



Board of Directors Regular Meeting June 22, 2023 | 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, June 22, 2023, 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:

<https://us06web.zoom.us/j/81978341136?pwd=eUU4QUERZzE5eGJudTVYdTlpQ1Ildz09>

Passcode: 091549

Or One tap mobile: +13462487799

Or Telephone: +1 346 248 7799 US

Webinar ID: 819 7834 1136

Passcode: 091549

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, June 21, 2023**, 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 a Resolution approving Budget Revision 2023-10 for Frisco Taxi Services

(packet pages 5-9)

Action Item

Backup Information: Memo
Exhibit 1: Draft Resolution

2. Consider Approval of April 2023 Monthly Financials

(packet pages 10-12)

Action Item

Backup Information: Memo
Exhibit 1: Year-to-Date Financial Statement – April 30, 2023

3. Consider Approval of Regular Meeting Minutes dated May 25, 2023

(packet pages 13-18)

Action Item

Backup Information: Exhibit 1: May 25, 2023 Regular Meeting Minutes

REGULAR AGENDA

1. Consider Authorizing the Chief Executive Officer (CEO) to execute a contract with Texas Municipal League (TML) Health for Medical, Dental, and Vision benefits beginning October 1, 2023, in the amount of \$665,967

(packet pages 19-20)

Action Item

Backup Information: Memo

2. Consider Approval of FY2023 Transportation Reinvestment Program (TRiP) Projects

(packet pages 21-22)

Action Item

Backup Information: Memo

3. Discuss Local and Regional Transportation Updates and Legislative Issues

(packet page N/A)

Discussion Item

4. Discussion of Proposed Fiscal Year (FY) 2024 Operating & Capital Budget and Reserve Policies

(packet page 23)

Discussion Item

Backup Information: Memo

INFORMATIONAL REPORTS

1. Monthly Safety, Service and Ridership Reports

(packet pages 24- 34)

Backup Information: Memo

Exhibit 1: Safety Performance – FY to Date

Exhibit 2: Service Performance – FY to Date

Exhibit 3: Ridership by Mode – May 2023

Exhibit 4: Connect Ridership Year-Over-Year by Month

Exhibit 5: A-train Year-Over-Year Ridership Comparison

Exhibit 6: Fixed-Route Ridership – May 2023

Exhibit 7: UNT Ridership Year-Over-Year by Month

2. Extension of Interlocal Agreement with the City of Coppell for Mobility Services

(packet page 35)

Backup Information: Memo

3. Extension of Interlocal Agreement with the City of Frisco for Transit Services

(packet page 36)

Backup Information: Memo

4. Extension of Interlocal Agreement with Trinity Metro for Alliance ZipZone Services

(packet pages 37-38)

Backup Information: Memo

5. Extension of 17-03 On-Demand Rideshare Services and 17-27 On-Call Taxi and Non-Emergency Transportation Services Contracts

(packet page 39)

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: July 27, 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

No items scheduled for this agenda.

RECONVENE OPEN SESSION

Reconvene and Take Necessary Action on Items Discussed during Executive Session (if applicable).

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
Tom Winterburn, Corinth
Vacant, Small Cities
Vacant, Little Elm

Staff Liaison:

Paul Cristina, CEO

This notice was posted on June 16, 2023 by 7pm.

Kisha Morris-Perkins
Executive Assistant | Board Process Manager



Board of Directors Memo

June 22, 2023

SUBJECT: Consider Approval of a Resolution Approving Budget Revision 2023-10 for Frisco Taxi Services

Recommendation

Staff recommends the Board approve a Resolution approving Budget Revision 2023-10 for the FY2023 Operating and Capital Budget.

Background

The DCTA budget is prepared months in advance of the start of the October 1 fiscal year and not all revenues and expenses can be anticipated at the time of the budget preparation. Therefore, during the fiscal year, it may become necessary to reforecast the annual revenues and expenses and modify the budget by amendment. Amending the budget for material changes will provide a better forecasting and management tool for the Board and DCTA staff. The DCTA Finance Team has reviewed this transaction and notes no issues with its implementation as disclosed in this briefing.

Previous Board Activity & Action

The FY23 budget was originally adopted on September 22, 2022. This is the tenth budget revision related to the FY23 budget.

Identified Need

In order to improve financial reporting and communicate expected financial results, the revised budget is submitted to the Board for consideration and approval of the attached Budget Revision 2023-10. DCTA's Financial Management Policies require approval of a Board resolution to authorize a budget amendment that increases the total adopted fiscal year budget or moves funds between DCTA and North Texas Mobility Corporation.

Items included in this revision are as follows:

MOBILITY SERVICES:

City of Frisco:

Increased demand for the City of Frisco's demand-response service has created a need to increase budget line items in both expense and contracted revenue for taxi-based service. The cost of this service is fully reimbursed by Frisco and uses DCTA's agreement with Irving Holdings to render services and provides DCTA with a 69% administrative fee on the costs of the total cost of the trips that are provided in that service area. This budget revision remains aligned with the budget authorized by the ILA between DCTA and the City of Frisco.

Financial Impact

The total budget impact of Budget Revision 2023-10 is an increase to Net Position of \$24,840.

Exhibits

Exhibit 1: Resolution Approving Budget Revision 2023-10 with the following exhibits:
Exhibit A: Budget Revision 2023-10



Submitted By:

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

Javier Trilla
AVP of Innovation and Information Technology

Final Review:

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

Maurice Bell
Chief Operating Officer

**DENTON COUNTY TRANSPORTATION AUTHORITY
RESOLUTION NO. R23-06**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY (DCTA) APPROVING FISCAL YEAR 2023 BUDGET REVISION NUMBER 2023-10 REVISED OPERATING & CAPITAL BUDGET, ATTACHED HERETO AS EXHIBIT “A”; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the DCTA budget is a well calculated estimate as to what will be needed for expenditures in the fiscal year; and

WHEREAS, budget estimates are often prepared months in advance of the actual expenditures and the possibility that the actual amount of the expenditure will be known in exact terms at the time of the budget preparation is unlikely; and

WHEREAS, it may become necessary to reforecast the annual expenditures and modify the budget by amendment; and

WHEREAS, the Board of Directors of DCTA desires to amend the fiscal year 2023 Operating and Capital Budget as set forth in Exhibit “A”.

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

SECTION 1. The Operating and Capital Budget Revision attached hereto as Exhibit “A,” be, and the same is hereby adopted and which shall amend the original budget adopted September 22, 2022, from and after the effective date of this Resolution.

SECTION 2. All provisions of the resolutions of the Board of Directors of the DCTA, in conflict with the provisions of this Resolution be, and the same are hereby, repealed, and all other provisions not in conflict with the provisions of this Resolution shall remain in full force and effect.

SECTION 3. This Resolution shall become effective immediately upon its passage and approval.

DULY PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY THE 22ND DAY OF JUNE, 2023.

APPROVED:

Cesar Molina, Chair

ATTEST:

Dianne Costa, Secretary
(06-15-2023:TM 135518)

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

TRANSACTION TYPE: Transfer ☐
Revision ☒

Number: 2023-10

Current Budget Amount	Budget Revision Amount	Revised Budget Amount
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ADDITIONS TO EXISTING BUDGET

Operating Revenue:	Contract Service Revenue (220.40120)	\$ 327,782	\$ 60,840	\$ 388,622
Operating Expense:	Purchased Transportation (220.50810)	\$ 47,393	\$ 36,000	\$ 83,393

Net Position Impact \$ 24,840

EXPLANATION: Increased demand for the City of Frisco's demand-response service has created a need to increase budget line items in both expense and contracted revenue for taxi-based service. The cost of this service is fully reimbursed by Frisco and uses DCTA's agreement with Irving Holdings to render services and provides DCTA with a 69% administrative fee on the costs of the total cost of the trips that are provided in that service area. This budget revision remains aligned with the budget authorized by the ILA between DCTA and the City of Frisco. The total budget impact of Budget Revision 2023-10 is an increase to Net Position of \$24,840.

DATE:

REQUESTED BY:

DATE:

REVIEWED BY:



Board of Directors Memo

June 22, 2023

SUBJECT: Consider Approval of Monthly Financial Statements for April 2023.

Recommendation

Staff recommends the Board approve the financial statements for April 30, 2023

Background

The financial statements are presented monthly to the Board of Directors for acceptance. The reports for the period ending April 30, 2023, include the Statement of Change in Net Position and the Investment Report. These reports provide a comparison of year-to-date budget vs. actual performance.

Previous Board Activity & Action

There has been no previous Board activity on this item.

Identified Need

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

Financial Impact

The financial impact of the April 30, 2023 has been summarized within the respective documents provided. The staff stands ready to answer any questions the board may have regarding the April 30, 2023 financial performance.

