



Board of Directors Regular Meeting

October 24, 2019 | 12:00 p.m.

To be held at Denton County Transportation Authority | Administrative Boardroom
1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057

NOTICE IS HEREBY GIVEN that the DCTA Board of Directors will conduct its regular meeting at the time and location above to consider the following:

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS

INVOCATION

WELCOME AND INTRODUCTION OF VISITORS

FINAL BYLAWS MODIFICATION WORKSHOP

Lindsey Baker, Director of Strategic Partnerships, will provide an overview of the Bylaws Modification process. Frank Stevenson, Locke Lord LLP, will facilitate the Bylaws modification process discussion as continued from the September Board meeting. The objective is to find continued alignment across all Board members to finalize the Bylaws. The Board may consider a resolution approving the Bylaws as Regular Agenda Item 9.

Backup Information: Memo: Bylaws Modification Workshop
 Exhibit 1: Bylaws Modification Timeline
 Exhibit 2: Draft Bylaws, Master Document with Combined
 Revisions

COST ALLOCATION MODEL DISCUSSION

Michael Walk, Research Scientist and Program Manager, Transit Mobility Program with Texas A&M Transportation Institute (TTI), will explain the framework established for the proposed cost allocation model and will provide the sample output for review and discussion.

Backup Information: Proposed Cost Allocation Model Framework

PUBLIC COMMENT

This agenda item provides an opportunity for citizens to address the Board of Directors on any agenda items or other matters relating to the DCTA. Anyone wishing to address the Board of Directors should complete a Citizen Comment Registration Card and submit it to the DCTA Administration prior to the start of the Board of Director meeting. There is a three (3) minute time limit for each citizen. Anyone wishing to speak shall be courteous and cordial. The Board of Directors is not permitted to take action on any subject raised by a speaker during Citizen Comments. However, the 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. **Approval of September 26, 2019 Minutes**

Action Item

Presenter: Dianne Costa, Highland Village, Board Chair
Item Summary: Approval of the September 26, 2019, meeting minutes will be requested.
Backup Information: CI: September 26, 2019 Minutes

REGULAR AGENDA

1. **Financial Investment Policies Presentation and Consider Resolution R19-12 Approving the Financial Management Policies and Annual Investment Policy for FY2020**

Action Item

Presenter: Marisa Perry, CFO/VP of Finance
Scott McIntyre, Managing Director, Hilltop Securities Asset Management
Item Summary: Board approval will be requested of the following item:
Resolution R19-12 Approving Financial Management Policies and Annual Investment Policy for FY2020
Backup Information: R1: Memo: Approval of Resolution R19-12
R1: Exhibit 1: Resolution R19-12
R1: Exhibit 2: Investment Policy Review Letter
R1: Exhibit 3: Financial Management Policies, Investment Policy

2. **Consider Monthly Financial Statements for September 2019**

Action Item

Presenter: Marisa Perry, CFO/VP of Finance
Item Summary: Board approval will be requested of the following items:
a. Financial Statements for September 2019
b. Capital Projects Budget Report for September 2019
c. Quarterly Investment Report Q4 FY2019
d. Quarterly Grants Report Q4 FY2019
Backup Information: R2(a): Memo and Exhibit: Financial Statements
R2(b): Exhibit: Capital Project Fund
R2(c): Exhibit: Quarterly Investment Report
R2(d): Memo: Quarterly Grants Update

3. **Presentation and Discussion of Monthly Financial Reports for September 2019**

Information Item

Presenter: Marisa Perry, CFO/VP of Finance
Item Summary: DCTA Staff will provide updates on the following financial items:
a. Monthly Sales Tax Receipts
b. Monthly Mobility-as-a-Service (MaaS) Update
c. Budget Information
Backup Information: R3(a) Memo and Exhibit: FY19 Monthly Sales Tax Report
R3(b) Memo: MaaS Update
R3(c): Memo: Budget Information

4. New Member Policy Discussion

Discussion Item

Presenter: Dianne Costa, Highland Village, Board Chair
Item Summary: Staff will propose a timeline for the Board's review of the Agency's New Member Policy.
Backup Information: N/A

5. North Texas Mobility Corporation (NTMC) Board Appointment

Discussion Item

Presenter: Kristina Holcomb, Deputy CEO
Item Summary: Staff will provide a suggested process and timeline for DCTA Board appointments for the North Texas Mobility Corporation (NTMC) Board of Directors
Backup Information: N/A

6. Transformation Initiative Scope of Services

Discussion Item

Presenter: Nicole Recker, VP of Marketing and Administration
Raymond Suarez, CEO
Item Summary: Overview of agency Transformation Initiative and existing timeline.
Backup Information: Exhibit 1: Transformation Initiative RFQ Timeline

7. Access Service Overview

Discussion Item

Presenter: Michelle Bloomer, VP Operations
Item Summary: Staff will provide an overview of the DCTA Access service, current Board policy related to the service, and share recent service inquiries.
Backup Information: Memo: Access Service Overview
Exhibit 1: Access Service Overview presentation

8. Operations Update

Information Item

Presenter: Dianne Costa, Highland Village, Board Chair
Michelle Bloomer, VP Operations
Item Summary: Staff will provide an update on bus and rail operations
Backup Information: Memo: Operations Update
Exhibit 1: Operations Update Presentation

9. **Consider Resolution R19-13 to Approve the Amended and Restated Bylaws**
Action Item
Presenter: Dianne Costa, Highland Village, Board Chair
Item Summary: Approval of Resolution R19-13 approving the Amended Bylaws will be requested.
Backup Information: Memo: Consider Resolution R19-13 to Approve the Amended Bylaws
Exhibit 1: Resolution R19-13
Exhibit 2: Draft Bylaws, Master Document with Combined Revisions

10. **Consider Resolution R19-15 Amending Resolution R19-10 for Board Officers**
Possible Action Item
Presenter: Dianne Costa, Highland Village, Board Chair
Item Summary: DCTA Staff will recommend approval of Resolution R19-15 amending DCTA Resolution R19-11 to remove the position of Treasurer as an Officer of the DCTA Board of Directors
Backup Information: Memo: Consider Resolution R19-15 Removing the Position of Treasurer as an Officer of the DCTA Board of Directors
Exhibit 1: Resolution R19-15 Removing the Position of Treasurer as an Officer of the DCTA Board of Directors

