



Board of Directors Regular Meeting

April 25, 2024 | 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, April 25, 2024, 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 the 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/87913968407?pwd=-37DKZaAxGGBrVtCfrf9RrooEltN6A.resCcSZ3cfrM_2jA

Passcode: 002587

Or One tap mobile: 13462487799

Or Telephone: 1 346 248 7799 US

Webinar ID: 879 1396 8407

Passcode: 002587

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, April 24, 2024**, to ensure the comment will be distributed to Board Members prior to the meeting.



The Board of Directors is not permitted to take action on any subject raised by a speaker during Public Comments. However, the DCTA Board of Directors may have the item placed on a future agenda for action; refer the item to the DCTA Administration for further study or action; briefly state existing DCTA policy; or provide a brief statement of factual information in response to the inquiry.

CONSENT AGENDA

1. **Consider Approval of February 2024 Monthly Financial Statement – February 29, 2024**
Action Item
Background Information: Memo
2. **Consider Authorizing the Chief Executive Officer (CEO) to Approve an Amendment of the Interlocal Agreement (ILA) with Trinity Metro for Alliance Lyft Services to Increase the Not to Exceed amount from \$570,000 to \$930,000 for Fiscal Year 2024**
Action Item
Background Information: Memo
3. **Consider Authorizing the Chief Executive Officer (CEO) to Execute an Amendment to Task Order 17-03 with Lyft for Alliance Lyft Services to Increase the Not to Exceed Amount from \$570,000 to \$870,000 for Fiscal Year 2024**
Action Item
Background Information: Memo
4. **Consider Approval of a Resolution Approving Budget Revision 2024-20 for the Interlocal Agreement for Trinity Metro Alliance Lyft Services**
Action Item
Background Information: Memo
Exhibit 1: Draft Resolution
5. **Consider Approval of Regular Meeting Minutes dated March 28, 2024**
Action Item
Background Information: Exhibit 1: Regular Meeting Minutes dated March 28, 2024

REGULAR AGENDA

1. **Discuss Update on the Intermediate Service Plan (ISP)**
Discussion Item
Background Information: Memo
2. **Discuss Update on the Old Town Lewisville Transit Oriented Development (TOD)**
Discussion Item
Background Information: Memo



3. Discuss Update on Solicitation for On-Call Architectural, Engineering, and Planning Services for Denton County Transportation Authority (DCTA)

Discussion Item

Background Information: Memo

4. Discuss Update on Mobility As A Service (MAAS) Contracts

Discussion Item

Background Information: Memo

5. Discuss Local and Regional Updates and Legislative Issues

Discussion Item

INFORMATIONAL REPORTS

1. Safety, Service, and Ridership Reports

Background Information: Memo

Exhibit 1: Safety Performance – FY to Date

Exhibit 2: Service Performance – FY to Date

Exhibit 3: Ridership by Mode – February 2024

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

Exhibit 5: A-train Ridership Year-Over-Year by Month

Exhibit 6: Fixed-Route Ridership – February 2024

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

2. Update on State Legislative & Local Government Relations Consulting

Background Information: Memo

3. Update on Proposed Scope of Services and Timeline on the A-train Enhancement Program Management Contract

Background 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: May 23, 2024

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 Executive Session is scheduled for this meeting.

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
Daniel Jaworski, 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
Jeremie Maurina, The Colony
Vacant, Flower Mound
Jared Eutsler, Corinth
Vacant, Little Elm
Vacant, Small Cities

Staff Liaison:

Paul Cristina, CEO

This notice was posted on April 19, 2024 by 5pm.


Kisha Morris-Perkins
Executive Assistant & Board Process Manager



Board of Directors Memo

April 25, 2024

AGENDA ITEM: Consider Approval of February 2024 Monthly Financial Statement – February 29, 2024

Recommendation

Staff recommends the Board approve the financial statement for February 29, 2024.

Background

The financial statement is presented monthly to the Board of Directors for approval. The attached report is for the period ending February 29, 2024. 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 to budget.

Financial Impact

The financial impact of February 29, 2024 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 – February 29, 2024

Submitted by:

Sherrelle Evans-Jones, CPA
Chief Financial Officer



DENTON COUNTY TRANSPORTATION AUTHORITY

Statement of Revenue and Expenditures
Presented for the Period Ended February 29, 2024

(UNAUDITED)

	Prior Year Actual			FY 2024 - February 29, 2024					
	2021	2022	2023	YTD Budget	YTD Actual	Annual Budget	Actual %	Expected %	Notes
Revenue and Other Income									
Passenger Revenues	\$ 542,920	\$ 928,716	\$ 1,568,793	\$ 979,663	\$ 621,716	\$ 1,817,942	34.2%	53.9%	Budgeted passenger revenue has been adjusted to include new FY24 programs such as Collin County Rides. The revenue for this program will be included in subsequent quarterly updates.
Contract Service Revenues	2,969,330	3,718,416	4,233,303	2,775,523	1,946,263	6,313,786	30.8%	44.0%	Budgeted passenger revenue has been adjusted to include new FY24 programs such as Collin County Rides. The revenue for this program will be included in subsequent quarterly updates.
Sales Tax Revenues	34,653,779	38,030,250	40,292,936	16,666,665	16,523,071	40,000,000	41.3%	41.7%	Sales tax revenue below budget; monitoring to determine if this is a trend.
Federal/State Grants - Capital	1,409,423	95,069	59,828	1,277,160	566,000	2,591,429	21.8%	49.3%	Capital grant revenue is based on reimbursable grant spending.
Federal/State Grants - Operating	15,858,885	19,028,351	9,431,745	6,072,200	1,097,400	14,573,299	7.5%	41.7%	The agency has billed approximately 23% of planned budget. The decrease in billing compared to budget is largely a function of the reduced amount of billable expenses incurred through 02/28/24.
Total Revenues and Other Income	55,434,337	61,800,802	55,586,605	27,771,211	20,754,450	65,296,456			
Operating Expenses									
Salary, Wages and Benefits	3,903,858	4,002,824	3,787,792	2,779,820	1,753,405	6,567,673	26.7%	42.3%	First 6 months includes a focus on hiring new talent anticipated in FY24 budget. Hiring is ongoing and anticipated to be completed in coming months.
Outsourced Services and Charges	3,029,903	4,517,965	5,600,148	2,501,564	2,432,485	5,741,467	42.4%	43.6%	FY24 budget included a number of Planning, IT and other projects that are anticipated to commence during later months.
Materials and Supplies	1,711,081	2,536,927	2,576,663	1,771,128	953,554	4,027,178	23.7%	44.0%	FY24 budget included fuel estimates for DART JROF project.
Utilities	425,655	455,020	497,792	334,316	200,026	800,729	25.0%	41.8%	
Insurance	1,692,506	1,608,328	1,577,898	684,733	794,019	1,643,418	48.3%	41.7%	
Transportation Reinvestment (TRiP)	29,798	1,332,493	345,473	-	379,591	10,429,152	3.6%	99.6%	\$379K represents TRiP Disbursement to the City of Highland Village
Purchased Transportation Services	9,810,849	19,146,955	22,348,013	10,386,736	7,919,728	24,189,495	32.7%	1.3%	Budgeted purchased transportation services expenses have been adjusted to include new FY24 programs such as Collin County Rides. The expenses for this program will be included in subsequent quarterly updates.
Employee Development	80,428	119,259	2,559,697	304,603	75,912	678,750	11.2%	9.4%	First 6 months was a focus on hiring and recruitment. Employee development expense expected to increase in subsequent quarters.
Leases and Rentals	215,069	132,033	142,445	63,994	61,906	153,595	40.3%	3010.9%	
Depreciation	9,524,340	11,351,682	9,074,611	4,624,632	4,984,316	11,099,129	44.9%	211.3%	
Total Operating Expenses	30,423,487	45,203,487	48,510,532	23,451,526	19,554,943	65,330,586			
Income Before Non-Operating Revenues and Expenses	25,010,851	16,597,315	7,076,073	4,319,686	1,199,507	(34,130)			
Non-Operating Revenues/(Expense)									

	Prior Year Actual			FY 2024 - February 29, 2024					
	2020	2021	2022	YTD Budget	YTD Actual	Annual Budget	Actual %	Expected %	Notes
Investment Income	31,178	462,425	4,434,145	833,330	2,168,997	2,000,000	108.4%	41.7%	FY24 Budget conservatively estimated Investment Income. Investment income continues to perform consistently with FY23 actuals.
Gain (Loss) on Disposal of Assets	42,344	29,719	52,900	-	-	-	0.0%	0.0%	
Other Income/(Expense) - Miscellaneous	460,209	447,462	923,293	4,168,105	200,978	10,003,458	-0.2%	-0.9%	JROF facility estimates are the primary item in the FY24 Budget.
Long Term Debt Interest/(Expense)	(697,187)		(212,684)	(89,800)	(17,703)	(215,520)	8.2%	41.7%	
Total Non-Operating Revenues/(Expenses)	(163,456)	939,606	5,197,654	4,911,635	2,352,272	11,787,938			
Income (Loss) before Transfers to NTMC	24,847,395	17,536,921	12,273,727	9,231,321	3,551,779	11,753,808			
Transfers Out to NTMC	(6,489,350)	(5,926,669)	(5,577,506)	(2,917,230)	(2,469,385)	(7,001,358)	35.3%	41.7%	
Total Transfers	(6,489,350)	(5,926,669)	(5,577,506)	(2,917,230)	(2,469,385)	(7,001,358)			
Change in Net Position	\$ 18,358,045	\$ 11,610,252	\$ 6,696,221	\$ 6,314,091	\$ 1,082,394	\$ 4,752,450			

Board of Directors Memo

April 25, 2024

AGENDA ITEM: Consider Authorizing the Chief Executive Officer (CEO) to Approve an Amendment of the Interlocal Agreement (ILA) with Trinity Metro for Alliance Lyft Services to Increase the Not To Exceed Amount from \$570,000 to \$930,000 for Fiscal Year 2024

Recommendation

Staff recommends the Board authorize the Chief Executive Officer (CEO) to approve an Amendment to the Interlocal Agreement (ILA) with Trinity Metro for Alliance Lyft Services to increase the not to exceed amount from \$570,000 to \$930,000 for Fiscal Year 2024.