Exhibits

Exhibit 1: Year-to-Date Financial Statements – April 30, 2023

Submitted by:

Sherrelle Evans-Jones, CPA
Chief Financial Officer



DENTON COUNTY TRANSPORTATION AUTHORITY

Statement of Revenue and Expenditures
Presented for the Period Ended April 30, 2023
(UNAUDITED)

	Prior Year Actual			FY 2023 - April 30, 2023					
	2020	2021	2022	YTD Budget	YTD Actual	Annual Budget	Actual %	Expected %	Notes
Revenue and Other Income									
Passenger Revenues	\$ 833,637	\$ 542,920	\$ 928,716	\$ 1,027,893	\$ 677,813	\$ 1,797,627	37.7%	57.2%	Total system YTD ridership revenue down about 10% compared to budgeted ridership.
Contract Service Revenues	3,378,826	2,969,330	3,718,416	2,565,635	2,468,597	3,828,781	64.5%	67.0%	
Sales Tax Revenues	29,817,364	34,653,779	38,030,250	22,632,492	22,901,215	39,646,685	57.8%	57.1%	Sales tax continues to perform ahead of budget.
Federal/State Grants - Capital	3,472,677	1,409,423	95,069	285,000	59,828	2,801,060	2.1%	10.2%	
Federal/State Grants - Operating	16,214,135	15,858,885	19,028,351	3,219,497	332,050	13,042,809	2.5%	24.7%	Invoicing/grant revenue processing underway. This timing difference will correct in future updates.
Total Revenues and Other Income	53,716,639	55,434,337	61,800,802	29,730,517	26,439,503	61,116,962			
Operating Expenses									
									April Note: FY23 YTD Budget has been updated for the Board action at April meeting to reduce budget for vacant positions.
Salary, Wages and Benefits	4,432,165	3,903,858	4,002,824	2,633,279	2,212,170	4,942,946	44.8%	53.3%	
Outsourced Services and Charges	2,922,575	3,029,903	4,517,965	3,806,238	1,536,332	6,297,146	24.4%	60.4%	
Materials and Supplies	1,922,265	1,711,081	2,536,927	2,024,865	1,036,616	3,363,038	30.8%	60.2%	
Utilities	431,838	425,655	455,020	383,830	189,391	666,751	28.4%	57.6%	
Insurance	1,656,122	1,692,506	1,608,328	1,021,111	948,683	1,750,482	54.2%	58.3%	
Purchased Transportation Services	10,091,454	9,810,849	19,146,955	13,253,403	9,229,670	22,584,376	40.9%	58.7%	
Employee Development	164,699	80,428	119,259	193,434	60,407	310,565	19.5%	62.3%	
Leases and Rentals	226,632	215,069	132,033	85,435	81,193	146,452	55.4%	58.3%	
Depreciation	9,559,752	9,524,340	11,351,682	6,560,591	6,478,255	11,211,908	57.8%	58.5%	
Total Operating Expenses	31,407,502	30,393,689	43,870,994	29,962,186	21,772,717	51,273,664			
Income Before Non-Operating Revenues and Expenses	22,309,137	25,040,648	17,929,808	(231,669)	4,666,786	9,843,298			
Non-Operating Revenues/(Expense)									
									2023 Actual revenue reflects investment of liquid assets in accordance with agency investment policy.
Investment Income	320,793	31,178	462,425	3,500	2,459,012	6,000	40983.5%	58.3%	
Gain (Loss) on Disposal of Assets	(7,482)	42,344	29,719	-	-	-	0.0%	0.0%	
Other Income/(Expense) - Miscellaneous	421,389	460,209	447,462	9,438,700	338,219	9,623,610	3.5%	98.1%	\$9.6M annual budget includes plans for the JROF.
Long Term Debt Interest/Expense	(909,133)	(697,187)		(124,040)	(124,168)	(212,640)	58.4%	58.3%	
Total Non-Operating Revenues/(Expenses)	(174,434)	(163,456)	939,606	9,318,160	2,673,063	9,416,970			
Income (Loss) before Transfers to NTMC	22,134,703	24,877,192	18,869,414	9,086,491	7,339,849	19,260,268			
Transfers Out to NTMC	(7,555,428)	(6,489,350)	(5,926,669)	(4,076,745)	(3,397,126)	(6,998,611)	48.5%	58.3%	
Total Transfers	(7,555,428)	(6,489,350)	(5,926,669)	(4,076,745)	(3,397,126)	(6,998,611)			
Change in Net Position	\$ 14,579,275	\$ 18,387,842	\$ 12,942,745	\$ 5,009,746	\$ 3,942,723	\$ 12,261,657			



North Texas Mobility Corporation

Statement of Revenue and Expenditures
Presented for the Period Ended April 30, 2023

(UNAUDITED)

	Prior Year Actual			FY 2023 - April 30, 2023					
	2020	2021	2022	YTD Budget	YTD Actual	Annual Budget	Actual %	Expected %	Notes
Operating Expenses									
Salary, Wages and Benefits	\$ 7,211,423	\$ 6,028,468	\$ 5,355,034	\$ 3,633,089	\$ 3,190,369	\$ 6,240,378	51.1%	58.2%	April Note: FY23 YTD Budget has been updated for the Board action at April meeting to reduce budget for vacant positions.
Outsourced Services and Charges	201,117	366,444	504,702	354,443	154,902	\$ 607,445	25.5%	58.3%	A significant portion of the FY23 Budget considered the hire of Temporary Staffing.
Materials and Supplies	-	603	940	1,152	592	\$ 1,936	30.6%	59.5%	
Insurance	127,872	109,898	52,044	55,776	47,891	\$ 95,592	50.1%	58.3%	
Employee Development	15,015	15,051	13,949	32,285	3,372	\$ 53,260	6.3%	60.6%	
Total Operating Expenses	7,555,428	6,520,464	5,926,669	4,076,745	3,397,126	6,998,611			
Income (Loss) before Transfers	(7,555,428)	(6,520,464)	(5,926,669)	(4,076,745)	(3,397,126)	(6,998,611)			
Transfers In	7,555,428	6,520,464	5,926,669	4,076,745	3,397,126	6,998,611			
Total Transfers	\$ 7,555,428	\$ 6,520,464	\$ 5,926,669	\$ 4,076,745	\$ 3,397,126	\$ 6,998,611			



Board of Directors Regular Meeting Minutes

May 25, 2023 | 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, May 25, 2023 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 Mark Miller, City of Flower Mound
Board Member Jeremie Maurina, City of The Colony

Legal Counsel

Joe Gorfida, Nichols Jackson

DCTA CEO

Paul A. Cristina

CALL TO ORDER

Chair Molina called the meeting to order at 10:06am. All Board Members were present with the following exceptions: Vice Chair Gilmore departed at 11:50am and returned at 12:43pm, Board Member Maguire arrived at 10:11am, Alternate Board Member Stevens arrived at 10:38am, and Board Members Eads, Gonzalez, Miller and Winterburn were absent. The Board recessed at 11:54am and reconvened at 12:39pm.

INVOCATION

Alternate Board Member Pat Smith performed the invocation.

PLEDGE OF ALLEGIANCE

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

INTRODUCTIONS

Legal Counsel

Courtney Morris, Legal Counsel

New Employees

Valeria Rodriguez, Communications Specialist

Brittney Huff, Grants Manager

Bertram DeSha, NTMC General Manager

Chair Molina advised the Board and public that Alternate Board Member Pat Smith would be filling in for Board Member Maguire until her arrival. Board Member Maguire arrived at 10:11am.

PUBLIC COMMENT

No public comments at this time.

CONSENT AGENDA

1. Consider Approval of Task Order Amendment with AECOM in the Amount of \$68,000 to Provide Bus Stop, Shelter and Amenity Relocation Plan and Additional Support to the Intermediate Service Plan
2. Consider Approval of Amended Interlocal Agreement with Trinity Metro for Alliance ZipZone Services
3. Consider Approval of a Resolution approving Budget Revision 2023-04 for Alliance ZipZone Services
4. Consider Approval of Regular Meeting Minutes dated April 27, 2023

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

REGULAR AGENDA

1. **Consider Approval of Monthly Financial Statements for March 2023 and Quarterly Reports for Quarter 2 – Fiscal Year 2023 and Receive an Update from the Chief Financial Officer Regarding Finance Operations**

Sherrelle Evans-Jones, Chief Financial Officer, gave the presentation highlighting the following:

- Financial Statement – March 31, 2023 (Revenues and Other Income)
- Financial Statement – March 31, 2023 (Operating Expenses)
- Financial Statement – March 31, 2023 (Non-Operating Revenues/Expenses/Transfers)
- Financial Statement – March 31, 2023 – NTMC
- Status of Invested Assets

Other Finance Team Updates

- January 2023 – Violet Killeen (Accountant II) and De'Andrea Harrell (AP Coordinator)
- April 2023 – Jane Filarowicz (Senior Manager of Budget) and Joe Oerum (Senior Manager of Procurement)
- May 2023 – Brittney Huff (Senior Manager of Grants)
- Senior Manager of Accounting – Interviewing Candidates

FY 2024 Budget

- Week of May 15 – Internal meetings with staff
- June 22, 2023 – Board Meeting and Budget Retreat (NTMC Budget discussion June 15)

Lagniappe

- Trainings with Accounting Software provider
- New technology underway to work smarter – Procurement software
- Internal trainings on key financial processes
- Theme: *Learn the Process. Tweak the Process. Share the Process*

Board discussion regarding “grant drawdowns” and the crucial need to have a solid grants operation with appropriate personnel to facilitate the program and avoid delayed or underutilized federal grant funds. The Board also discussed emergency cash flow options in the event of a government default, whether DCTA has any grant-funded positions (which it does not) and the transition from the contractual assistance from Accenture.