11. **Consider Resolution R19-14 to Cancel November Board Meeting**
Action Item
Presenter: Dianne Costa, Highland Village, Board Chair
Item Summary: Approval of Resolution R19-14 Canceling the DCTA November Board Meeting will be requested.
Backup Information: Memo: Consider Resolution R19-14 to Cancel November Board Meeting
Exhibit: Resolution R19-14

12. **Consider the Approval of the Mobility-as-a-Service (MaaS) Signature Authorization Limit Modification**
Action Item
Presenters: Sarah Martinez, Director of Procurement
Item Summary: DCTA Staff will request approval from the Board for task order approval threshold.
Backup Information: Memo: MaaS Signature Authorization Limit Modification

13. **Social Service Agency Roundtable Recap Report**
Information Item
Presenter: Nicole Recker, VP Marketing & Administration
Item Summary: The Social Service Agency Roundtable Recap Report will be provided in the Board packet for review.
Backup Information: Memo: Social Service Agency Roundtable
Exhibit 1: Social Service Agency Roundtable Recap Report



14. Discussion of Regional Transportation and Legislative Issues

Information Item

- Presenters: Dianne Costa, Highland Village, Board Chair
Raymond Suarez, CEO
Kristina Holcomb, Deputy CEO
- Item Summary: If applicable, staff will provide an update on regional transportation and legislative issues.
- Backup Information: N/A

CONVENE EXECUTIVE SESSION

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

- A. As Authorized by Section 551.071(2) of the Texas Government Code, the Board of Directors Meeting may be Convened into Closed Executive Session for the Purpose of Seeking Confidential Legal Advice from the General Counsel on any Agenda Item Listed Herein or the Regular Board Meeting Agenda.
- B. As Authorized by Section 551.072 of the Texas Government Code, the Board of Directors Meeting may be Convened into Closed Executive Session for the Purpose of Deliberation regarding Real Property: Discuss acquisition, sale or lease of real property related to long-range service plan within the cities of Denton, Lewisville, Highland Village, or the A-train corridor.
- C. As Authorized by Section 551.074 of the Texas Government Code, the Board Meeting may be Convened into Closed Executive Session for Deliberation of Personnel: Annual President’s Performance Review.

RECONVENE OPEN SESSION

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

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.

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.

ADJOURN



Board Members:

Dianne Costa, Highland Village, *Chair*
TJ Gilmore, Lewisville, *Vice Chair*
Randall Chrisman, Denton County Seat 1, *Secretary*
Sam Burke, Denton County Seat 2
Chris Watts, Denton

Non-Voting Board Members:

Allen Harris, Mark Miller, Michael Savoie, Ron Trees,
Connie White, Carter Wilson, Tom Winterburn

Staff Liaison:

Raymond Suarez, CEO

The Denton County Transportation Authority meeting rooms are wheelchair accessible. Access to the building and special parking are available at the main entrance. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by emailing bpedron@dcta.net or calling Brandy Pedron at 972.221.4600.

This notice was posted on 10/18/2019 at 1:47 PM.



Brandy Pedron, Executive Administrator | FOIA Requests

Board of Directors Memo

October 24, 2019

SUBJECT: Bylaws Modification Workshop

Background

The Board of Directors had previously requested staff engage Frank Stevenson of Locke Lord to draft a proposed Bylaws document in July. This document was reviewed and discussed in full at the September 26 Bylaw Modification Workshop, as facilitated by Mr. Stevenson. Comments and agreed upon direction were then incorporated by Mr. Stevenson into a tracked master document showing all revisions, including those items that remain undecided. The master combined draft Bylaws were provided to the Board of Directors via email on October 4. Per the Bylaws Modification Timeline (Exhibit 1) and as part of the review process, staff requested that Board Members review the draft Bylaws and seek feedback from respective appointing entities between October 4 through October 10.

The purpose of the October 24 Bylaws Workshop is for the Board of Directors to review, discuss, and provide direction regarding Exhibit 2, the Draft Bylaws Master Document with Combined Revisions. This iteration includes all tracked comments and requested revisions from member city appointees and non-voting members who submitted information to be included during the October 4-10 review period. Should the Board come to agreement on all items, a resolution has been prepared to approve the Bylaws, as modified with any substantive or other changes resulting from the discussion. This may be considered as Regular Agenda Item 9, "Consider Resolution R19-13 to Approve the Amended Bylaws."

Mr. Stevenson will attend the October 24 Board Meeting to facilitate discussion of this agenda item.

Identified Need


As a result of the passage of SB 1066, the Board of Directors has been reconstituted under Chapter 460 of the Texas Transportation Code, and as such requires a new set of Bylaws to govern the five-member voting board. The timeline outlines a plan to finalize the Bylaws document so the Board may begin functioning under newly-created governance rules and policies that are more in-line with the current composition.

Exhibits

Exhibit 1 – Bylaws Modification Timeline

Exhibit 2 – Draft Bylaws, Master Document with Combined Revisions

Submitted By:



Kristina Holcomb, Deputy CEO

Approval:



Raymond Suarez, CEO

DCTA Board of Director's Bylaw Modification Process

(as of 9/18/19)

July 10

Engage Legal Counsel to Develop Modified Bylaws

- Per request of Executive Committee, staff engages outside legal counsel, Frank Stevenson, to draft the modified bylaws.

-Engagement letter finalized July 23.

August 14

Legal Counsel's Draft Bylaws Due to DCTA

- The proposed draft bylaws are submitted by outside legal counsel on Aug. 14 to ensure time for staff to review and prepare necessary board materials for Aug. 22.

August 16

DCTA Board of Directors Meeting Packet Distribution

- Staff includes the proposed draft Bylaws as developed by outside counsel in the agenda backup materials for initial review.

August 22

DCTA Board of Directors Board Meeting

-Review and discussion of proposed draft Bylaws timeline and process.

August 22-

Bylaws Review and Feedback Period

September 6

- Board of Directors obtain feedback from respective appointing entities.

-Feedback is sent directly to Brandy Pedron to be incorporated into a master document that tracks the County's and each member city's input for future discussion.

September 20

DCTA Board of Directors Meeting Packet Distribution

-Draft 2 of the proposed modified Bylaws is included in the agenda backup materials.

- Draft 2 includes all Board Member and appointing entity feedback incorporated for review.