Background

Trinity Metro's Alliance ZipZone program is served through a partnership with Denton County Transportation Authority (DCTA) via an Interlocal Cooperation Agreement (ILA), utilizing DCTA's On-Demand Rideshare Services contract with Lyft. Trinity Metro reimburses DCTA for all direct costs associated with providing Lyft service, plus a 20% administrative fee in accordance with DCTA policy. This agreement was approved by the Board in January 2019 and has been subsequently amended to continue the service through September 30, 2024.

DCTA oversees the management of the contract and task orders linked to the mobility service provider, Lyft, and issues a monthly invoice to Trinity Metro. The invoice is accompanied by a report detailing the total ridership for the month, sourced from the Lyft portal. Trinity Metro manages all branding and marketing efforts related to the Alliance ZipZone program and promptly reimburses DCTA within 30 days of receiving the invoice.

DCTA and Trinity Metro intend to transition the service to Trinity Metro as soon as Trinity Metro launches its own microtransit service provider. DCTA understands Trinity Metro has procured its own provider for the service and intends to begin operating the service before the end of the fiscal year.

At the same time, demand for the service has continued to grow and staff anticipates the current authorized contract capacity will expire before the end of May. This action enables continuity of the service until Trinity Metro is able to begin operating the service directly. That date, according to Trinity Metro, will be no later than July 31, 2024.

Previous Board Activity & Action

- **September 28, 2023** – Regular Agenda 07 – Amend Interlocal Agreement with Trinity Metro and Task Order with Lyft for Alliance Services in an amount not to exceed \$570,000 for a period of one year beginning October 1, 2023 through September 30, 2024.

Identified Need

The Amended ILA approved by the Board in September 2023 provided funding authorization in the amount of \$570,000 for the entire fiscal year 2024. Trinity Metro has requested extra funds due to service exceeding budgeted expectations for FY2024. The current budget for the service will be exhausted before the end of May.

This additional funding authority will enable the service to continue up to three (3) additional months, enabling Trinity Metro to assume the service and terminate the subject agreement with DCTA no later than July 31, 2024.

Financial Impact

Three (3) additional months of services budgeted at \$100,000 per month plus the DCTA administrative fee of 20% generates an amendment totaling \$360,000, bringing the total contract value for the year to \$930,000.

Exhibits

None.

Submitted by:



Maurice Bell, Chief Operating Officer

Board of Directors Memo

April 25, 2024

AGENDA ITEM: Consider Authorizing the Chief Executive Officer (CEO) to Execute an Amendment to Task Order 17-03 with Lyft for Alliance Lyft Services to Increase the Not to Exceed Amount from \$570,000 to \$870,000 for Fiscal Year 2024

Recommendation

Staff recommends the Board authorize the Chief Executive Officer (CEO) to Execute an Amendment to Task Order 17-03 with Lyft for Alliance Lyft Services to Increase the Not to Exceed Amount from \$570,000 to \$870,000 for Fiscal Year 2024.

Background

Background for this Item can be found in the memo for Consent Agenda 02. This is the amended Task Order with Lyft to provide the service.

Previous Board Activity & Action

See memo for Consent Agenda 02.

Identified Need

See memo for Consent Agenda 02.

Financial Impact

See memo for Consent Agenda 02.

Exhibits

None.

Submitted by:



Maurice Bell, Chief Operating Officer

Board of Directors Memo

April 25, 2024

AGENDA ITEM: Consider Approval of a Resolution Approving Budget Revision 2024-20 for the Interlocal Agreement for Trinity Metro Alliance Lyft Services

Recommendation

Staff recommends the Board approve a Resolution Approving Budget Revision 2024-20 for the Interlocal Agreement for Trinity Metro Alliance Lyft Services.

Background

Background for this Item can be found in the memo for Consent Agenda 02. This is the Budget Amendment to support the amended Interlocal Agreement with Trinity Metro and the Amended Task Order with Lyft to provide the service.

Previous Board Activity & Action

- See memo for Consent Agenda 02.

Identified Need

- See memo for Consent Agenda 02.

Financial Impact

See attached Resolution and Exhibit.

Exhibits

None.

Submitted by:



Maurice Bell, Chief Operating Officer

**DENTON COUNTY TRANSPORTATION AUTHORITY
RESOLUTION NO. R24-XX**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY (DCTA) APPROVING FISCAL YEAR 2024 BUDGET REVISION NUMBER 2024-20 REVISED OPERATING & CAPITAL BUDGET, ATTACHED HERETO AS EXHIBIT “A”; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

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

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

WHEREAS, the Board of Directors of DCTA desires to amend the Fiscal Year 2024 Operating and Capital Budget as set forth in Exhibit “A”.

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

SECTION 1. The Operating and Capital Budget Revision attached hereto as Exhibit “A,” be, and the same is hereby adopted and which shall amend the original budget adopted August 23, 2023, from and after the effective date of this Resolution.

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

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

DULY PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY THE 25TH DAY OF APRIL 2024.

APPROVED:

TJ Gilmore, Chair

ATTEST:

Andy Eads, Secretary

DRAFT



Board of Directors Regular Meeting Minutes

March 28, 2024 | 10:00 a.m.

The Board of Directors of the Denton County Transportation Authority (DCTA) convened a Regular Board of Directors Meeting with Chair TJ Gilmore presiding on Thursday, March 28, 2024 at 10:00am, located at the DCTA Administrative Offices, 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

Voting Members

Chair TJ Gilmore, City of Lewisville
Vice-Chair Cesar Molina, Denton County
Secretary Andy Eads, Denton County
Board Member Daniel Jaworski, City of Highland Village
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 Dennie Franklin, City of Frisco
Board Member Jeremie Maurina, City of The Colony
Board Member Jared Eutsler, City of Corinth

Legal Counsel

Joe Gorfida, Nichols Jackson

DCTA CEO

Paul A. Cristina

CALL TO ORDER

Chair Gilmore called the meeting to order at 10:01am. All Board Members were present with the exceptions of Board Member Maguire who arrived at 10:03am and Secretary Eads who arrived at 10:24am.

INVOCATION

Board Member Jaworski provided the invocation.

PLEDGE OF ALLEGIANCE

The Board recited pledges to the United States and Texas flags. At the conclusion of the pledges, Chair Gilmore wished Board Member Jaworski a Happy Birthday!

INTRODUCTIONS

CFO Sherrelle Evans-Jones introduced the following Finance Department new employees to the Board:

Denise Anderson, Grants Administrator
Josue Galvan, Accounting Manager
Bertha Zenda, Payroll Administrator

In addition, Ms. Evans-Jones re-introduced Dawn Jones to the Board as she has recently transferred to the Finance Team as the Finance Specialist.

Javier Trilla, VP of Innovation and Information Technology, introduced the following new employee to the Board:

Mark Gibson, Enterprise Application Engineer

PUBLIC COMMENT

No members of the public wished to address the Board during this time.

CONSENT AGENDA

1. Consider Approval of January 2024 Monthly Financial Statement – January 31, 2024
2. Consider Approval of Strategic Work Session Meeting Minutes dated January 17-18, 2024 and Regular Meeting Minutes dated February 22, 2024

Motion by Board Member Maguire with a second by Board Member Jaworski to approve the Consent Agenda as presented. Motion passes 4-0.

