



## Board of Directors Regular Meeting October 26, 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, October 26, 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:

Please click the link below to join the webinar:

[https://us06web.zoom.us/j/85345301156?pwd=G8Zy3Pqo2JINPw\\_tLjExVzSAMyIFgQ.Z42hjHCs4wztqUPx](https://us06web.zoom.us/j/85345301156?pwd=G8Zy3Pqo2JINPw_tLjExVzSAMyIFgQ.Z42hjHCs4wztqUPx)

Passcode: 950736

Or One tap mobile: +16469313860

Or Telephone: +1 646 931 3860

Webinar ID: 853 4530 1156

Passcode: 950736

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](mailto:kmorris-perkins@dcta.net) no later than **3:00 pm on Wednesday, October 25, 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 to De-Obligate Grant Funds in the amount of \$2,625,000 for the Bus Lite Maintenance Facility in Lewisville at the Rail Operating and Maintenance Facility (ROMF) Site**  
**(packet page 7)**  
Action Item  
Backup Information: Memo
- 2. Consider Approval of First Amendment to FY21 TRiP Reimbursement Agreement with the City of Highland Village**  
**(packet pages 8-9)**  
Action Item  
Backup Information: Memo
- 3. Consider Approval of a Contract with DataVox Inc., for a Server Infrastructure Refresh Project in the amount of \$398,455.41**  
**(packet page 10)**  
Action Item  
Backup Information: Memo
- 4. Consider Authorizing the Chief Executive Officer to execute an Interlocal Agreement with Denton County Sheriff's Office for Law Enforcement Services in the amount of \$122,287 for one (1) year beginning October 1, 2023, through September 30, 2024**  
**(packet page 11)**  
Action Item  
Backup Information: Memo
- 5. Consider Approval of Regular Meeting Minutes dated September 28, 2023**  
**(packet pages 12-17)**  
Action Item  
Backup Information: Exhibit 1: September 28, 2023 Regular Meeting Minutes

## REGULAR AGENDA

1. **Consider Approval of Monthly Financial Statement for August 2023, Quarterly Grants Report for Quarter 4 – Fiscal Year 2023, Updated Investment Policy, and Receive an Update From the Chief Financial Officer Regarding Finance Operations**

[\(packet pages 18-33\)](#)

Discussion Item

Backup Information: Memo

Exhibit 1: Financial Statements (August 2023)

Exhibit 2: Investment Policy – Proposed Red Line

Exhibit 3: Quarterly Grants Report – Q4 FY 2023

2. **Discuss update on the Collin County Rides program and Consider Approval of the Funding Agreement with the North Central Texas Council of Governments (NCTCOG) for Collin County Rides Transit Services for an amount not to exceed \$1,647,750 for a period of up to two (2) years beginning on the execution date, and continuing through September 30, 2025, with an option to extend one additional year through September 30, 2026 and authorize the Chief Executive Officer (CEO) to Execute Such Agreement**

[\(packet page 34\)](#)

Action Item

Backup Information: Memo

3. **Consider Approval of the Interlocal Agreement with the City of Allen for Collin County Rides Transit Services for an amount not to exceed \$672,975 for a period of 20 months beginning on February 1, 2024, and continuing through September 30, 2025, with an option to extend one additional year through September 30, 2026 and authorize the Chief Executive Officer (CEO) to Execute Such Agreement.**

[\(packet pages 35-36\)](#)

Action Item

Backup Information: Memo

4. **Consider Approval of the Interlocal Agreement with the Town of Fairview for Collin County Rides Transit Services for an amount not to exceed \$74,775 for a period of 20 months beginning on February 1, 2024, and continuing through September 30, 2025, with an option to extend one additional year through September 30, 2026 and Authorize the Chief Executive Officer (CEO) to Execute Such Agreement.**

[\(packet pages 37-38\)](#)

Action Item

Backup Information: Memo

5. **Consider Approval of Task Order #4.5 with Irving Holdings, Inc. for Collin County Rides Transit Services for an amount not to exceed \$355,000 for a period of eight (8) months beginning on January 22, 2024, and continuing through September 30, 2024.**

[\(packet page 39\)](#)

Action Item

Backup Information: Memo



**6. Consider Approval of Task Order #18 with Lyft for Collin County Rides Transit Services for an amount not to exceed \$80,000 for a period beginning January 22, 2024, and Continuing Through September 30, 2024**

[\(packet page 40\)](#)

Action Item

Backup Information: Memo

**7. Discuss Update on Consolidated Denton County Transportation Authority (DCTA) Customer Service Function**

[\(packet page 41\)](#)

Discussion Item

Backup Information: Memo

**8. Discuss Update on the Intermediate Service Plan**

[\(packet pages 42-42\)](#)

Discussion Item

Backup Information: Memo

**9. Discuss Local and Regional Updates and Legislative Issues**

[\(packet page N/A\)](#)

Discussion Item

## INFORMATIONAL REPORTS

**1. Safety, Service, and Ridership Reports for FY 2023**

[\(packet pages 44-55\)](#)

Backup Information: Memo

Exhibit 1: Safety Performance – FY to Date

Exhibit 2: Service Performance – FY to Date

Exhibit 3: Ridership by Mode – September 2023

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

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

Exhibit 6: Fixed-Route Ridership – September 2023

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

**2. Public Transportation Agency Safety Plan (PTASP) Update**

[\(packet page 56\)](#)

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:](#) November 30, 2023



## REPORT ON ITEMS OF COMMUNITY INTEREST

Pursuant to Texas Government Section 551.0415 the Board of Directors may report on following items: (1) expression of thanks, congratulations, or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming DCTA and Member City events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety.

## CONVENE EXECUTIVE SESSION

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

### **Action as a result of Executive Session.**

## RECONVENE OPEN SESSION

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

## ADJOURN

### **Board Members:**

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

### **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  
Vacant, Corinth  
Vacant, Small Cities  
Vacant, Little Elm

### **Staff Liaison:**

Paul Cristina, CEO



This notice was posted on October 20, 2023 by 5pm.

A handwritten signature in blue ink, reading "Kisha Morris-Perkins", is written over a horizontal line.

Kisha Morris-Perkins  
Executive Assistant & Board Process Manager

## Board of Directors Memo

October 26, 2023

SUBJECT: Consider Approval to De-obligate Grant Funds to the Federal Transit Administration (FTA) in the amount of \$2,625,000 for the Bus Lite Maintenance Facility in Lewisville at the ROMF Site.

### Recommendation

Staff recommends the Board approve the return of grant funds to the Federal Transit Administration (FTA) in the amount of \$2,625,00 for the Bus Lite Maintenance Facility in Lewisville at the ROMF Site.

### Background

DCTA applied for FY 2017 Competitive Funding Opportunity: Bus and Bus Facilities Infrastructure Program on August 25, 2017. DCTA's proposed project was to construct a 4,320 square foot bus maintenance facility and a 6,370 square foot wash building to accommodate up to 45 buses on land currently owned by DCTA and adjacent to the Rail Operations and Maintenance Facility in Lewisville, TX. The facility would include space for oil changes, minor repairs, inspections, fueling, washing, locker/break rooms, parts storage, and staff meeting/training rooms. The facility would eliminate the need for buses to travel 32 roundtrip miles for routine maintenance, significantly reducing deadhead and emissions by keeping buses closer to key routes and job-rich corridors. On June 25, 2018, the project was selected by FTA for funding at \$2,625,000 Federal funds and \$525,000 in Transportation Development Credits in lieu of providing 20% match with local funds.

DCTA inquired with the FTA about the possibility of altering the project scope, as buses were no longer in operation in Lewisville. The FTA responded by stating that discretionary awards do not allow for changes in scope. Considering this altered circumstance since the grant was originally awarded and the effort to reallocate the funds, staff recommends pursuing item de-obligation and refunding the funds to the FTA.

### Previous Board Activity & Action

- **June 2022** – Staff briefed the item in the June 2022 Strategic Plan work session.

### Identified Need

Staff seeks Board direction on disposition of the awarded funds.

### Financial Impact

There is no financial impact as the grant funds are not budgeted nor are they in the long-range financial plan.

Submitted by:

  
Maurice Bell, Chief Operating Officer



## Board of Directors Memo

October 26, 2023

SUBJECT: Consider Approval of First Amendment to FY21 Transportation Reinvestment Program Reimbursement Agreement with the City of Highland Village.

### Recommendation

Staff recommends the Board approve an amendment to the Transportation Reinvestment Program Reimbursement Agreement between DCTA and the City of Highland Village.

### Background

On August 27, 2021, DCTA and the City of Highland Village entered into a Reimbursement Agreement to construct concrete sidewalks along portions of Highland Village Road. The total cost of the project is \$921,656.

On June 24, 2021, the DCTA Board of Directors authorized the Chief Executive Officer (CEO) to execute a FY 2021 Transportation Reinvestment Program (TRiP) Reimbursement Agreement for the project in the amount of \$288,794 which was Highland Village's entire TRiP allocation at the time the FY 2021 *Call of Projects* was issued. A subsequent June 2021 budget revision increased Highland Village's TRiP allocation to \$379,591 as shown in the below slide from the June 24, 2021 Board of Directors meeting.

City of Highland Village  
Highland Village Road Sidewalk Project – Phases 2 & 3

Packet Pages  
59-105

Application to construct concrete sidewalk along portions of Highland Village Road to fill in existing gaps in the sidewalk network. The sidewalks will allow pedestrians from various western and northern Highland Village neighborhoods to connect to the Highland Village/Lewisville Lake DCTA station.

City of Highland Village FY 2021 TRiP program allocation*	\$ 379,591
Requested programmed amount (this project)	\$ 288,794
City of Highland Village FY 2021 TRiP program remaining balance	\$ 90,797

\*Allocation based on Board's approval of proposed budget revision at the June DCTA Board Meeting

DCTA Board Meeting • June 24, 2021 19

This amendment affords Highland Village the ability to expend their full revised FY 2021 TRiP allocation by increasing the reimbursement authorization by \$90,797.

### Previous Board Activity & Action

None.

### Identified Need

The amendment enables Highland Village to apply their full FY 2021 TRiP allocation towards this sidewalk project which was found to support multiple goals contained in the DCTA Long-Range Service Plan.





**Financial Impact**

The \$90,797 amendment is allocated to Highland Village and upon acceptance the proposed Reimbursement Plan Amendment this amount will be removed from the city's rollover balances and reflected in the total amount of TRiP funds identified in the upcoming FY 2024 *Call for Projects*.

**Exhibits**

Exhibit 1: First Amendment to Reimbursement Agreement

A handwritten signature in black ink, appearing to read "Tim", is positioned above a horizontal line.

Submitted By:

Tim Palermo, Planning and Data Analytics Manager

A handwritten signature in black ink, appearing to read "Austin", is positioned above a horizontal line.

Final Review:

Austin Frith, Vice President of Planning and Development



## Board of Directors Memo

October 26, 2023

SUBJECT: Consider Approval of a Contract with DataVox Inc., for a Server Infrastructure Refresh Project in the amount of \$398,455.41

### Recommendation

Staff recommends the Board approve a contract with DataVox Inc., for a Server Infrastructure Refresh Project in the amount of \$398,455.41.

### Background

To ensure high availability and reliability, DCTA's server technology infrastructure maintains a planned refresh cycle of five years. This refresh cycle is aligned with the support lifecycle and service contracts offered by our technology vendors. This refresh cycle is included in DCTA's long-range capital plan, with funds for this project approved during the FY24 budget approval process. Staff evaluated multiple solutions by several product vendors and identified the proposal by DataVox Inc. as the best solution that meets DCTA's needs; this item will be procured through the TIPS (The Interlocal Purchasing System) cooperative contract.

### Previous Board Activity & Action

The expanded level project supporting the additional funds required to complete this project was approved at the August 24, 2023 Board of Directors meeting during the budget approval action item.

### Identified Need

DCTA's current server infrastructure approaches end of life at the beginning of FY2024 and requires replacement to ensure vendor support and high availability. Technology advancements since the previous server refresh have led to high availability technology that will ensure adequate uptime of DCTA's network resources during times of inclement weather, power outages, or other natural disasters.

### Financial Impact

This project is included in DCTA's long-range capital plan, with additional funding approved in the FY24 Expanded Level Project – Server Infrastructure Refresh Project.

### Exhibits

None.

Submitted By:

Kyler Hagler

Senior Manager of Information Technology

Final Review:

Javier Trilla

Vice President, Innovation and Information Technology



## Board of Directors Memo

October 26, 2023

**SUBJECT:** Consider Authorizing the Chief Executive Officer to execute an Interlocal Agreement with Denton County Sheriff's Office for Law Enforcement Services in the amount of \$122,287 for one (1) year beginning October 1, 2023, through September 30, 2024.

### Recommendation

Staff recommends the Board authorize the CEO to execute the Interlocal Agreement (ILA) for Denton County Sheriff's Office Law Enforcement Services for estimated award of \$122,287.

### Background

The current ILA with Denton County Sheriff's Office for dedicated Law Enforcement services expired on September 30, 2023. It was initiated in February 2011 for a one-year term and has been renewed annually subject to budget reviews. The agreement provides for Peace Officers to provide law enforcement, patrol units, and related services at DCTA transit properties and on the A-train within Denton County, Texas.

### Previous Board Activity & Action

- September 28, 2023, Board Meeting Informational Report

### Identified Need

Annual Renewal of Agreement between DCTA and Denton County for FY 2023, to provide DCTA with dedicated law enforcement services. The current agreement expired on September 30, 2023. However, there is an automatic 30-day extension clause in the existing agreement. No interruption of service is anticipated due to contractual timing.