- September 26** **DCTA Board of Directors Board Meeting**
- Full review and discussion of draft modified Bylaws, which include all requested revisions from Board Members and appointing entities.
- October 4** **Draft 3 provided to Board of Directors in regular Friday email.**
- General Counsel and staff to incorporate feedback from the September 26 Board discussion into Draft 3 and send via the Board of Director's regular Friday email for further review.
- October 4-** **Second Bylaws Review and Feedback Period**
- October 10**
- Board of Directors obtain feedback from respective appointing entities.
 - Feedback is sent directly to Brandy Pedron to be incorporated into a master document that tracks the County's and each member city's input for future discussion.
- October 18** **DCTA Board of Directors Meeting Packet Distribution**
- Finalized draft Bylaws included in the agenda backup materials.
- October 24** **DCTA Board of Directors Meeting**
- Discuss and approve final Bylaws draft

**ALL COMMENTS RECEIVED BY DCTA TO SECOND DRAFT OF DCTA
BYLAWS REVISED PER WORKSHOP (October 4, 2019)**

Shows Modifications Requested by:

(1) City of Denton (in which Lewisville Concurs), and

(2) Mark Miller (Flower Mound).

**DENTON COUNTY TRANSPORTATION AUTHORITY
AMENDED AND RESTATED BYLAWS**

Adopted January 3, 2002
(rev. February 13, 2004, October 26, 2006, September 27, 2007, December 17, 2009, November 17, 2011, April 25,
2013, September 26, 2013, February 16, 2016, September 22, 2016; amended and restated eff _____, 2019)

**DENTON COUNTY TRANSPORTATION AUTHORITY
AMENDED AND RESTATED BYLAWS**

**ARTICLE I
NAME**

Section 1. Name. The name of the authority shall be the Denton County Transportation Authority ("Authority").

Section 2. Authorization and Effective Date. These Bylaws are adopted pursuant to authority granted in Section 460.204(c)(2) of the Texas Transportation Code ("Code"). In the event of any conflict between these Bylaws and the Code or other applicable laws of the State of Texas, such laws shall be controlling. In the event any provision of these Bylaws shall be determined to be invalid, the provision will be deemed revised in a manner as both renders it valid and effectuates its purposes as fully as possible, and the remainder of these Bylaws shall nevertheless remain in force and effect as written. The effective date of these Bylaws is _____, 2019. Without limiting the foregoing, any action taken by the Authority (a) subsequent to May 20, 2019, the effective date of Senate Bill 1066 passed by the 86th Texas Legislature which amended the Code, and (b) prior to the effective date of these Bylaws that was (i) in compliance with the Code as amended by Senate Bill 1066, but (ii) at variance with the Bylaws in effect at that time, is hereby fully ratified and affirmed.

Section 3. Definitions.

- (a) Alternate Member: A person appointed pursuant to Article III, Section[s] 2(b) [and (c)] hereof to serve in the absence of the regular appointed Board Member. [Section 460.206].
- (b) Board: The Board of Directors of the Authority.
- (c) Board Member: A member of the Board, as well as an Alternate Member only when serving in the absence of the regular appointed member of the Board.
- (d) Capital Asset: Land, a fixture attached to land, or an item of personal property that meets all of the following criteria: (i) the cost of acquisition or the cost of improvement of such property exceeds \$75,000; (ii) the expected useful life of the property when acquired is more than one year or the extension of the useful life of the property as a result of the improvement is more than one year; (iii) the property retains its original shape and appearance with use; and (iv) the property is nonexpendable (meaning that if the property is damaged or some of its constituent parts are lost or worn out, it is usually more economical to repair the property than to replace it with an entirely new unit).
- (e) Capital Expenditure: An expenditure made to acquire or improve one or more Capital Assets.

(f) Commissioners Court Appointed Member. One of the two Voting Board Members appointed by the Denton County Commissioners Court who must reside in:

(i) an unincorporated area of Denton County; or

(ii) a municipality in the territory of the Authority that is neither a Founding Municipality nor a Financial Participating Municipality and thus not authorized to appoint a Voting Board Member. [Section 460.253(2)].

(g) Financial Participating Municipality: A municipality, other than a Founding Municipality, ~~that joins the Authority only if whose governing body is authorized by the Board to appoint one Board Member because~~ that municipality:

(i) designated a public transportation financing area for the benefit of the Authority under Subchapter I, Chapter 460 of the Code; ~~and entered into an agreement with the Authority under Section 460.602 of the Code approved by a Major Decision Approval Vote; or~~

(ii) imposed the Authority's sales and use tax levy at the rate of one-half of one percent authorized by Chapter 460 of the Code; and

~~(iii) entered into an agreement with the Authority approved by a Major Decision Approval Vote under Section 460.602 or 460.302 of the Code;~~

~~A Financial Participating Municipality may the authorization to appoint one voting Board Member only if so authorized by the Board was approved by a separate Major Decision Approval Vote, in accordance with the Authority's New Member Policy. [Section 460.254].~~

(h) Founding Municipality: Any of the municipalities of Denton, Highland Village, or Lewisville, each of which being a municipality in which an election was held before December 31, 2003, authorizing the Authority's sales and use tax levy. [Section 460.251(2)].

(i) Major Decision Approval Vote: The affirmative vote of ~~(ii)~~ at least three-fifths of the all Board Members appointed by the Founding Municipalities and the Financial Participating Municipalities, and ~~(ii)~~ at least one Commissioners Court Appointed Member regarding any of the matters set forth in Article III, Section 10(b) hereof. [Sections 460.254(a)(2), 460.258, and 460.602(b)].

(j) Nonvoting Member: A Board Member appointed by a municipality whose governing body is authorized pursuant to a Major Decision Approval Vote by the Board and Article III, Section 2(c) hereof to appoint one Board Member because that municipality:

(i) is not otherwise authorized to appoint a Board Member; and

(ii) is located in the territory of the Authority. [Section 460.255].

Commented [SFE1]: Addition and deletion by the City of Denton, in which Lewisville concurs.

Commented [SFE2]: Deletion by the City of Denton, in which Lewisville concurs. (Note by Locke Lord: This phrase is moved to the new (iii) below, where a reference to Section 460.302 is added.)

Commented [SFE3]: Addition by the City of Denton, in which Lewisville concurs. (Note by Locke Lord: Section 460.302, ADDITION OF MUNICIPALITY BY ELECTION, requires in subsection (d) an "interlocal agreement"; that Section is referenced in Section III.10.(b)(13) of the Bylaws as an action requiring a Major Decision Approval Vote.

