



Board of Directors Regular Meeting July 27, 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, July 27, 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/81474789360?pwd=TGxQY3FjMEJZdUFldUpmelVaaipQT09>

Passcode: 132109

Or One tap mobile: +13462487799

Or Telephone: +1 346 248 7799

Webinar ID: 814 7478 9360

Passcode: 132109

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, July 26, 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 Authorizing the Chief Executive Officer to Enter into a Sixty (60) Month Contract with Kyocera Document Solutions Southwest, LLC for Copiers for an Amount Not To Exceed \$120,000**

[\(packet pages 5-7\)](#)

Action Item

Backup Information: Memo
Exhibit 1: DCTA Comparison Breakdown

2. **Discuss and Consider Approval of Agreement with The Standard for Life, Accidental Death and Dismemberment, and Disability Insurance Renewal in the Amount of \$19,715.04**

[\(packet page 8\)](#)

Action Item

Backup Information: Memo

3. **Consider Approval of May 2023 Monthly Financials**

[\(packet pages 9-10\)](#)

Action Item

Backup Information: Memo
Exhibit 1: Year-to-Date Financial Statement – May 31, 2023

4. **Consider Approval of Regular Meeting Minutes dated June 22, 2023**

[\(packet pages 11-17\)](#)

Action Item

Backup Information: Exhibit 1: June 22, 2023 Regular Meeting Minutes

REGULAR AGENDA

1. **Discuss Update on Proposed Fiscal Year (FY24) Operating & Capital Budget and Reserve Policies**

[\(packet page 18\)](#)

Discussion Item

Backup Information: Memo

2. **Discuss Update on the Collin County Rides Program**

[\(packet page 19\)](#)

Discussion Item

Backup Information: Memo

3. Discuss and Consider Approval of Contract with Vertosoft, LLC for Spare Labs Demand Response Software Platform in the Not To Exceed Amount of \$247,296

(packet pages 20-21)

Action Item

Backup Information: Memo

4. Discuss Update on Member City Transit Oriented Development Study and Old Town Lewisville Station Planning

(packet page 22)

Discussion Item

Backup Information: Memo

5. Discuss Local and Regional Transportation Updates and Legislative Issues

(packet page N/A)

Discussion Item

INFORMATIONAL REPORTS

1. Monthly Safety, Service and Ridership Reports

(packet pages 23-33)

Backup Information: Memo

Exhibit 1: Safety Performance – FY to Date

Exhibit 2: Service Performance – FY to Date

Exhibit 3: Ridership by Mode – June 2023

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

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

Exhibit 6: Fixed-Route Ridership – June 2023

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

2. DCTA Fare Policy Scope Development

(packet pages 34-35)

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: August 24, 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 July 21, 2023 by 5pm.



Kisha Morris-Perkins
Executive Assistant | Board Process Manager



Board of Directors Memo

July 27, 2023

SUBJECT: Consider Authorizing the Chief Executive Officer to Enter into a Sixty (60) Month Contract with Kyocera Document Solutions Southwest, LLC for Copiers for an Amount Not to Exceed \$120,000

Recommendation

Staff recommends the Board authorize the Chief Executive Office to enter into a sixty-month copier lease contract with Kyocera Document Solutions Southwest, LLC under the Omnia Partners cooperative purchasing agreement for an amount not to exceed \$120,000.

Background

The current copier lease agreement started October 1, 2018, and will expire October 1, 2023. Over the course of the last two years the number of services calls to maintain the copiers has increased. Staff conducted a review of DCTA's copier usage and technology and has identified the need of the following equipment:

- (5) copiers with internal finishers
- (2) Color Laser Printers
- (1) Black and White Laser Printer
- (1) MICR Laser Printer (Check Printer)

Previously, the Denton County Transportation Authority (DCTA) Board of Directors approved an Interlocal Agreement with The Interlocal Purchasing System or Omnia Partners Purchasing Cooperative. Omnia Partners has a multitude of cooperative purchasing programs available to public agencies. All contracts are competitively solicited and publicly awarded by government entities utilizing industry best practices, processes, and procedures.

Under Omnia Partners contract number R191102, Kyocera Document Solutions Southwest, LLC offers discounted prices on many copier options to leverage technology which will save staff time and overall cost.

Previous Board Activity

None.

Identified Need

DCTA currently has five (5) copiers with internal finishers across four (4) locations. The copiers that DCTA leases are nearing the end of their useful life and repair costs, unnecessary overage charges, and maintenance are at a higher cost than the proposed equipment which includes the addition of four (4) new printers. In all, DCTA gains more equipment and service at the same budget amount.

Financial Impact


As defined in item. Funds for this item are available in the proposed FY2024 budget.

Exhibits

Exhibit 1: DCTA Comparison Breakdown



Submitted By:



Joe Oerum, Senior Manager
Contracts and Procurement

Approved By:



Sherrelle Evans-Jones
Chief Financial Officer



Proposed Recommendation Cost Comparison

The following is our proposed monthly investment versus your current cost associated with the Canon Lease only, this does not include any overages that may be associated with the monthly volume estimated based on life counts.

Current Canon Copier Cost:

This contract includes (5) copiers only in the monthly cost and volumes below.

Equipment Lease Payment	Monthly Service Base Payment	Total Monthly Cost	Average Monthly (Black)	Average Monthly (Color)
\$821.38	\$1,084.80	\$1,906.18	27,514	26,802

(Option A2) Cost Comparison

This option includes:

- (5) copiers with internal finishers
- (2) Color Laser Printers
- (1) BW Laser Printer
- (1) MICR Laser Printer

Item Description	60 Month Term	60 Month Term (90 Day Differed)
Current Monthly Cost:	\$ 1,906.18	\$ 1,906.18
Proposed Monthly Cost:	\$ 1,880.00	\$ 1,900.00
Total Monthly Savings:	\$ 26.18	\$ 6.18



Board of Directors Memo

July 27, 2023

SUBJECT: Discuss and Consider Approval of Agreement with The Standard for Life, Accidental Death and Dismemberment, and Disability Insurance Renewal in the Amount of \$19,715.04.

Recommendation

Staff recommends the Board approve the CEO to enter into an agreement with The Standard for Life, Accidental Death and Dismemberment, and Disability Insurance Renewal in the Amount of \$19,715.04.

Background

DCTA leverages its contract with Holmes Murphy & Associates to market employee benefits, when necessary. DCTA benefits 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 Accidental Death and Deismemberment, and Disability Insurance 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 at that time indicated a significant rate increase on these plans. Holmes Murphy & Associates re-negotiated rates for FY2024 down to the same rates paid by DCTA in FY2023.

Previous Board Activity & Action

May 25, 2023 – DCTA Board of Directors authorized 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

Identified Need

The current DCTA benefit rates are set to expire as of September 30, 2023.

Financial Impact

DCTA has incorporated this cost in the proposed FY2024 operating budget.

Exhibits

None.

Submitted by:

Brittney Farr, Senior Director
Engagement and Administration



Board of Directors Memo

July 27, 2023

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

Recommendation

Staff recommends the Board approve the financial statements for May 31, 2023

Background

The financial statements are presented monthly to the Board of Directors for approval. The report for the period ending May 31, 2023, includes the Statement of Change in Net Position. This report provides 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 relative to budget.

Financial Impact

The financial impact of the May 31, 2023 has been summarized within the respective documents provided. The staff stands ready to answer any questions the board may have regarding the May 31, 2023 financial performance.