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

2. Discuss Intermediate Service Planning Study and Review Service Change Alternatives

Tim Palermo, Planning and Data Analytics Manager, presented to the Board highlighting the following:

- Intermediate Service Plan – Process (Steps 1-5)
- GoZone Demand and KPI Performance – FY 23 YTD
- Connect Network Performance (Connect 6, 7 and 3 Monthly Comparison)
- January – April 2023 GoZone OD Pairs in Connect 3, 6 and 7 Service Area
- Passenger Trip Capture Potential – ¼ mile travel shed
- Intermediate Service Plan – Road Ahead
- Passenger Trip Capture Potential – UNT and Discovery Park
- Peak Period Consideration
- Connect Network Schedule Alternatives
- Bus Investment and GoZone Cost Offset (FY23) – Existing Stops

Board discussion regarding ridership statistics and UNT's impact on the system, GoZone capacity, the amount of GoZone rides within a ½ mile or less, GoZone service levels, balancing the collection of data and start times, and concerns regarding changing frequency in the middle of the day.

It was the consensus of the Board to have staff develop alternatives around increasing frequency on Route 3 within Option 2 and Option 3. However, the Board also requested staff to gather ridership data over the summer before bringing the item back to the Board for consideration.

3. Discuss Update on the Collin County Rides Program

Maurice Bell, Chief Operating Officer and Brittney Farr, Senior Director of Engagement and Administration, provided the update for the Board highlighting the following:

- Background and History
- Collin County Rides Program – Existing Conditions (service area, service hours, fare structure and eligibility program cost)
- Potential Cost and Service Structure (cost model, service productivity, annual rollup)
- Frisco Service Snapshot
- Next Steps
 - Offer proposal to North Central Texas Council of Governments (NCTCOG)
 - Coordinate with Dallas Area Rapid Transit (DART) and participating cities on changeover logistics
 - Establish required agreements (NCTCOG, Cities, etc.)
 - Briefings with DCTA Board of Directors
 - Coordinate with NCTCOG and participating cities on communication and outreach
 - Stand up DCTA operations desk
 - DART cessation of service target: September 30, 2023

Board discussion regarding funding source and who pays for the service and how do the cities pay with local match, discussion of regional transportation: critical service, quality of service, paratransit needs, short-term solution and bringing Collin County into the fold of transit.

No Board action required at this time.

4. Discuss Bus Fleet Plan Update and Status of Swiftly Technology Implementation

Maurice Bell, Chief Operating Officer and Javier Trilla, AVP of Innovation and Technology presented to the Board highlighting the following:

- Bus Fleet Plan Development
 - Inventory and Condition Approach
 - DCTA Bus Fleet
 - Bus Review
 - Bus Planning Objectives and Actions

- Swiftly Technology Implementation
 - Automated Passenger Counters
 - Passenger Signage – Large Buses/Cutaway Fleet
 - Onboard Tables
 - Cellular Connectivity Hardware
- Phases 1-4: Complete
- Phase 5: Almost Complete

Board discussion regarding exploration of transitioning to alternate fuel (i.e. electric vehicles, natural gas), industry guideline on maintenance, spikes in replacement of vehicles, “end of life” for vehicles (i.e. auction process), NTD reporting process, and consideration of a fund for budgeting replacements.

No Board action required at this time.

5. Discuss First Draft of Fiscal Year 2024 Work Plan and Business Goals and Objectives for Denton County Transportation Authority (DCTA)

CEO Paul Cristina led the discussion regarding the FY 2024 Work Plan and Business Goals & Objectives highlighting the following:

- 2023 Leadership Team Work Plan – update May 25, 2023
- Current Work Plan (completed and in-progress items)
- 2024 Leadership Team Work Plan – Draft (highlights: Planning and Development; CFO/COO projects, Compliance/Procurement, Engagement and Administration, and Innovation/Information Technology)

Board discussion regarding A-train Enhancement Program, ERP timing and adequacy of staff resources to deliver the proposed FY 2024 Work Plan. The Board congratulated staff on the outstanding job continuing the execution of the FY 2023 Work Plan and the future plan for FY 2024.

No Board action required at this time.

6. Discuss Local and Regional Transportation Updates and Legislative Issues

The Board discussed and provided updates of the following:

- DRMC – Several bills were discussed. Highlighted “local control”.
- RTC – Federal/State legislative items (DCTA not affected), Hydrogen corridor, Walk to School Day (October 4), Walking School Bus (PTA driven).
- CEO Seminar (Houston) – Great opportunity to meet with industry CEO’s and discuss current trends and challenges. Some topics included: Fiscal Cliff, Job Force, Transit Workforce Shortage, Diversity, Equity and Inclusion Conversation, and Labor Settlements.



INFORMATIONAL REPORTS

1. Monthly Safety, Service and Ridership Reports
2. Provide Update on Fiscal Year 2024 Healthcare Benefit Contracts

These items were provided to the Board for informational purposes only. No Board questions regarding informational reports. No Board action required at this time.

FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

None at this time.

REPORT ON ITEMS OF COMMUNITY INTEREST

- Saturday, June 10, 2023: “Celebrate Highland Village”

CONVENE EXECUTIVE SESSION

The Board of Directors will convene into Closed Executive Session pursuant to Section 551.076(1) of the Texas Government Code, Deliberation Regarding Security Devices or Security Audits.

The Board convened into Closed Executive Session at 1:19pm.

RECONVENE OPEN SESSION

The Board reconvened into Open Session at 1:58pm with no action taken.

ADJOURN

Chair Molina adjourned the meeting at 1:58pm.

Cesar Molina, Board Chair

Dianne Costa, Board Secretary



Board of Directors Memo

June 22, 2023

SUBJECT: Consider Authorizing the Chief Executive Officer (CEO) to execute a contract with Texas Municipal League (TML) Health for Medical, Dental, and Vision benefits beginning October 1, 2023, in the amount of \$665,967.

Recommendation

Staff recommends the Board authorize the CEO to execute a contract with TML Health for Medical, Dental, and Vision benefits, beginning October 1, 2023, in the amount of \$665,967.

Background

DCTA leverages its contract with Holmes Murphy & Associates to market employee benefits, when necessary. DCTA benefit years align with the fiscal year, running from October to September, with the Open Enrollment period beginning in late July/early August, prior to implementation in October.

The current guaranteed rates for medical and prescription, dental and vision coverage are slated to expire at the end of this benefit year (September 30, 2023). Holmes Murphy requested renewal rates from DCTA's current benefit provider for medical and prescription, dental, and vision coverage.

Renewal for existing FY2023 contracts for life and accidental death & dismemberment, as well as short-term and long-term disability were received on June 15, 2023. Renewal rates presented indicated a significant rate increase on these plans. Holmes Murphy & Associates is proceeding with negotiations of this renewal and will market these benefits should the results prove unsatisfactory. Board approval of these benefits will be brought to the board at the July.

Previous Board Activity & Action

An informational item on this item was provided in the May Informational Reports.

Identified Need

The current DCTA benefit rates are set to expire as of September 30, 2023. Board Approval is required for renewal of medical and prescription, dental and vision coverage. Open Enrollment begins on July 31, 2023, for benefit coverage effective on October 1, 2023.

Financial Impact

The TML final renewal, including rate passes for Vision, a 7% increase for Dental, and a 16% increase to the Medical rate, equates to an annual increase of \$89,332 based on current enrollment. The total amount is subject to change based on employee election changes and employee turnover throughout the year.

DCTA incorporated a 16% increase on Medical, a 10% increase on Dental within the upcoming FY23 budget to account for any potential rate increases. This is slightly more than DCTA's past budget practices due to the higher than average increase in medical costs resulting from COVID-19.

Exhibits

N/A.



Submitted by:

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

Brittney Farr, Senior Director
Engagement and Administration

Board of Directors Memo

June 22, 2023

SUBJECT: Consider Approval of FY2023 Transportation Reinvestment Program (TRiP) Projects

Background

Through our Annual Call for Projects for FY2023, DCTA received five (5) TRiP funding requests totaling \$15,204,560 from the cities of Denton and Lewisville for the design and construction of transit-supportive capital projects. The projects represent over \$22.3 million dollars in transit-supportive infrastructure. These improvements provide a safer means of travel for transit riders as they walk to employment, education, and entertainment areas in and around Denton and Lewisville.

Staff Review Notes

DCTA staff found the applications thorough and complete. They exceed minimum project eligibility requirements for TRiP funding by supporting DCTA Long-Range Service Plan goals:

- Increase service efficiency and reliability;
- Increase service effectiveness for DCTA customers;
- Increase the visibility and elevate the image of DCTA;
- Expand DCTA services into areas where transit has a strong likelihood of success;
- Demonstrates sustainable development practices that support transit; and
- Strive for financial excellence by maintaining fiscally sound and sustainable financial plans and budgets that reflect community priorities and values.

These Long-Range Service Plan goal achievements are enumerated and described in the project the applications.

DCTA staff also found that each proposed project met or exceeded key evaluation criteria, including:

- Achieves long-term vision: as noted above, the project supports key tenets of the DCTA Long-Range Service Plan.
- Safety & ADA: the improvements would increase safety for all users.
- Quality of Life: the improvements would increase the appeal and walkability of member city neighborhoods and activity centers.

Funding Sources: There are multiple funding sources associated with the proposed projects and TRiP funds would be one component.

Maintenance: The respective member cities are responsible for maintenance.

Previous Board Activity & Action

The Board authorized the TRiP Annual Call for Projects for FY23 at its January 26, 2023 meeting.