REGULAR AGENDA

1. Discuss and Consider Acceptance of the FY2023 Financial Audit

CFO Sherrelle Evans-Jones introduced Keith Szymanski and Amy Tytar from Plante Moran who presented the Financial Audit to the Board highlighting the following:

- Audit Timelines
- Deliverables (Independent Auditor's Report on the Annual Comprehensive Financial Report, End of Audit Letter to the Board and Single Audit Report)
- Independent Auditor's Report
- Financial Highlights
 - \$9.4 million addition to net position
 - Sales Tax Revenue of \$40.3 million (increase)

- Operating Revenue of \$6.7 million (increase)
- Total Grant Revenue of \$9.5 million (decrease)
- Operation expenses of \$51.4 million (decrease)
- Strong Balance Sheet
 - ✓ \$111 million of unrestricted cash and investments
 - ✓ \$19 million of long-term debt
 - ✓ Total net position of \$385 million
 - ✓ \$269 million net investment in capital assets
 - ✓ \$116 million unrestricted
- Report to the Board
 - Section 1 – Required Communications
 - Section 2 – Other Recommendations and Informational Items
- Single Audit Report
 - Report on the schedule of expenditures of federal awards, internal control over financial reporting, compliance with major federal program, \$9.5 million of federal expenditures. No audit findings.
- Other Comments
 - Reviewed quarterly investment reports and noted no errors or exceptions
 - National Transit Database procedures to be performed

Plante Moran staff thanked the Finance Department and the entire DCTA team that assisted in the audit. CEO Paul Cristina echoed the sentiments made by Plante Moran.

Motion by Board Member Jaworski with a second by Vice-Chair Molina to approve Regular Item 1 as presented. Motion passes 4-0.

2. Consider Authorizing the Chief Executive Officer to Enter into a Three-Year Contract with Cintas Through the Omina Partnership Co-Op beginning April 1, 2024 for Uniform Services and Supplies for North Texas Mobility Corporation (NTMC) in the amount of \$271,294

Maurice Bell, Chief Operating Officer, presented highlighting the following:

- Uniform and Supplier Enhancements
 - History of current uniform supplier
 - Cost Comparison and Contract Terms Review
 - New Uniform Rollout
 - Laundry Program Inclusion
 - Additional Uniforms Provision
 - Focus on Uniform Comfort and Function

- FY24 Breakdown by Vendor
 - Unifirst Uniforms
 - Unifirst and Infinity Supplies
 - Cintas Uniform
 - Cintas Supplies

Motion by Vice-Chair Molina with a second by Board Member Maguire to approve Regular Agenda Item 2 as presented. Motion passes 4-0.

3. Discuss Update on Bus Fleet Replacement and Bus Purchase

Maurice Bell, Chief Operating Officer, presented highlighting the following:

- Purpose: To discuss the Bus Fleet Replacement approach to ensure safety and sustainability.
- Transit Asset Management (TAM)
 - Asset Category: Rolling Stock
 - Meeting or exceed TAM Plan Rolling Stock Performance Target
- Bus Fleet Management Plan
- Bus Fleet Detail
- Purchase Options
- Low/No Emission Fleet Plan
- Hybrid Diesel

Board discussion regarding the useful life of a vehicle, supply chain, modification of GoZone (more buses), proactive technology on vehicles (i.e. predictability of oil changes), diesel vs. electric vehicles, the vehicle auction process, exploring “Green Credit” to reduce greenhouse gases and emissions (increase ridership), adopting low emission vehicles, electric battery industry (i.e. maintenance, “shelf life”), obtaining feedback from the public (i.e. customization – 1or 2 features that would delight a customer), and ensuring communication to the public of the timelines.

No Board action required at this time.

4. Discuss Update on the Intermediate Service Plan

Austin Frith, VP of Planning and Development, presented highlighting the following:

- Intermediate Service Plan Overview
 - Intermediate Service Plan Principles
 - Decisions to be made
- Objectives: Phase 1-3
- Ridership through February 2024 at 1.48 Million Trips (Projection for total FY 2023 Ridership is beyond 3 Million)
- Fixed Route Bus Ridership

- Average Weekday Passenger per Revenue Hour and per Network Hour
- Connect Routes vs GoZone: O&D Completed within ¼ mile of route
- Connect Routes 3,6 and 7 vs GoZone: O&D Completed within ¼ mile of route
- GoZone KPIs and Fixed Route OTP
- Potential Opportunity: Single, year-round unified bus network
- Peak Period Consideration – Connect Routes 3, 6 and 7
- Bus Stop Infrastructure Alignment
- Phase 1 of Bus Stop Implementation
- Unlinked Transit Trip Components
- GoZone App Function Proposal
- Connect Network Schedule Strategy
- Connect Network Schedule Alternatives
- Cost Trade-Offs
- Methodology: Active Management of GoZone Supply
- Next Steps
 - Identify costs for bus frequency alternatives
 - Cost per hour/Cost per passenger
 - Communicate with operators, City of Denton, and public on proposed new bus stop locations
 - Finalize bus stop infrastructure plan – identify costs
 - Evaluate potential ridership capture and GoZone capacity savings
 - Continued collaboration with Via on alternative service proposal
 - Next Briefing: April 2024

Board discussion regarding adjusted metric between modalities, reallocating resources in ¼ mile travel shed of bus stops, diversifying KPIs, gradually changing GoZone supply in Denton to see how KPIs improve, potential expansion of GoZone to West Park – Airport Road corridor, network schedule (ensuring clarity with the public – multiple changes to schedule may prove confusing) and ensuring appropriate outreach to the public (not taking away service – enhancing the system).

No Board action required at this time.

5. Discuss Update on the A-train Enhancement Program

Austin Frith, VP of Planning and Development, presented highlighting the following:

- Multiple Decision Points of Impact (Recommendations to Spend Design Funds)
- Overall Program Scope and Cost Estimate

- Potential to Implement Curve and Speed Improvements Identified in 15-minute Headway Scope for Near-Term Run Time Improvement
- Speed and Curve Improvements
- Carrollton Extension Update
- A-train Corridor: Carrollton Extension on Current A-train Schedule
- FTA Capital Investment Grant (CIG) Program
 - Project Development Phase
 - Project Rating Process
- A-train Program Management Consulting
 - Scope Outline
- A-train Enhancement Program – Project Delivery Team
- City of Corinth Update
 - February 27, 2024 – Met with Mayor, City Manager and Planning Director
 - City interested in exploring different site locations for station
 - Corinth Station could be in the vicinity of residential units and commercial of which half will be retail and restaurants
- A-train Enhancement Program – Path Forward
 - Phase 1 – Curve and Speed Improvements
 - Phase 2 – Downtown Carrollton Extension
 - Phase 3 – 15-minute Headway Improvement
 - Potential Scope Add: Corinth Station
- Next Steps
 - Emerging Tasks: Scope and Cost Estimates for Curve and Speed Improvements
 - RFP for A-train Enhancement Program Management
 - Regional Funding Exploration and Alignment on Near Term Steps

Board discussion regarding improvements to crossings, quiet zones and supplemental safety. CEO Paul Cristina thanked Mr. Frith for his efforts providing the update on the Intermediate Service Plan recognizing his recent arrival (6 months) to DCTA.

6. Discuss Local and Regional Updates and Legislative Issues

Regional Transit 2.0 Kick Off Meeting – Good conversation with Board Chairs and other transit agency officials.

INFORMATIONAL REPORTS

1. Safety, Service, and Ridership Reports
2. Provide Update on Member City Transit Oriented Development (TOD) Study

3. Update on Solicitation for On-Call Professional Architectural, Engineering, and Planning Services for Denton County Transportation Authority (DCTA)
4. Update on Transition of Member City Trips from Span of Denton County to Denton County Transportation Authority (DCTA)

No Board action required at this time. These items are for informational purposes only.

FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

No items at this time.

REPORT ON ITEMS OF COMMUNITY INTEREST

CEO Paul Cristina provided items of community interest highlighting the following events and achievements by the Agency in the first half of FY 2024:

- Hiring: DCTA has hired 14 Board-authorized positions since October 1, 2023 (recently honored all 1-year employees)
- Recognized Transit Employee Appreciation Day
- Recognized Bobby Yard as the recipient of the Safety Award
- Participated in “Demo Day” to commemorate the new site of the DCTA Administrative Building
- Launch and training for a new dispatch platform
- Launched and refined Collin County Rides program
- Completed a 1.5-day Strategic Work Session to define the next 5-year Work Plan and Strategic Goals through 2035
- Maintained KPI’s on ridership that is on record pace
- Discussed Intermediate Service Plan (ISP)
- Discussed the A-train Enhancement Program
- Discussed possible Corinth Station
- Discussion of the New Member Policy
- Discussion of Bus Fleet Purchase
- Customer Service Leader – Revamp underway
- Old Town Transit Oriented Development and New Policy
- Launching a Finance ERP

CONVENE EXECUTIVE SESSION

1. **Pursuant to Texas Government Code Section 551.072(2), the Board of Directors will convene into Closed Executive Session to Consult with General Counsel regarding Collective Bargaining Agreement between North Texas Mobility Corporation (NTMC) and Amalgamated Transit Union (ATU)**

2. Pursuant to Texas Government Code Section 551.074, Personnel Matters, the Board of Directors will convene into Closed Executive Session to Deliberate the Duties and Performance of the Chief Executive Officer (Fiscal Year 2024 Mid-Year Performance Evaluation)

The Board convened into Closed Executive Session at 10:47am.