The Denton County Sheriff's Office provides the following services to DCTA:

- a. A-train fare checks and fare enforcement.
- b. Routine and random patrols of DCTA transit properties, vehicles, and facilities.
- c. Transit security duties as required by the Department of Homeland Security, TSA, FRA, and/or FTA.
- d. Respond to any incidents/accidents along the A-train corridor, if needed.
- e. Provide security staff for meetings and events, if needed.

### Financial Impact

The agreement is for a one (1) year term to begin October 1, 2023, continuing through and including September 30, 2024, subject to Budget approval. The annual estimated expenditure is \$122,287 as set by the Denton County Commissioners Court. The FY2024 cost is included within the FY2024 Rail Operations Budget.

### Exhibits

None.

Submitted By: Alex McGlinchey  
Alex McGlinchey, Sr. Manager of Rail Operations

Final Review: Maurice Bell  
Maurice Bell, Chief Operating Officer



## Board of Directors Regular Meeting Minutes September 28, 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, September 28, 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

#### CALL TO ORDER

Chair Molina called the meeting to order at 10:02am. All Board Members were present with the exception of Board Member Winterburn. Board Member Maguire arrived at 10:06am.

#### INVOCATION

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 indicated that Alternate Board Member Paul Stevens was filling in for Secretary Dianne Costa.

The following DCTA staff introductions were made:

Briana Ferguson, Marketing and Business Development Specialist  
Trevon McWilliams, Marketing Specialist  
Dawn Jones, Senior Administrative Assistant  
Kevin Thompson, Senior Manager of Mobility Services  
Steve Swanberg, Director of Safety and Security  
Austin Frith, VP of Planning and Development

#### PUBLIC COMMENT

Kristine Bray

#### CONSENT AGENDA

1. Consider Approval of an extension of the eleventh Amendment of the Agreement for Mobility Services with River North Transit LLC ("Via"), not to exceed the amount of \$10,458,428.45.
2. Consider Approval of July 2023 Monthly Financials
3. Consider Approval of Regular Meeting Minutes dated August 24, 2023 and Amended Regular Meeting Minutes dated July 27, 2023

***Motion by Board Member Eads with a second by Vice-Chair Gilmore to approve the Consent Agenda as presented. Motion passes 5-0.***

#### REGULAR AGENDA

##### **1. Consider Fiscal Year (FY) 2024 Election of Board Officers**

*Nomination by Chair Molina to elect Vice-Chair Gilmore to the position of Chair. Nomination seconded by Board Member Eads. Motion passes 5-0.*

*Nomination by Chair-Elect Gilmore with a second by Board Member Eads to elect Cesar Molina as Vice-Chair. Motion passes 5-0.*

*Nomination by Chair-Elect Gilmore with a second by Vice-Chair Elect Molina to elect Board Member Andy Eads as Secretary. Motion passes 5-0.*

The following are the newly elected DCTA Board Officers:

TJ Gilmore – Chair  
Cesar Molina, Vice-Chair  
Andy Eads, Secretary

##### **2. Discuss Update on DCTA Contracted Mobility Services: Frisco Paratransit, Coppell Workforce Mobility, and Alliance Lyft Program**

***Note: For Regular Agenda Items 2-8, one (1) presentation was made, and each item was voted separately.***

Chief Operating Officer (COO) Maurice Bell presented highlighting the following:

- Multiple Agreements and Task Orders Enable the Contracted Mobility Services Program
- Frisco FY23 Service Profile
  - Frisco Monthly Ridership FY16-FY23 YTD
  - Frisco Registered and Active Passengers
  - Service Observations
  - FY23 YTD Frisco Trips by Purpose
  - Top 10 Origins and Destinations (including outside of Frisco)
  - Top 10 Origins and Destinations (reflecting 3,651 of all Frisco trips)
- Trip Request Profile (per day, per hour per day, percentage of trip miles)
- Trip Request By Day and By Mobility (ambulatory, wheelchair, oversized wheelchair, walker/cane/rollator, power wheelchair/scooter)
- Frisco FY23 Service Demand Profile (Trip Denied, Regular Cancel, Late Cancel, No-Show)
- Innovation Enables Potential Alternative Service Models (Billed by Trips, Billed by Service Hour)
- Coppell First/Last Mile Lyft On-Demand Service – DCTA contracted with Coppell in October 2019 to provide first and last mile transportation to employees who work within city limits of Coppell.
- Trinity Metro's Alliance ZipZone Lyft Service – DCTA provides Trinity Metro with first/last mile, on-demand services in Alliance, Texas solely by DCTA's utilization of the existing contract with Lyft and began in June of 2019.

Board discussion regarding the goal and vision of the Board, opportunities to assume services in Collin County, more revenue, and more services in Denton County.

- 3. Consider Approval of a First Amended and Restated Interlocal Agreement (ILA) with the City of Frisco for Transit Services for an amount not to exceed \$400,000 for a period of one (1) year beginning on October 1, 2023, and continuing through September 30, 2024 and authorize the Chief Executive Officer (CEO) to Execute Such Agreement**

*Motion by Secretary-Elect Eads with a second by Chair-Elect Gilmore to approve as presented. Motion passes 5-0.*

- 4. Consider Approval of Extension of Contract 17-03 and Contract 17-27 with Irving Holdings, Inc and Task Order #4.4 with Irving Holdings for Frisco Transportation Services in the amount of \$72,000 for a period of one (1) year beginning on October 1, 2023 and continuing through September 30, 2024.**

*Motion by Board Member Maguire with a second by Chair-Elect Gilmore to approve as presented. Motion passes 5-0.*

- 5. Consider Approval of a Fourth Amended and Restated Interlocal Agreement (ILA) with the City of Coppell for Mobility Services in an amount not to exceed \$50,000 for a period of one (1) year beginning on October 1, 2023 and continuing through September 30, 2024 and Authorize the Chief Executive Officer (CEO) to Execute Such Agreement**

*Motion by Board Member Maguire with a second by Chair-Elect Gilmore to approve as presented. Motion passes 5-0.*

- 6. Consider Approval of the Extension of Master Agreement 17-03 for On-Demand Rideshare Services with Lyft beginning October 1, 2023 through September 30, 2024 and Task Order #17 with Lyft for Coppell Lyft Services in an amount not to exceed \$28,125**

*Motion by Board Member Maguire with a second by Chair-Elect Gilmore to approve as presented. Motion passes 5-0.*

- 7. Consider Approval of an Amendment to the Interlocal Agreement (ILA) with Trinity Metro for Alliance Lyft Service in an amount not to exceed \$570,000 for a period of one (1) year beginning on October 1, 2023 and continuing through September 30, 2024 and Authorize the Chief Executive Officer (CEO) to Execute Such Agreement**

*Motion by Board Member Maguire with a second by Chair-Elect Gilmore to approve as presented.*

- 8. Consider Approval of Task Order #15 with Lyft beginning October 1, 2023 through September 30, 2024 for Alliance ZipZone Services in an Amount not to exceed \$475,000**

*Motion by Board Member Maguire with a second by Chair-Elect Gilmore to approve as presented. Motion passes 5-0.*

- 9. Discuss and Consider November 2023 and December 2023 Board Meeting Dates**

It was the consensus of the Board to hold the combined November 2023 and December 2023 Board Meeting on November 30, 2023.

- 10. Discuss Local and Regional Updates and Legislative Issues**

- Regional Transportation Council: Proposed Transit Study Discussion
- Transportation Directors Meeting: Topic included - Membership, Transit Oriented Development Cohesion Fare Structures, Budget Understanding
- Transit Coalition of North Texas (TCNT) Annual Luncheon





## INFORMATIONAL REPORTS

1. **August 2023 Safety, Service, and Ridership Reports**
2. **Denton County Sheriff's Office Interlocal Agreement for Law Enforcement Services**
3. **Update on Intermediate Service Plan and Denton GoZone Data Within Connect Network**
4. **Update on the January 2024 Strategic Planning Session**

*No Board action required.*

## FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

**Next Regular Board Meeting Date:** October 26, 2023

## REPORT ON ITEMS OF COMMUNITY INTEREST

Pursuant to Texas Government Section 551.0415 the Board of Directors may report on following items: (1) expression of thanks, congratulations, or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming DCTA and Member City events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety.

- DCTA State Fair Perks
- Denton Arts and Jazz Festival – October 6-8, 2023
- Highland Village – Music in the Park – October 7, 14, 21, 2023
- Lewisville Western Days – September 29, 2023
- Christian Community Action (CCA) 50<sup>th</sup> Anniversary Hopeful Hearts 5K/1 mile Stampede – September 30, 2023

The Board expressed condolences to the family of former Lewisville Mayor John Dillard II who passed away on September 20, 2023.

## CONVENE EXECUTIVE SESSION

**Pursuant to Texas Government Code Section 551.072, Real Property, the Board of Directors will convene into Closed Executive Session to discuss real property located at 655 East Main Street, Lewisville, Texas 75057**

### **Action as a result of Executive Session.**

The Board convened into Closed Executive Session at 10:55am.

## RECONVENE OPEN SESSION

The Board reconvened into Open Session at 11:07am. Motion by Secretary-Elect Eads with a second by Chair-Elect Gilmore to extend the Second Amendment to the Post Closing Lease. Motion passes 5-0.



ADJOURN

Vice Chair-Elect Molina adjourned the meeting at 11:08am.

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Cesar Molina, Vice Chair-Elect

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Andy Eads, Secretary-Elect

## Board of Directors Memo

October 26, 2023

SUBJECT: Consider Approval of Monthly Financial Statement for August 2023, Quarterly Grants Report for Quarter 4 – Fiscal Year 2023, Updated Investment Policy, and Receive an update from the Chief Financial Officer Regarding Finance operations.

### **Recommendation**

Staff recommends the Board approve the monthly financial statement for August 2023, Quarterly Reports for Quarter 4 – Fiscal Year 2023, and the Updated Investment Policy.

### **Background**

The financial statement is presented monthly to the Board of Directors for approval. Grants reports are provided on a quarterly basis. The attached reports are for the period ending August 31, 2023. These reports provide a comparison of year-to-date budget vs. actual performance.

Additionally, staff, working in connection with the Authority's financial advisors (Hilltop Securities) proposes updates to the Investment Policy. The policy was last updated in September 2020. These changes include updates to:

- Enable investment purchases with maturities up to 3 years – previous policy allowed for up to 2 years;
- Allows up to 30% of the investment portfolio to be invested beyond one year – previous policy allowed for 20% of the portfolio to be invested beyond one year;
- Updates the list of approved investment training (PFIA) providers.

### **Previous Board Activity & Action**

There has been no previous Board activity on the August 2023 financial statement or quarterly grants report. The previous Investment Policy was reviewed and updated by the board in September 2020.

### **Identified Need**

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

### **Financial Impact**

The financial impact of August 31, 2023 performance has been summarized within the respective document provided. Staff stands ready to answer any questions the Board may have regarding the financial performance.

### **Exhibits**

Exhibit 1: Year-to-Date Financial Statement – August 31, 2023

Exhibit 2: Investment Policy – Proposed Red Line

Exhibit 3: Quarterly Grants Report – Q4 FY 2023

Submitted by:



Sherrelle Evans-Jones, CPA  
Chief Financial Officer



# DENTON COUNTY TRANSPORTATION AUTHORITY

Statement of Revenue and Expenditures  
Presented for the Period Ended August 31, 2023  
(UNAUDITED)