Financial Impact

The total cost of the projects is over \$22.3 million with \$15,204,560 being requested through TRiP funds. The table below displays the amount of TRiP funds remaining upon commitment.

		CITY OF DENTON	CITY OF HIGHLAND VILLAGE	CITY OF LEWISVILLE	TOTAL
FY23 Call for Projects Available Funding*		\$ 6,496,529	\$ 1,079,497	\$ 11,713,605	\$ 19,289,631
Denton Applications					
D-16	Shady Oaks DCTA Crossing Quiet Zone Improvements	\$ 75,000			
D-17	Katy Trail-Mayhill/Colorado	\$ 514,560			
D-18	Bonnie Brae PH3 – UNT Area Paving Improvements	\$ 5,000,000			
Lewisville Applications					
L-4	SW Parkway Multimodal Street / Streetscape			\$ 9,015,000	
L-5	A-train Trail Southern Extension			\$ 600,000	
Member City Totals		\$ 5,589,560	\$ -	\$ 9,615,000	\$ 15,204,560
FY23 Remaining TRiP Balances		\$ 906,969	\$ 1,079,497	\$ 2,098,605	\$ 4,085,071

* Includes FY21 & FY22 Rollover Amounts

S:\TRiP\FY23\FY23 Call for Projects\FY23 TRiP Funding Balance Upon Award.xlsx\FY23 Balances

7-Jun-23

Recommendation

DCTA staff found the projects described in the applications received exceeded the minimum project eligibility requirements for TRiP funding and therefore recommends Board approval.

Submitted By:

Tim Palermo, Planning & Data Analytics Manager



Board of Directors Memo

June 22, 2023

SUBJECT: Discussion of Proposed Fiscal Year (FY) 2024 Operating & Capital Budget and Reserve Policies

Recommendation

This item is included for discussion purposes only.

Background

Staff will present the Proposed FY2024 Operating & Capital Budget along with the Long-Range Financial Plan at the upcoming budget workshop.

Financial Impact

The FY2024 operating budget includes total revenues of \$72.8 million, expenses net depreciation of \$50.2 million, and capital outlay and major maintenance of \$35.7 million.

Submitted By:


Jane Filarowicz, Senior Manager of Budget

Final Review:



Sherrelle Evans-Jones, Chief Financial Officer

Board of Directors Memo

June 22, 2023

SUBJECT: May 2023 Safety, Service, and Ridership Reports

Recommendation

This item is for information only. No Board action is required.

Introduction

Attached Exhibits 1-7 provide an overview of total monthly safety, service, and ridership trends across all DCTA services for May 2023.

Items of Note

The summary table below shows that May 2023 month-over-month bus trips were substantially fewer than (-52.2%) what was observed during the prior month. This decline was largely due to the summer suspension of UNT service on May 15.

May completed GoZone trips were 3.2 percent above the May total and more than 41 percent above May 2022 and represent the highest amount of completed monthly GoZone trips on record.

Unlinked Passenger Trips Three-Month Trend

	2022	2023				May 2022 - 2023 % Change
	May	March	April	May	April-May % Change	
Bus*	51,777	157,013	165,842	79,338	-52.2%	53.2%
Rail	14,056	20,691	20,003	19,196	-4.0%	36.6%
GoZone	54,317	75,217	74,633	77,010	3.2%	41.8%
TOTAL	120,150	252,921	260,478	175,544	-32.6%	46.1%

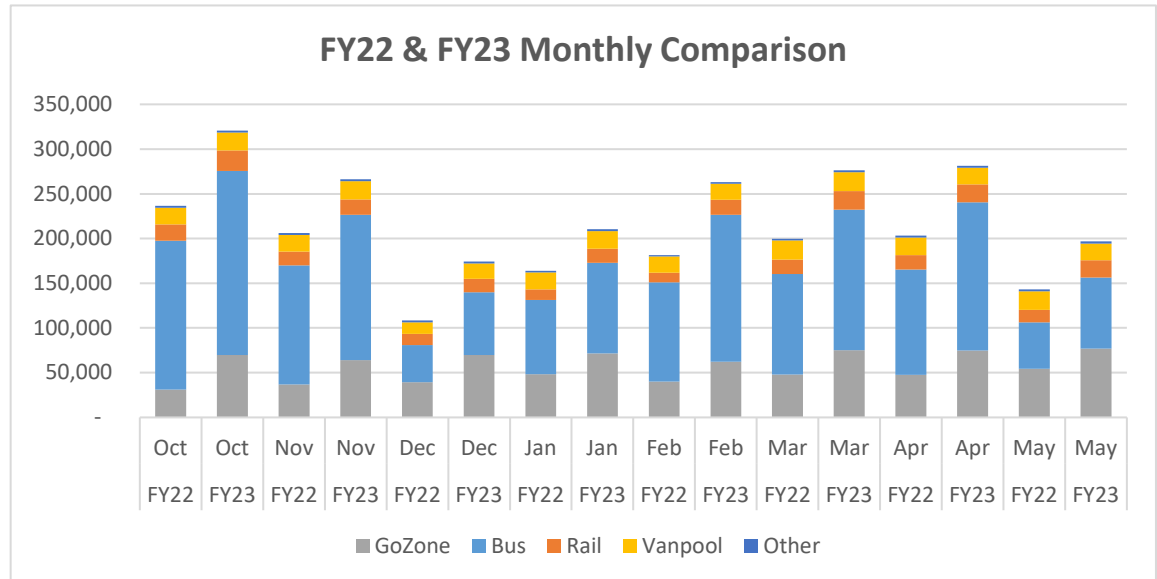
* UNT, Connect, and Non-Connect Fixed Routes

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DCTA's strong ridership recovery continues with total May 2023 ridership being over 46 percent above May 2022 levels. Similarly, last month's A-train boardings were over 36 percent above May 2022. Lastly, May 2023 A-train boardings were 31.2 percent greater than average monthly A-train boardings (14,636) in FY22 as seen in the following table.

FY 22 A-train Average Monthly Passengers	14,636
May 2023 A-train Passengers	19,196
Percent Increase (Decrease)	31.2%

Total FY23 ridership by mode through May 2023 is about 38 percent above the same period in FY22 as seen in the chart below.

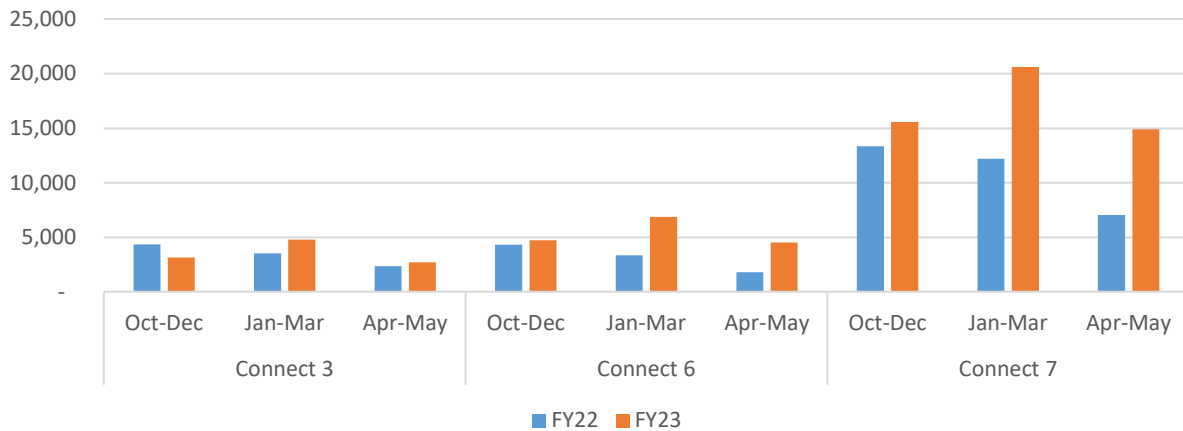


	FY22 YTD	FY23 YTD	Percent Change
GoZone	344,559	564,326	63.8%
Bus	817,768	1,106,286	35.3%
Rail	115,203	147,640	28.2%
Vanpool*	148,803	154,393	3.8%
Other	16,323	16,585	1.6%
All Modes	1,442,656	1,989,230	37.9%

* vanpool ridership reporting lags one month

The final chart illustrates how service improvements on Connect Routes 3, 6, and 7 have yielded significant month-over-month ridership gains since the beginning of the fiscal year with total ridership in May being more than double (106.1%) what it was in 2022. Fiscal year-to-date totals on the routes are almost 49 percent above FY22.

