GoZone Service Update

A-train Ridership trends

Campaigns and Events

- Election Day – free ride on fixed routes, A-train, GoZone
- Veterans Ride Free on Veterans Day - fixed routes, A-train, GoZone
- Holiday Express – December 3 in partnership with Denton County Friends of the Family
- Light Up Lewisville Event Sponsorship
- Journey to Dream Luncheon – Cross Timbers Rotary
- Denton Black Film Festival Sponsorship



NEXT ROUNDTABLE MEETINGS



November 2022 Roundtable Meetings

Lewisville

Date/Time:

Tuesday, November 8, 2022
9:00 a.m. – 10:30 a.m.

Virtual Meeting via Microsoft Teams

Denton

Date/Time:

Thursday, November 10, 2022
9:00 a.m. – 10:30 a.m.

Virtual Meeting via Microsoft Teams

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

Mary Worthington, Community Relations Manager

mworthington@dcta.net



Board of Directors Memo

December 1, 2022

SUBJECT: Community Advisory Committee Recap Report and Next Steps

Recommendation

There is no recommendation for this informational item.

Background

DCTA's Community Advisory Committee (CAC) provides a forum to exchange information between DCTA staff, its passengers, and the community on transit-related issues. Public participation and input are critical as we continue to expand the public transportation opportunities available in the region.

In early 2020, DCTA began planning changes to the CAC to align with current industry practices regarding community advisory groups. Many of the initial proposed changes to the CAC were tabled as a result of the COVID-19 Pandemic. As DCTA emerges from the pandemic, staff is working with fellow North Texas transit agencies and the American Public Transit Association (APTA) to identify industry best practices and bring additional structure and clarity to the role of the CAC.

Staff will bring proposed changes to the structure of CAC in January, including the development of bylaws specifying the member selection process, member terms, and other operating guidelines. These changes are intended to provide more structure and clarity on the role and function of the CAC, provide more opportunity for direct CAC input to the DCTA Board of Directors, and facilitate a more productive and informative exchange of ideas.

Previous Board Activity & Action

- August 2022 – Quarter 3 Citizen Advisory Committee Recap provided as Informational Report

Identified Need

This report serves to provide the Board of Directors an update on DCTA's Community Advisory Committee.

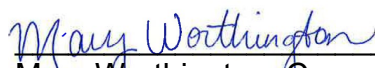
Financial Impact

There is no financial impact associated with this item.

Exhibits

Exhibit 1: Community Advisory Recap Report

Submitted By:


Mary Worthington, Community Relations Manager

Approved By:



Brittney Farr, Senior Director of Engagement and Administration



Community Advisory Committee Meeting Recap Report

November 22, 2022

MEETING DETAILS

In person meeting

Wednesday, November 2, at 6 p.m.

This was a joint meeting for both the Denton and Lewisville/Highland Village CAC groups

Community Attendees: 6

DCTA Attendees: 4

IN-PERSON MEETING

WEDNESDAY, NOVEMBER 2 | 6PM

DOWNTOWN DENTON TRANSIT CENTER



PROMOTION

The quarterly CAC meeting was promoted on DCTA's social media channels. Below are the following impressions:

Facebook Impressions– 186

Twitter Impressions – 166

Instagram Impressions – 16



The graphic is a dark blue rectangular banner. On the left side, there is a logo for the Community Advisory Committee (CAC) featuring four colorful icons (a person, a lightbulb, a handshake, and a person walking) above the text "Community Advisory Committee" and the DCTA logo (Denton County Transportation Authority). Below this, there is an illustration of a laptop with two people on the screen: a woman on the left wearing a green shirt and a sash that says "AMBASSADOR", and a man on the right wearing a blue shirt with a "CAC" tag. To the right of the laptop, the text reads: "IN-PERSON MEETING" in large blue letters, followed by "WEDNESDAY, NOVEMBER 2 | 6PM" in yellow and green, and "DOWNTOWN DENTON TRANSIT CENTER" and "604 E HICKORY ST, DENTON, TX" in white. Below the laptop illustration, it says "Join us for a 'Year in Review' with our featured speaker, DCTA CEO & President Paul Cristina." and "If interested in attending, please email: Mary Worthington, Community Relations Manager, mworthington@dcta.net". At the bottom left of the banner are social media icons for Facebook, Twitter, Instagram, YouTube, and LinkedIn. At the bottom right is the text "RideDCTA.net • #RideDCTA".

Community Advisory Committee
DCTA DENTON COUNTY
TRANSPORTATION
AUTHORITY

IN-PERSON MEETING
WEDNESDAY, NOVEMBER 2 | 6PM
DOWNTOWN DENTON TRANSIT CENTER
604 E HICKORY ST, DENTON, TX

Join us for a “Year in Review” with our featured speaker, DCTA CEO & President Paul Cristina.

If interested in attending, please email:
Mary Worthington, Community Relations Manager,
mworthington@dcta.net

f t i y in

RideDCTA.net • #RideDCTA

MEETING NOTES



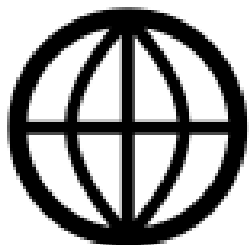
DCTA – “Back to Basics”



Get People Where They
Need and Want to Go



Make it Easy for the Rider



Drive a Better Future for
Denton County

DCTA gets back to basics, talks long-term goals at work session

By Justin Grass Staff Writer | jgrass@dentonco.com | Jun 13, 2023



MEETING NOTES

Updates Provided :



DCTA | DENTON COUNTY
TRANSPORTATION
AUTHORITY

SERVICE & FARE CHANGES

START JAN. 1, 2023

RideDCTA.net/service-updates

The poster features a woman in a denim jacket walking past a bus. Below the title are three circular icons: an orange train icon, a blue bus icon, and a green car icon.