RECONVENE OPEN SESSION

The Board reconvened from Closed Executive Session to Open Session at 12:05pm with no action taken.

ADJOURN

The Board adjourned the meeting at 12:57pm.

TJ Gilmore, Board Chair

Andy Eads, Board Secretary

Board of Directors Memo

April 25, 2024

AGENDA ITEM: Discuss Update on the Intermediate Service Plan (ISP)

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 the March 28, 2024 briefing, staff presented three (3) Connect network service alternatives to the Board for discussion that proposed various frequency increases on Routes 3, 6, and 7, intended to enable and promote fixed route rather than GoZone within the travel shed of Connect 3, 6, and 7.

Based on the data collected and the direction from the Board, staff has further investigated costs and considerations related the three alternatives. The update will be providing the Board information related to the three options.

Previous Board Activity

The Board received an update on this item in the following meetings:

- March 2024 – Regular Agenda
- October 2023 – Regular Agenda
- September 2023 – Informational Report
- August 2023 – Informational Report

Identified Need

None.

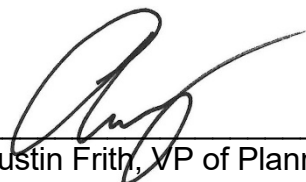
Financial Impact

None.

Exhibits

None.

Submitted by:


Austin Frith, VP of Planning and Development

Board of Directors Memo

April 25, 2024

AGENDA ITEM: Discuss Update on the Old Town Lewisville Transit Oriented Development (TOD)

Recommendation

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

Background

As part of the Federally funded Transit-Oriented Development (TOD) Planning analysis completed earlier this year, a deliverable included a TOD conceptual master plan for the Old Town Lewisville A-train station.

The analysis of the Old Town Lewisville TOD was completed with a market-based TOD concept. Documentation was compiled of the TOD master planning methods, resulting analysis, recommendations, and conceptual master plans that would address the unique mobility needs and development aspirations of the Old Town Lewisville area.

In the Board's Strategic Planning Work Session in January 2024, DCTA staff shared information on TOD policy development, the City of Lewisville's Master Plan for Old Town, progress towards that vision, and the opportunity in front of DCTA to look at a different strategy of "making the market" versus "meeting the market." This shift in thinking would potentially challenge the development market sector to think outside of the box in creating a transit development as a major focal point and destination hub that connects different modes seamlessly.

This agenda item provides an update on the progress of the Old Town Lewisville TOD including:

- Considerations for TOD at Old Town Lewisville
- Formulation of a committee
- Critical path for project development

Previous Board Action

None.

Identified Need

None.

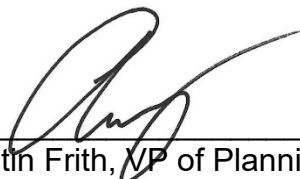
Financial Impact

None.

Exhibits

None.

Submitted By:


Austin Frith, VP of Planning and Development

Board of Directors Memo

April 25, 2024

AGENDA ITEM: Discuss Update on Solicitation for On-Call Architectural, Engineering, and Planning Services for Denton County Transportation Authority (DCTA)

Recommendation

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

Background

Currently, Denton County Transportation Authority (DCTA) has four (4) task order-based contracts that support the Planning and Development department:

1. On-Call Architecture and Engineering Professional Services
(Executed Oct 26, 2017, Expires Oct 25, 2024)
2. On-Call Railroad Engineering Professional Services
(Executed Oct 6, 2017, Expires Nov 30, 2024)
3. Transit and Transportation Planning Services
(Executed March 2, 2020, Expires March 2, 2025)
4. Transit and Transportation Planning Services
(Executed March 2, 2020, Expires March 2, 2025)

This briefing will provide information related to the proposed res-solicitation of existing contracts within an updated strategy to address the immediate and long-term needs for DCTA Planning and Development.

Staff anticipates solicitation of contracts to achieve the following services:

- On-Call Architecture/Engineering Professional Services
 - Design
 - Engineering (including Railroad Design and Engineering: track, signal, structures, etc.)
 - Simulations/ Modeling
 - Project and Program Management
- Transit and Transportation Planning Services
 - Interim Service Planning
 - Estimating/Scheduling
 - Long-Range Service Plan Development
 - Project and Data Controls Development

As briefed in the March Board meeting, A-train Program Management would be solicited under a separate request for proposals in a process also anticipated to begin later this spring / summer.

Staff anticipates a Summer 2024 Solicitation of the above services.



Previous Board Action

None.

Identified Need

None.

Financial Impact

None.

Exhibits

None.

Submitted By:

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

Austin Frith, VP of Planning and Development

Board of Directors Memo

April 25, 2024

AGENDA ITEM: Discuss Update on Mobility As A Service (MAAS) Contracts

Recommendation

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

Background

Denton County Transportation Authority (DCTA) engages with multiple mobility service providers to furnish transit services to partner agencies and contracted municipalities. DCTA extends its mobility solutions to Denton, Highland Village, and Lewisville. Furthermore, DCTA offers contracted services to the City of Frisco, the City of Coppell, Alliance, the City of Allen, and the Town of Fairview.

These contracts can be considered in three groups:

1. On-Demand Rideshare Services (Microtransit)
2. On-Call Transit Services (Transit Network Companies / TNCs)
3. Connected Transit Modes (Various – bikeshare, autonomous shuttle, etc.)

DCTA's contract mechanisms for TNCs are set to expire on September 30, 2024. DCTA's final contract year for Microtransit (i.e. GoZone) expires September 30, 2025.

Staff will review the structure and current status of these contracts to provide potential alternatives and gain feedback from the Board on continuation or re-bidding of these contracts.

Previous Board Activity & Action

None.

Identified Need

Staff desires to brief the Board on these contracts to discuss potential alternatives for continuation or re-bidding of these contracts. Extending DCTA contracts for TNC services would align their expiration with the expiration of the Microtransit (GoZone) contract on September 30, 2025. This extension would enable staff to modify the scope to improve outcomes and better align with DCTA's objectives.

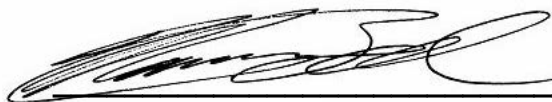
Financial Impact

None. This is a discussion item only.

Exhibits

None.

Submitted By:



Maurice Bell, Chief Operating Officer



Board of Directors Memo

April 25, 2024

AGENDA ITEM: Safety, Service, and Ridership Reports – March 2024

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 March 2024.

Monthly Report

The month of March has seen total ridership up approximately 3.5% year over year. As typically seen in March, we saw a slight decrease in overall ridership from February that is consistent with the spring break timeframe. We saw a solid year over year increase of 6% on Bus and Rail. GoZone saw a slight increase in ridership from February and continues to show consistent ridership.

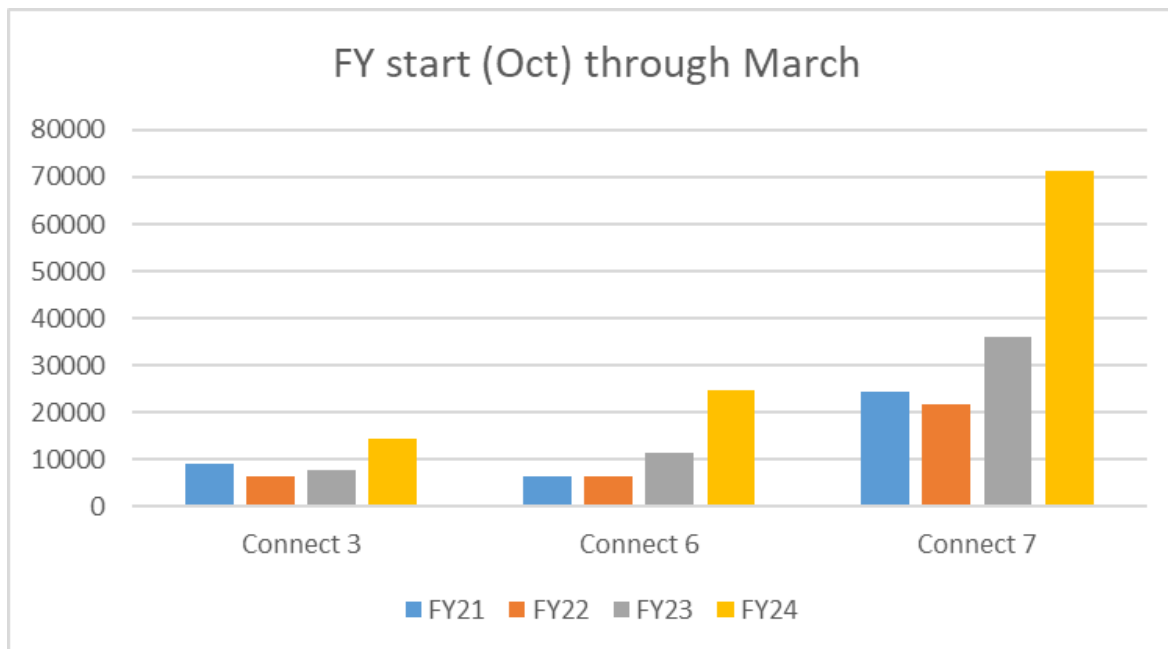
The three-month trend of passenger trips on major modes is presented in the following table.