Connect 6, 7, and 3 Monthly Comparison FY22/FY23



	Month	FY22	FY23	% CHG
Connect 3	Oct-Dec	4,350	3,143	-27.7%
	Jan-Mar	3,520	4,792	36.1%
	Apr-May	2,369	2,706	14.2%
Connect 6	Oct-Dec	4,310	4,719	9.5%
	Jan-Mar	3,342	6,875	105.7%
	Apr-May	1,785	4,519	153.2%
Connect 7	Oct-Dec	13,353	15,583	16.7%
	Jan-Mar	12,217	20,600	68.6%
	Apr-May	7,042	14,897	111.5%
May Totals		4,829	9,951	106.1%
FY to Month Totals		52,288	77,834	48.9%

S:\STRATEGIC PLANNING\ServicePlaningSupport\AllModesMasterPivotDB\Routes 367\[Routes367May.xlsx]Sheet2

Exhibits


- Exhibit 1: Safety Performance – FY to Date
- Exhibit 2: Service Performance – FY to Date
- Exhibit 3: Ridership by Mode – May 2023
- Exhibit 4: Connect Ridership Year-Over-Year by Month
- Exhibit 5: A-train Year-Over-Year Ridership Comparison
- Exhibit 6: Fixed-Route Ridership – May 2023
- Exhibit 7: UNT Ridership Year-Over-Year by Month



Submitted By: _____


Tim Palermo
Planning & Data Analytics Manager

Final Review: _____


Javier Trilla, Assistant Vice President
Innovation and Information Technology

Final Review: _____


Bracey Goodwin, Director
Safety and Compliance

Final Review: _____


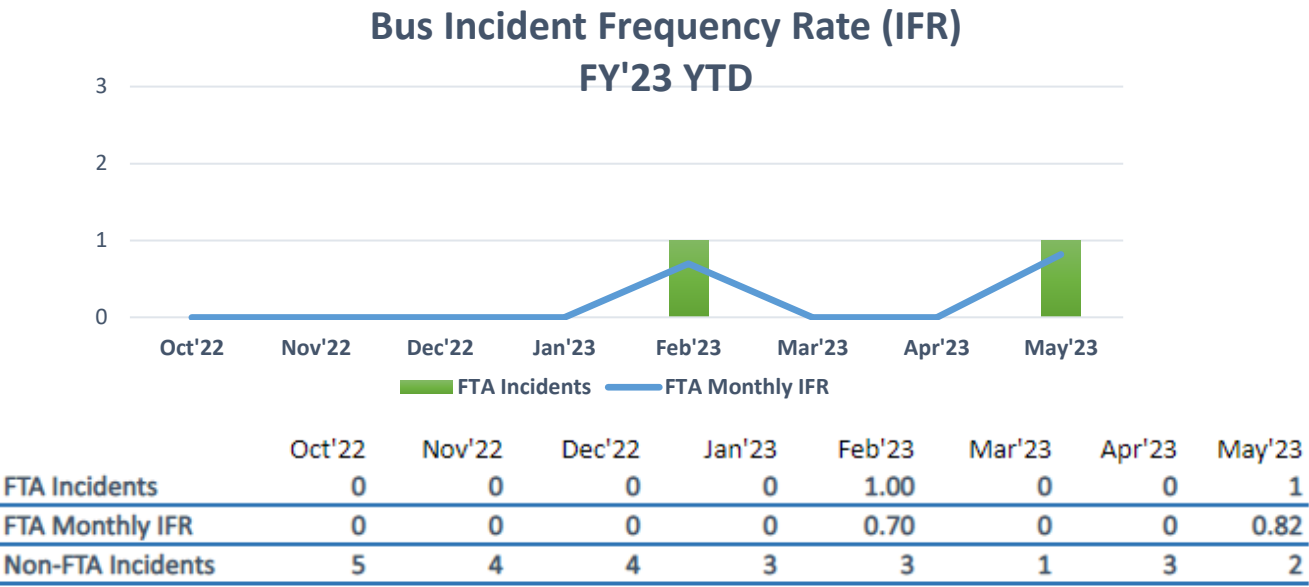
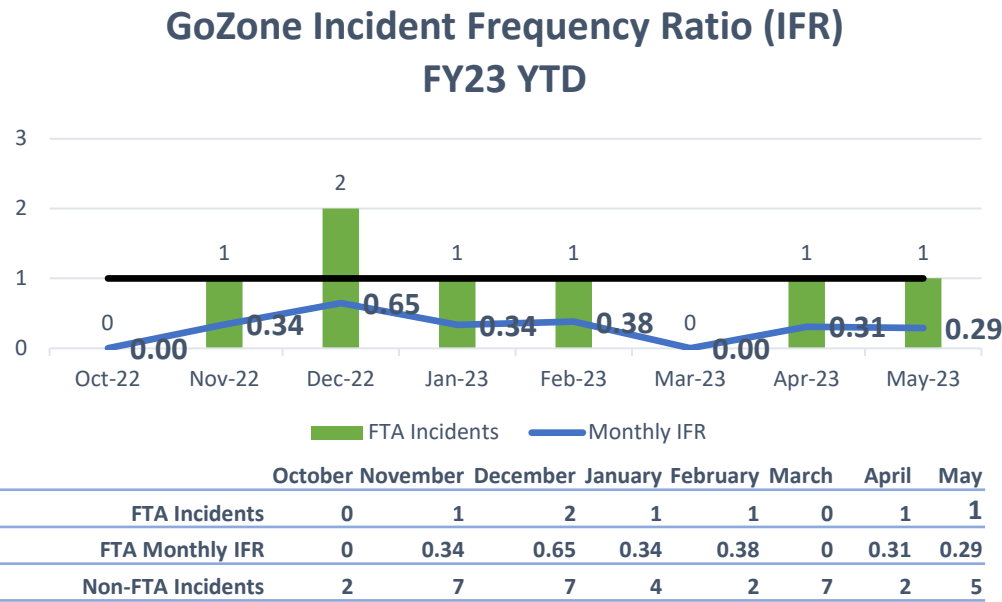
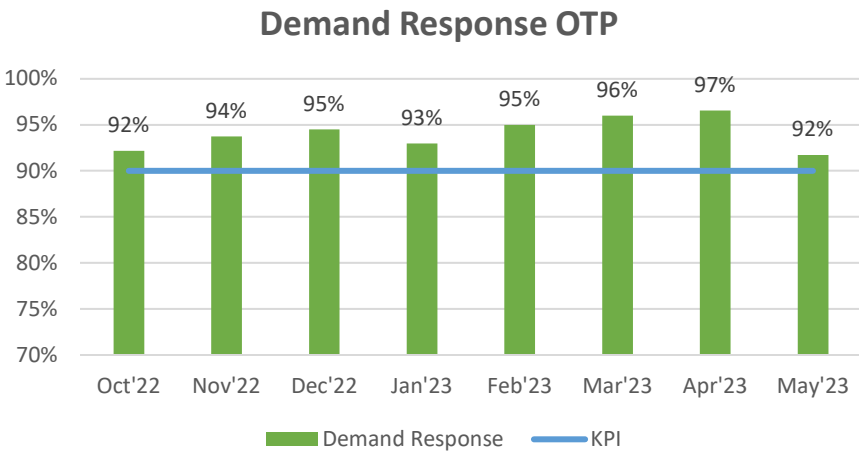
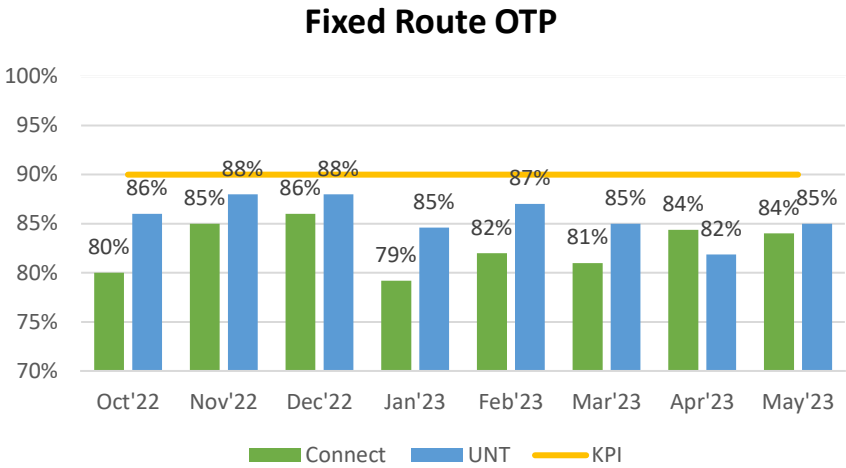
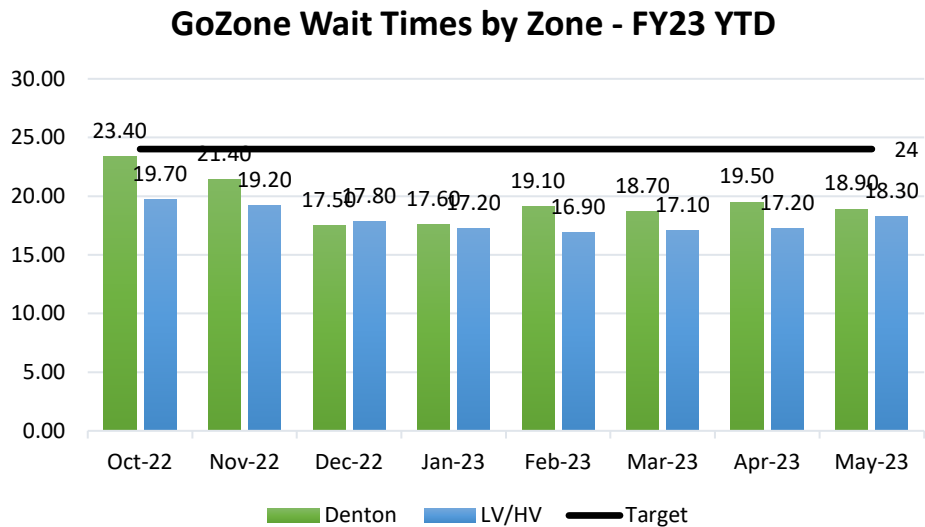
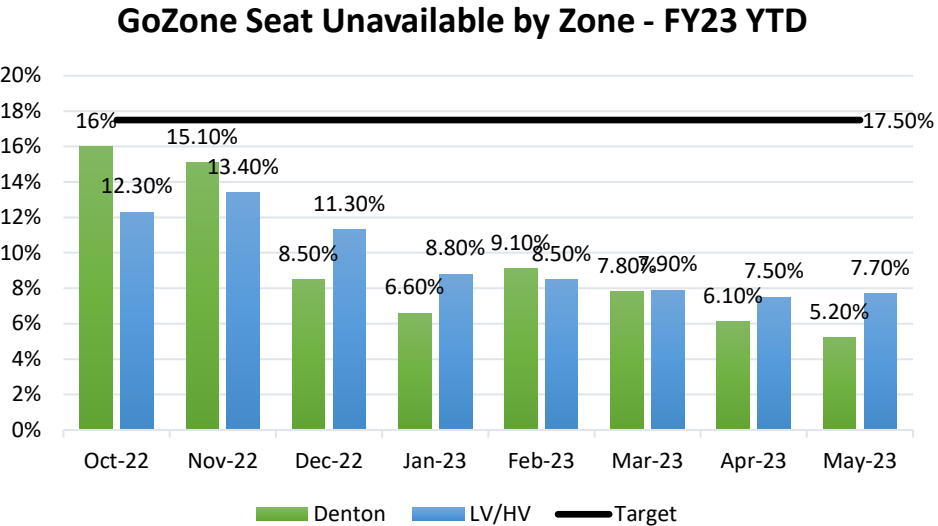