	Prior Year Actual			FY 2023 - August 31, 2023					
	2020	2021	2022	YTD Budget	YTD Actual	Annual Revised Budget	Actual %	Expected %	Notes
<b>Revenue and Other Income</b>									Total system YTD ridership revenue down about 10% compared to budgeted ridership.
Passenger Revenues	\$ 833,637	\$ 542,920	\$ 928,716	\$ 1,635,703	\$ 1,321,206	\$ 1,797,627	73.5%	91.0%	
Contract Service Revenues	3,378,826	2,969,330	3,718,416	3,921,140	3,653,754	4,354,021	83.9%	90.1%	
Sales Tax Revenues	29,817,364	34,653,779	38,030,250	36,061,472	36,775,547	39,646,685	92.8%	91.0%	Sales tax continues to perform ahead of budget.
Federal/State Grants - Capital	3,472,677	1,409,423	95,069	1,449,437	59,828	2,801,060	2.1%	51.7%	
Federal/State Grants - Operating	16,214,135	15,858,885	19,028,351	5,102,447	2,753,114	13,042,809	21.1%	39.1%	August 2023 includes \$2.37M of new revenue (actual). Grant revenue collections expected to continue thru Sept 2023.
<b>Total Revenues and Other Income</b>	<b>53,716,639</b>	<b>55,434,337</b>	<b>61,800,802</b>	<b>48,170,199</b>	<b>44,563,449</b>	<b>61,642,202</b>			
<b>Operating Expenses</b>									
Salary, Wages and Benefits	4,432,165	3,903,858	4,002,824	4,462,871	3,380,957	4,925,778	68.6%	90.6%	
Outsourced Services and Charges	2,922,575	3,029,903	4,517,965	5,793,861	2,453,009	6,247,734	39.3%	92.7%	
Materials and Supplies	1,922,265	1,711,081	2,536,927	3,148,934	1,918,284	3,444,327	55.7%	91.4%	
Utilities	431,838	425,655	455,020	643,551	372,247	700,119	53.2%	91.9%	
Insurance	1,656,122	1,692,506	1,608,328	1,601,235	1,445,055	1,727,114	83.7%	92.7%	
Transportation Reinvestment (TRiP)	-	29,798	1,332,493	11,393,216	345,473	11,393,216	3.0%	100.0%	New line item added to FY23 following the reclassification of actual expenditures.
Purchased Transportation Services	10,091,454	9,810,849	19,146,955	21,107,761	19,373,369	23,027,376	84.1%	91.7%	
Employee Development	164,699	80,428	119,259	275,095	150,952	271,338	55.6%	101.4%	
Leases and Rentals	226,632	215,069	132,033	134,255	129,916	158,406	82.0%	84.8%	
Depreciation	9,559,752	9,524,340	11,351,682	10,283,452	8,336,084	11,211,908	74.4%	91.7%	
<b>Total Operating Expenses</b>	<b>31,407,502</b>	<b>30,423,487</b>	<b>45,203,487</b>	<b>58,844,231</b>	<b>37,905,346</b>	<b>63,107,316</b>			
<b>Income Before Non-Operating Revenues and Expenses</b>	<b>22,309,137</b>	<b>25,010,851</b>	<b>16,597,315</b>	<b>(10,674,032)</b>	<b>6,658,103</b>	<b>(1,465,114)</b>			
<b>Non-Operating Revenues/(Expense)</b>									
Investment Income	320,793	31,178	462,425	5,500	4,061,711	6,000	67695.2%	91.7%	July 2023 includes \$409K of additional investment income.
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	9,590,828	764,697	9,623,610	7.9%	99.7%	\$9.6M annual budget includes plans for the JROF.
Long Term Debt Interest/(Expense)	(909,133)	(697,187)		(194,920)	(194,980)	(212,640)	91.7%	91.7%	
<b>Total Non-Operating Revenues/(Expenses)</b>	<b>(174,434)</b>	<b>(163,456)</b>	<b>939,606</b>	<b>9,401,408</b>	<b>4,631,428</b>	<b>9,416,970</b>			
<b>Income (Loss) before Transfers to NTMC</b>	<b>22,134,703</b>	<b>24,847,395</b>	<b>17,536,921</b>	<b>(1,272,624)</b>	<b>11,289,530</b>	<b>7,951,856</b>			
Transfers Out to NTMC	(7,555,428)	(6,489,350)	(5,926,669)	(6,362,306)	(5,179,250)	(6,999,359)	74.0%	90.9%	
<b>Total Transfers</b>	<b>(7,555,428)</b>	<b>(6,489,350)</b>	<b>(5,926,669)</b>	<b>(6,362,306)</b>	<b>(5,179,250)</b>	<b>(6,999,359)</b>			
<b>Change in Net Position</b>	<b>\$ 14,579,275</b>	<b>\$ 18,358,045</b>	<b>\$ 11,610,252</b>	<b>\$ (7,634,930)</b>	<b>\$ 6,110,280</b>	<b>\$ 952,497</b>			

# Denton County Transportation Authority Financial Management Policies

(Adopted September 2020)

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## **INVESTMENT POLICY**

### **I. POLICY STATEMENT**

The Denton County Transportation Authority (DCTA) policy stipulates that the administration of its funds and the investment of those funds shall be made in a manner which will provide the maximum security of principal invested through limitations and diversification while meeting the daily cash flow needs of DCTA. DCTA's investments will conform to all applicable state statutes governing the investment of public funds.

Effective cash management is essential to good fiscal management. Cash management is defined as the process of managing monies to ensure maximum cash availability. DCTA shall maintain a comprehensive cash management program which includes collection of accounts receivable; prudent investment of its available cash; disbursement of payments in accordance with invoice terms; compliance with Board policy; and the management of bank depository services.

Receiving a market rate of interest will be secondary to the requirements for safety and liquidity. DCTA intends to comply with local law and the Texas Public Funds Investment Act, Chapter 2256, Texas Government Code, (the "Act"). Investment earnings will be used in a manner that best serves the interests of DCTA.

### **II. SCOPE**

This investment policy applies to all the financial assets and funds of DCTA. However, this policy does not apply to the assets administered for the benefit of DCTA by outside agencies under deferred compensation programs.

DCTA may commingle its funds into one pooled investment fund for investment purposes for efficiency and maximum investment opportunity.

### **III. OBJECTIVES AND STRATEGY**

DCTA's policy is that all funds shall be managed and invested with four primary objectives, listed in order of their priority: 1) safety of principal, 2) liquidity, 3) diversification, and 4) yield. Investments are to be chosen in a manner which reflects diversity by market sector, type of credit, and length of maturity as best meets DCTA's requirements. The choice of high-grade government investments and high-grade money market instruments is designed to assure the marketability of those investments should liquidity needs arise. To best meet anticipated cash flow requirements, the weighted average maturity (WAM) of the overall portfolio may not exceed 18 months.

#### **Safety of Principal**

Safety of principal is the foremost objective. Investments of DCTA's cash shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The safety of principal is best achieved by limiting maximum maturities to two years or no further than expected project cash flow forecasts; limiting investment types to those specifically authorized by this policy; diversifying investments; and monitoring credit ratings on selected investment types.

#### Liquidity

Investments will be based on a cash flow analysis of needs and will remain sufficiently liquid to satisfy all operating requirements which might be reasonably anticipated by the agency's long range financial plan. The portfolio will be structured so that investments mature concurrent with cash needs. Because all possible cash demands cannot be anticipated, the portfolio will include investments that offer same-day liquidity for those unanticipated situations. In addition, a portion of the portfolio will consist of securities with active secondary or resale markets.

#### Diversification

The portfolio will be diversified by maturity and market sector and will include the use of a number of broker/dealers for diversification and market coverage. Competitive bidding as defined in Section VIII of this policy will be used on each sale and purchase.

#### Yield

DCTA's investment portfolio shall be designed with the objective of attaining a market yield-to-maturity taking into account DCTA's risk constraints and the cash flow needs. Market yield-to-maturity may be defined as the rolling average yield of the six-month Constant Maturity Treasury (CMT).

DCTA has selected the weighted-average yield-to-maturity as its preferred measure of investment performance. The weighted-average yield-to-maturity shall be calculated on a monthly basis by multiplying each individual security's yield-to-maturity at time of purchase by its book value, totaling the product of these calculations, and dividing by the total book value of the portfolio.

#### **IV. LEGAL LIMITATIONS, RESPONSIBILITIES AND AUTHORITY**

Specific investment parameters for the investment of public funds in Texas are found in the Public Funds Investment Act, Chapter 2256, Texas Government Code (the "Act"). The Public Funds Collateral Act, Chapter 2257, Texas Government Code, specifies collateral requirements for all public fund deposits. All investments will be made in accordance with these statutes.

#### **V. DELEGATION OF INVESTMENT AUTHORITY**

The Chief Financial Officer, acting on behalf of DCTA, is designated as the Investment Officer, and the CEO of DCTA is designated as the Alternate Investment Officer. The Investment Officer is responsible for investment management decisions and activities according to this Investment Policy. The Investment Officer is also responsible for considering the quality and capability of staff, investment advisors, and consultants involved in investment management and procedures. All participants in the investment process shall seek to act responsibly as custodians of the public trust.

The Investment Officer shall develop and maintain written administrative procedures for the activities of the investment program which are consistent with this Investment Policy. The procedures will include reference to safekeeping; require and include Master Repurchase Agreements (as applicable); wire transfer agreements; banking services contracts; and other investment related activities.



The Investment Officer shall be responsible for all transactions undertaken and shall regulate the activities of subordinate officials and staff. The Investment Officer shall designate in writing a staff person as a liaison/deputy in the event circumstances require timely action and the Investment Officer and Alternate Investment Officer are not available.

No officer or designee may engage in an investment transaction except as provided under the terms of this policy and the procedures established herein.

#### Authorization Resolution

A Resolution is established with this investment policy and attached hereto authorizing the Investment Officer to engage in investment transactions on behalf of DCTA. The persons authorized by the Resolution to transact business for DCTA are also authorized to approve wire transfers used in the process of investing.

### **VI. PRUDENCE**

The standard of prudence to be used in the investment function shall be the “prudent person” standard and shall be applied in the context of managing the overall portfolio. The Prudent Person standard states that:

“Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived.”

#### Limitation of Personal Liability

The Investment Officer and those delegated investment authority under this policy, when acting in accordance with the written procedures and this policy and in accord with the Prudent Person Rule in Section VI, shall be relieved of personal liability in the management of the portfolio provided that deviations from expectations for a specific security’s credit risk or market price change or portfolio shifts are reported in a timely manner to the Board of Directors and that appropriate actions are taken to control adverse market effects.

### **VII. INTERNAL CONTROLS**

The Investment Officer shall establish a system of written internal controls which will be reviewed annually with the independent auditor of DCTA. The controls shall be designed to prevent loss of public funds due to fraud, employee error, misrepresentation by third parties, unanticipated market changes or imprudent actions by employees of DCTA. Results of review of internal controls by the independent auditor shall be included in the annual audit.

#### Cash Flow Forecasting

Cash flow forecasting is designed to protect and sustain cash flow requirements of DCTA. Supplemental to the financial and budgetary systems, the Investment Officer will maintain a cash flow forecasting process designed to monitor and forecast cash positions for investment purposes.

## VIII. AUTHORIZED INVESTMENTS

Acceptable investments under this policy shall be limited to the instruments listed below and as further described by the Public Funds Investment Act:

- a. Obligations of the United States Government, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC), agencies and instrumentalities and government sponsored enterprises, excluding collateralized mortgage obligations (CMO's), not to exceed ~~two-three (3)~~ years to stated maturity with the exception of project funds which may be invested in longer maturities but not to exceed forecasted expense dates;
- b. Fully insured or collateralized certificates of deposit from a bank doing business in the State of Texas, not to exceed two years to stated maturity. In addition, separate CDs issued by depositories wherever located, bundled together into a single investment with the full amount of principal and interest of each CD insured by the Federal Deposit Insurance Corporation (FDIC) may be purchased through a broker that has its main office in Texas and is selected from a list adopted by the DCTA Board or a selected depository institution with its main office or branch office in Texas. See Attachment II for a list of Board approved broker/dealers. This broker or depository shall act as the custodian for the various certificates on behalf of DCTA;
- c. Repurchase agreements and reverse repurchase agreements as defined by the Act, not to exceed 90 days to stated maturity, provided an executed Master Repurchase Agreement is on file with DCTA and the counterparty bank or primary dealer. Flexible repurchase agreements used specifically for capital projects may extend beyond the stated limitation, but shall not exceed the expense plan of the projects;
- d. No-load SEC-registered money market funds, each approved specifically before use by DCTA;
- e. Constant dollar Texas Local Government Investment Pools as defined by the Public Funds Investment Act; and
- f. Interest bearing bank savings deposits issued by state and national banks or savings bank or a state or federal credit union (having their main or branch office in Texas) that are guaranteed or insured by the Federal Deposit Insurance Corporation or the National Credit Union Share Insurance Fund (or their successor organizations).

**Commented [SM(1):** Extend maximum maturity limit for government securities from two to three years to lock-in higher yields for longer when appropriate.

If additional types of securities are approved for investment by public funds by state statutes, none will be eligible for investment by DCTA until this policy has been amended and approved by the DCTA Board.

### Competitive Bidding Requirements

All securities, including certificates of deposit, will be purchased or sold after three (3) offers/bids are taken to verify that DCTA is receiving fair market value/price for the investment.

### Delivery versus Payment

All security transactions, including collateral for repurchase agreements, entered into by DCTA, shall be conducted on a delivery-versus-payment (DVP) basis.

## **IX. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS**

All investments will be made through either DCTA's banking services bank or an approved broker/dealer. DCTA will review the list of authorized broker/dealers annually. A list of at least three broker/dealers will be maintained in order to assure competitive bidding.

Securities broker/dealers must meet and disclose certain criteria as determined by the Investment Officer including:

- a. an audited financial statement each year;
- b. proof of certification by the Financial Industry Regulatory Authority (FINRA) and provision of CRD number;
- c. proof of current registration with the State Securities Commission; and
- d. completion of DCTA questionnaire.

Every broker/dealer, investment pool, investment manager and bank with which DCTA transacts business will be provided a copy of this Investment Policy to assure they are familiar with the goals and objectives of DCTA's investment program. A representative of the transacting organization will be required to return a signed certification stating that the policy has been received and reviewed and that controls are in place to assure that only authorized securities are sold to DCTA.

DCTA may appoint one or more investment advisors to assist the financial staff in the management of DCTA funds. The investment advisor must be registered with the Securities and Exchange Commission under the Investment Advisors Act of 1940 and also be registered with the Texas State Securities Board as an investment advisor. To be eligible for consideration, an investment advisor shall demonstrate knowledge of, and experience in, the management of public funds. An appointed investment advisor shall act solely in an advisory and administrative capacity, within the guidelines of this Investment Policy, and shall not have discretionary authority to transact business on behalf of DCTA.

If DCTA has contracted with a Registered Investment Advisor for the management of its funds, the advisor shall be responsible for performing due diligence on and maintaining a list of broker/dealers with which it shall transact business on behalf of DCTA. The advisor shall annually present a list of its authorized broker/dealers to DCTA for review and likewise shall return a signed certification stating that the advisor has reviewed the DCTA investment policy and has implemented reasonable procedures and controls to preclude imprudent investment activities. The advisor shall obtain and document competitive bids and offers on all transactions and present these to DCTA as part of its trade documentation.

## X. DIVERSIFICATION AND MATURITY LIMITATIONS

It is DCTA's policy to diversify its investment portfolio. Invested funds shall be diversified to minimize risk or loss. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards by security type and issuer shall be:

<u>Security Type</u>	<u>Max % of Portfolio</u>
U.S. Treasury obligations	100%
U.S. Government agencies and instrumentalities	Not to exceed 75%
Fully insured or collateralized CDs	Not to exceed 30%
Repurchase agreements	100%
Money Market Funds	50%
Local Government Investment Pools	
Liquidity Pools	100%
Maximum percent ownership of pool	Not to exceed 10%
Interest Bearing Bank Savings Deposits	25%

The Investment Officer shall be required to diversify maturities. The Investment Officer, to the extent possible, will attempt to match investments with anticipated cash flow requirements. Matching maturities with cash flow dates will reduce the need to sell securities prior to maturity, thus reducing market risk. Unless matched to a specific requirement, the Investment Officer may not:

- a. invest more than ~~20%~~ 30% of the portfolio for a period greater than one (1) year, or
- b. invest any portion of the portfolio for a period of greater than ~~two (2)~~ three (3) years.