Exhibits

Exhibit 1: Year-to-Date Financial Statements – May 31, 2023

Submitted by:

Sherrelle Evans-Jones, CPA
Chief Financial Officer



DENTON COUNTY TRANSPORTATION AUTHORITY

Statement of Revenue and Expenditures
Presented for the Period Ended May 31, 2023

(UNAUDITED)

	Prior Year Actual			FY 2023 - May 31, 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	\$ 1,174,558	\$ 882,789	\$ 1,797,627	49.1%	65.3%	Total system YTD ridership revenue down about 10% compared to budgeted ridership. Includes a May budget revision to increase the Contract Revenue budget to accommodate for additional services.
Contract Service Revenues	3,378,826	2,969,330	3,718,416	3,209,333	2,806,065	3,828,781	73.3%	83.8%	
Sales Tax Revenues	29,817,364	34,653,779	38,030,250	26,030,038	26,234,342	39,646,685	66.2%	65.7%	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	3,713,103	386,640	13,042,809	3.0%	28.5%	Invoicing/grant revenue processing underway. This timing difference will correct in August/Sept 2023.
Total Revenues and Other Income	53,716,639	55,434,337	61,800,802	34,412,032	30,369,665	61,116,962			
Operating Expenses									
Salary, Wages and Benefits	4,432,165	3,903,858	4,002,824	3,133,992	2,491,967	4,942,946	50.4%	63.4%	
Outsourced Services and Charges	2,922,575	3,029,903	4,517,965	4,282,889	1,788,394	6,297,146	28.4%	68.0%	
Materials and Supplies	1,922,265	1,711,081	2,536,927	2,303,624	1,196,378	3,363,038	35.6%	68.5%	
Utilities	431,838	425,655	455,020	440,418	259,024	666,751	38.8%	66.1%	
Insurance	1,656,122	1,692,506	1,608,328	1,166,984	1,072,776	1,750,482	61.3%	66.7%	
Purchased Transportation Services	10,091,454	9,810,849	19,146,955	15,405,333	13,713,721	22,584,376	60.7%	68.2%	
Employee Development	164,699	80,428	119,259	233,631	69,576	310,565	22.4%	75.2%	
Leases and Rentals	226,632	215,069	132,033	97,640	94,799	146,452	64.7%	66.7%	
Depreciation	9,559,752	9,524,340	11,351,682	7,491,307	6,480,185	11,211,908	57.8%	66.8%	
Total Operating Expenses	31,407,502	30,393,689	43,870,994	34,555,819	27,166,820	51,273,664			
Income Before Non-Operating Revenues and Expenses	22,309,137	25,040,648	17,929,808	(143,787)	3,202,845	9,843,298			
Non-Operating Revenues/(Expense)									
Investment Income	320,793	31,178	462,425	4,000	2,844,163	6,000	47402.7%	66.7%	2023 Actual revenue reflects investment of liquid assets in accordance with agency investment policy.
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	9,481,982	580,427	9,623,610	6.0%	98.5%	\$9.6M annual budget includes plans for the JROF.
Long Term Debt Interest/(Expense)	(909,133)	(697,187)		(141,760)	(141,871)	(212,640)	66.7%	66.7%	
Total Non-Operating Revenues/(Expenses)	(174,434)	(163,456)	939,606	9,344,222	3,282,718	9,416,970			
Income (Loss) before Transfers to NTMC	22,134,703	24,877,192	18,869,414	9,200,435	6,485,563	19,260,268			
Transfers Out to NTMC	(7,555,428)	(6,489,350)	(5,926,669)	(4,777,844)	(3,730,928)	(6,998,611)	53.3%	68.3%	
Total Transfers	(7,555,428)	(6,489,350)	(5,926,669)	(4,777,844)	(3,730,928)	(6,998,611)			
Change in Net Position	\$ 14,579,275	\$ 18,387,842	\$ 12,942,745	\$ 4,422,591	\$ 2,754,635	\$ 12,261,657			



Board of Directors Regular Meeting Minutes

June 22, 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, June 22, 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 10:07am. All Board Members were present with the exception of Board Members Maguire, Green, Franklin, Miller, and Winterburn.

INVOCATION

Alternate Board Member Smith provided the invocation.

PLEDGE OF ALLEGIANCE

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

INTRODUCTIONS

Chair Molina announced to the public that Alternate Board Member Smith was filing in for Board Member Maguire due to her absence.

PUBLIC COMMENT

No public comment during this time.

CONSENT AGENDA

1. Consider Approval of a Resolution approving Budget Revision 2023-10 for Frisco Taxi Services
2. Consider Approval of April 2023 Monthly Financials
3. Consider Approval of Regular Meeting Minutes dated May 25, 2023

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

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**

Brittney Farr, Senior Director of Engagement and Administration, introduced Julie Rickman from Holmes and Murphy who presented the following:

- Market Updates
- Medical/Dental/Vision
- Next Steps
- COVID Update
- TML Updates
 - Name Change: Texas Health Benefits Pool
 - Effective October 1, 2023, Deer Oaks EAP and Wondr Health no longer offered due to low utilization.
 - Mental/Behavioral Health and Substance Abuse coverage with no limits on number of treatments.
- Plans and Carriers Review Status (DCTA Benefits – Medical, Dental, Life/AD&D, Vision, Disability and Flexible Spending Account)
- TML Overview
 - DCTA 12/24 Month Loss Ratio has been requested from TML
 - 16% increase to Medical/Rx Plan – No Medical and Rx Changes
 - 7% increase to Dental Plan – No Dental Plan Changes
 - No increase to Vision Plan – No Vision Plan Changes
- Medical Plan Design – Option 1
- Medical Plan Design – Option 2
- TML – Utilization Overview (deductible/out of pocket max)
- Pharmacy Plan Design – Option 1 and Option 2 (deductible/out of pocket max)
- Medical Premiums
-

Summary of Recommendations (assumes current enrollment assumptions)

Vendor: TML

Line of Coverage: Medical, Dental and Vision

Estimated Increase: \$87,773 (medical), \$1,559 (dental), \$0.00 (Vision)

Increase Percentage: 16% (medical), 7% (dental), 0% (Vision)

Next Steps

June 23, 2023 Board Approval: Medical, Dental, Vision

July 1, 2023 Signed Renewals due to TML

July 27, 2023 Board Approval; Life/AD&D, Disability

July 31, 2023 Open Enrollment

October 1, 2023 Plan Year Begins

- DCTA Strategic Timeline

Board discussion regarding estimated annual spending inclusive of employee contributions.

Motion by Secretary Costa with a second by Vice-Chair Gilmore to approve as presented. Motion passes 5-0.

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

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

- Why Transportation Reinvestment Program (TRiP)?
- TRiP Process: Steps 1-4 (DCTA is currently at Step 4; 30-day DCTA staff review, Board approval, TRiP Reimbursement Agreement)
- Funding
- Southwest Parkway Multimodal Street/Streetscape Project (Lewisville)
- DCTA A-train Rail Trail Southern Extension – Segment A (Lewisville)
- Shady Oaks DCTA Crossing QZ Improvements (Denton)
- Katy Trail Extension – Mayhill Bridge (Denton)
- Bonnie Brae – UNT Stadium Area Paving Improvements (Denton)
- FY2023 TRiP Program Funding Levels
- FY 2023 TRiP Program Funding Levels with FY 21 and FY 22 Rollover Amounts
- FY2023 Applications Recommended for Approval

Board discussion regarding clarification of Bonnie Brae sidewalk construction and wayside horn (quality of life improvement). In addition, Alternate Board Member Stevens provided an update on TRiP in Highland Village.

Motion by Board Member Eads with a second by Alternate Board Member Smith to authorize the Chief Executive Officer to negotiate and enter into reimbursement agreements with member cities for the Fiscal Year 2023 TRiP Grant Awards. Motion passes 5-0.

3. Discuss Local and Regional Transportation Updates and Legislative Issues

Chair Molina, Secretary Costa and CEO Cristina provided the following highlights:

- Dallas Regional Mobility Committee - State Representative Davis' Legislation Session update
- Legislative Priorities (discussions with Legislative Consultants)
- City of Dallas/DART Mediation
- Trinity Railway Express Mediation
- 2023 City of Irving Summit - canceled
- Safe Streets Grants
- No Paper Tags: Issuance of "plates" effective January 2025
- Federal and State Update
 - No damaging bills for transit
 - Election of New Officers
 - Chair: Gyna Bivens
 - Vice Chair: Judge Clay Jenkins
 - Secretary: Rick Bailey
- North Texas Transit Coalition Recap of Legislative Session
- North Central Texas Council of Governments (NCTCOG) – Collin County Rides Program

The Board recessed at 10:50am and reconvened at 11:00am.