SERVICE / FARE CHANGES

⚠ EFFECTIVE JANUARY 1, 2023 ⚠

connect bus



Route 2	No longer in service
Route 3	Weekdays: Last bus departs Morse at Mayhill at approx. 5:50pm
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Route 5	No longer in service
Route 6	Weekdays: Peak time frequency increased to 20 minutes; service extended to 7:45pm
Route 7	Weekdays: Frequency increased to 20 minutes Saturdays: Frequency increased to 45 minutes

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Fare Cap	• Denton: \$5.00 • Lewisville: \$1.50 • Highland Village: \$1.50
GoZone Passes	Only available to those with: • Reduced-fare media qualifications • Non-Profit/Social Services passes • Employee Pass Program

NEXT MEETING



August CAC Meeting



February 1, 2023
6 p.m.

For questions about the upcoming Community Advisory Committee Meeting, or to get more involved in the conversation, please contact:

Mary Worthington, Community Relations Manager, at mworthington@dcta.net

Board of Directors Memo

December 1, 2022

SUBJECT: Capital Edge Federal Legislative Briefing

Recommendation

Information item only. No action is required

Background

Department of Transportation Budget

Federal Fiscal Year 2023 formally began on October 1, but since Congress has yet to approve a final budget, the government is currently operating under a Continuing Resolution (CR) through December 16. A CR essentially funds programs at or near their FY 2022 levels until the final budget is enacted.

The 2021 infrastructure law also included a five-year reauthorization of federal transportation programs, so funding for many DOT programs is virtually settled. While the first year of the reauthorization (FY 2022) included a robust increase in federal transit formula programs about a \$3 million increase for DCTA, the “out years,” or final four years of the measure, include annual increases of about 2-3%.

The FY 2023 budgets proposed by the House and Senate this past summer also include increases above and beyond those enacted in the reauthorization bill for programs such as the RAISE discretionary grants program, and competitive programs for construction of bus facilities and bus purchases (especially low or no emissions buses).

Much of the post-election “lame duck” session of Congress will focus on finalizing a FY 2023 budget. However, with Republicans likely gaining control of the House in 2023, there may be some efforts to delay approval of the FY 2023 budget into calendar year 2023 when the GOP has more control over the process.

Inflation Reduction Act

In August, Congress enacted, and the President signed into law, the Inflation Reduction Act (IRA), an approximately \$490 billion measure that includes a variety of health care, tax, and climate change provisions. The IRA, which was approved in the House and Senate with no Republican support, is a distant cousin of President Biden’s “Build Back Better” proposal, which was intended to serve as a second, “soft” infrastructure bill in conjunction with the 2021 Bipartisan Infrastructure Law (BIL).

While the IRA does not include significant funding for transportation, there are some provisions that might be of interest:

- \$3.2 billion for a new competitive program at DOT, Neighborhood Access and Equity Grants, which is very, very similar to the \$1 billion Reconnection Communities program that was created by the BIL. The program funds planning and capital projects that address transportation projects and facilities that previously cut off communities from economic opportunity.
- \$1 billion for a new Clean Heavy Duty Vehicle Program at EPA, which is designed to provide competitive grants to entities for replacing diesel vehicles with zero emissions ones.

- A new 10-year, 30% tax credit for purchase of zero emissions vehicles, with a cap of \$40,000 per vehicle. The credit is what is known as a “direct pay” tax credit, so public entities that do not pay taxes will be able to request a rebate from the IRS in lieu of the tax credit.
- An extension through 2024 of the existing alternative fuels tax credit, which is also a direct pay tax credit, for entities that use compressed natural gas, biodiesel, or renewable buses.

2022 Elections

At the time of this writing, it appears the Republicans will be in the majority in the U.S. House of Representatives for the next Congress, while Democrats will maintain control of the Senate. Both majorities will be razor-thin, which should make legislating particularly difficult for the next two years.

Many House Republican leaders have indicated that deficit reduction, as well as investigations of the Biden Administration, will be priorities for them in the next Congress. We would expect to see proposals that may include efforts to cut future year BIL spending, or “claw back” unobligated pandemic relief funding that could impact transportation programs. However, those slim majorities might make it difficult to enact those proposals, as they will face uphill battles in the Senate or be vetoed by the President.

The recent congressional redistricting will bring changes to the Denton County congressional delegation in the next Congress. Rep. Michael Burgess’ 26th District will continue encompass a large swath of the County, but the City of Denton is now in the 13th Congressional District, which will be represented by Rep. Ronny Jackson in 2023-2024. In addition, part of the 4th Congressional District in the Frisco area, which will be represented by Rep. Pat Fallon, is also in Denton County, and a small section of southeast Denton County (including what appears to be the Trinity Mills A-Train Station) will be in Rep. Collin Allred’s 32nd District.

Rep. Allred currently serves on the House Transportation & Infrastructure Committee, which has jurisdiction over most USDOT programs. In addition, Senator Ted Cruz is expected to become the Ranking Republican on the Commerce Committee next year, and that panel has jurisdiction over railroads and FRA programs.

Previous Board Activity & Action

There has been no previous Board-level activity on this item.

Identified Need

Not applicable.

Financial Impact

There is no financial impact.

Exhibits

None.



Submitted By: Chris Giglio
Chris Giglio, DCTA Federal Advocate, CapitalEdge

Approval: 
Brittney M. Farr, Senior Director of Engagement & Administration