**Commented [SM(2)]:** Allow for a slighter greater percentage to be extended beyond 12 months in order to lock-in higher earnings.

## XI. SAFEKEEPING AND COLLATERALIZATION

The laws of the State and prudent treasury management require that all purchased securities be bought on a delivery-versus-payment (DVP) basis and be held in safekeeping by either DCTA, an independent third party financial institution, or DCTA's designated banking services depository.

All safekeeping arrangements shall be designated by the Investment Officer and an agreement of the terms executed in writing. The third party custodian shall be required to issue safekeeping receipts to DCTA listing each specific security, rate, description, maturity, CUSIP number, and other pertinent information. Each safekeeping receipt will be clearly marked that the security is held for DCTA or pledged to DCTA.

All securities pledged to DCTA for certificates of deposit or demand deposits shall be held by an independent third party bank doing business in Texas. The safekeeping bank may not be within the same holding company as the bank from which the securities are pledged.

### Collateralization

Collateralization is required on time and demand deposits exceeding the FDIC insurance coverage of \$250,000, and on repurchase agreements.

To provide a level of additional security for all funds and to also anticipate any market changes, the collateralization level required will be 105% of the market value of the principal and accrued interest. Collateral will be held by an independent third party safekeeping agent.

## **XII. PERFORMANCE EVALUATION AND REPORTING**

A comprehensive quarterly investment report shall be prepared by the Investment Officer or Investment Advisor within ten (10) business days following the fiscal quarter end and be presented to the DCTA Board the month following the fiscal quarter end. As required by the Texas Public Funds Investment Act, the report will:

- a. describe in detail the investment position of DCTA on the date of the report;
- b. be signed by the Investment Officer(s);
- c. contain a summary statement that presents:
  - a. beginning book and market value for the reporting period;
  - b. ending book and market value for the reporting period; and
  - c. fully accrued interest for the reporting period;
- d. state the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;
- e. state the maturity date of each separately invested asset that has a maturity date;
- f. state the account or fund for which each investment security was purchased;
- g. compare the portfolio's performance to other benchmarks of performance; and
- h. state the compliance of the investment portfolio with DCTA Investment Policy, Investment Strategy, and the Public Funds Investment Act.

## **XIII. DEPOSITORIES**

DCTA will designate one banking institution through a competitive process as its central banking services provider at least every five years. This institution will be used for normal banking services including disbursements, collections, and safekeeping of securities. Other banking institutions from which DCTA may purchase certificates of deposit will also be designated as a depository after providing their latest audited financial statements to DCTA.

#### **XIV. TRAINING REQUIREMENT**

The DCTA Investment Officer(s) shall attend at least one investment training session consisting of no less than 10 hours of instruction relating to investment responsibilities within twelve months of taking office or assuming duties, and subsequently shall receive a minimum of 10 hours not less often than once in a two-year period that begins on the first day of the fiscal year and consists of the two consecutive years after that date. The investment training session shall be provided by an independent source approved by the Board of Directors. See Attachment I for a list of Board approved independent investment training sources. Contingent upon Board approval, additional independent sources from which investment training may be obtained shall include a professional organization, an institute of higher learning, or any sponsor other than a business organization with whom DCTA may engage in an investment transaction. Such training shall include education in investment controls, security risks, strategy risks, market risks, and compliance with the Public Funds Investment Act.

#### **XV. ETHICS AND CONFLICTS OF INTEREST**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair the ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which personal business is conducted. Further disclosure shall also be made of any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of DCTA.

An Investment Officer of DCTA who has a personal business relationship with an organization seeking to sell an investment to DCTA shall file a statement disclosing that personal business interest. An Investment Officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to DCTA shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the DCTA Board of Directors.

#### **XVI. SUBJECT TO AUDIT**

A formal annual review of the investment reports will be performed by an independent auditor with the results reported to the Board. All collateral shall be subject to inspection and audit by DCTA's independent auditors.

#### **XVII. INVESTMENT POLICY ADOPTION BY DCTA BOARD**

DCTA's Investment Policy shall be adopted annually by the Board of Directors. The policy and strategies shall be reviewed on an annual basis by the Board. A written resolution approving that review, and suggested changes to the policy will be approved by the Board.

## Attachment I

### Board Approved Independent Investment Training Sources

1. Texas Municipal League (TML)
2. Government Finance Officers Association (GFOA)
3. Government Finance Officers Association of Texas (GFOAT)
4. North Central Texas Council of Governments
5. Texas Higher Education Coordinating Board
6. University of North Texas – Center for Public Management
7. North Central Texas Council of Governments (NCTCOG)

**Commented [SM(3)]:** Add NCTCOG as Training provider. They will assume in person training from UNT.



Attachment II

Board Approved Broker/Dealers List



Approved Broker/Dealers  
May 2020

**BofA Securities**  
BOK Financial  
**Cantor Fitzgerald & Co**  
**Citigroup Global Markets**  
**Daiwa Capital Markets**  
FHN Financial  
**Goldman, Sachs & Co**  
INTL FCStone  
**JP Morgan Securities**  
KeyBanc Capital Markets  
*Loop Capital Markets \*\**  
Mesirow Financial  
**Mizuho Securities**  
**Morgan Stanley & Co**  
*Multi-Bank Securities \*\**  
Piper Sandler & Co  
Raymond James  
**RBC Capital Markets**  
*Rice Financial \*\**  
SunTrust Robinson Humphrey  
Stifel, Nicolaus & Co.  
**TD Securities**  
**UBS Securities**  
Vining Sparks  
**Wells Fargo Securities**  
*Siebert Williams Shank \*\**

\* **Bold face font indicates firm is a Primary Dealer.**

\*\* *Dark blue italics font indicates firm is a Historically Underutilized Business (HUB) or Minority/Women Owned Business (MWOB).*



## Board of Directors Memo

October 26, 2023

SUBJECT: Quarterly Grants Report Q4 FY2023

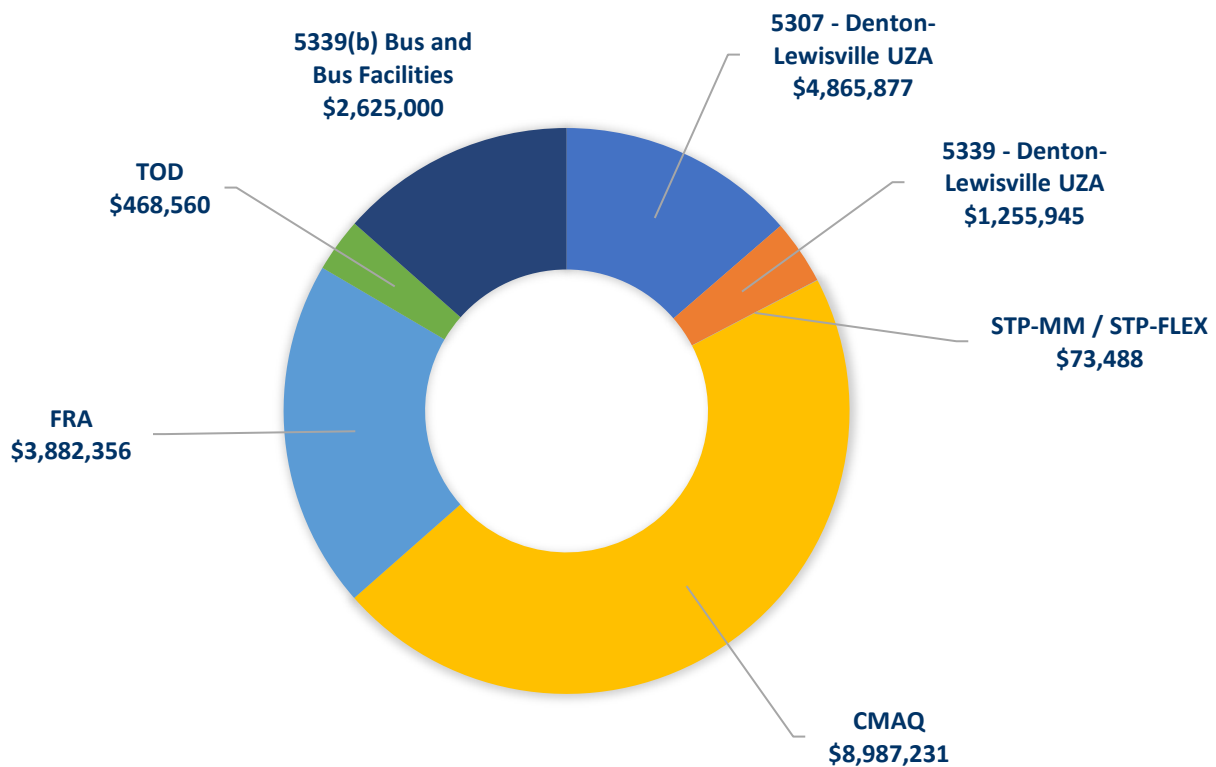
### Recommendation

Staff recommends the Board approve the quarterly grants report for Q4 FY2023.

### Background

DCTA currently has thirteen (13) open, fully executed grants that provide reimbursements for capital projects, rail and bus preventive maintenance, operating assistance, ADA paratransit service, and vanpool service. The grant funding sources include the Federal Highway Administration (FHWA) via NCTCOG (for the vanpool subsidy), the Federal Transit Administration (FTA), and the Federal Railroad Administration (FRA).

### GRANTS FUNDING LEVELS \$22,158,457 AS OF 9/30/2023



Program	Q3 FY23 Balance	Q4 FY23 Balance	Variance	Grant Activity
Denton-Lewisville UZA (5307)	\$ 2,658,401	\$ 4,865,877	\$ 2,207,476	Operating Assistance, Fleet Replacement, Bus Preventive Maintenance, Safety & Security, ADA Paratransit
Bus and Bus Facilities (5339)	\$ 717,647	\$ 1,255,945	\$ 538,298	Fleet Replacement, Automated Fare Collection
STP-MM / STP-FLEX	\$ 6,204	\$ 73,488	\$ 67,284	Vanpool & NCTCOG funds (Bus PM)
Congestion Mitigation & Air Quality (CMAQ)	\$ 8,987,231	\$ 8,987,231	-	Land Acquisition & Construction (Old Town)
Consolidated Rail Infrastructure and Safety Improvements (FRA)	\$ 3,882,356	\$ 3,882,356	-	PTC Enhancements
Transit Oriented Development	\$ 600,000	\$ 468,560	(\$ 131,400)	Kansas City Southern (KCS) Rail Corridor study
Bus and Bus Facilities (5339b)	\$ 2,625,000	\$ 2,625,000	-	Bus Lite Maintenance Facility
<b>Total</b>	<b>\$ 19,476,839</b>	<b>\$ 22,158,457</b>	<b>\$ 2,681,618</b>	

### Pending Funding and Other Grant Activity

Through September 30, 2023, DCTA has one (1) grant agreement awaiting FTA approval. For this report, **pending** status indicates an active grant application in the system. This also means that the projects and associated funding have been approved in the TIP/STIP.

Program	Amount	Grant Activity	Funding Status
STP-MM/STP-FLEX	\$ 691,600	Vanpool Program	Pending agreement with FTA
<b>TOTAL</b>	<b>\$ 691,600</b>		

### Available Funding

For this report, **available** status indicates formula funding amounts have been allocated to DCTA, but no active grant application is currently in the system. TIP/STIP status is also noted.

Program	Amount	Grant Activity	Funding Status
FY21 5339 Formula	\$ 484,600	Bus Preventive Maintenance	TIP modification approved
FY22 5339 Formula	\$ 465,004	Bus Preventive Maintenance	TIP modification approved

FY23 5339 Formula	\$ 447,742	Bus Preventive Maintenance	Pending TIP modification by NCTCOG
FY22 5337 Formula	\$ 3,348,447	Rail Preventative Maintenance	TIP modification approved
FY23 5337 Formula	\$ 3,190,609	Rail Preventative Maintenance	Pending TIP modification by NCTCOG
FY22 5307 Formula	\$ 8,063,038	Operating Assistance, ADA Paratransit, Preventive Maintenance, Safety & Security	TIP modification approved
FY23 5307 Formula	\$ 7,765,711	Operating Assistance, ADA Paratransit, Preventive Maintenance, Safety & Security	Pending TIP modification by NCTCOG
<b>TOTAL</b>	<b>\$ 23,765,151</b>		

### Previous Board Activity & Action

There has been no previous Board activity on this item.

### Identified Need

Provides the Board of Directors a quarterly status on grant balances and significant grant activity.

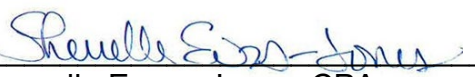
### Financial Impact

This item is included for informational purposes only; there is no financial impact associated with this item. Grant revenues were adopted as part of the FY2023 budget.