Commented [SFE4]: Additions and deletions by the City of Denton, in which Lewisville concurs.

Commented [SFE5]: (Note by Locke Lord: This (i) and the following (ii) added to address Mr. Miller's comment below.)

Commented [SFE6]: Comment by Mark Miller (Flower Mound): "This language is a little confusing. Is it 3/5 of Founding Municipalities and Participating Municipalities plus one Commissioner's Court or is it 3/5 of Founding, Participating and Commissioner's court together?"

At no time shall the Board have less than one or more than six Nonvoting Members.

Notwithstanding the foregoing, the following six Nonvoting Members shall constitute the "Initial Nonvoting Members." Upon the effective date of Senate Bill 1066, the then-currently serving members of the Board appointed by the municipalities of Corinth, Flower Mound, Frisco, Little Elm, and The Colony, each of which being a municipality with a population of 17,000 or more that satisfies subsections 3(j)(i) and (ii) above, each assumed the position of Nonvoting Member. Additionally, the Denton County Commissioners Court shall as soon as practicable after the effective date designate ~~a~~ one then-currently serving member of the Board appointed by a municipality with a population of more than 500 but less than 17,000 that satisfies subsections 3(j)(i) and (ii) above to serve as a Nonvoting Member.

Commented [SFE7]: Explanation by City of Denton: "The Commissioners Court has not yet designated their non-voting small city member, so this needs to be in present tense."

- (k) Territory of the Authority: All territory within the boundaries of Denton County, Texas, being the county for which this coordinated county transportation authority was created under Chapter 460 of the Code. [Sections 460.002 and 460.051].
- (l) Voting Board Member: A Board Member who is either (i) appointed by a Founding Municipality or a Financial Participating Municipality or (ii) a Commissioners Court Appointed Member.

NOTE THE TWO TREATMENTS OF SUBSECTION (m)

~~Voting Member Executive Sessions: Closed meetings or executive sessions of the Board either pursuant to (i) the "Consultations with Attorney; Closed Meeting" or the "Deliberations Regarding Real Property; Closed Meeting" exception, or (ii) "Deliberation Regarding Prospective Gift; Closed Meeting," "Personnel Matters; Closed Meeting," or other legally compliant exception if [the Chair reasonably] [the Board by Major Decision Approval Vote] determines attendance should be limited in a specific instance to the Voting Board Members.~~

Commented [SFE8]: Deletion by the City of Denton, in which Lewisville concurs.

- (m) Voting Member Executive Sessions: Closed meetings or executive sessions of the Board either pursuant to (i) the "Consultations with Attorney; Closed Meeting" ~~or the "Deliberations Regarding Real Property; Closed Meeting"~~ exception, or (ii) "Deliberation Regarding Prospective ~~Gift;~~ Closed Meeting," "Personnel Matters; Closed Meeting," or other legally compliant exception if [the Chair reasonably] [the Board by Major Decision Approval Vote] determines attendance should be limited in a specific instance to the Voting Board Members.

Commented [SFE9]: Comment by Mark Miller (Flower Mound): "Need to understand this more. Not opposed to it, but do not completely understand what this is for."

Commented [SFE10]: Comment by Mark Miller (Flower Mound): "Not sure I agree with this one since we have a lot of history and information on the personnel, but I could live with it if we could be a part of Real Property discussions."

**ARTICLE II
OFFICES**

Section 1. Principal Office. The principal office of the Authority shall be in Denton County, Texas.

Section 2. Additional Offices. The Authority also may have offices at such other places as the Authority from time to time may determine or as the activities of Authority may require.

**ARTICLE III
BOARD**

Section 1. General Powers. The responsibility for the management, operation, and control of the Authority and its properties is vested in the Board. [Section 460.401].

Section 2. Number and Composition; Alternate Members.

- (a) The Board is composed of:
 - (i) One member appointed by the governing body of each Founding Municipality;
 - (ii) Two Commissioners Court Appointed Members;
 - (iii) One member appointed by the governing body of each Financial Participating Municipality, if authorized by the Board by a Major Decision Approval Vote;
 - (iv) Any Nonvoting Member; and
 - (v) Any Alternate Member, but only when serving in place of a regular appointed Board Member described under subsections 2(a)(i) - (iv) above. [Section 460.253].

- (b) Each of the entities appointing the Voting Board Members described under subsections 2(a)(i) – (iii) above may also appoint one Alternate Member to serve only in the absence of the regular appointed Board Member. Except when serving in place of the regular appointed Board Member described under subsections 2(a)(i) – (iii), an Alternate Member may attend Board and committee meetings (including closed meetings or executive sessions), but shall not (i) be counted for purposes of determining a quorum, (ii) vote on any matter before the Board or committee, or (iii) otherwise be considered a Board Member for any purpose. Appointing entities shall notify the Authority in writing of the appointment, reappointment, resignation, or removal of an Alternate Member. If (A) both a Commissioners Court Appointed Member and his or her appointed Alternate Member do not attend a Board or committee meeting, and (B) both the other Commissioners Court Appointed

Member and his or her appointed Alternate Member do attend that meeting, the attending Alternate Member may serve in place of the absent Commissioners Court Appointed Member. [Section 460.206].

- (c) A Nonvoting Member may attend Board and committee meetings (~~including but not~~ closed meetings or executive sessions ~~other than Voting Member Executive Sessions~~) and may participate in any discussion of matters at any such meeting, but shall not (i) be counted for purposes of determining a quorum or (ii) vote on any matter before the Board or committee. Each entity appointing a Nonvoting Member may also appoint one nonvoting Alternate Member to serve only in the absence of the regular appointed Nonvoting Member. A nonvoting Alternate Member may attend Board and committee meetings (~~includingbut not~~ closed or executive sessions ~~other than Voting Member Executive Sessions~~), but, except when serving in place of the regular appointed Nonvoting Member, shall not otherwise be considered a Board Member for any purpose. [Section 460.255].

Commented [SFE11]: Deletion and addition by the City of Denton, in which Lewisville concurs.

Commented [SFE12]: Deletion and addition by the City of Denton, in which Lewisville concurs.

Commented [SFE13]: Comment by Mark Miller (Flower Mound): "Where is reappointment of members now addressed? I may have missed it."

Section 3. Eligibility.