Unlinked Passenger Trips Three-Month Trend						
	FY 2023	FY 2024				
	March	January	February	March	February-March % Change	March 2023 2024 % Change
Bus*	157,013	140,575	226,187	165,594	-26.8%	5.5%
Rail	20,691	17,956	21,775	21,935	0.7%	6.0%
GoZone	75,217	74,436	69,940	72,625	3.8%	-3.4%
Access	2,321	1,946	1,932	1,967	1.8%	-15.3%
Van Pool**	18,111	15,906	22,493	20,891	-7.1%	15.3%
TOTAL	273,353	250,819	342,327	283,012	-17.3%	3.5%
* UNT, Connect, and Non-Connect Fixed Routes						
**Vanpool data lags by one month						
https://dcta1-my.sharepoint.com/personal/afriith_dcta_net/Documents/[FY19-FY24Compare_Apr 24.xlsx]Memo_Tables						

The following chart below presents a summary view of the overall ridership trend by mode from fiscal year start through March comparison for FY2021 to FY2024.

	Unlinked Passenger Trips - FY through March				FY23-FY24
	2021	2022	2023	2024	% Change
UNT	151,171	571,675	797,182	979,507	22.9%
Connect	101,196	70,336	61,187	110,338	80.3%
Non-Connect	2,261	6,921	2,737	1,231	-55.0%
A-train	48,445	85,014	108,441	126,410	16.6%
GoZone	-	242,776	412,683	433,338	5.0%
Access	7,209	10,585	12,400	12,232	-1.4%
Vanpool*	97,002	104,341	115,465	124,318	7.7%
TOTAL	407,284	1,091,648	1,510,095	1,787,374	18.4%
*Vanpool data lags by one month					
https://dcta1-my.sharepoint.com/personal/afrieth_dcta_net/Documents/[FY19-FY24Compare_Apr 24.xlsx]Memo_Tables					

The following chart below presents a summary view of the overall Connect ridership trend by route from fiscal year start through March comparison for FY2021 to FY2024.



Identified Need

None.

Financial Impact

None.

Exhibits

- Exhibit 1: Safety Performance – FY24 to Date
- Exhibit 2: Service Performance – FY24 to Date
- Exhibit 3: Ridership by Mode – March 2024
- Exhibit 4: Connect Ridership Year-Over-Year by Month
- Exhibit 5: A-train Ridership Year-Over-Year by Month
- Exhibit 6: Fixed-Route Ridership – March 2024
- Exhibit 7: UNT Ridership Year-Over-Year by Month

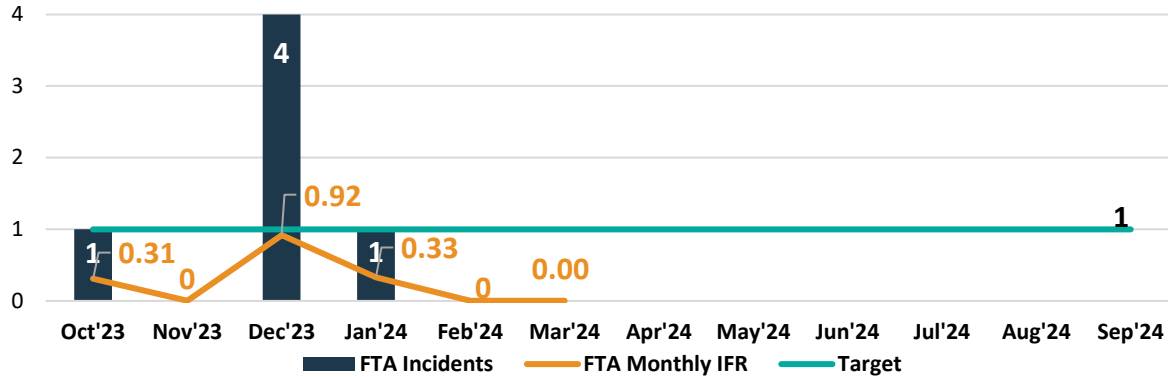
Final Review: 
Maurice Bell, Chief Operating Officer

Final Review: 
Austin Frith, Vice President
Planning and Development

Final Review: 
Steve Swanberg, Senior Manager
Safety and Security

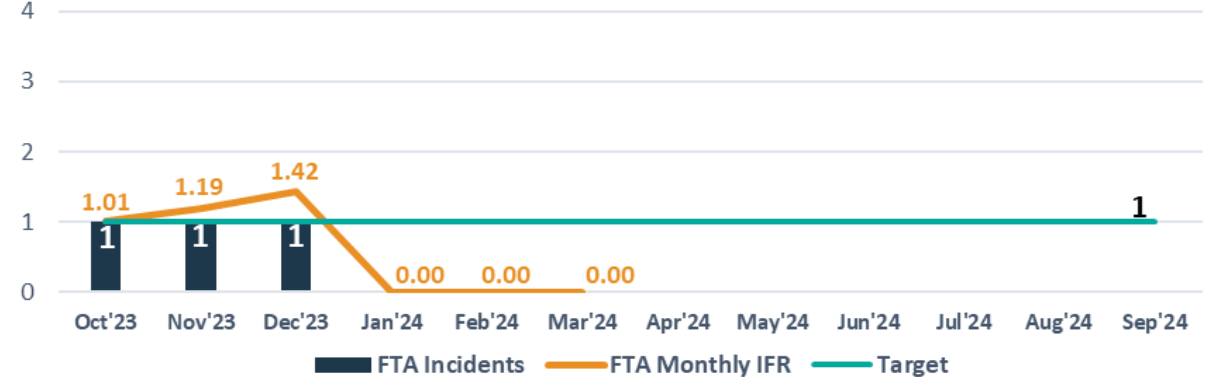
Exhibit 1

GoZone Incident Frequency Rate (IFR) FY24 YTD



	Oct'23	Nov'23	Dec'23	Jan'24	Feb'24	Mar'24	Apr'24	May'24	Jun'24	Jul'24	Aug'24	Sep'24
FTA Incidents	1	0	4	1	0	0						
FTA Monthly IFR	0.31	0.00	0.92	0.33	0.00	0.00						
Non-FTA Incidents	11	5	3	4	4	3						

Bus Incident Frequency Rate (IFR) FY24 YTD



	Oct'23	Nov'23	Dec'23	Jan'24	Feb'24	Mar'24	Apr'24	May'24	Jun'24	July'24	Aug'24	Sep'24
FTA Incidents	1	1	1	0	0	0						
FTA Monthly IFR	1.01	1.19	1.42	0.00	0.00	0.00						
Non-FTA Incidents	9	7	1	0	0	1						

A-train Federal Railroad Administration Reportable Rail Safety

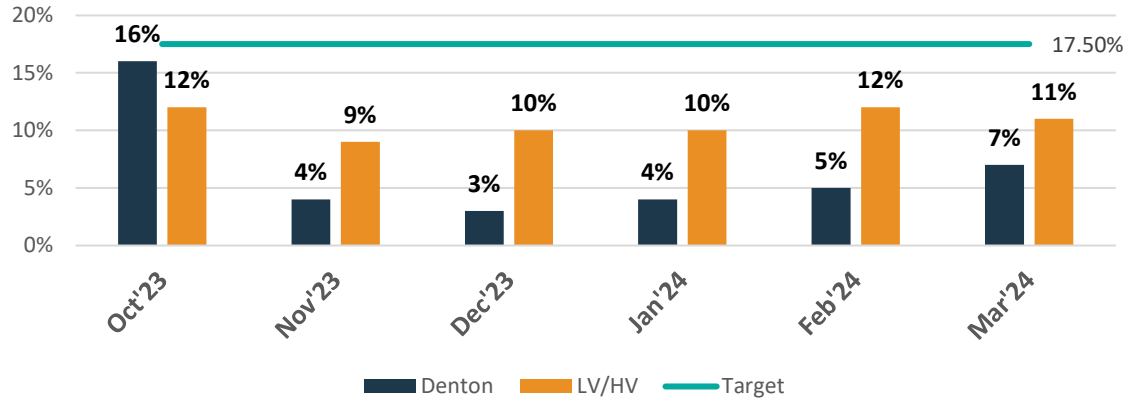
	Train Miles	Grade		
		Crossing Incidents	Employee Injuries	Passenger Injuries
FY24 through March	196,689	1	1	0