Submitted by:

  
\_\_\_\_\_  
Brittney Huff  
Senior Manager of Grants

Final Review:

  
\_\_\_\_\_  
Sherrelle Evans-Jones, CPA  
Chief Financial Officer

**Board of Directors Memo****October 26, 2023**

**SUBJECT:** Discuss update on the Collin County Rides program and Consider Approval of the Funding Agreement with the North Central Texas Council of Governments (NCTCOG) for Collin County Rides Transit Services for an amount not to exceed \$1,647,750 for a period of up to two (2) years beginning on the execution date, and continuing through September 30, 2025, with an option to extend one additional year through September 30, 2026 and authorize the Chief Executive Officer (CEO) to Execute Such Agreement

**Recommendation**

Staff recommends the Board approve the Funding Agreement with the North Central Texas Council of Governments (NCTCOG) for Collin County Rides Transit Services for an amount not to exceed \$1,647,750 for a period of up to two (2) years beginning on the execution date, and continuing through September 30, 2025, with an option to extend one additional year through September 30, 2026 and Authorize the Chief Executive Officer (CEO) to Execute Such Agreement

**Background**

The North Central Texas Council of Governments (NCTCOG) approached DCTA about taking over the subject program that will provide transit services to elderly and medically-qualified residents of the City of Allen and Town of Fairview. DCTA agreed to assess the opportunity, in accordance with its current policy, to ensure its ability to deliver the program and coverage of operations costs so that member city funds are protected.

NCTCOG, the City of Allen, and the Town of Fairview have confirmed their ability to cover the expenses associated with DCTA's adoption of the program. The Interlocal Agreement with Dallas Area Rapid Transit (DART) concluded on September 30, 2023 and DART agreed to extend its support for the service until January 30, 2024, enabling DCTA to assume operations on February 1, 2024.

**Previous Board Activity & Action**

The Board received briefing items on the Collin County Rides program in the following meetings and provided staff direction to proceed with formulation of agreements:

- May 25, 2023
- July 27, 2023

**Identified Need**

Execution of Agreements to enable preparation activities for assumption of service on February 1, 2024.

**Financial Impact**

As briefed. All service costs will be reimbursed to DCTA with a 69% administrative fee.

**Exhibits**

None.

Submitted By:

  
Maurice Bell, Chief Operating Officer

## Board of Directors Memo

October 26, 2023

SUBJECT: Consider Approval of the Interlocal Agreement with the City of Allen for Collin County Rides Transit Services for an amount not to exceed \$672,975.00 for a period of 20 months beginning on February 1, 2024, and continuing through September 30, 2025, with an option to extend one additional year through September 30, 2026 and authorize the Chief Executive Officer (CEO) to Execute Such Agreement.

### **Recommendation**

Staff recommends the Board approve the Interlocal Agreement with the City of Allen for Collin County Rides Transit Services for an amount not to exceed \$672,975.00 for a period of 20 months beginning on February 1, 2024, and continuing through September 30, 2025, with an option to extend one additional year through September 30, 2026 and authorize the Chief Executive Officer (CEO) to Execute Such Agreement.

### **Background**

The North Central Texas Council of Governments (NCTCOG) approached DCTA about taking over the subject program that will provide transit services to elderly and medically-qualified residents of the City of Allen and Town of Fairview. DCTA agreed to assess the opportunity, in accordance with its current policy, to ensure its ability to deliver the program and coverage of operations costs so that member city funds are protected.

NCTCOG and the City of Allen have confirmed their ability to cover the expenses associated with DCTA's adoption of the program.

The Collin County Rides program is executed through an Interlocal Agreement (ILA) between the City of Allen and DCTA, utilizing DCTA's On-Demand Rideshare Services contract with Irving Holdings and Lyft. The NCTCOG and the City directly reimburse DCTA for all direct costs associated with providing the contracted service with Irving Holdings and Lyft, plus an administrative fee of 69% to manage and administer the program.

DCTA is responsible to maintain the contract and task orders associated with the mobility service providers (Irving Holdings and Lyft) and provide the NCTCOG and City of Allen 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. The City of Allen will assist in marketing and communications of Service to residents, using the City's website, resident newsletters, or methods of communication controlled by the City to inform residents about the Service.

### **Previous Board Activity & Action**

The Board received briefing items on the Collin County Rides program in the following meetings and provided staff direction to proceed with formulation of agreements:

- May 25, 2023
- July 27, 2023



**Identified Need**

Execution of Agreements to enable preparation activities for assumption of service on February 1, 2024.

**Financial Impact**

As briefed. All service costs will be reimbursed to DCTA with a 69% administrative fee.

**Exhibits**

None.

A handwritten signature in black ink, appearing to read "KAT", is positioned above a horizontal line.

Submitted by:

Kevin A. Thompson, Senior Manager of Mobility Services

A handwritten signature in black ink, appearing to read "Maurice Bell", is positioned above a horizontal line.

Final Review:

Maurice Bell, Chief Operating Officer



## Board of Directors Memo

October 26, 2023

**SUBJECT:** Consider Approval of the interlocal Agreement with the Town of Fairview for Collin County Rides Transit Services for an amount not to exceed \$74,775.00 for a period of 20 months beginning on February 1, 2024, and continuing through September 30, 2025, with an option to extend one additional year through September 30, 2026 and authorize the Chief Executive Officer (CEO) to Execute Such Agreement.

### Recommendation

Staff recommends the Board approve the Interlocal Agreement with the City of Allen for Collin County Rides Transit Services for an amount not to exceed \$74,775.00 for a period of 20 months beginning on February 1, 2024, and continuing through September 30, 2025, with an option to extend one additional year through September 30, 2026 and authorize the Chief Executive Officer (CEO) to Execute Such Agreement.

### Background

The North Central Texas Council of Governments (NCTCOG) approached DCTA about taking over the subject program that will provide transit services to elderly and medically-qualified residents of the City of Allen and Town of Fairview. DCTA agreed to assess the opportunity, in accordance with its current policy, to ensure its ability to deliver the program and coverage of operations costs so that member city funds are protected.

NCTCOG and the Town of Fairview have confirmed their ability to cover the expenses associated with DCTA's adoption of the program.

The Collin County Rides program is executed through an Interlocal Agreement (ILA) between the Town of Fairview and DCTA, utilizing DCTA's On-Demand Rideshare Services contract with Irving Holdings and Lyft. The NCTCOG and the Town directly reimburse DCTA for all direct costs associated with providing the contracted service with Irving Holdings and Lyft, plus an administrative fee of 69% to manage and administer the program.

DCTA is responsible to maintain the contract and task orders associated with the mobility service providers (Irving Holdings and Lyft) and provide the NCTCOG and Town of Fairview 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. The Town of Fairview will assist in marketing and communications of Service to residents, using the City's website, resident newsletters, or methods of communication controlled by the Town to inform residents about the Service.

### Previous Board Activity & Action

The Board received briefing items on the Collin County Rides program in the following meetings and provided staff direction to proceed with formulation of agreements:

- May 25, 2023
- July 27, 2023

### Identified Need

Execution of Agreements to enable preparation activities for assumption of service on February 1, 2024.

**Financial Impact**

As briefed. All service costs will be reimbursed to DCTA with a 69% administrative fee.

**Exhibits**

None.



Submitted by:

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Kevin A. Thompson, Senior Manager of Mobility Services



Final Review:

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Maurice Bell, Chief Operating Officer



## Board of Directors Memo

October 26, 2023

**SUBJECT:** Consider Approval of Task Order #4.5 with Irving Holdings, Inc. for Collin County Rides Transit Services for an amount not to exceed \$355,000 for a period of eight (8) months beginning January 22, 2024 and continuing through September 30, 2024.

### Recommendation

Staff recommends the Board approve Task Order #4.5 with Irving Holdings, Inc. for Collin County Rides Transit Services for an amount not to exceed \$355,000 for a period beginning January 22, 2024 and continuing through September 30, 2024.

### Background

DCTA contracts with Irving Holdings, Inc. to provide Mobility Services. This item requests approval of a task order to provide services to the City of Allen and Town of Fairview for the Collin County Rides program. The term of the task order shall commence on January 22, 2024, and end on September 30, 2024.

### Previous Board Activity & Action

The Board received briefing items on the Collin County Rides program in the following meetings and provided staff direction to proceed with formulation of agreements:

- May 25, 2023
- July 27, 2023

### Identified Need

Execution of Agreements to enable preparation activities for assumption of service on February 1, 2024.

### Financial Impact

As briefed. All service costs will be reimbursed to DCTA with a 69% administrative fee.

### Exhibits

None.

Submitted By:

Kevin A. Thompson, Senior Manager of Mobility Services

Final Review:

Maurice Bell, Chief Operating Officer

## Board of Directors Memo

October 26, 2023

SUBJECT: Consider Approval of Task Order #18 with Lyft, Inc. for Collin County Rides Transit Services for an amount not to exceed \$80,000 for a period beginning January 22, 2024 and Continuing Through September 30, 2024.

### Recommendation

Staff recommends the Board approve Task Order 18 with Lyft, Inc. for Collin County Rides Transit Services for an amount not to exceed \$80,000 for a period beginning January 22, 2024 and continuing through September 30, 2024.

### Background

DCTA contracts with Lyft, Inc. to provide Mobility Services.

This item requests approval of a task order to provide services to the City of Allen and Town of Fairview for the Collin County Rides program. The term of the task order shall commence on January 22, 2024, and is set to expire on September 30, 2024.

### Previous Board Activity & Action

The Board received briefing items on the Collin County Rides program in the following meetings and provided staff direction to proceed with formulation of agreements:

- May 25, 2023
- July 27, 2023

### Identified Need

Execution of Agreements to enable preparation activities for assumption of service on February 1, 2024.

### Financial Impact

As briefed. All service costs will be reimbursed to DCTA with a 69% administrative fee.

### Exhibits

None.

Submitted By:



Kevin A. Thompson, Senior Manager of Mobility Services

Final Review:



Maurice Bell, Chief Operating Officer



## Board of Directors Memo

October 26, 2023

SUBJECT: Discuss Update on Consolidated Denton County Transportation Authority (DCTA) Customer Service Function.

### **Recommendation**

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

### **Background**

Customers of DCTA currently navigate two distinct support channels based on the service they utilize. Those using GoZone need to reach out to Via Transportation, its designated service provider, for assistance as stipulated in the contract. On the other hand, for the other modes of DCTA services, customer service is provided by the North Texas Mobility Corporation (NTMC). Operating in collaboration with DCTA through an Interlocal Agreement (ILA), NTMC offers both phone support and face-to-face assistance at the customer service desk at the Downtown Denton Transit Center (DDTC).

This briefing item outlines a consolidated customer service model for DCTA. The objective of the overall effort is to elevate service quality, simplify processes, and ensure effective communication between DCTA call center representatives and customers.

### **Previous Board Activity & Action**

- The Board received a briefing on this item on February 23, 2023.

### **Identified Need**

None.

### **Financial Impact**

None.

### **Exhibits**

None.

Submitted By:

  
Paul A. Cristina, Chief Executive Officer

## Board of Directors Memo

October 26, 2023

SUBJECT: Discuss Update on the Intermediate Service Plan

### Recommendation

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

### Background

The purpose of the Intermediate Service Plan is to generate data-driven alternatives which balance GoZone coverage and fixed-route service to increase ridership and improve efficiency, service, and cost outcomes. During a May 25, 2023 briefing, staff presented three Connect network service alternatives to the Board for discussion.

**Option 1:** Modify Connect schedules to have level headways across each route's full span of current service and increase frequencies on Connect 3.

**Option 2:** Increase frequencies on Connect 3 and decrease to 30-minute frequencies on all routes during evening hours.

**Option 3:** Increase morning and afternoon frequencies on Connect 3 and decrease to 30-minute frequencies on all routes during evening hours.

The Board provided direction to (1) have staff develop alternatives around increasing frequency on Route 3 within Option 2 and Option 3. (2) Offset additional bus service costs with re-allocation options for GoZone costs, and (3) Collect data through summer 2023 and report back findings.

### Previous Board Activity

The Board received a briefing on this item in the following meetings:

- October 2022
- January 2023
- April 2023
- May 2023

The Board received Informational Reports on this item in August and September 2023.

### Identified Need

None.

### Financial Impact


None.

### Exhibits

None.



Submitted By:

  
\_\_\_\_\_  
Tim Palermo, Planning and Data Analysis Manager

Final Review:

  
\_\_\_\_\_  
Austin Frith, VP of Planning and Development

## Board of Directors Memo

October 26, 2023

SUBJECT: September 2023 Safety, Service, Ridership Reports, and FY 2023 Year-End Ridership Summary

### 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 September 2023. This memorandum also provides a year-over-year summary review of total FY 2023 passenger trips compared to FY 2022 levels.

### Fiscal Year 2023 Summary Review

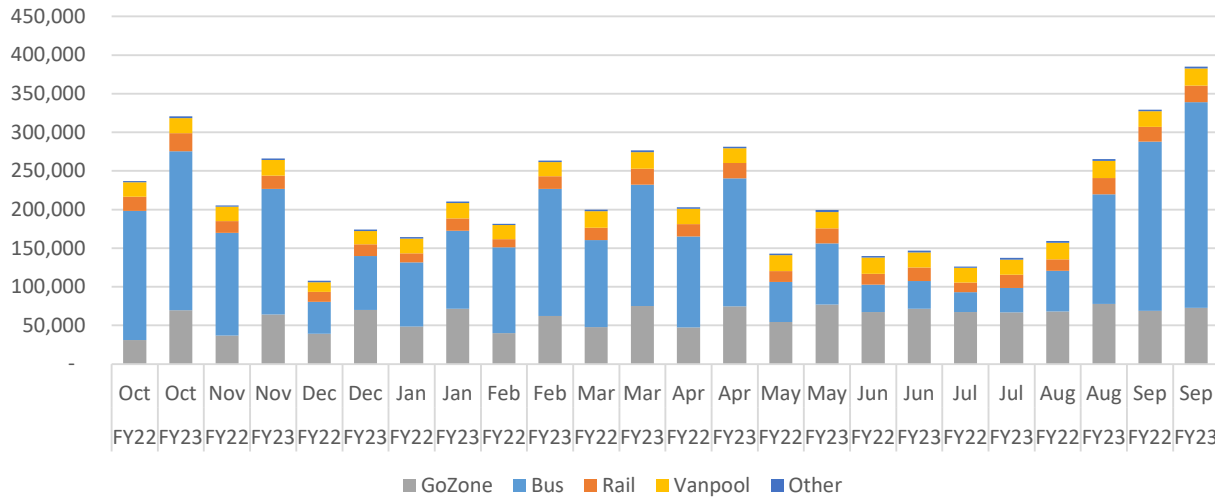
DCTA provided over 2.9 million passenger trips in FY 2023 – more than one-third above FY 2022 with GoZone and Bus services reporting the highest increases at about 38 percent year-over-year each. Other noteworthy observations related to FY 2023 growth include:

- Connect routes 3, 6, and 7 grew by 77 percent above FY 2022.
- UNT service increased 41 percent.
- FY 2023 A-train ridership increased by 28 percent.
- Total annual ridership increases by mode are revealed in the following table and charts.