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

CEO Cristina, CFO Evans-Jones and Senior Manager of Budget Filarowicz presented the proposed FY2024 Operating & Capital Budget and Reserve Policies highlighting the following:

- Budget Workshop Outline
- Budget Calendar
- Bus/GoZone/Rail Safety Performance – Year to Date
- Bus/GoZone Service Performance – Year to Date
- DCTA Ridership Performance – Year to Date
- FY2023 Work Plan
- 2024 Operating Budget and Ridership: At-A-Glance
- 4-Year Outlook, Revenue vs Expenses (net dep)
 - Revenue: Federal grants, sales tax, operating revenue, non-operating revenue, DART Reimbursement/JROF
 - Expenses: Operating expenses, debt service, capital expenses, JROF design and construction

- Total Expenses: FY23-FY27
- Net Cash – excluding TRiP
- TRiP Program Expenses
- Net Cash
- Budget Adjustment Drivers – Revenue and Expenses
 - Revenues: Passenger & Contract Revenue, sales tax, investments, DART reimbursement for JROF construction, grant funding
 - Expenses: DCTA salary/wages/benefits, NTMC salary/wages/benefits, purchased transportation services, materials and supplies, employee development
- DCTA Budget Summary
- Capital Budget Summary
- Change in Net Position – DCTA (Net Depreciation)
- Total FY 2024 Proposed Revenue : \$72,804,784
- FY 2024 Proposed Budget – Operating Revenues (Bus, GoZone, Rail)
- FY 2024 Proposed Budget – Non-Operating Revenues
- Expanded Level Project (ELP) Summary – Capital & Operating | Total Requests: \$4.8M
 - Electronic Security and Digital Passenger Signage
 - Server Infrastructure Refresh (Capital Project)
 - Network Cloaking (Capital Project)
 - Bus O&M Facility (Capital Project)
 - Executive Coaching (Operating)
 - Advertising Program Creation and Launch (Operating)
- Purchased Transportation – Mobility Services
- GoZone Budget Details
- Operating Expenses – Bus Operations
 - Operating Expenses
 - Service Miles and Fuel
 - UNT Contract Details
- Relationship Between DCTA and NTMC
- DCTA Transfer Out to NTMC Budget
- Operating Expense – Rail Operations
 - Operating Expenses – Rail
 - Rail Purchased Transportation
 - Historical and Long-Range Rail Maintenance FY 25-FY30 (DRAFT)
 - 2024 ELP: Rail Major Maintenance (Capital Project)
- Operating Expense: Debt Service, General & Administrative
- Organization and Compensation Structure
 - DCTA Team Building – Quarter 4 2022 to Present
 - DCTA/NTMC Organization & Compensation Review/Findings/Recommendations
 - Current DCTA Organizational Structure
 - Proposed DCTA Organizational Structure
 - Proposed DCTA Staffing and Capabilities

- Current and Proposed DCTA Staffing and Capabilities
- Current NTMC Organizational Structure
- Proposed DCTA and NTMC Staffing
- Redesigned Salary Levels
- DCTA and NTMC Salary Bands & Salary Adjustments (with recommendations)
- DCTA and NTMC Salary, Wages and Benefits Walkforward
- Capital Improvement and Major Maintenance Plan
 - Capital Budget Summary
 - Capital Rollover Requests
- Long Range Financial Plan
 - TRiP
- FY 2024 Leadership Team - Work Plan (DRAFT)

The Board recessed at 11:56am and reconvened at 12:31pm. Alternate Board Member Stevens departed at 2:10pm and returned at 2:17pm.

Board discussion/comments and questions regarding property claims (historically), reserve account, debt service, GoZone revenue decrease/actuals, grant applications (i.e. needed personnel for vision and execution), rail station cameras, inflation costs, employee development budget, benchmarks on revenue generation (advertising on train/bus), salaries/benefits for drivers, facility maintenance, rail budget clarifications, collective bargaining agreement, and sales tax.

The Board commented on how well the budget was presented.

No Board action required at this time.

INFORMATIONAL REPORTS

1. Monthly Safety, Service and Ridership Reports
2. Extension of Interlocal Agreement with the City of Coppell for Mobility Services
3. Extension of Interlocal Agreement with the City of Frisco for Transit Services
4. Extension of Interlocal Agreement with Trinity Metro for Alliance ZipZone Services
5. Extension of 17-03 On-Demand Rideshare Services and 17-27 On-Call Taxi and Non-Emergency Transportation Services Contracts

No Board action required for Informational Reports.

FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

No future agenda items were discussed. Next Regular Board Meeting is scheduled for July 27, 2023.

REPORT ON ITEMS OF COMMUNITY INTEREST

CONVENE EXECUTIVE SESSION

No items scheduled for this agenda.



RECONVENE OPEN SESSION

Not applicable.

ADJOURN

With no further business discussed, Chair Molina adjourned the meeting at 2:34pm.

Cesar Molina, Board Chair

Dianne Costa, Board Secretary



Board of Directors Memo

July 27, 2023

SUBJECT: Discuss Update on 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 and Long-Range Financial Plan.

Financial Impact


The FY2024 operating budget includes total revenues of \$76.2 million, expenses net depreciation of \$50.3 million, and capital outlay and major maintenance of \$35.7 million.

Submitted By:



Jane Filarowicz, Senior Manager of Budget

Final Review:



Sherelle Evans-Jones, Chief Financial Officer



Board of Directors Memo

July 27, 2023

SUBJECT: Discuss Update on the Collin County Rides Program

Recommendation

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

Background

North Central Texas Council of Government (NCTCOG) approached DCTA about taking over the program. DCTA agreed to assess the opportunity, in accordance with its current policy, that ensures coverage of operations costs so that member city funds are protected. This item provides an update on the status of discussions regarding this program.

Previous Board Activity & Action

None.

Identified Need

None.

Financial Impact

There is no financial impact associated with this discussion item.

Exhibits

None.

Submitted By:



Paul A. Cristina, Chief Executive Officer

Board of Directors Memo

July 27, 2023

SUBJECT: Discuss and Consider Approval of Contract with Vertosoft, LLC for Spare Labs Demand Response Software Platform in the Not To Exceed Amount of \$247,296

Recommendation

Staff recommends the Board approve a contract with Vertosoft, LLC in the not to exceed amount of \$247,296 for the acquisition of the Spare Labs platform for a term of 26 months, effective August 1, 2023.

Background

DCTA currently utilizes RouteMatch, a Demand Response and Paratransit scheduling platform that is no longer receiving regular product updates or timely support from the existing vendor. To continue providing innovative transit solutions to its stakeholders, staff has evaluated and recommends Spare Labs as the preferred software platform to deploy in a phased approach beginning with Demand Response services in Frisco, followed by Paratransit scheduling for Access services in member cities.

The Spare Labs platform includes innovative tools such as trip brokering to a mixed fleet which may consist of vehicles directly operated by DCTA, or contracted services such as taxi and Transportation Network Companies (TNC) such as Lyft and Uber. Customers will benefit from self-service tools such as a web portal or a mobile application for trip booking. The platform also enhances efficiency of North Texas Mobility Corporation (NTMC) staff who book trips on the behalf of customers. From a regional perspective, Spare Labs is the trip brokering engine for DART's GoPass regional mobile application, allowing DCTA the capability to better integrate with the platform in the future.

Staff has engaged with Spare Labs to produce a quote for the platform, which will be fulfilled by Vertosoft, LLC through an existing interlocal agreement with TIPS-USA (The Interlocal Purchasing Systems) via TIPS Contract #200105.

The agreement and \$247,296 amount represented by this memo is comprised of the Spare Labs modules and licensing required to support both Access service in member cities, and Demand Response services in Frisco. Brokered trips to contracted services such as taxi or TNC are billed per trip, therefore, this not to exceed amount is an estimate based on current ridership forecasts for contracted services.

Previous Board Activity & Action

None.

Identified Need

The Spare Labs platform will allow DCTA to continue bringing innovative transit solutions to its stakeholders, while ultimately replacing an aging platform that no longer receives operational support from its vendor when required.