0.5084 per 100k train miles

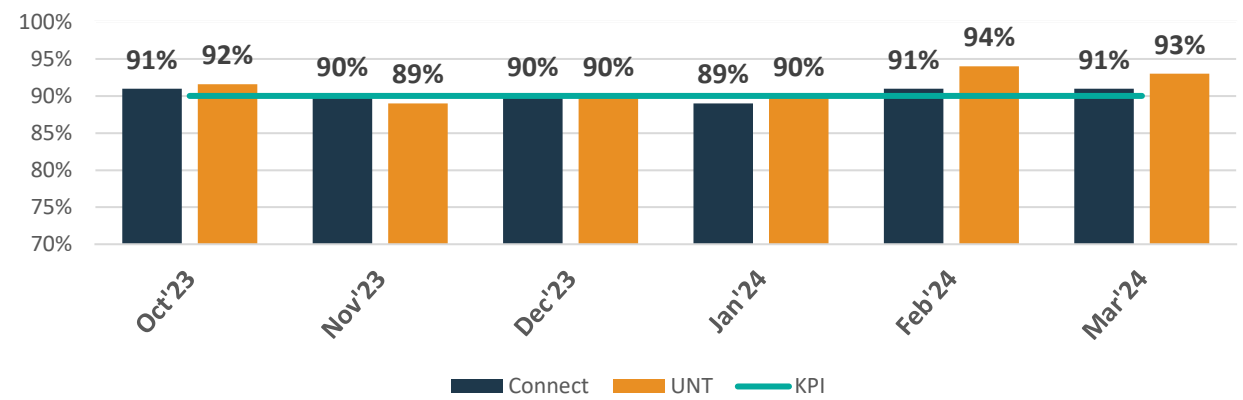
Per FTA, the Bus Incident Frequency Rate (IFR) includes the following:
 MB DO – Mode: Bus, Directly Operated &
 DR DO – Mode: Demand Response, Directly Operated (Access)

Exhibit 2

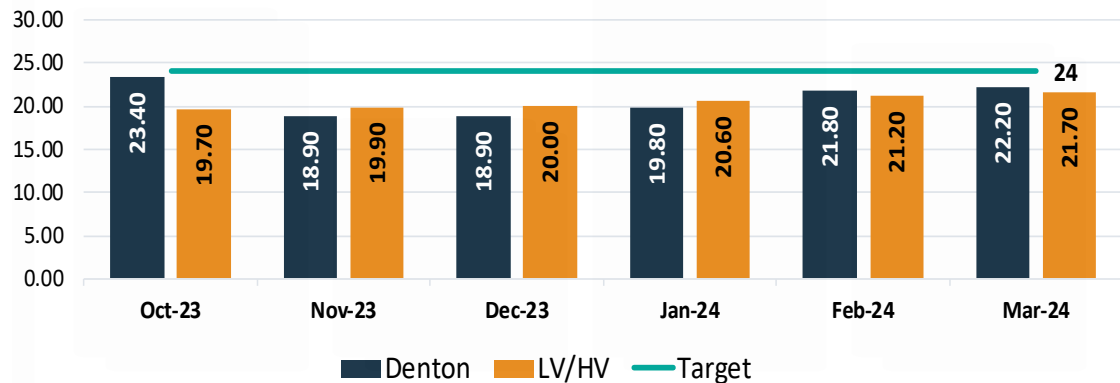
GoZone Seat Unavailability by Zone - FY 24 YTD