Maurice Bell
Chief Operating Officer

Exhibit 1



A-train Federal Railroad Administration Reportable Rail Safety				
	Train Miles	Grade Crossing Incidents	Employee Injuries	Passenger Injuries
FY23 through May	262,028	0	1*	0
*0.38 per 100k train miles				

Exhibit 2





Total Ridership - May 2023

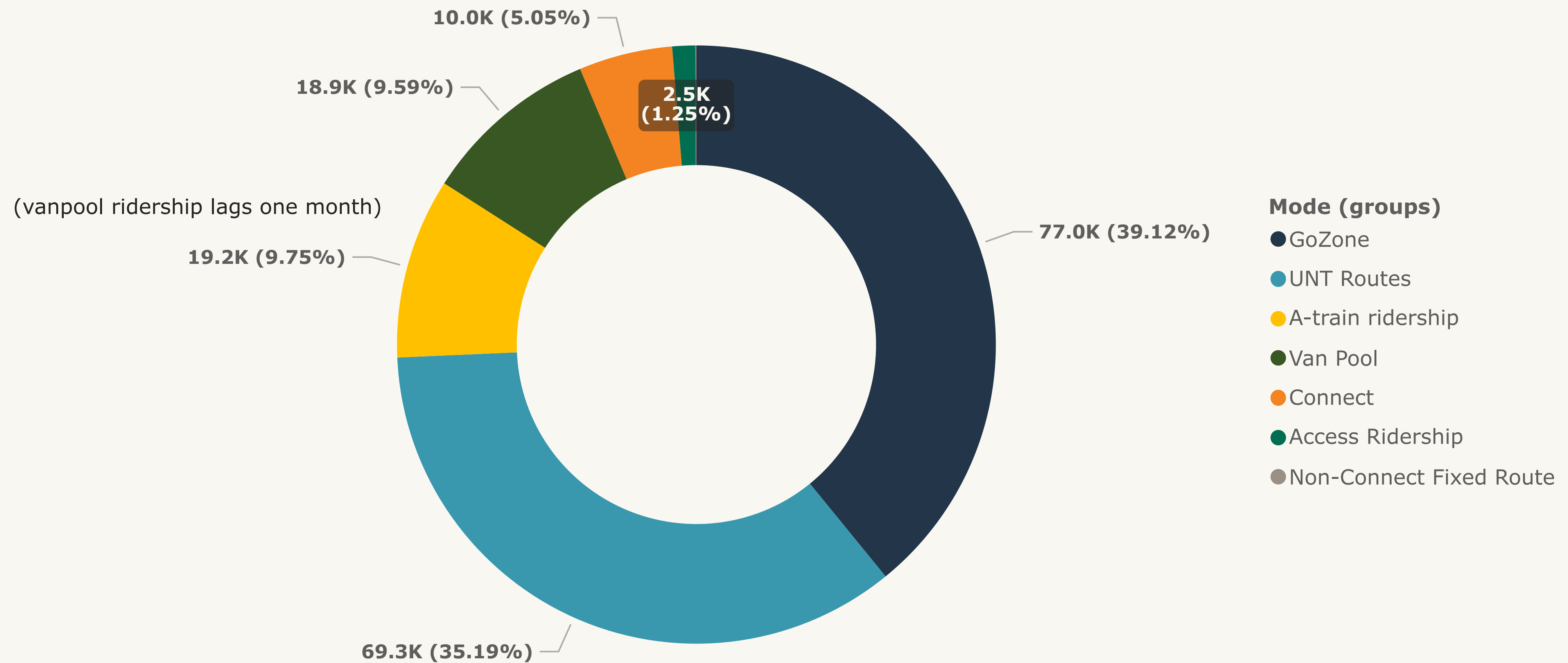
196.9K

Total Ridership FYTD

2.0M

Informational Report 1
Exhibit 3

Ridership by Travel Mode - May 2023





Total Ridership - May 2023

196.9K

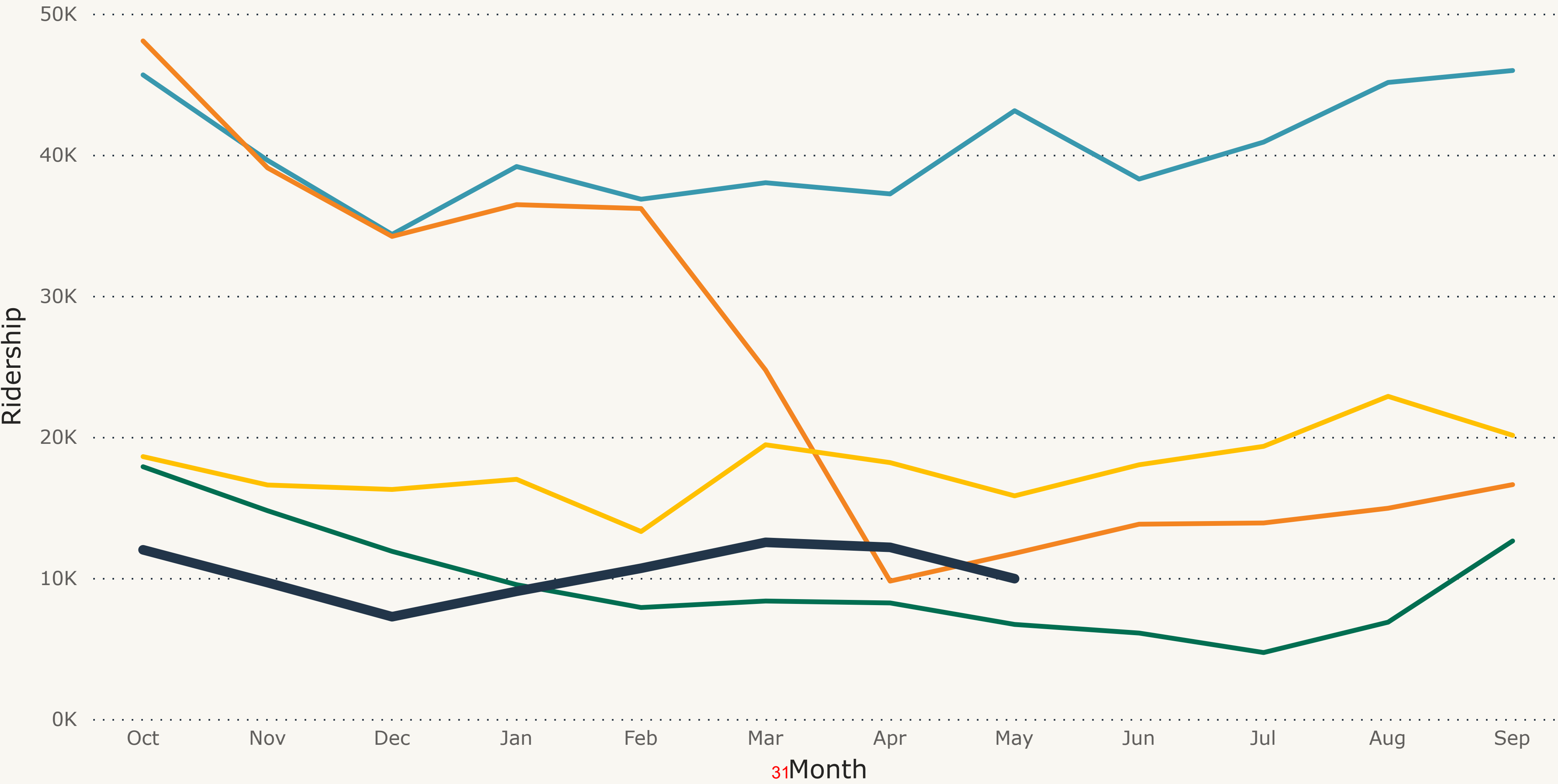
Total Ridership FYTD