- (a) To be eligible for appointment to the Board, a person must: (i) have professional experience in the field of transportation, business, government, engineering, or law; and (ii) reside: (A) in the territory of the Authority; or (B) outside the territory of the Authority in a municipality that is located partly in the territory of the Authority. [Section 460.202]. "Professional experience" shall mean vocational, trade, work, or occupational experience, or otherwise having significant experience, training, or mastery in the indicated field.
- (b) Upon either (i) the death or resignation of a Board Member or (ii) the failure of the appointing entity to be represented by either its Board Member or the Board Member's Alternate Member at three consecutive noticed Board meetings, the Chief Executive Officer shall notify the Chair; the Chair then shall notify the appointing entity so it may evaluate modifications to its appointed Board Member or Alternate Member. [Section 460.206].
- (c) A Board Member may be removed from the Board by the entity that appointed that Board Member upon the Board Member's (i) inability to serve, (ii) failure to possess at the time of appointment or to thereafter maintain the eligibility qualifications required by these Bylaws, the Code, or other applicable law, or (iii) for other cause as permitted by law, such removal to be effective upon the Authority receiving notice of removal from the appointing entity.
- (d) If the Chief Executive Officer of the Authority knows that a potential ground for removal of a Board Member exists, the Chief Executive Officer shall notify the Chair; the Chair then shall notify the entity that appointed that Board Member, which appointing entity shall determine whether grounds for the removal of the Board Member exist.

- (e) A Board Member may resign at any time upon giving written notice to the Authority and the entity that appointed that Board Member.
- (f) An elected officer of a political subdivision of this state who is not prohibited by the Texas Constitution from serving on the Board is eligible, as an additional duty of office, to serve on the Board, but is not entitled to receive compensation for that service other than reimbursement for reasonable expenses incurred in performing that Board Member's duties. [Section 460.256].

~~(g) All Board Members and Alternate Members shall refrain from conduct injurious to the Authority or its purposes both within and outside a meeting of the Board or a committee; an appointing entity's decision to remove or retain a Board Member or Alternate Member pursuant to Article III, Section 3(b), (c), or (d) above shall be in addition to and in no way limit the Board's exercise of its disciplinary prerogatives in accordance with the latest edition of Robert's Rules of Order.~~

Section 4. Vacancy. A vacancy on the Board is filled in the same manner as the original appointment to the Board. [Section 460.201(c)]. A Board Member appointed to a vacant position shall be appointed for the unexpired term of the Board Member's predecessor in that position.

Section 5. Terms. The term of office for a member of the Board is two years. [Section 460.201(a)]. By a Major Decision Approval Vote, the Board may set staggered terms for Board Members so the terms of one-half of the Board Members (or as close to one-half as possible) expire in alternate years. [Section 406.206]. The Chief Executive Officer or his or her designee shall notify each appointing entity at least ninety days prior to the expiration of the term of its Board Member.

Section 6. Meetings. The Board shall hold at least one regular meeting each month. [Section 460.204(a)]. Special meetings of the Board may be called by the Chair as necessary. [Section 460.204(b)]. In addition, special meetings may be called, upon proper notice, at any time at the request of any two Voting Board Members. Special meetings shall be held at such time and place as is specified by the Chair, if the Chair calls the meeting, or by the two Voting Board Members, if they call the meeting, subject to reasonable input from the Chair or the Chief Executive Officer to ensure the time and place specified by the two Voting Board Members (a) comply with applicable notice and posting requirements and (b) are not selected for the primary purpose of preventing the attendance of one or more Board Members. The Chair shall set the agendas for meetings of the Board, except that the agendas of meetings called by two Voting Board Members shall be set by those Board Members. The Chair shall place on the agenda for a meeting of the Board or a committee any item requested by at least two Voting Board Members; the item shall appear in the form submitted to the Chair and, subject to compliance with notice and posting requirements, on the meeting agenda specified by such Board Members.

Section 7. Quorum. A majority of the Voting Board Members constitutes a quorum for purpose of conducting business. No vacancy in the membership of the Board will impair the right of a quorum to exercise all of the rights and to perform all of the duties of the Board. Therefore, if a vacancy occurs, a majority of the Voting Board Members then serving in office will constitute a quorum.

Commented [SFE14]: Deletion by the City of Denton, in which Lewisville concurs.

Commented [SFE15]: Explanation by City of Denton: "This issue is already addressed in Section 11, where it references Robert's rules of order. Unnecessary and vague."

Section 8. Open Meetings Act. All meetings of the Authority and its committees shall be in compliance with Chapter 551 of the Texas Government Code (Open Meetings Act). Pursuant to Section 551.128(b-1)(2) of the Open Meetings Act, an archived copy of the video and audio recording of all meetings shall be made available to the public on the Authority’s website. [Section 460.102(a)(1)].

Section 9. Committees

- (a) The Chair of the Board may appoint such committees as from time to time may be deemed necessary and appropriate. A committee shall not have any power or authority to bind or act on behalf of the Authority. The Chair will designate the chair of each committee, which will be comprised of at least three Board Members, with at least one of them being a Voting Board Member, and will serve as an ex officio member of each committee. No committee’s membership shall include a sufficient number of Voting Board Members to create a quorum as described in Article III, Section 7 above; however, if all applicable notice and posting requirements have been satisfied, Board Members who are not committee members may attend a committee meeting as observers and in a nonvoting capacity.
- (b) The committee shall report its discussions and recommendations from any meeting at the next Board meeting. [Section 460.401].

Section 10. Voting.

- (a) An action of the Board requires an affirmative vote of a majority of the Board Members present and voting, except for a vote pursuant to subsection (b) of this section. [Section 460.258].
- (b) A Major Decision Approval Vote is required for:
 - (1) a Capital Expenditure;
 - (2) an operating or maintenance expenditure for a Capital Asset;
 - (3) sale or lease of a Capital Asset;
 - (4) the approval of the Annual Budget or any amendment to the Annual Budget (as described in Article V, Section 2);
 - (5) approval or dismissal of any employee who reports directly to the Board, including the Chief Executive Officer;
 - (6) a contract with the Authority’s General Counsel;
 - (7) any debt issuance or other incurrence of indebtedness not in the ordinary course of operations;
 - (8) a material, non-temporary change of the service plan that necessitates a Title VI Compliance Review by the Federal Transit Administration;
 - (9) an amendment of these Bylaws;
 - (10) the approval of a comprehensive development agreement (commonly called a “CDA”) or similar financial contractual

- obligation for a purpose not an express commitment of the service plan;
- (11) the approval of a contract or other agreement between the Authority and a municipality, other governmental authority, or a private entity that is not a member of the Authority for the Authority's provision of transportation services;
 - (12) the enactment or amendment of the Authority's New Member Policy;
 - (13) the addition of a municipality to the Authority, including by election pursuant to Section 460.302 of the Code;
 - (14) either the formation of, contracting with, or joining or becoming a member or owner of, a local government corporation;
 - (15) the approval of the annual budget of any local government corporation;
 - (16) the approval of an agreement for the Authority to provide public transportation services under Section 460.602 of the Code;
 - (17) the authorization of the appointment of a Board Member by a Financial Participating Municipality under Article I, Section 3(g) hereof;
 - (18) the authorization to appoint a Nonvoting Member under Article I, Section 3(j) hereof; or
 - (19) the setting of staggered terms for Board Members under Article III, Section 5 hereof.