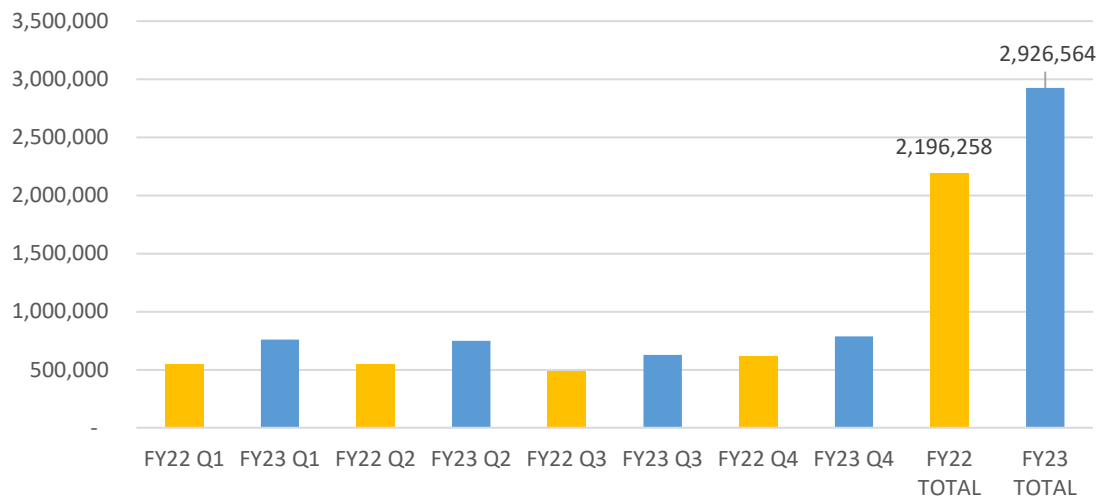
	FY 2022	FY 2023	Percent Change
GoZone	616,579	853,463	38.4%
Bus	1,150,885	1,581,812	37.4%
Rail	175,637	225,235	28.2%
Vanpool*	230,354	239,665	4.0%
Other	22,803	26,439	15.9%
<b>ALL MODES</b>	<b>2,196,258</b>	<b>2,926,614</b>	<b>33.3%</b>



### FY22 & FY23 Monthly Comparison



### FY22 & FY23 Unlinked Passenger Trips All Modes



## Monthly Report

Overall, total ridership in September 2023 was about 50 percent above August 2023.

Unsurprisingly, September 2023 month-over-month bus trips were almost 88 percent above the previous month, given that September was the first full month of classes at UNT. September 2023 GoZone trips were 6.7 percent below August's record month and 5.3 percent above what was observed in September 2022.

DCTA's strong growth trajectory continues with total September 2023 ridership being over 17 percent above September 2022 levels. Similarly, last month's A-train boardings were almost 13 percent above September 2022.

Unlinked Passenger Trips Three-Month Trend

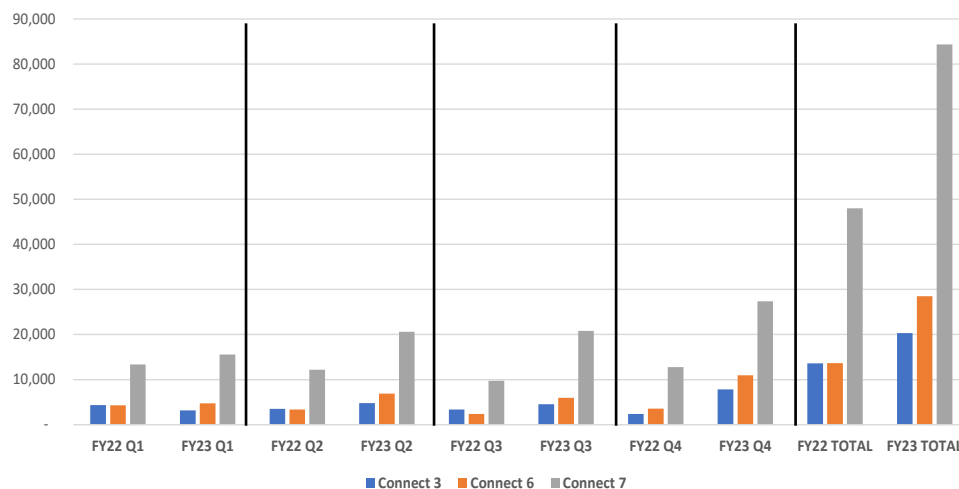
	2022	2023				September 2022 - 2023 % Change
	September	July	August	September	August-September % Change	
<b>Bus*</b>	219,004	31,306	141,976	266,380	87.6%	21.6%
<b>Rail</b>	19,096	17,201	20,954	21,561	2.9%	12.9%
<b>GoZone</b>	69,037	67,010	77,914	72,779	-6.6%	5.4%
<b>TOTAL</b>	<b>307,137</b>	<b>115,517</b>	<b>240,844</b>	<b>360,720</b>	<b>49.8%</b>	<b>17.4%</b>

\* UNT, Connect, and Non-Connect Fixed Routes

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The final chart and table reveal how increased frequencies on Connect Routes have yielded significant month-over-month ridership gains since the beginning of the calendar year with total September ridership being more than twice (113.5%) that of September 2022 and fiscal year-to-date totals on the routes being over 77 percent above FY22.

Connect Routes 3, 6, & 7  
FY22 / FY23 Comparison




	Quarter	FY22	FY23	% CHG
Connect 3	Q1	4,350	3,143	-27.7%
	Q2	3,520	4,792	36.1%
	Q3	3,361	4,559	35.6%
	Q4	2,357	7,819	231.7%
Connect 6	Q1	4,310	4,719	9.5%
	Q2	3,342	6,875	105.7%
	Q3	2,403	5,936	147.0%
	Q4	3,574	10,962	206.7%
Connect 7	Q1	13,353	15,583	16.7%
	Q2	12,167	20,600	69.3%
	Q3	9,714	20,807	114.2%
	Q4	12,774	27,375	114.3%
TOTALS	Q1	22,013	23,445	6.5%
	Q2	19,029	32,267	69.6%
	Q3	15,478	31,302	102.2%
	Q4	18,705	46,156	146.8%
September Totals		10,375	22,155	113.5%
FY22 / FY23 TOTALS		75,225	133,170	77.0%

S:\STRATEGIC PLANNING\ServicePlaningSupport\MASTER RIDERSHIP DATABASE\{DCTA MASTER RIDERSHIP

It is important to note DCTA has begun collecting bus ridership data on Connect and UNT Shuttle route utilizing Automated Passenger Counters. This marks the beginning of a significant evolution from our practice of manual counting. The evaluation and assimilation of this data and process will be ongoing through FY2023.

## Exhibits

- Exhibit 1: Safety Performance – FY23 to September 2023
- Exhibit 2: Service Performance – FY23 to September 2023
- Exhibit 3: Ridership by Mode – September 2023
- Exhibit 4: Connect Ridership Year-Over-Year by Month
- Exhibit 5: A-train Year-Over-Year Ridership Comparison
- Exhibit 6: Fixed-Route Ridership – September 2023
- Exhibit 7: UNT Ridership Year-Over-Year by Month

Submitted By:   
Tim Palermo, Planning & Data Analytics Manager

Final Review:   
Maurice Bell, Chief Operating Officer

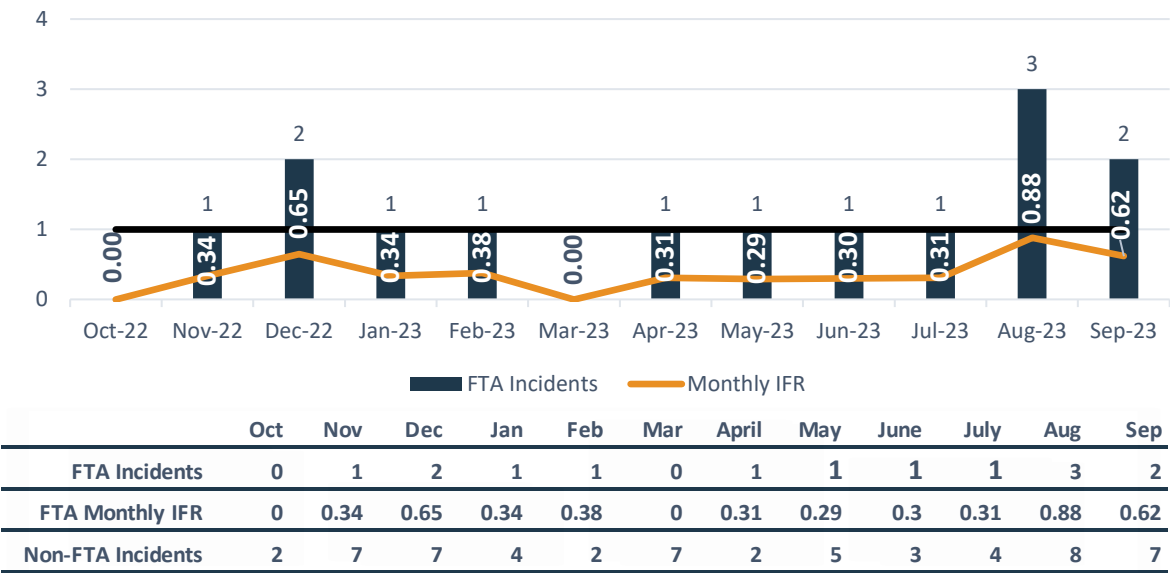
Final Review:   
Austin Frith, Vice President of Planning and Development

Final Review: Steve Swanberg  
Steve Swanberg, Senior Manager of Transit Safety and Security

# INFORMATIONAL REPORT 1 – SAFETY PERFORMANCE

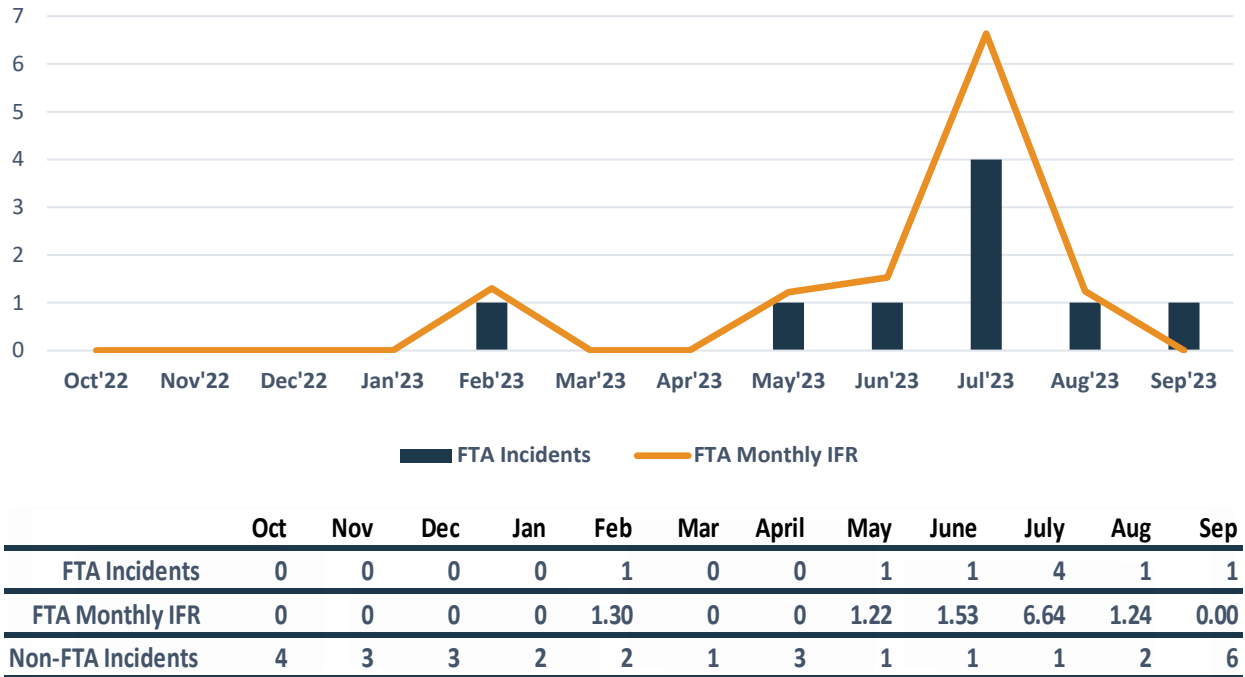
Exhibit 1

GoZone Incident Frequency Ratio (IFR)  
FY23 YTD



A-train Federal Railroad Administration Reportable Rail Safety				
	Train Miles	Grade Crossing Incidents	Employee Injuries	Passenger Injuries
FY23 through September	395,773	0	1*	0
*0.26 per 100k train miles				