2.0M

Informational Report 1
Exhibit 4

Ridership by Month and Fiscal Year - Connect

Fiscal Year 2019 2020 2021 2022 2023





Total Ridership - May 2023

196.9K

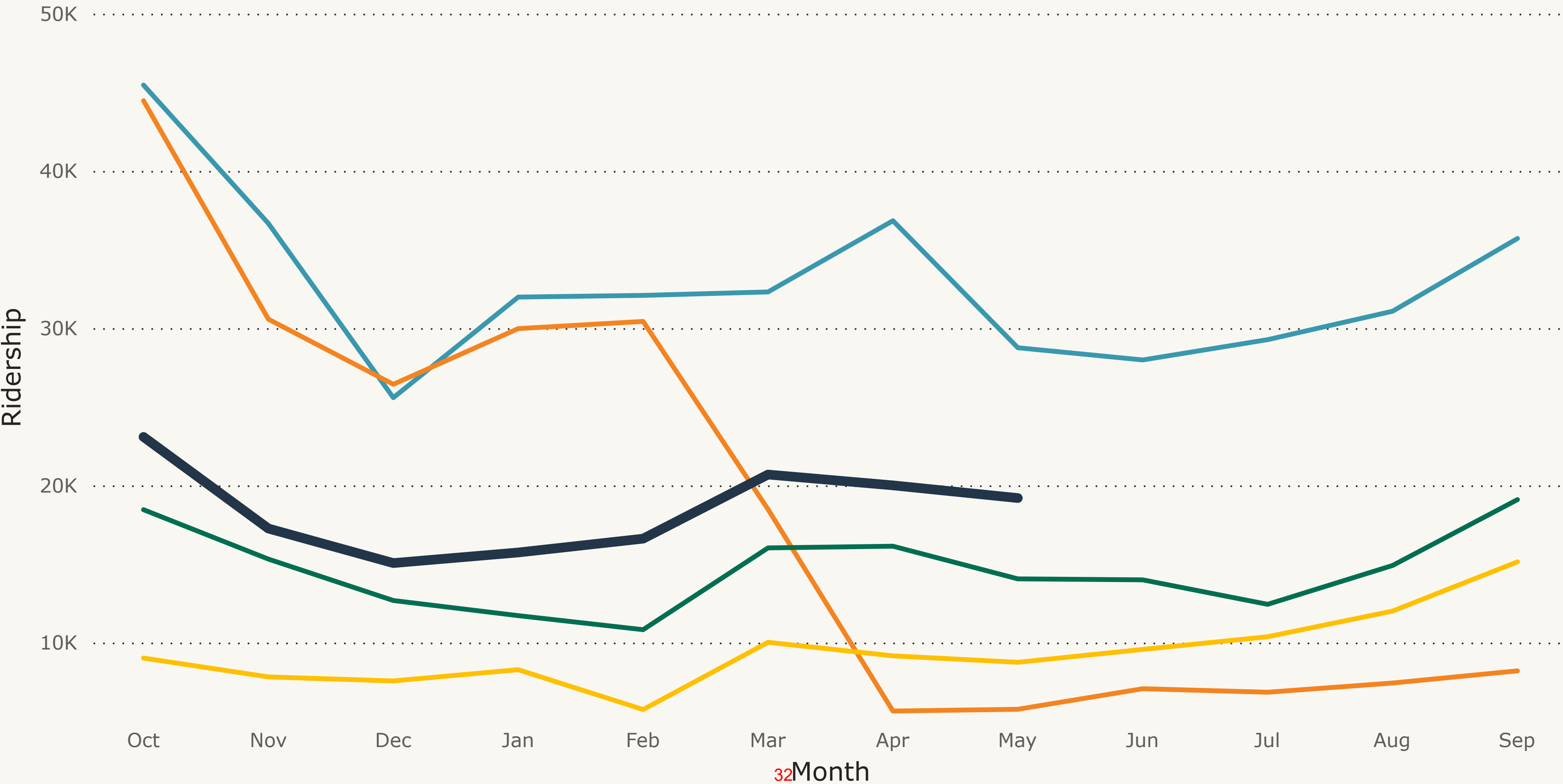
Total Ridership FYTD

2.0M

Informational Report 1
Exhibit 5

Ridership by Month and Fiscal Year - A-train

Fiscal Year 2019 2020 2021 2022 2023





Total Ridership - May 2023

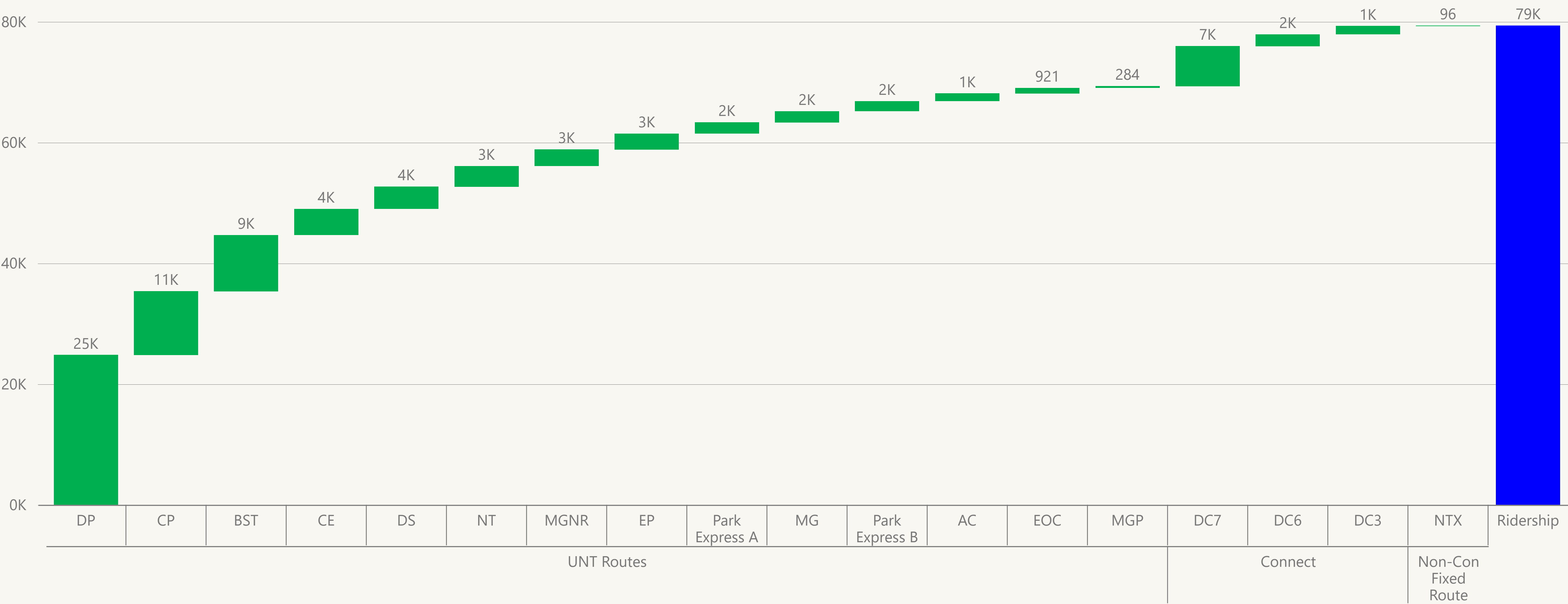
196.9K

Total Ridership FYTD

2.0M

Mode (groups)	Ridership
Connect	9,951
Non-Connect Fixed Route	96
UNT Routes	69,291
Total	79,338