Financial Impact

Funding for a new Demand Response software platform has been identified within savings in the existing FY 2023 budget and has been allocated in the proposed FY 2024 operating budget that includes associated administrative fees for contracted services, per board policy.

Exhibits

None.

Submitted by:

A handwritten signature in black ink, appearing to read "J. Trilla", is written over a horizontal line. Below the line, the name and title are printed.

Javier Trilla, Assistant Vice-President
Innovation and Information Technology



Board of Directors Memo

July 27, 2023

SUBJECT: Discuss update on Member City Transit Oriented Development Study and Old Town Lewisville Station Planning

Background

DCTA was awarded a \$600,000 grant from the Federal Transit Administration to conduct comprehensive Transit-Oriented Development (TOD) planning analysis within a 25-mile transit corridor connecting the cities of Denton and southwest Denton County.

- DCTA won an FTA Pilot Program for TOD Planning grant for FY 2019.
- Grant awarded to conduct planning for TOD along a 25-mile segment of the existing Kansas City Southern (KCS) freight rail line, including a TOD conceptual master plan for the Old Town Lewisville A-train station.
- This project will establish a prescribed framework for TOD planning on the A-train corridor.
- DCTA Board authorized Work Order to Kittleson & Associates on August 2022 and a Notice to Proceed was issued last December.

A focal point of the project is near the Lewisville Old Town Transit Station, where the KCS and DCTA A-train lines converge. Highland Village also represents a priority area for transit-supportive development as a means for improving mobility and stimulating economic development.

Documentation of the TOD master planning methods, resulting analysis, recommendations, and conceptual master plans will address the unique mobility needs and development aspirations of each member city and can be readily applied to existing A-train station areas.

Financial Impact

None.

Exhibits

None.

Submitted By:

Tim Palermo, Planning & Data Analytics Manager



Board of Directors Memo

July 27, 2023

SUBJECT: June 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 June 2023.

Items of Note

The summary table below shows that June 2023 month-over-month bus trips were substantially below (-54.8%) the previous month. This decline is attributed to the summer reduction of UNT services on May 15 and June being the first full month of reduced service. June 2023 completed GoZone trips were 7.2 percent below May's total and 6 percent above June 2022.

Unlinked Passenger Trips Three-Month Trend

	2022	2023				June 2022 - 2023 % Change
	June	April	May	June	May-June % Change	
Bus*	35,276	165,842	79,338	35,864	-54.8%	1.7%
Rail	13,994	20,003	19,196	17,879	-6.9%	27.8%
GoZone	67,412	74,633	77,010	71,434	-7.2%	6.0%
TOTAL	116,682	260,478	175,544	125,177	-28.7%	7.3%

* UNT, Connect, and Non-Connect Fixed Routes

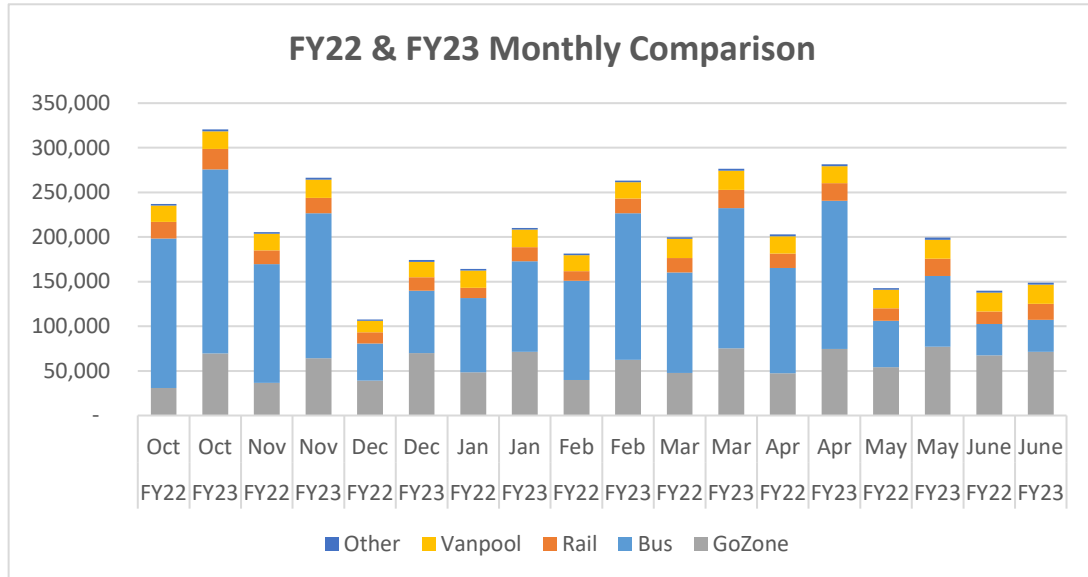
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Overall, DCTA's ridership recovery continues with total June 2023 ridership being over 7 percent above June 2022 levels. Similarly, last month's A-train boardings were over 27 percent above June 2022. Finally, June 2023 A-train boardings were 22.2 percent greater than average monthly A-train boardings (14,636) in FY22 as shown below.

FY 22 A-train Average Monthly Passengers	14,636
June 2023 A-train Passengers	17,879
Percent Increase (Decrease)	22.2%

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Total FY23 ridership by mode through June 2023 is more than 35 percent above the same period in FY22 as seen in the chart below.

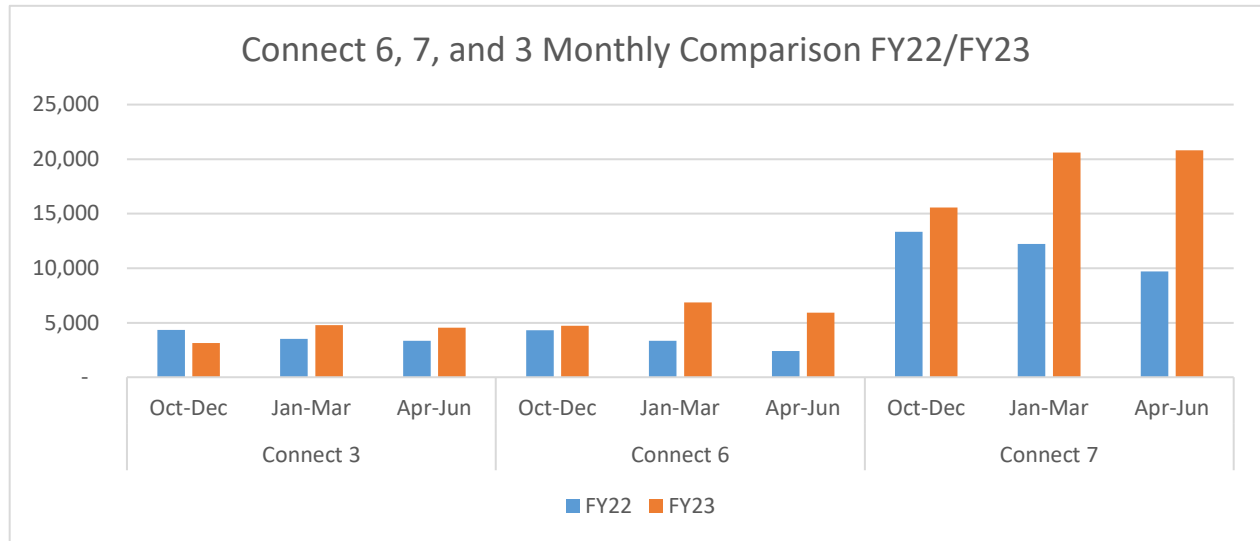


	FY22 YTD	FY23 YTD	Percent Change
GoZone	411,971	635,760	54.3%
Bus	853,682	1,142,150	33.8%
Rail	129,197	165,519	28.1%
Vanpool*	169,977	178,211	4.8%
Other	16,513	19,145	15.9%
All Modes	1,581,340	2,140,785	35.4%

* vanpool ridership reporting lags one month

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The final chart demonstrates how increased frequencies on Connect Routes 3, 6, and 7 have yielded significant month-over-month ridership gains since the beginning of the fiscal year with total June ridership being more than twice (114.4%) that of June 2022 and fiscal year-to-date totals on the routes being almost 54 percent above FY22.