Commented [SFE16]: Comment by Mark Miller (Flower Mound): "Where is this defined?"

Section 11. Procedure of Meetings. Notice of all meetings and hearings of Authority shall be given, and such meetings and hearings shall be held and conducted in accordance with, applicable law, these Bylaws, the Board Rules of Procedure, and the latest edition of Robert's Rules of Order, in descending order of priority. To the extent of any conflict, the terms of the higher-priority document shall control. The General Counsel of the Authority shall serve as parliamentarian to the Authority.

Section 12. Conflicts of Interest, Etc. Board Members are subject to Chapters 171 and 176, Texas Local Government Code, Chapter 36, Texas Penal Code, and such other similar laws as now exist or as may be subsequently enacted, amended, or superseded. [Section 460.203].

ARTICLE IV OFFICERS

Section 1. Election. The Board shall elect three Voting Board Members to serve as the Chair, Vice-Chair, and Secretary. [Section 460.055(a)].

Section 2. Chair. The Chair shall preside at all regular and special meetings of the Authority.

Section 3. Vice-Chair. The Vice-Chair shall preside at any meeting of the Authority at the request of the Chair, or at which the Chair is absent.

Section 4. Secretary. The Secretary shall review the minutes of all Board proceedings, make any necessary revisions, and attest to the accuracy of the minutes.

Section 5. Term. The term of office for each officer shall be for a period of one (1) year and shall run from October 1 through and including September 30. A Board Member may not be elected to more than three (3) consecutive one-year terms as Chair, provided said three (3) successive terms may be in addition to and preceded by that Board Member's election as Chair to serve the remainder of an unexpired term.

ARTICLE V BUDGET AND FINANCE

Section 1. Fiscal Year. The Fiscal Year of the Authority shall end on September 30 of each year.

Section 2. Annual Budget. The Authority shall prepare an Annual Budget. [Section 460.403].

Section 3. Audit. The Authority shall have an annual audit of the affairs of the Authority prepared by an independent certified public accountant. Any deficiencies noted in the audit report shall be addressed at a regular meeting of the Authority and addressed on the record. [Section 460.402].

NOTE THE TWO TREATMENTS OF SECTION 4

Section 4. Cost of Service and Efficiency Study/Analysis. The Authority shall ~~perform~~ procure an outside consultant to conduct a cost of service and efficiency study ~~no less frequently than~~ analysis every ~~[three (3) OR four (4)]~~ 3 years, the first of which ~~to~~ shall be completed/complete by March ~~31,~~ 2020. The ~~study must~~ analysis should include, ~~but is not limited to:~~

- Review of all modes of service, analyzing the cost to provide each mode, and the associated funding sources generated as a result of that service
- Review of all contract service, and associated costs and revenues generated as a result
- Organizational review of staffing structure, to examine comparable agencies and government entities, and identify areas of improvement.
- Analysis of the most cost-efficient mode to provide service
- Review of fiscal policies, including fund balance policies

As a result of the analysis sufficient to produce, the recommendations regarding should include, but is not limited to:

Commented [SFE17]: Deletions and additions by the City of Denton, in which Lewisville concurs.

- Opportunities to increase ridership;
- Opportunities to improve service;
- Organizational structure; recommendations
- ~~More~~Recommendations for more cost-effective service; ~~and~~
- ~~Reinvestment~~Analysis of funds that could be reinvested in adjacent infrastructure through a Local Assistance Program-

Section 4. Cost of Service and Efficiency Study. The Authority shall perform or cause to be performed a cost of service and efficiency study no less frequently than every [three (3) OR four (4)] years, ~~the first of which to be completed by March 31, 2020.~~ The study must include analysis sufficient to produce recommendations regarding:

- Opportunities to increase ridership;
- Opportunities to improve service;
- Organizational structure;
- More cost-effective service; and

Reinvestment of funds in adjacent infrastructure through a Local Assistance Program.

ARTICLE VI INDEMNIFICATION

The Authority shall indemnify any current or past Board Member involved in any litigation or threatened litigation, including any civil, criminal, or administrative action, claim, investigation, suit, or other proceeding, for reason of such Board Member's alleged negligence or misconduct in the performance of his or her duties as a Board Member, to the extent funds are lawfully available and subject to any other limitations that exist by law, against liability and reasonable expenses, including attorneys' fees actually and necessarily incurred, except where it is adjudged that such Board Member acted with gross negligence or willful misconduct in the performance of his or her duties. The Board shall approve the Authority's payment of expenses incurred in defending a proceeding in advance of its final adjudication or other disposition if the Board (a) determines that the proceeding involves an action taken within the Board Member's scope of authority acting in the performance of his or her duties to the Authority, and (b) believes, in good faith, such payment serves the public interest. The Board shall require any Board Member receiving such pre-adjudication payments to reimburse the Authority if upon final adjudication of the proceeding the Board Member is determined not entitled to indemnification. The right of indemnification provided by these Bylaws shall not be deemed exclusive of any right to which any current or past

Commented [SFE18]: Comment by Mark Miller (Flower Mound): "I thought the discussion was to push this out a couple of years for now."

Board Member may be entitled as a matter of law, and shall extend and apply to the estates of deceased Board Members.

**ARTICLE VII
AMENDMENT TO BYLAWS**

These Bylaws may be altered, amended or repealed, or new Bylaws may be adopted, pursuant to Article III, Section 10(b) hereof by Major Decision Approval Vote at any regular, properly posted meeting of the Authority, or any properly posted special meeting of the Authority, at which a quorum is present; provided that prior to consideration and vote by the Authority, any proposed revision to the Bylaws may be reviewed and commented on by all Board Members and shall be provided in writing to all Board Members at least two weeks prior to action on any amendment.