Bus Incident Frequency Rate (IFR)  
FY'23 YTD

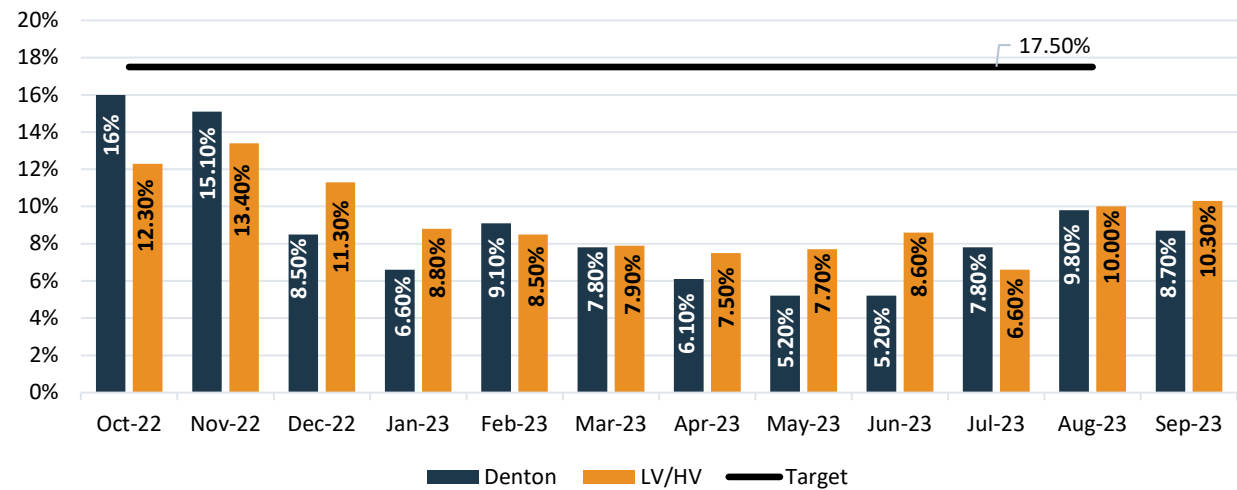


Per FTA, the Bus Incident Frequency Rate (IFR) includes the following:  
MB DO – Mode: Bus, Directly Operated &  
DR DO – Mode: Demand Response, Directly Operated (Access)

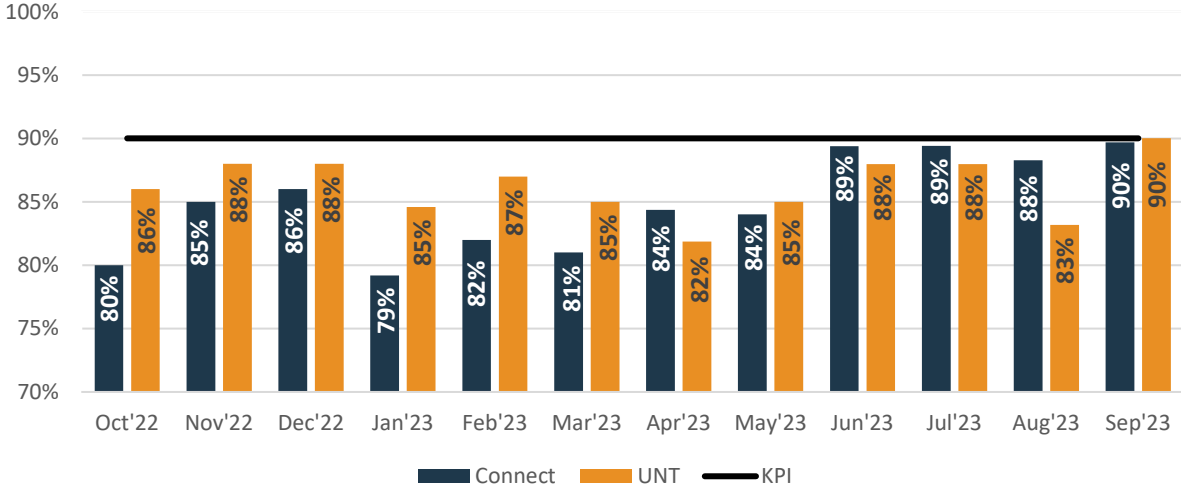
# INFORMATIONAL REPORT 1 – SERVICE PERFORMANCE

Exhibit 2

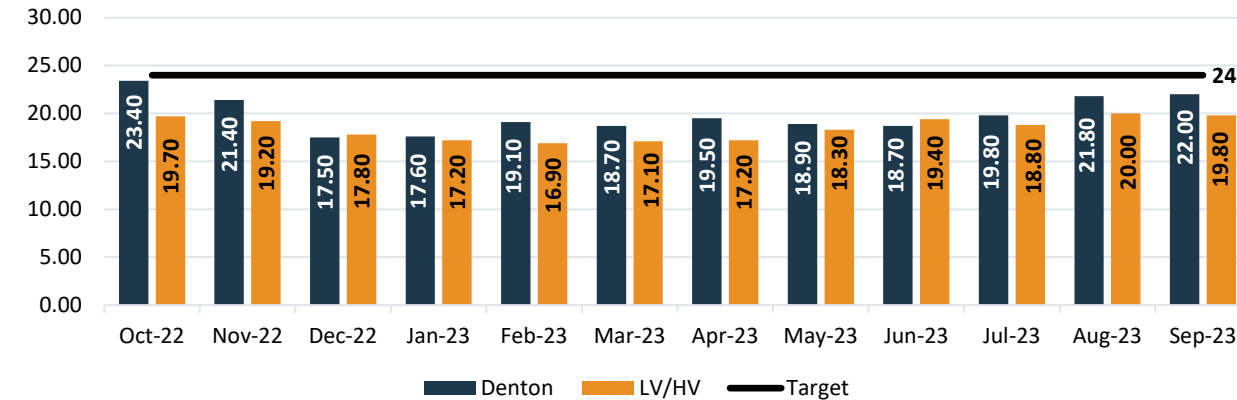
GoZone Seat Unavailable by Zone - FY23 YTD