	Month	FY22	FY23	% CHG
Connect 3	Oct-Dec	4,350	3,143	-27.7%
	Jan-Mar	3,520	4,792	36.1%
	Apr-Jun	3,361	4,559	35.6%
Connect 6	Oct-Dec	4,310	4,719	9.5%
	Jan-Mar	3,342	6,875	105.7%
	Apr-Jun	2,403	5,936	147.0%
Connect 7	Oct-Dec	13,353	15,583	16.7%
	Jan-Mar	12,217	20,600	68.6%
	Apr-Jun	9,714	20,807	114.2%
June Totals		4,282	9,180	114.4%
FY to Month Totals		56,570	87,014	53.8%

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Exhibits

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



Submitted By: _____
Tim Palermo, Planning & Data Analytics Manager



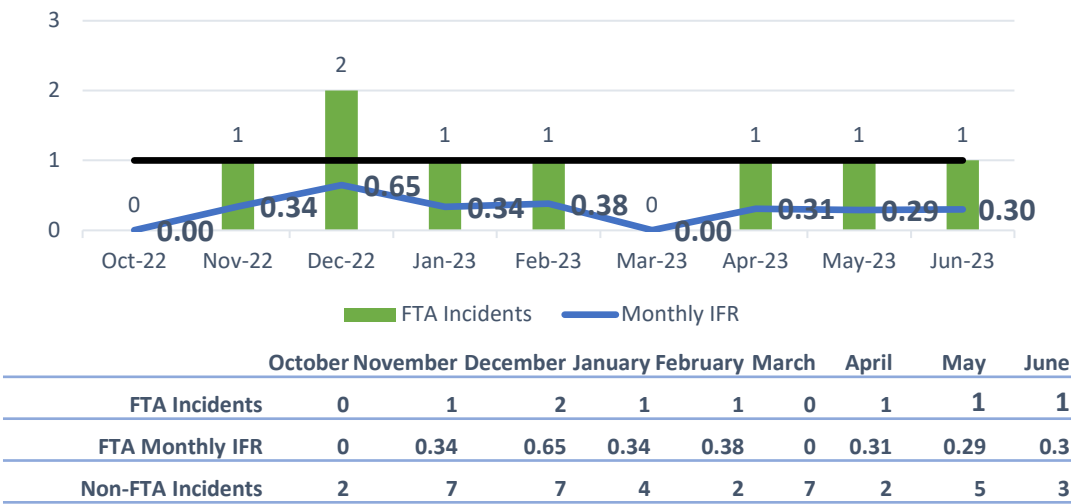
Final Review: _____
Javier Trilla, AVP of Innovation and Information Technology



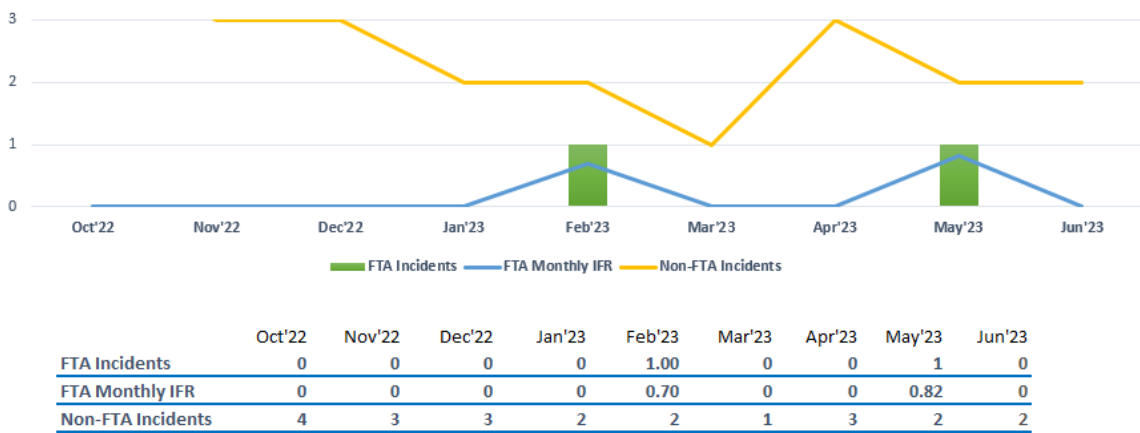
Final Review: _____
Maurice Bell, Chief Operating Officer

Exhibit 1

GoZone Incident Frequency Ratio (IFR)
FY23 YTD

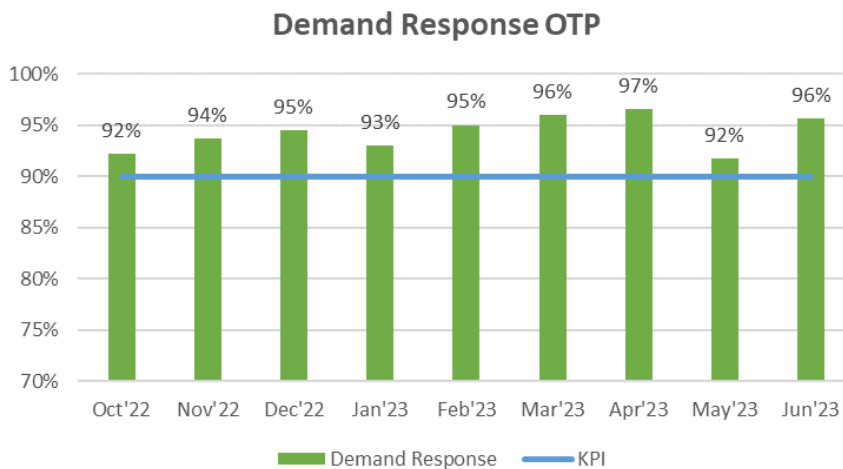
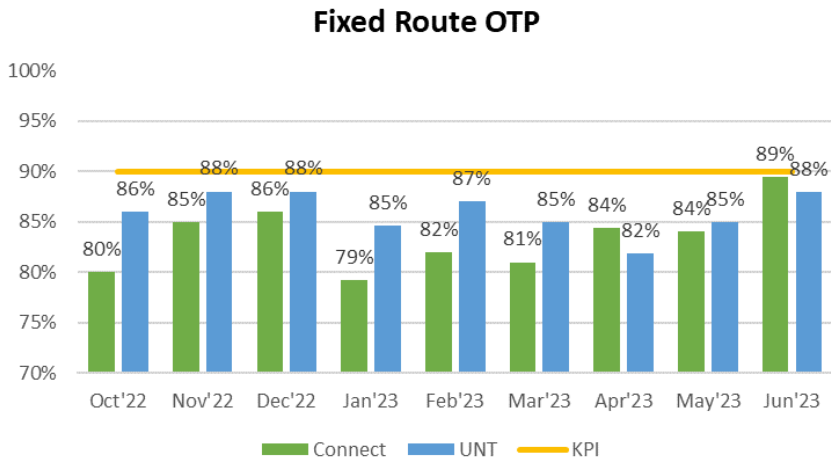
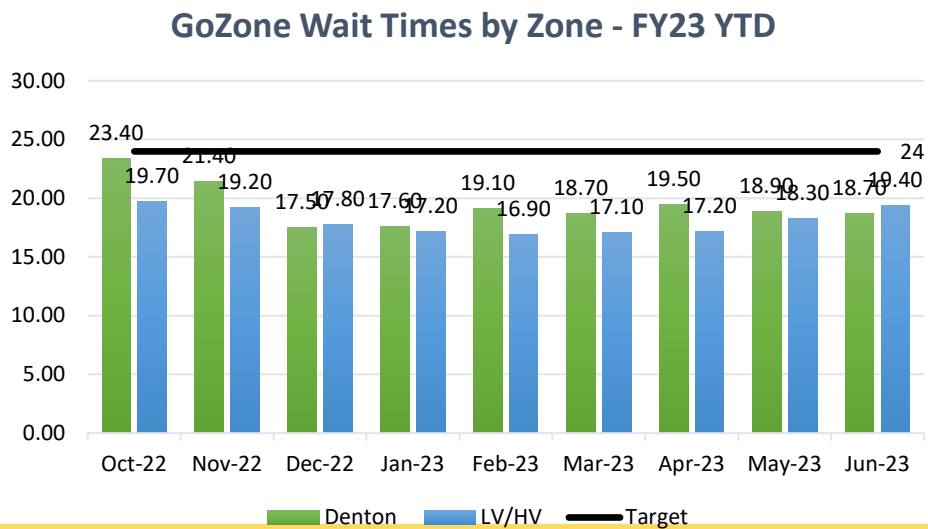
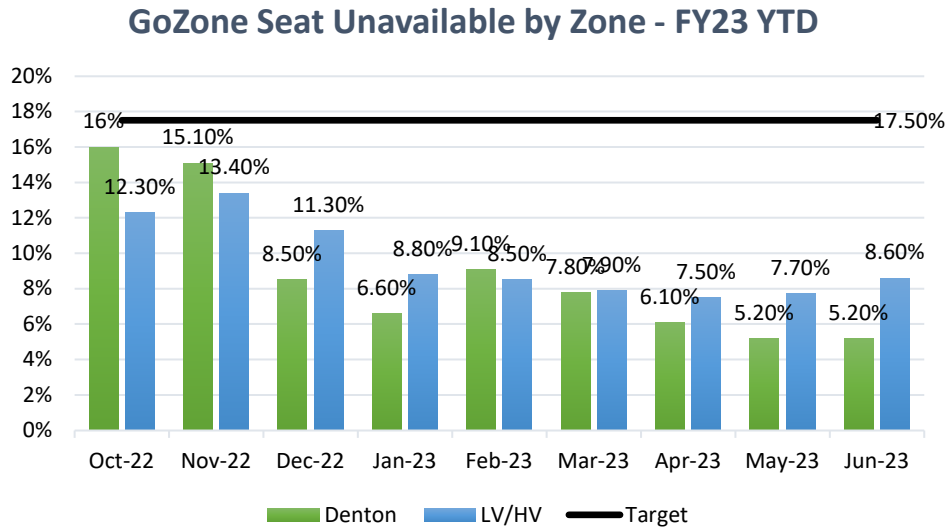