Proposed Cost Allocation Model Framework

Column	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Cost Source / Preceding Columns	P&L	P&L	P&L	P&L	P&L	1+2+3+4+5	P&L	P&L	P&L	6+7+8+9	P&L	P&L	P&L	P&L	P&L	P&L		10+11+12+13+14 +15+16+17
CATEGORY:	Operating																	
Cost Type:	Variable Costs						Fixed Costs (Operations and Maintenance)				Fixed Costs (Administration)				Direct Costs		Total Operating	
Transit Function:	Operations		Purchased Services	Operations - Fuel	Vehicle Maintenance	Total Variable	Non-Vehicle Maintenance			Total Operations & Maintenance	Administration				Planning	Purchased Transportation	Other Direct Expenses	Grand Total Operating Costs
Cost Pool Name:	Front-and-2nd-line Operations Wages & Fringe	Other Non-Compensation Operating Expenses	3rd Party Transportation Services and Fees	Operations - Fuel	Vehicle Maintenance		Bus Operations Facility Maintenance	DDTC Facility Maintenance	A-train Facilities Maintenance		Admin Building Leasing and Maintenance	General Admin	Customer Service	A-train Administration	Planning Expenses	A-train Purchased Transportation Contract	Other Direct Expenses	
Example Costs:	Bus operators, dispatchers, supervisors (current 599 obj) + NTMC staff	Uniforms, travel, supplies, communications, system safety, etc.	Enterprise, specialized mobility vendors, Trinity Metro Lease	Bus fuel or other vehicle energy sources	Maintenance wages and fringe, services, tools, parts, tires, tubes		Bus Ops. & Maint. facility utilities and maintenance	DDTC facility utilities and maintenance	A-train Ops. & Maint. facility, infrastructure, ROW, station maintenance		Lease payments and maintenance of administrative facility	Multi-modal office staff salaries/fringe, professional services, travel, communications	Salaries/fringe, and operating expenses from the Cust. Srvc. Dept.	Salaries/fringe of A-train admin staff; other non-compensation expenses	Transit planning studies and related expenses	A-train contract payments	Direct expenses charged to individual services (e.g., A-train auto liability insurance)	
Allocate By:	% Veh Hours	% Veh Hours	Direct; shared costs allocated by % Veh Hours	% Veh Miles (unless direct)	% Veh Miles	NOT ALLOCATED: Sum of variable costs	% Variable Costs	% Customer Service Effort for modes and service groups; within service groups (routes) sub-allocate by % Variable Costs	Direct	NOT ALLOCATED: Sum of Variable Costs and Non-Vehicle Maintenance Costs	Vanpool capped based on % of Multi-Modal Staff Time; others allocated by % Operations & Maintenance Costs	Vanpool capped based on % of Multi-Modal Staff Time; others allocated by % Operations & Maintenance Costs	% Customer Service Effort for modes and service groups; within service groups (routes) sub-allocate by % Variable Costs	Direct	Direct, if applicable; or allocated by % Operations & Maintenance Costs	Direct	Direct	NOT ALLOCATED: Sum of Operating Costs
Service																		
Fixed-Route Bus	Y	Y	Y - if applicable	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y - if applicable		Direct (if applies)	Y
UNT	Y	Y	Y - if applicable	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y - if applicable		Direct (if applies)	Y
NCTC	Y	Y	Y - if applicable	Direct	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y - if applicable		Direct (if applies)	Y
Denton Connect	Y	Y	Y - if applicable	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y - if applicable		Direct (if applies)	Y
Lewisville Connect	Y	Y	Y - if applicable	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y - if applicable		Direct (if applies)	Y
Highland Village Connect	Y	Y	Y - if applicable	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y - if applicable		Direct (if applies)	Y
North Texas Xpress	Y		Trinity Metro	Direct	Direct	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y - if applicable		Direct (if applies)	Y
Demand Response	Y	Y	Y - if applicable	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y - if applicable		Direct (if applies)	Y
Access ADA and non-ADA	Y	Y	Y - if applicable	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y - if applicable		Direct (if applies)	Y
Frisco Demand Response	Y	Y	Y - if applicable	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y - if applicable		Direct (if applies)	Y
Denton Enterprise Airport Zone	Y	Y	Transloc	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y - if applicable		Direct (if applies)	Y
Lewisville Lakeway Zone	Y	Y	Spare	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y - if applicable		Direct (if applies)	Y
Collin County Transit - Demand Response	Y	Y	Y - if applicable	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y - if applicable		Direct (if applies)	Y
A-train			Direct (not contract)	Direct (if applies)		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y - if applicable	Direct	Direct (if applies)	Y
Specialized Mobility Services			Direct			Y				Y	Y	Y	Y	Y	Y - if applicable		Direct (if applies)	Y
Collin County Transit - Taxi			Irving Holdings	Direct (if applies)		Y				Y	Y	Y	Y	Y	Y - if applicable		Direct (if applies)	Y
Highland Village Lyft			Lyft			Y				Y	Y	Y	Y	Y	Y - if applicable		Direct (if applies)	Y
Frisco Lyft/Taxi			Lyft			Y				Y	Y	Y	Y	Y	Y - if applicable		Direct (if applies)	Y
UNT Lyft			Lyft			Y				Y	Y	Y	Y	Y	Y - if applicable		Direct (if applies)	Y
Vanpool			Enterprise			Y				Y	Y	Y		Y - if applicable		Direct (if applies)	Y	