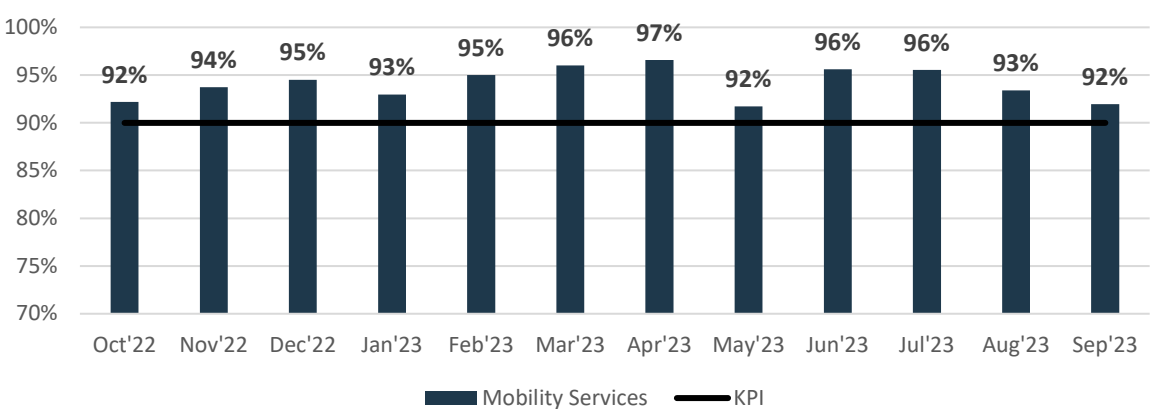
Fixed Route OTP



GoZone Wait Times by Zone - FY23 YTD



Access OTP



Total Ridership - Sep 2023

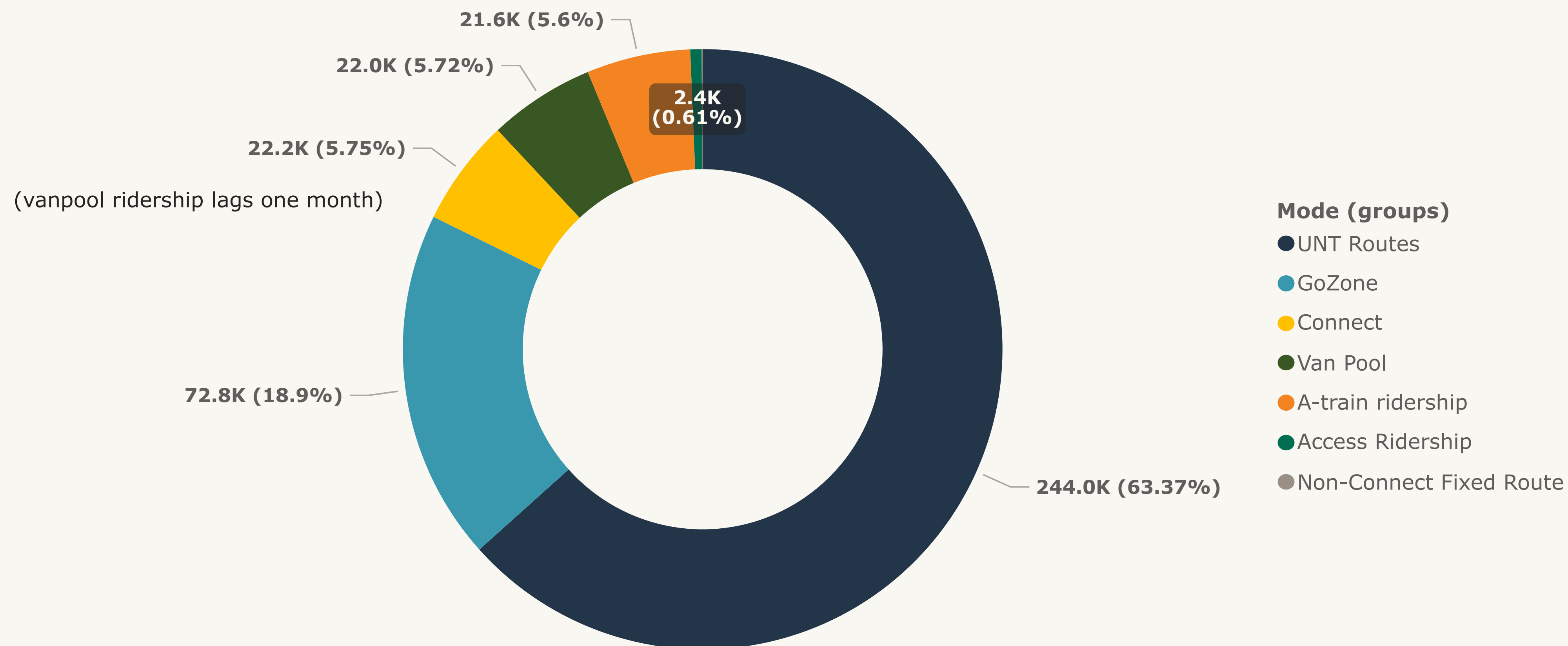
385.1K

Total Ridership FYTD

2.9M

**Informational Report 1  
Exhibit 3**

Ridership by Travel Mode - Sep 2023



Total Ridership - Sep 2023

385.1K

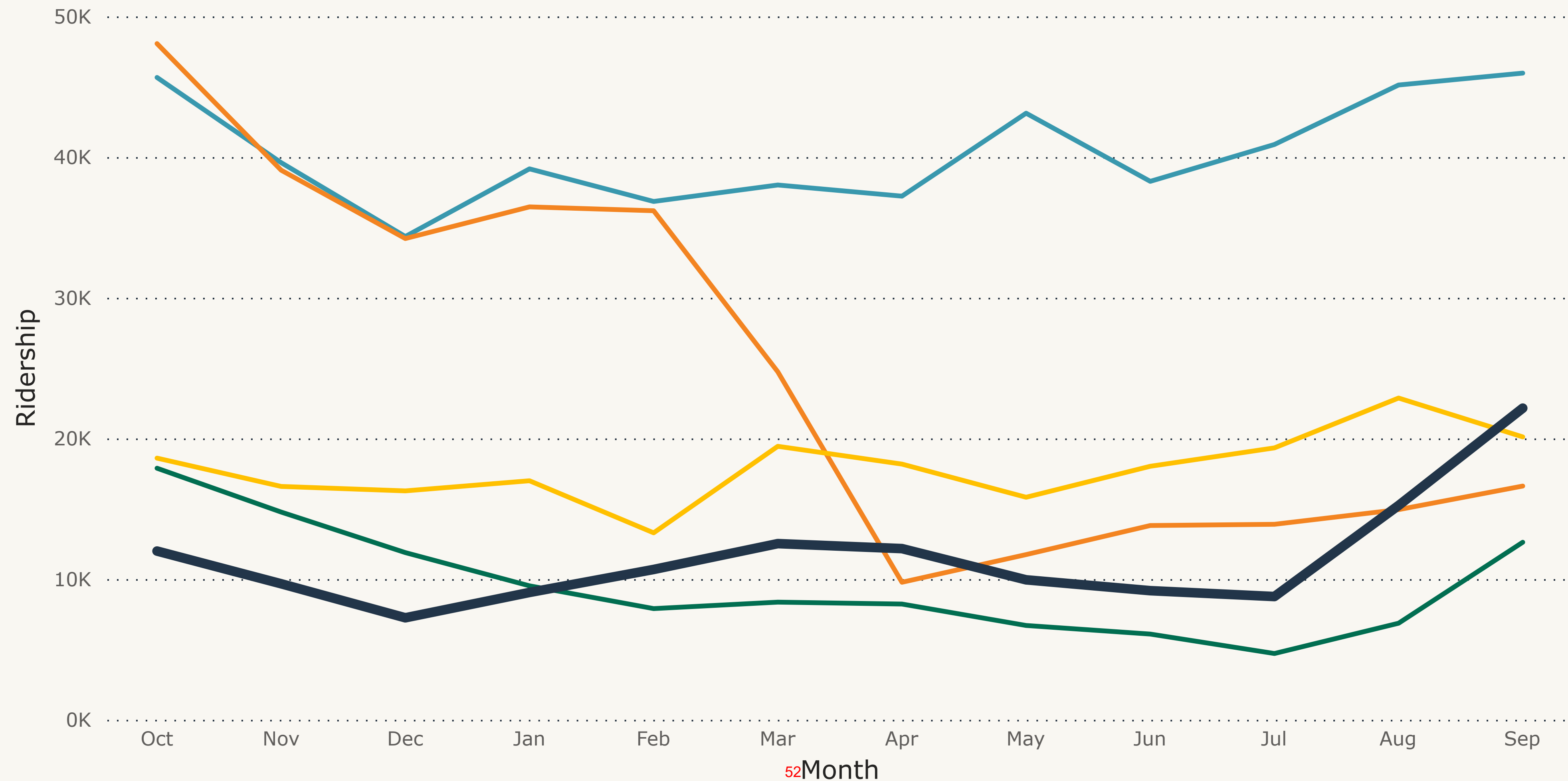
Total Ridership FYTD

2.9M

Informational Report 1  
Exhibit 4

### Ridership by Month and Fiscal Year - Connect

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







Total Ridership - Sep 2023

385.1K

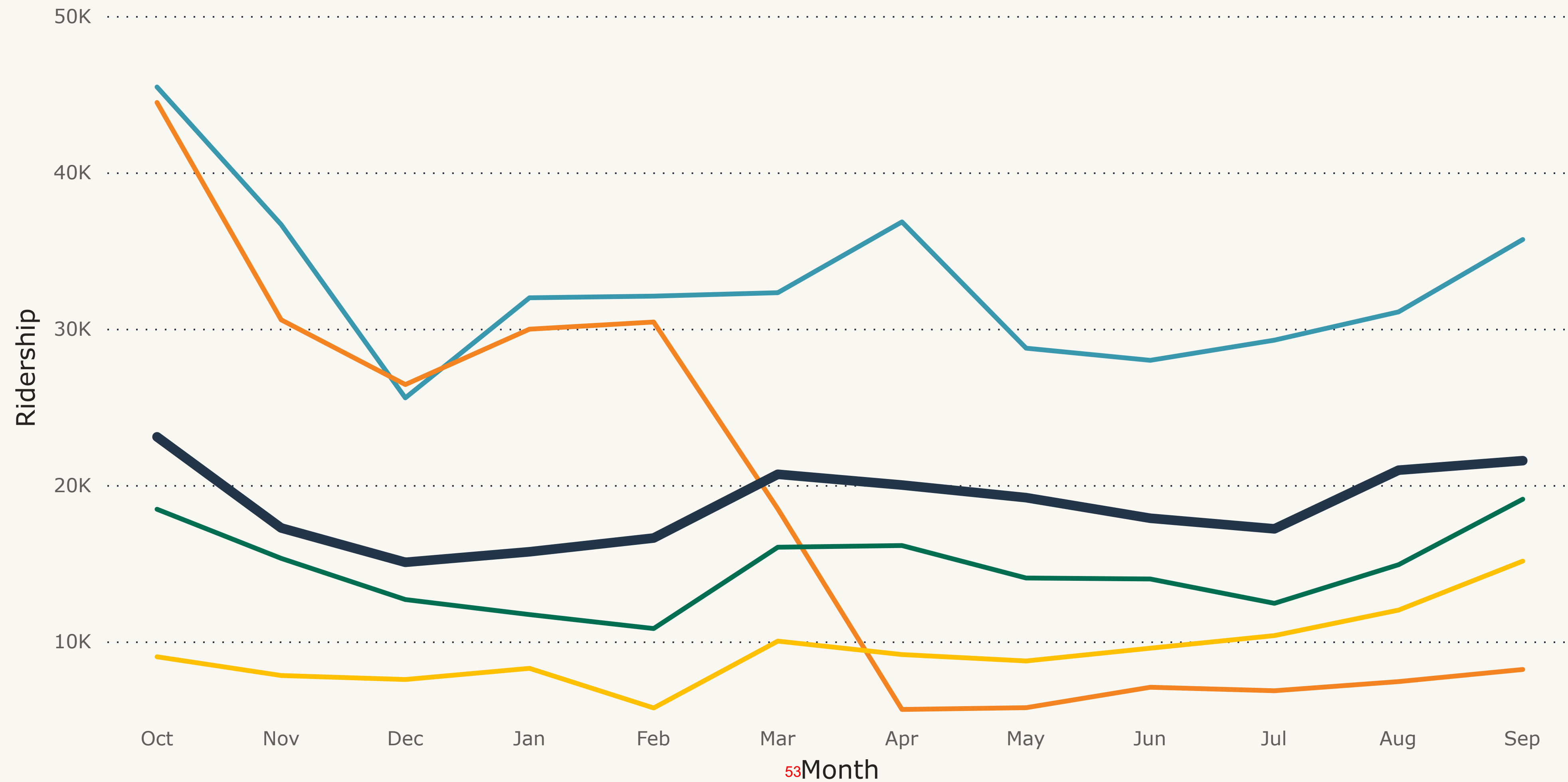
Total Ridership FYTD

2.9M

Informational Report 1  
Exhibit 5

Ridership by Month and Fiscal Year - A-train

Fiscal Year 2019 2020 2021 2022 2023





Total Ridership - Sep 2023

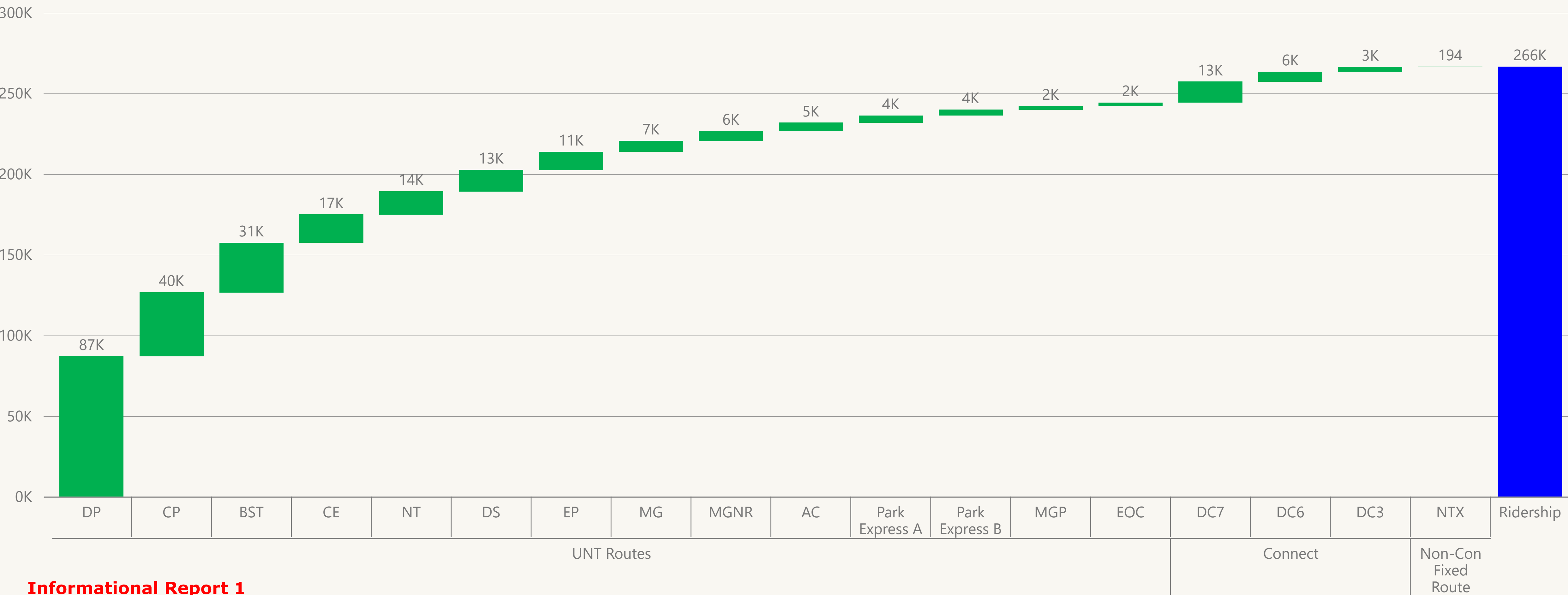
385.1K

Total Ridership FYTD

2.9M

Mode (groups)	Ridership
Non-Connect Fixed Route	194
Connect	22,155
UNT Routes	244,031
<b>Total</b>	<b>266,380</b>

Fixed-Route Ridership Waterfall



Total Ridership - Sep 2023

385.1K

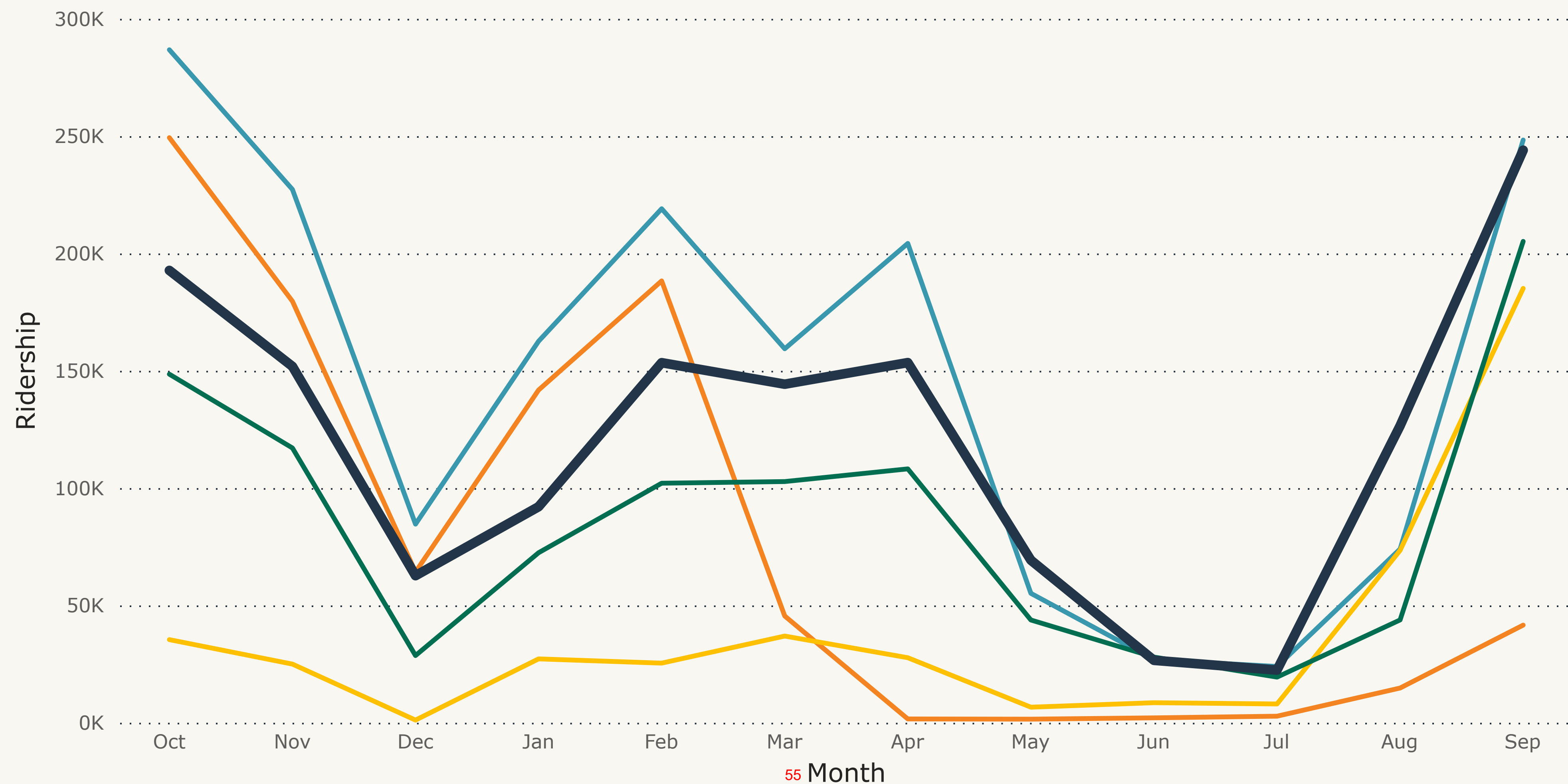
Total Ridership FYTD

2.9M

Informational Report 1  
Exhibit 7

### Ridership by Month and Fiscal Year - UNT

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





## Board of Directors Memo

October 26, 2023

**SUBJECT:** Public Transportation Agency Safety Plan (PTASP) Update

### Recommendation

This is an Informational Report only. No Board action is required.

### Background

In compliance with the Federal Transit Authority (FTA) requirements, DCTA is required to review and update its Public Transportation Agency Safety Plan (PTASP). The current version of the PTASP was adopted by the Board following a briefing item in December 2022.

The plan is currently under review and an update will be presented to the Board when complete.

### Previous Board Activity & Action

The Public Transportation Agency Safety Plan PTASP last update was presented and approved December 2022.

### Identified Need

Review of the agency's PTASP document.

### Financial Impact

None.

### Exhibits

None.

Submitted By:

*Steve Swanberg*

Steve Swanberg  
Sr. Manager of Safety and Security