Bus Incident Frequency Rate (IFR)
FY'23 YTD



A-train Federal Railroad Administration Reportable Rail Safety				
	Train Miles	Grade Crossing Incidents	Employee Injuries	Passenger Injuries
FY23 through June	295,921	0	1*	0
*0.34 per 100k train miles				

Exhibit 2



Total Ridership - Jun 2023

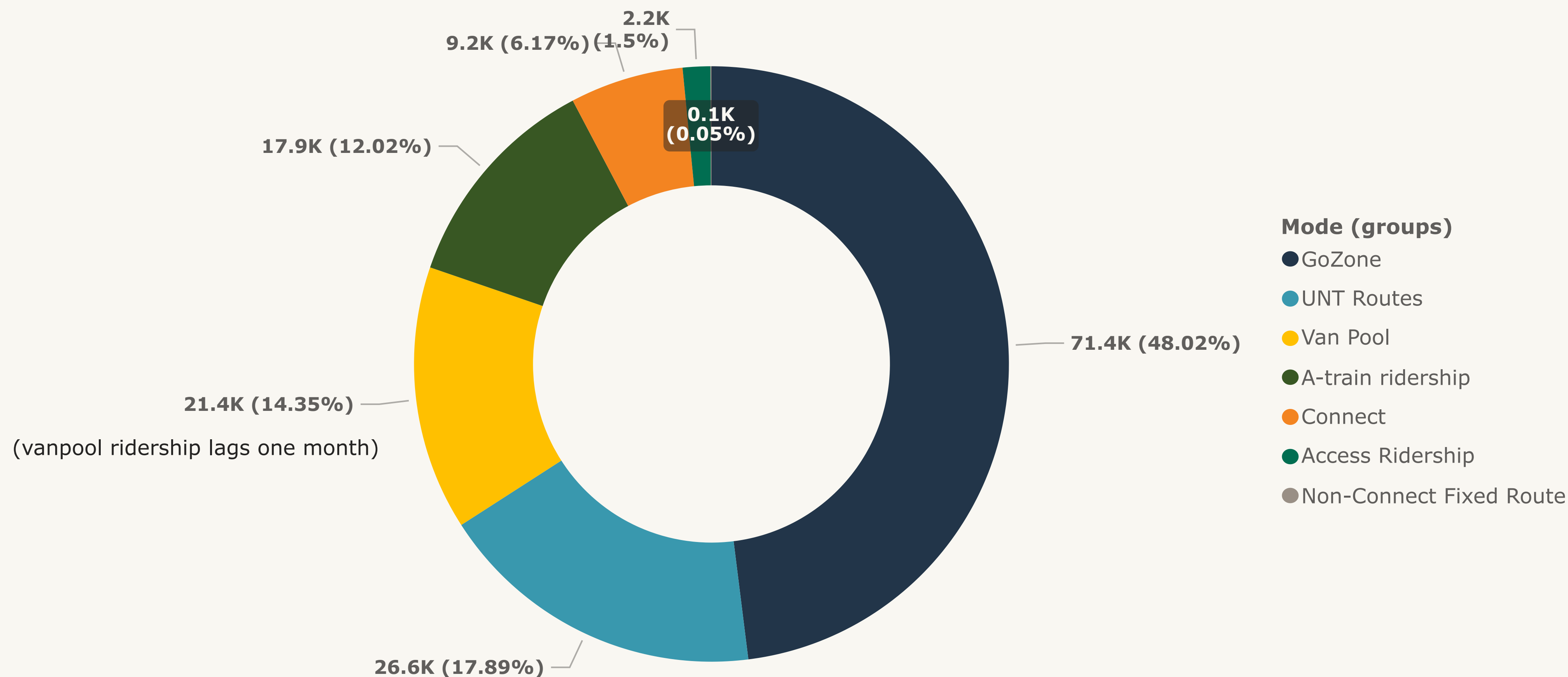
148.8K

Total Ridership FYTD

2.1M

**Informational Report 1
Exhibit 3**

Ridership by Travel Mode - Jun 2023





Total Ridership - Jun 2023

148.8K

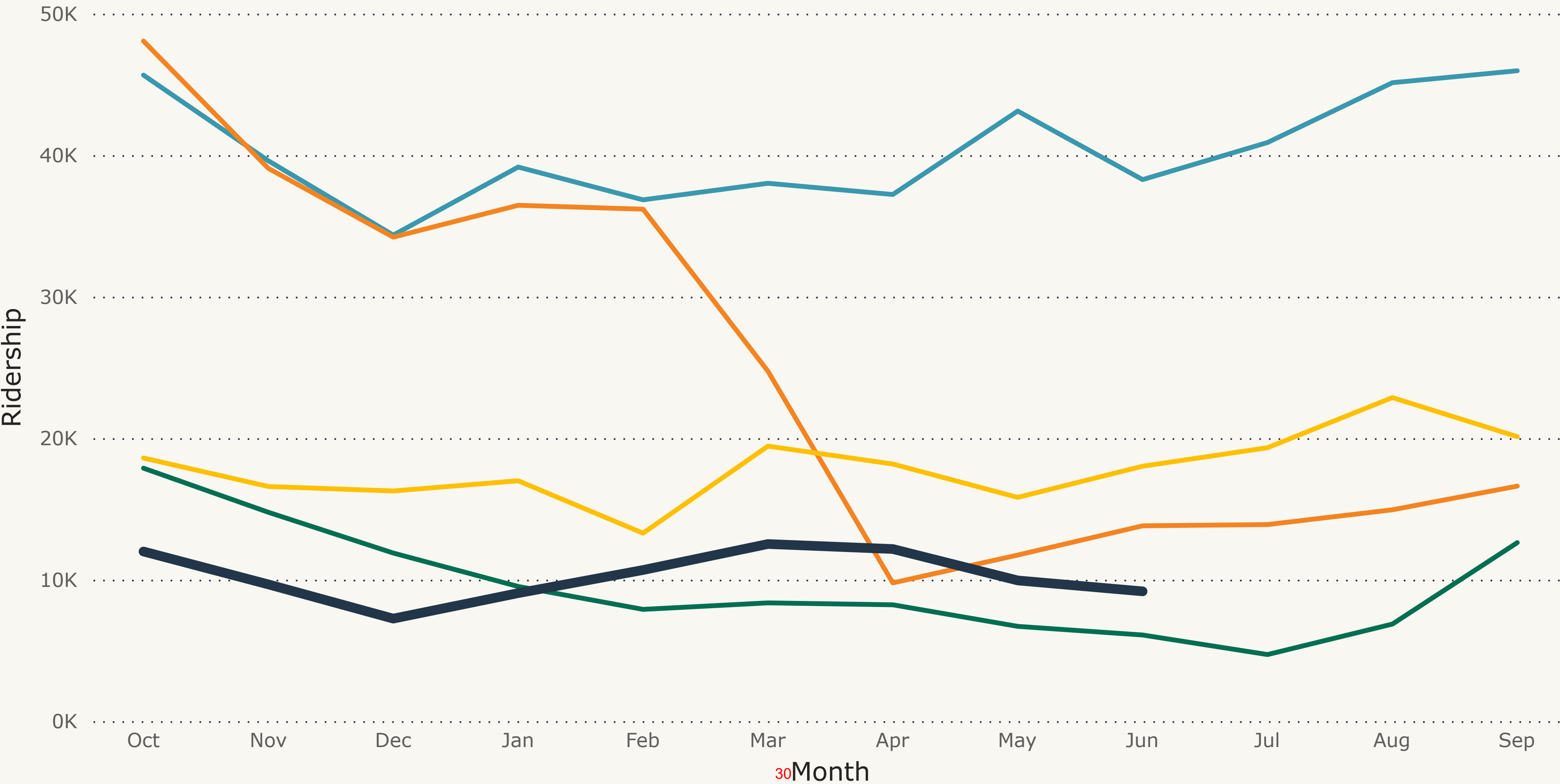
Total Ridership FYTD

2.1M

Informational Report 1
Exhibit 4

Ridership by Month and Fiscal Year - Connect

Fiscal Year 2019 2020 2021 2022 2023





Total Ridership - Jun 2023

148.8K

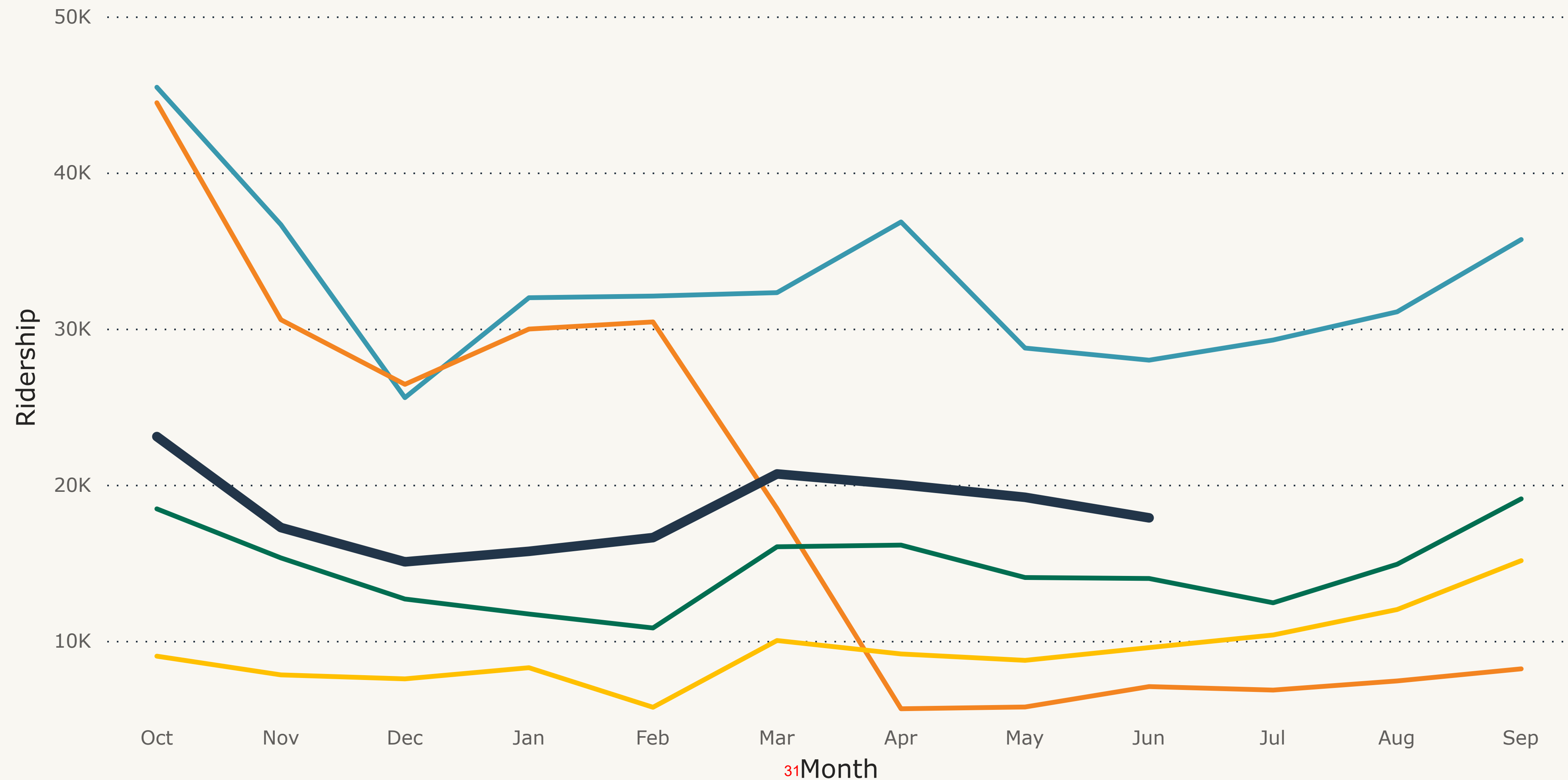
Total Ridership FYTD

2.1M

Informational Report 1
Exhibit 5

Ridership by Month and Fiscal Year - A-train

Fiscal Year 2019 2020 2021 2022 2023





Total Ridership - Jun 2023

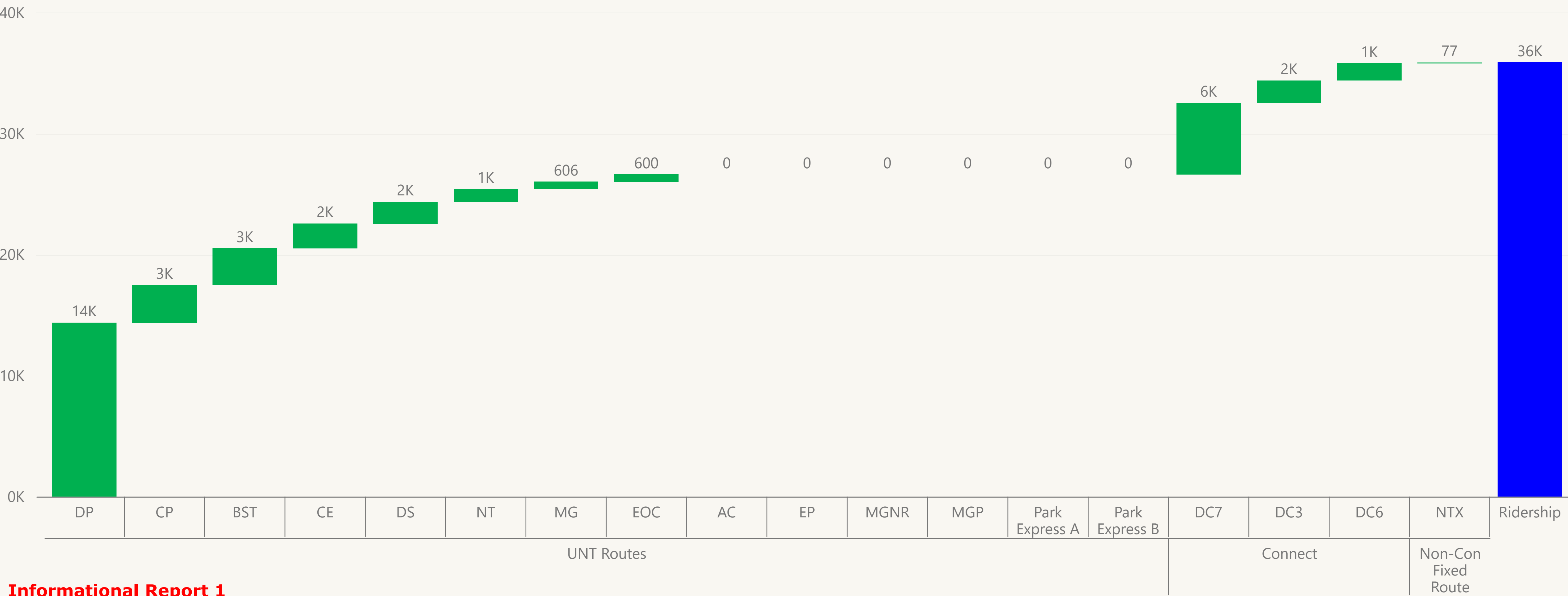
148.8K

Total Ridership FYTD

2.1M

Mode (groups)	Ridership
Connect	9,180
Non-Connect Fixed Route	77
UNT Routes	26,607
Total	35,864

Fixed-Route Ridership Waterfall



Total Ridership - Jun 2023

148.8K

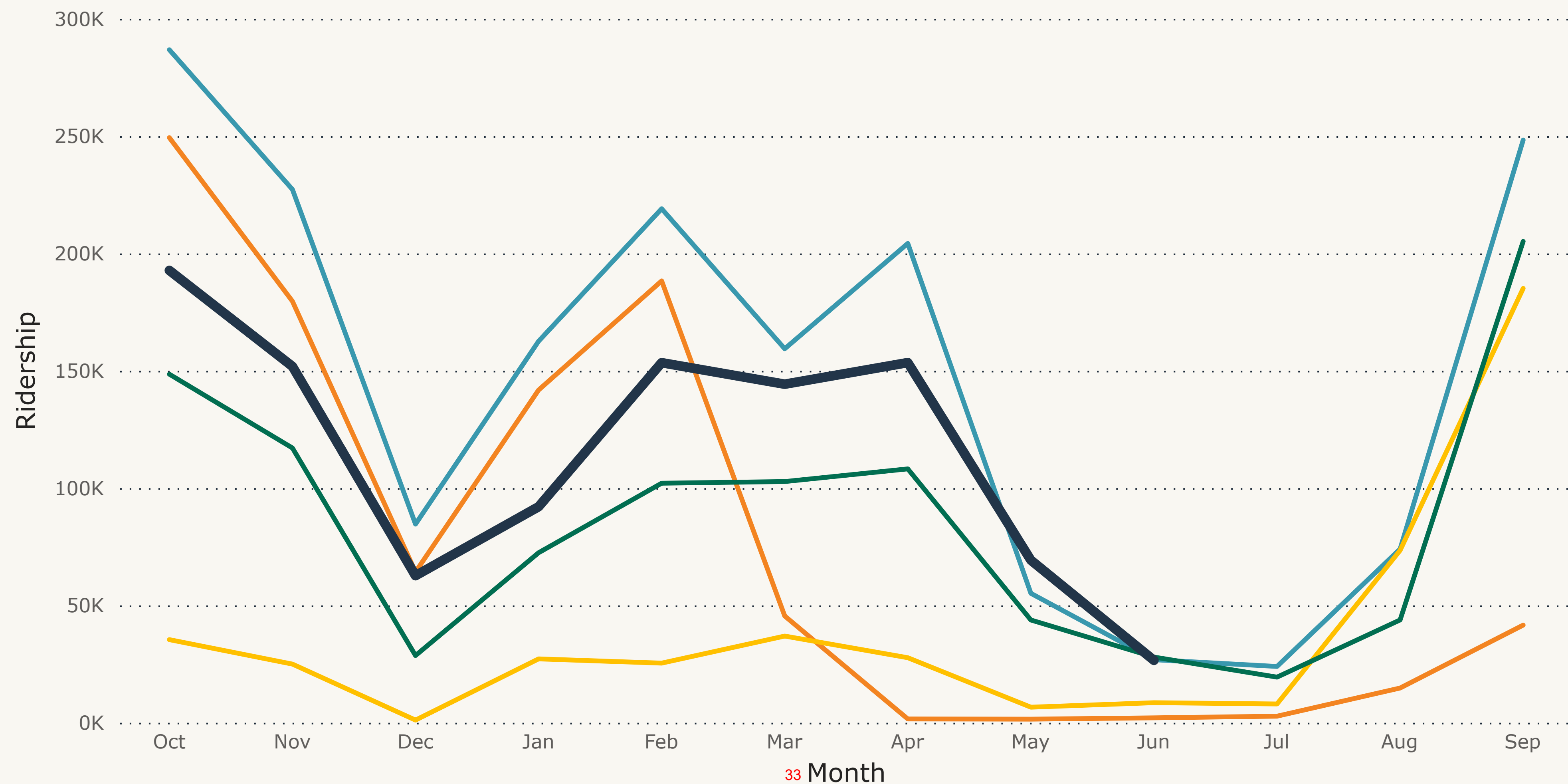
Total Ridership FYTD

2.1M

Informational Report 1
Exhibit 7

Ridership by Month and Fiscal Year - UNT

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



Board of Directors Memo

July 27, 2023

SUBJECT: DCTA Fare Policy Scope Development