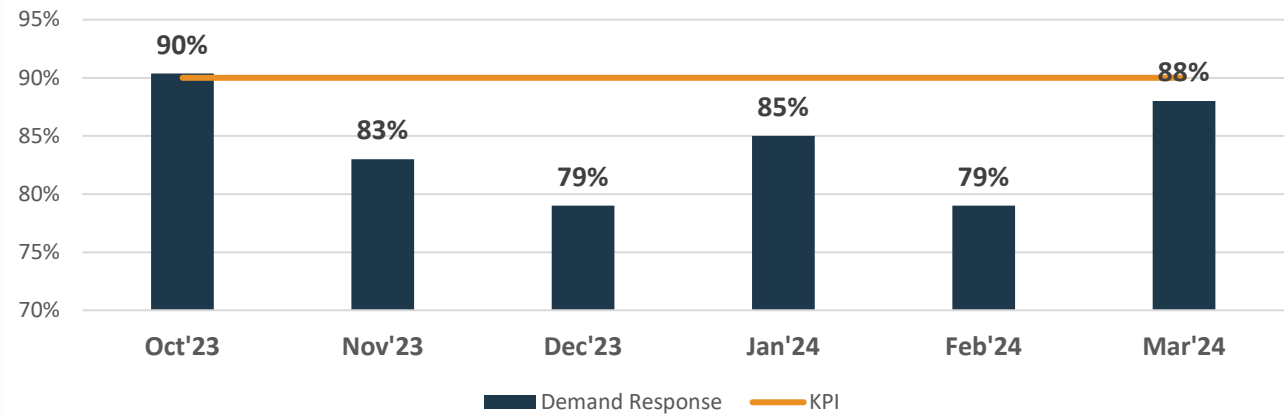
Fixed Route OTP



GoZone Wait Times by Zone - FY24 YTD



Access OTP



INFORMATIONAL REPORT 1 – EXHIBIT 3: RIDERSHIP



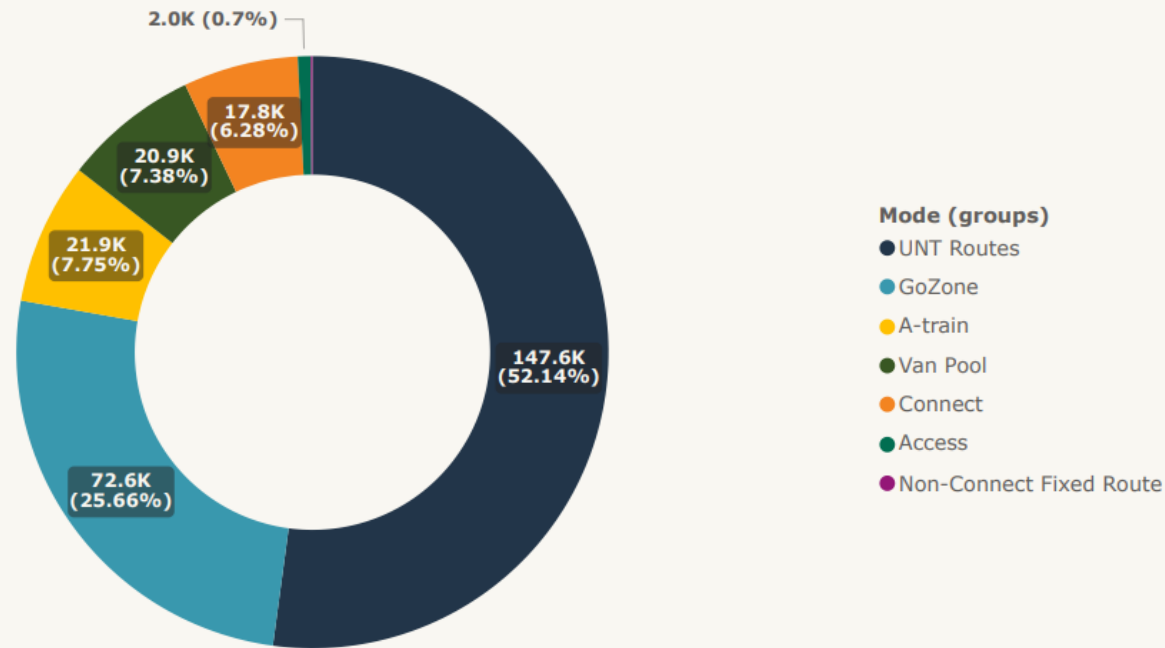
Total Ridership - Mar 2024

283.0K

Total Ridership FYTD

1.8M

Ridership by Travel Mode - Mar 2024



INFORMATIONAL REPORT 1 – EXHIBIT 4: CONNECT



Total Ridership - Mar 2024

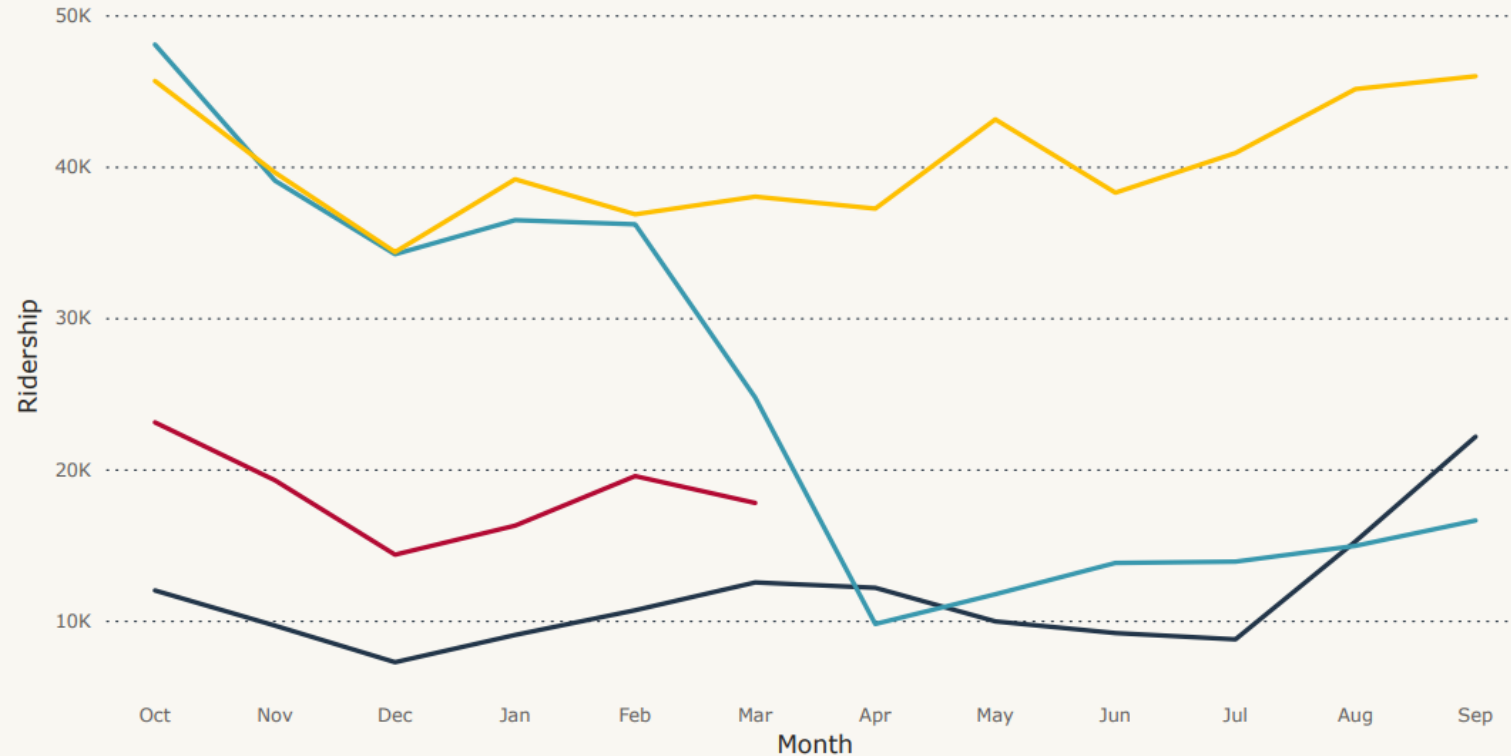
283.0K

Total Ridership FYTD

1.8M

Ridership by Month and Fiscal Year - Connect

Fiscal Year ● 2024 ● 2023 ● 2020 ● 2019



INFORMATIONAL REPORT 1 – EXHIBIT 5: A-TRAIN



Total Ridership - Mar 2024

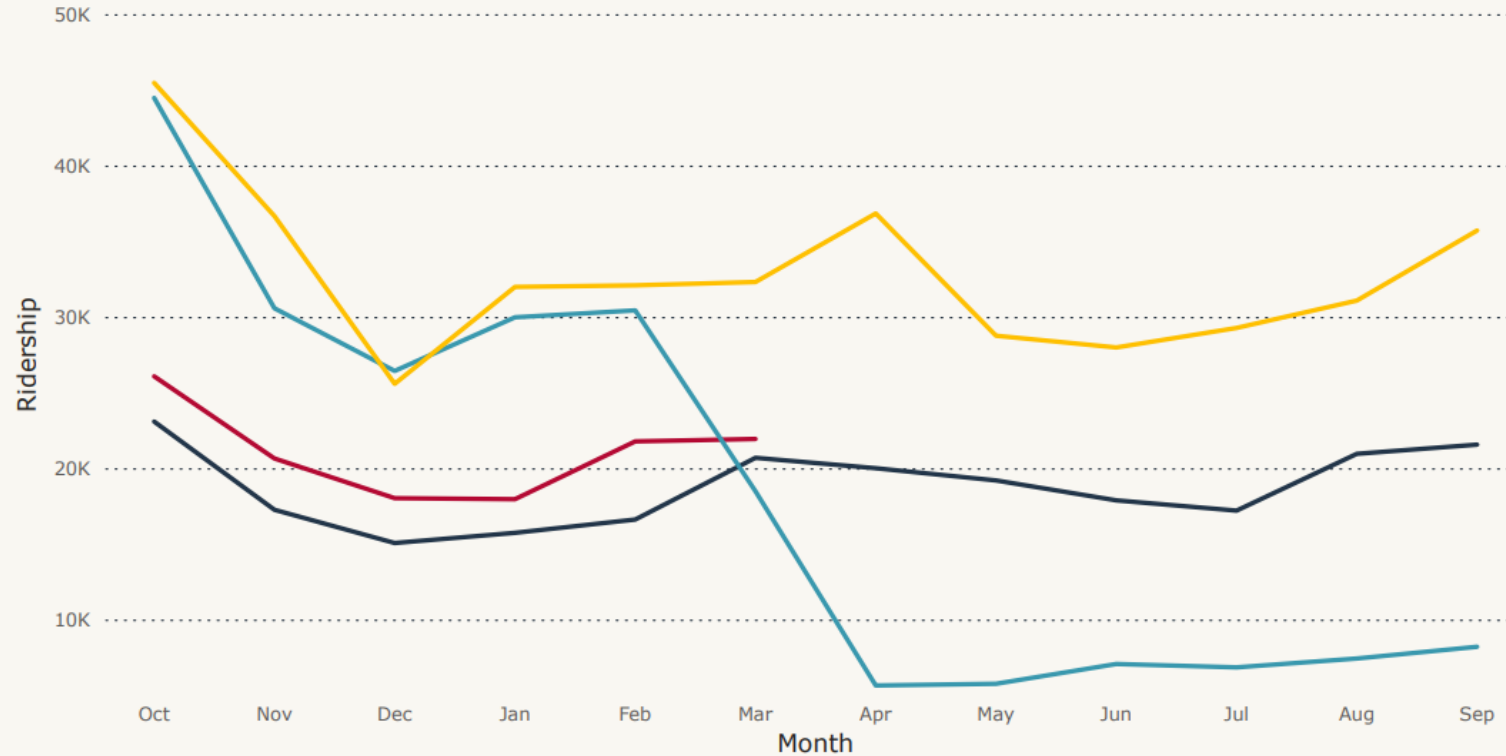
283.0K

Total Ridership FYTD

1.8M

Ridership by Month and Fiscal Year - A-train

Fiscal Year ● 2024 ● 2023 ● 2020 ● 2019



INFORMATIONAL REPORT 1 – EXHIBIT 6: FIXED ROUTE



Total Ridership - Mar 2024

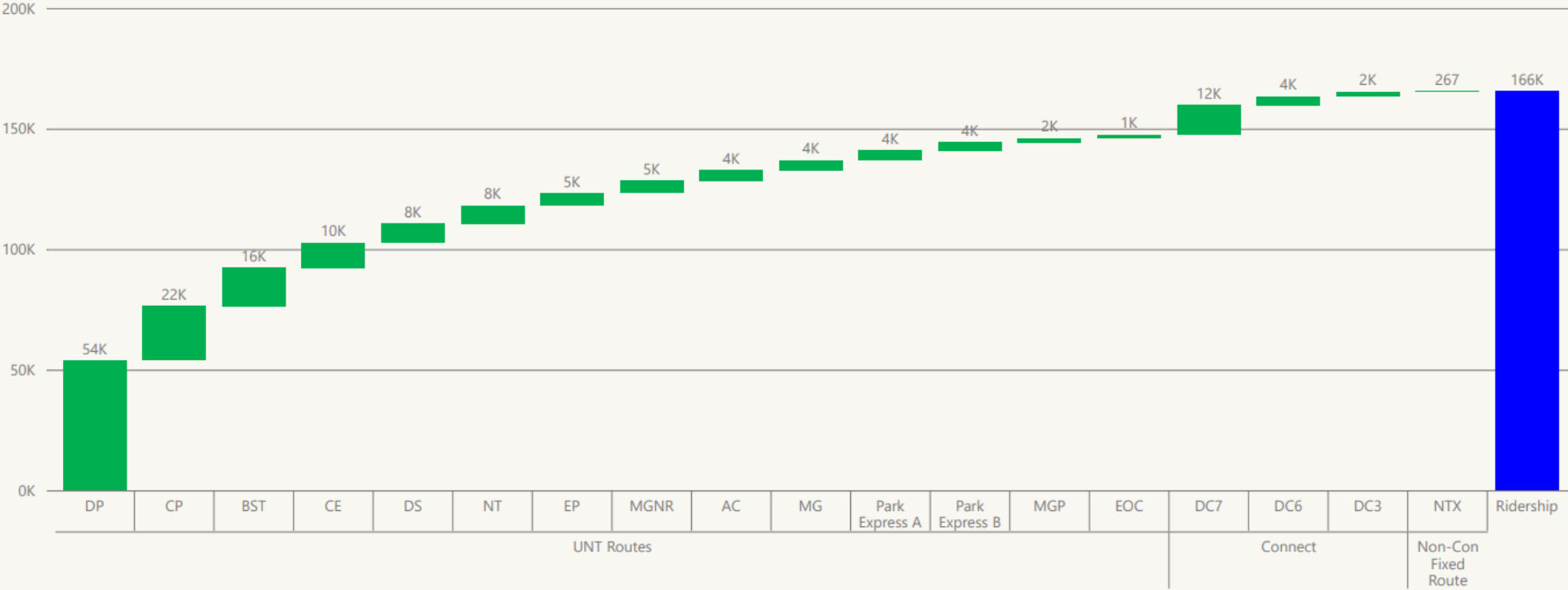
283.0K

Total Ridership FYTD

1.8M

Mode (groups)	Ridership
UNT Routes	147,551
Non-Connect Fixed Route	267
Connect	17,776
Total	165,594