Fixed-Route Ridership Waterfall



Total Ridership - May 2023

196.9K

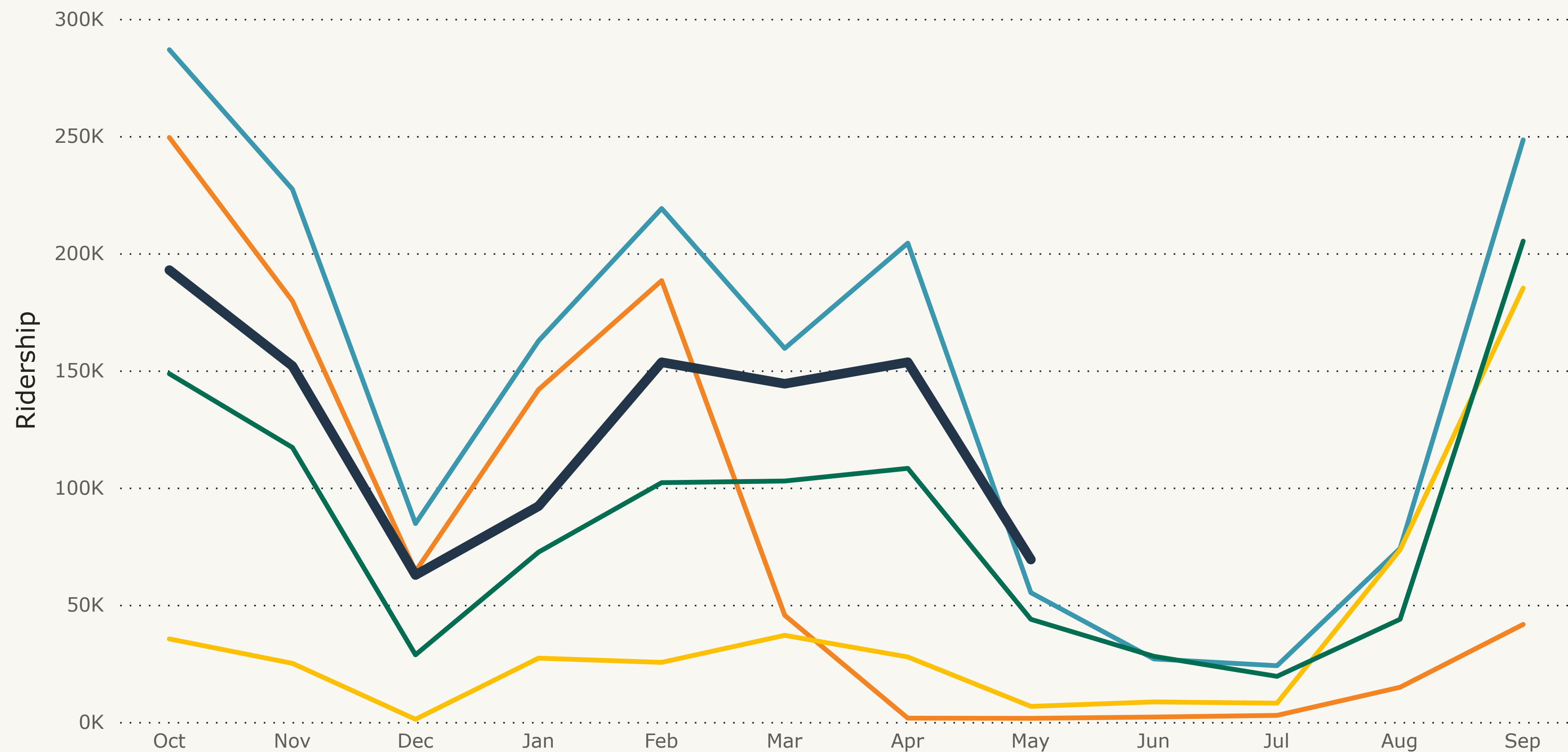
Total Ridership FYTD

2.0M

Informational Report 1
Exhibit 7

Ridership by Month and Fiscal Year - UNT

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





Board of Directors Memo

June 22, 2023

SUBJECT: Extension of Interlocal Agreement (ILA) with the City of Coppell for Mobility Services

Recommendation

This is an informational item. Staff will seek Board approval for an extension of the Interlocal Agreement (ILA) with the City of Coppell for Mobility Services at the July 2023 Board meeting.

Background

DCTA and the City of Coppell initially approved an ILA in August 2019 to deploy a Lyft program to serve the workforce mobility needs in Coppell's business parks beginning on October 1, 2019. This ILA has been subsequently amended to continue the service through September 2023.

The service, operated by Lyft through a task order with DCTA, provides on-demand services from six (6) transit stops to the City of Coppell's workforce centers. Transit stops include: The A-train Hebron Station, DART Trinity Mills Station, DART Beltline Station, two (2) DART Bus Stops (Saintsbury at Beltline and Regent at Royal), and the Grapevine TRE station. Services are offered Monday through Sunday, from 5 am to 12 am. The customer pays the first \$2, with the City of Coppell subsidizing the remainder of the fare up to \$17. Any remaining fare is paid by the customer.

Previous Board Activity & Action

- **September 22, 2022** – Consent Agenda Item 3 - Consider a Third Amended and Restated Interlocal Agreement (ILA) Renewal with the City of Coppell in the amount not to exceed \$50,000.

Identified Need

On September 30, 2023, the Third Amended and Restated ILA with the City of Coppell will expire, and a new ILA must be executed to continue current services through September 30, 2024.

Financial Impact

DCTA will be fully reimbursed by the City of Coppell for the Lyft service, plus an administrative fee of 60% of cost to deliver service, in accordance with DCTA policy.

Exhibits

None.

Submitted By: _____

Javier Trilla, AVP of Innovation and Information Technology

Approved By: _____

Maurice Bell, Chief Operating Officer



Board of Directors Memo

June 22, 2023

SUBJECT: Extension of Interlocal Agreement (ILA) with the City of Frisco for Transit Services

Recommendation

This is an informational item. Staff will seek Board approval for an extension of the Interlocal Agreement (ILA) with the City of Frisco for Transit Services at the July 2023 Board meeting.

Background

DCTA and the City of Frisco initially approved an ILA in December 2015 for the deployment of transit services for eligible Frisco residents. This ILA has been subsequently amended to continue the service through September 2023.

Under the ILA, transit services may be provided by DCTA directly, or by taxi providers and transportation network companies (TNCs) that directly contract with DCTA.

DCTA provides transit services to the following eligible passengers:

- (a) Frisco residents who are 65 years of age or older
- (b) Frisco residents who are disabled
- (c) Frisco residents requiring transportation for medical care-related purposes
- (d) Others as directed by Frisco based on available funding and service capacity

Previous Board Activity & Action

None.

Identified Need

On September 30, 2023, the current ILA with the City of Frisco will expire, and a new ILA must be executed to continue current services through September 30, 2024.

Financial Impact

DCTA will be fully reimbursed by the City of Frisco for costs incurred by DCTA to deliver service, plus a 69% administrative fee, in accordance with DCTA policy.

Exhibits

None.

Submitted By:



Javier Trilla, AVP of Innovation and Information Technology

Approved By:



Maurice Bell, Chief Operating Officer

Board of Directors Memo**June 22, 2023****SUBJECT:** Extension of Interlocal Agreement with Trinity Metro for Alliance ZipZone Services**Recommendation**

This is an informational item. Staff will seek Board approval for an extension of the Interlocal Agreement (ILA) with Trinity Metro for Alliance ZipZone services at the July 2023 Board meeting.

Background

Trinity Metro's Alliance ZipZone program is served through a partnership with DCTA via an Interlocal Cooperation Agreement (ILA), utilizing DCTA's On-Demand Rideshare Services contract with Lyft. Trinity Metro directly reimburses DCTA for all direct costs associated with providing Lyft service, plus an administrative fee of 20% of these direct costs to manage and administer the program. This agreement was approved by the Board in January 2019 and has been subsequently amended to continue the service through September 2023.

DCTA is responsible for maintaining the contract and task orders associated with the mobility service provider (Lyft) and providing Trinity Metro with a monthly invoice which includes the cost of service, plus the administrative fee paid to DCTA. Included with the invoice is a report with the month's total ridership, obtained through the Lyft portal. Trinity Metro is responsible for all branding and marketing associated with the Alliance ZipZone program and reimbursing DCTA within 30 days of invoice submittal.

Agency	Service Rendered	Cost Allocation
Denton County Transportation Authority	Contracted Mobility Provider Service: Direct Invoiced Costs	Not to Exceed: \$475,000
	Administrative Fee: Contract Management, Billing, Administrations, Reporting, and Data Analytics	Not to Exceed: \$95,000 (20%)
		Total: \$570,000

Previous Board Activity & Action

- **October 27, 2022** – Informational Report 3 - Amend Interlocal Agreement with Trinity Metro and Task Order with Lyft for Alliance Services
- **December 1, 2022** – Consent Agenda Item 1 - Consider Approval of an Amended Interlocal Agreement with Trinity Metro and Task Order Extension with Lyft for Alliance Services
- **May 25, 2023** – Consent Agenda Item 2 – Consider Approval of an Amended Interlocal Agreement with Trinity Metro for Alliance ZipZone Services

Identified Need

Trinity Metro has requested extension of this service for one additional year beginning October 1, 2023 and ending September 30, 2024. Trinity Metro has stated their intent to go out to bid for their own mobility service contract in FY25.

Financial Impact

As noted in the table under Background, the cost of DCTA services is estimated at \$475,000 for FY2024. The program costs attributed to DCTA activities will be fully reimbursed by Trinity Metro plus an administrative fee of 20% estimated at \$95,000

Exhibits

None.

Submitted by:



Javier Trilla, AVP of Innovation & Information Technology

Final Review:



Maurice Bell, Chief Operating Officer

Board of Directors Memo

June 22, 2023

SUBJECT: Extension of 17-03 On-Demand Rideshare Services and 17-27 On-Call Taxi and non-emergency Transportation Services Contracts

Recommendation

This is an informational item. Staff will seek Board approval for extension of the associated contracts with Irving Holdings, Inc. and Lyft, Inc. at the July 2023 Board meeting.

Background

DCTA contracts with several mobility services providers to deliver services to transit partners and contract cities. DCTA currently contracts with the following providers, under their respective procurements:

Irving Holdings, Inc.

17-03 On-Demand Rideshare Services (executed May 2017)

17-27 On-Call Taxi and Non-emergency Transportation Services (executed August 2017)

Lyft, Inc.

17-03 On-Demand Rideshare Services (executed July 2017)

The current contracts for these services are set to expire on September 30, 2023. Staff will be requesting an extension for these contracts through September 30, 2024, at which time these services shall be rebid.

Previous Board Activity & Action

None.

Identified Need

DCTA has successfully partnered with these vendors since 2017 and seeks to extend the existing contract with Irving Holdings, Inc. and Lyft, Inc. through September 30, 2024 to continue delivering services to our transit partners and contract cities.

Financial Impact

Services provided through the associated contracts are fully reimbursed by transit partners and non-member cities at 100% plus an associated administrative fee as defined by DCTA's Administrative Fee Policy.

Exhibits

N/A.

Final Review:


Javier Trilla, Assistant Vice President
Innovation and Information Technology