Recommendation

This is an informational report only. No action is required.

Purpose and Need

DCTA's Financial Management Policies state that "*DCTA shall develop and maintain fair and equitable fares for all public transportation services which it operates.*" Currently, DCTA does not have a distinct fare policy which prescribes a corresponding fare schedule, structure, and standards for measuring goal achievement, customer satisfaction, and equity.

Fare Policy Objectives

DCTA's future fare policy should ensure that fares are affordable and accessible for all members of the community, regardless of income, race, or social station. Being always mindful of this, DCTA should strive to take a goal-driven approach to the development of its fare policies and structures. Such policy objectives could include:

1. Equity as a foundational principle,
2. Increased simplicity and convenience,
3. Improved overall customer experience,
4. Established fare revenue targets,
5. Continued accessibility for cash customers,
6. Expanded access,
7. Increased ridership,
8. Compatibility and consistency across the North Texas Metroplex,
9. Technical scalability, and
10. Ease of enforcement, administration, and evaluation.

A Framework for Establishing DCTA's Future Fare Policy

Having the framework of a future fare policy with vision-based ridership and revenue goals in place prior to updating DCTA's Long-Range Service Plan (LRSP) affords the agency with a head start towards advancing its upcoming LRSP with an emphasis on implementation through data-driven service planning and capital improvement programming.

The above ten policy objectives could become DCTA's core expectations of what its future fare policy should specify. Therefore, the initial tasks below are intended to lay the groundwork for formalizing a fare policy during the coming long-range service planning process:

Task 1: Kickoff Event to Document Fare Policy Goals and Expectations

Task 2: Identify Fare Policy Precedents

Task 3: Existing Conditions and Best Practices Research

Task 4: Develop Alternative Policies, Screen and Select Alternatives for Further Analysis



Staff anticipates the outcome of this effort could be used to guide Board discussion in an upcoming strategic workshop in order to gain alignment on this portion of the next Long-Range Service Plan.

Next Steps

One of DCTA's on-call planning consultants is currently refining a scope, schedule, and budget to perform Tasks 1-4. Staff shall present these items for Board consideration at the August 24, 2023, Board meeting.

Previous Board Activity

None. However, an Informational Report: *Denton County Transportation Authority Fare Policy* was included in the April 27, 2023, Board package as background.

Identified Need

None.

Financial Impact

None.

Submitted By:

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

Tim Palermo, Planning & Data Analytics Manager