Fixed-Route Ridership Waterfall



INFORMATIONAL REPORT 1 – EXHIBIT 7: UNT (ALL)



Total Ridership - Mar 2024

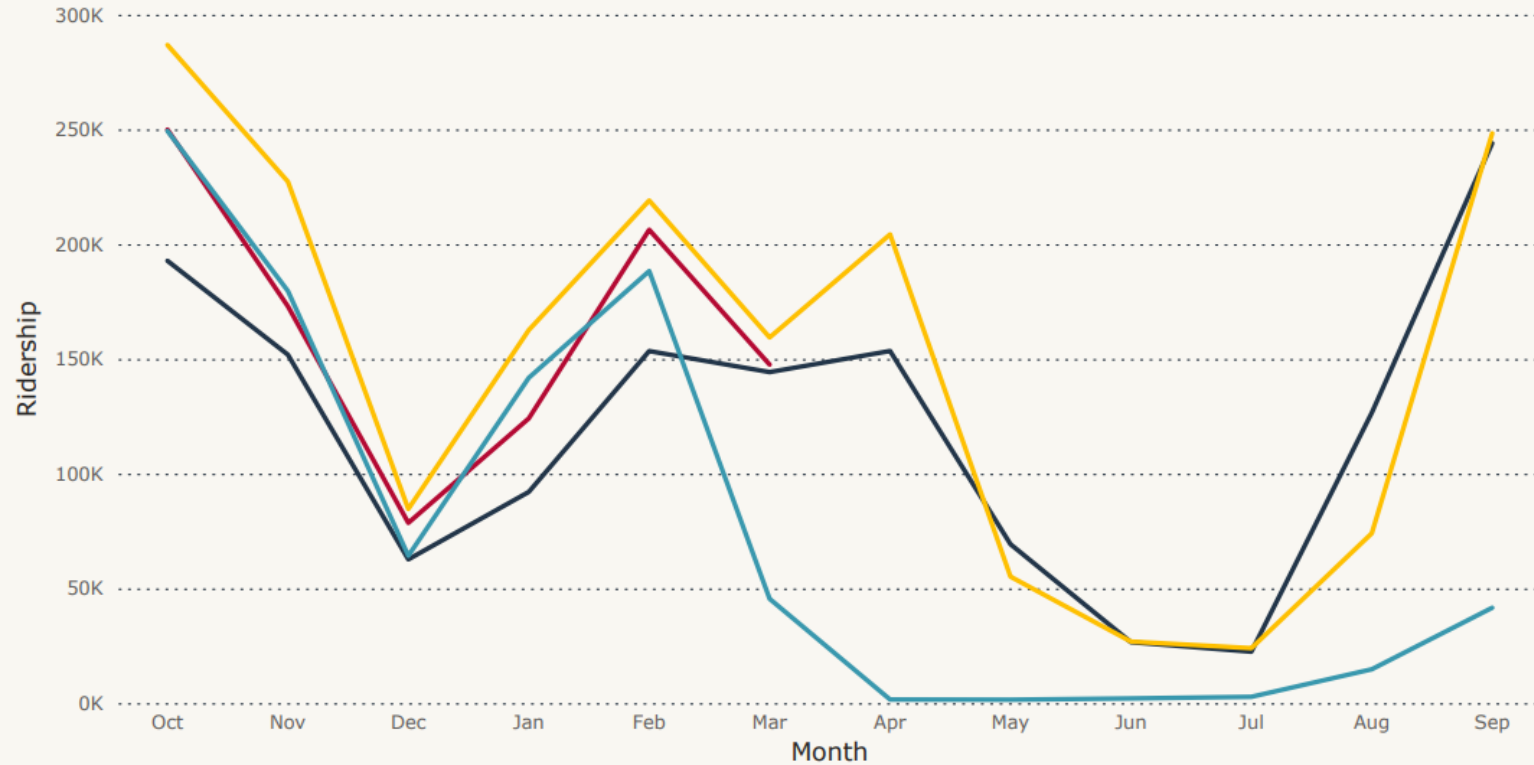
283.0K

Total Ridership FYTD

1.8M

Ridership by Month and Fiscal Year - UNT

Fiscal Year ● 2024 ● 2023 ● 2020 ● 2019



Board of Directors Memo

April 25, 2024

AGENDA ITEM: Update on State Legislative & Local Government Relations Consulting

Recommendation

For information only. No action required.

Background

DCTA performed a solicitation for State Legislative Consulting Services in 2022 and the Board approved a contract with Capitol-Insights that was executed on August 8, 2022 for an initial 2 year period through June 30, 2024 with an option to extend for another 2 year period through June 30, 2026 at a retainer fee of \$10,000 per month.

In January of 2024, after a change in the DCTA organization and the demonstrated effectiveness of the consultant team, DCTA requested Capitol-Insights provide an updated scope of work that would enable the consultant to assume duties for Local Government Relations support for an additional fee of \$7,500 per month, increasing the total monthly fee to Capitol-Insights to \$17,500 per month until the remainder of the initial term, at which time the Agreement and this amendment will be considered for renewal. This was approved by the Board on January 25, 2024.

Staff intends to bring this item to consent agenda in May to renew the base contract and amended scope for the two-year option, July 1, 2024, through June 30, 2026.

Previous Board Activity & Action

On July 28, 2022, the Board approved the award and authorized the Interim Chief Executive Officer (CEO) to Award and Execute a contract with Capitol-Insights beginning on or about September 1, 2022. The total estimated cost of the contract is \$240,000 for the initial two years through June 30, 2024. This award and contract has an option to renew for an additional two years.

On January 25, 2024, the Board authorized the CEO to amend this contract from coverage of State Legislative Consulting to also include Local Government Relations. This amendment covering Local Government Relations increased the contract an additional \$7,500.00 per month and a total retainer monthly of \$17,500.

Identified Need

Provides the Board of Directors a timely update on the need to consider renewal of this contract to ensure continuity of consulting and support for State Legislative & Local Government Relations needs.

Financial Impact

When renewed, this contract will cost a total of \$420,000 for the renewed two (2) year contract. The contract will continue to be paid by monthly retainer in the amounts of \$10,000 for State Legislative Consulting and \$7,500 for Local Government Relations. The cost for the service in the remainder of the fiscal year can be accommodated within the approved FY2024 Budget. This contract will be budgeted in FY2025.



Exhibits

None.

Submitted By: _____

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

Jackie Bronson, Director
Human Resources & Administration

Board of Directors Memo

April 25, 2024

AGENDA ITEM: Update on Proposed Scope of Services and Timeline on the A-Train Enhancement Program Management Contract

Recommendation

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

Background

The purpose of the A-train program management contract is to provide DCTA support in delivery of the A-Train Enhancement Program which includes:

1. Schedule and frequency improvements
2. Connection to Downtown Carrollton
3. Consideration of Corinth station

The three main objectives of the program management consultant include:

- Maintaining alignment and communications on the vision, strategy, and execution among the broad external group
- Provide technical expertise to aid decision-making regarding technologies, implementation strategies, and program delivery methods
- Provide quality assurance in review of technical deliverables

The scope of services for this program management contract will include:

- Project management and Controls
- Consultant and Contractor Quality Assurance
- Environmental Planning and Services
- Design and Construction Management
- Value Engineering
- Community Outreach Support
- Procurement and Contract Management Support
- Permitting and Commissioning
- Coordination with cities, FTA, FRA
- System Safety, Integration and Startup
- Real Estate
- Rail Fleet Maintenance and management
- Risk Management
- 3rd Party Coordination and Agreement formulation

The scope of services proposed timeline (not later than dates):

- Final scope formulation: 5/31
- Pre-bid/Proposal Conference: 6/30
- Submissions due: 7/15
- Evaluation Committee recommendation: 9/30
- Board Action: 10/31

Previous Board Activity

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

- March 2024 – Regular Agenda

Identified Need

None.

Financial Impact

None.

Exhibits

None.

Submitted By:



Austin Frith, VP Planning and Development