Proposed Cost Allocation Model Framework

Column	19	20	21	22	23	24
Cost Source / Preceding Columns	Payroll Estimate	P&L	P&L	P&L	19+20+21+22	18+23
CATEGORY:	Capital					TOTAL
Cost Type:	Capital Assets				Total Capital	TOTAL COST
Transit Function:	Capital Staff	Capital Assets Depreciation			Grand Total Capital Costs	GRAND TOTAL ALL COSTS
Cost Pool Name:	Capital Project Staff	Bus Rolling Stock Depreciation	Bus Facilities Depreciation	A-train Depreciation		
Example Costs:	Salaries/fringe for admin staff dedicated to capital projects	Bus rolling stock depreciation	Bus facilities and DDTC facility depreciation	A-train rolling stock and facilities depreciation		
Allocate By:	% Capital Staff Effort for modes; within service groups (routes) sub-allocated by % Variable Costs	% Veh Miles	% Customer Service Effort for modes and service groups; within service groups (routes) sub-allocate by % Variable Costs	Direct	NOT ALLOCATED: Sum of all Capital Costs	NOT ALLOCATED: Sum of all Operating and Capital Costs
Service						
Fixed-Route Bus	Y	Y	Y		Y	Y
UNT	Y	Y	Y		Y	Y
NCTC	Y	Y	Y		Y	Y
Denton Connect	Y	Y	Y		Y	Y
Lewisville Connect	Y	Y	Y		Y	Y
Highland Village Connect	Y	Y	Y		Y	Y
North Texas Xpress	Y				Y	Y
Demand Response		Y	Y		Y	Y
Access ADA and non-ADA		Y	Y		Y	Y
Frisco Demand Response		Y	Y		Y	Y
Denton Enterprise Airport Zone		Y	Y		Y	Y
Lewisville Lakeway Zone		Y	Y		Y	Y
Collin County Transit - Demand Response		Y	Y		Y	Y
A-train	Y			Direct	Y	Y
Specialized Mobility Services						Y
Collin County Transit - Taxi						Y
Highland Village Lyft						Y
Frisco Lyft/Taxi						Y
UNT Lyft						Y
Vanpool						Y

Geographic Cost Allocation			
Member City Cost Assignment			Allocation Method
Denton	Highland Village	Lewisville	
Y			Direct - all Denton Connect routes assigned to Denton.
		Y	Direct - all Lewisville Connect routes assigned to Lewisville.
	Y		Direct - all Highland Village Connect routes assigned to Highland Village.
Y			Direct - assigned to Denton.
Y	Y	Y	Allocated by passenger miles based on rider city of residence
Y			Direct - assigned to Denton.
		Y	Direct - assigned to Lewisville.
Y	Y	Y	Allocated by A-train line miles (except Highland Village)
	Y		Direct - Assigned to Highland Village.
Y			Direct - Assigned to Denton.



Board of Directors Meeting Minutes for:

September 26, 2019

Board of Directors
Regular Meeting Minutes

The Board of Directors of the Denton County Transportation Authority convened the Regular Meeting of the Board of Directors with Dianne Costa, Board Chair presiding on September 26, 2019 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

Attendance

Voting Members

Dianne Costa, Chair, Highland Village
TJ Gilmore, Vice Chair, Lewisville
Randall Chrisman, Secretary,
Denton County Seat #1
Chris Watts, Denton
Sam Burke, Denton County Seat #2

Non-voting Members

Tom Winterburn, Corinth
Mark Miller, Flower Mound
Connie White, Small Cities
Michael Savoie, Small Cities @ 3:15 pm
Carter Wilson, Frisco
Joe Perez, Alternate, The Colony

Legal Counsel

Joe Gorfida, DCTA General Council
Frank Stevenson, Locke Lord
David Allen, Locke Lord

DCTA Executive Staff

Raymond Suarez, Chief Executive Officer
Marisa Perry, Chief Financial Officer, Vice President of
Finance
Nicole Recker, Vice President of Marketing and
Administration
Michelle Bloomer, Vice President Operations

Other DCTA Staff Attendees

Lindsey Baker, Director of Strategic Partnerships
Amanda Riddle, Senior Manager of Budget
Brandy Pedron, Executive Administrator

Public Attendees

Shannon Joski, Denton County Seat #1 Alternate
Claire Powell, Lewisville Alternate
Michael Leavitt, Highland Village Alternate
Paul Cristina, Denton County Seat #2 Alternate
Brandi Bird, Bird Advocacy and Consulting
Stan Nixon, UNT Assistant Director, Transit and
Special Projects
Peggy Hinkle-Wolf, DRC
Paula Richardson, ATU
Victoria Allen
Jim Owen

CALL TO ORDER: *Dianne Costa, Board Chair, called the meeting to order and announced the presence of a quorum at 12:00 p.m.*

PLEDGE OF ALLEGIANCE – *led by Chris Watts*

INVOCATOIN – *led by Randall Chrisman*

WELCOME AND INTRODUCTION OF VISITORS – *Raymond Suarez, CEO, introduced Nicole Recker, VP of Marketing and Administration to the Board of Directors*

BYLAW MODIFICATION WORKSHOP

- *Lindsey Baker, Director of Strategic Partnerships, provided an overview of the Bylaws Modification process. Frank Stevenson, Locke Lord LLP, the discussion and Board Member comments and suggestions for the Bylaws. DCTA will hold another Workshop at the October Board Meeting to review changes and suggestions made today.*

PUBLIC COMMENT

- *Jim Owen and Paula Richardson, ATU Representative made public comments to the Board of Directors*

CONSENT AGENDA

1. Approval of August 22, 2019 Minutes
 - *A Motion to approve the Consent Agenda item 1 was made by TJ Gilmore, Vice Chair. The motion was seconded by Randall Chrisman, Secretary. Motion passed unanimously by the Board with no abstentions.*

REGULAR AGENDA

1. Consider Monthly Financial Statements for August 2019
 - *Financial Statements – Marisa Perry reported the following: The reports presented for the period ending August 2019 include the Statement of Change in Net Position, Statement of Net Position, and Capital Projects Fund. These reports provided a comparison of budget vs. actual for the fiscal year as of the current month.*
 - *Capital Projects Budget report presented to the Board.*
 - *A Motion to approve the Regular Agenda item 1 was made by TJ Gilmore, Vice Chair. The motion was seconded by Sam Burke. Motion passed unanimously by the Board with no abstentions.*
2. Presentation and Discussion of Monthly Financial Reports for August 2019
 - *Monthly Sales Tax Receipts – Marisa Perry reported the following: Sales tax represents the single largest source of revenue for DCTA at 64.13% for the Fiscal Year 2019 budget. The annual sales tax budget for FY19 is \$28,450,180. Because of its importance in funding of DCTA's ongoing operations, the Board adopted a Budget Contingency Plan that outlines the Agency's response when declines in sales tax hit a specific target. Sales tax reports were presented to the Board. This month, receipts were favorable compared to budget by 12.19%, or \$265,805. Sales tax for sales generated at retail in August and received in September was \$2,447,195. Compared to the same month last year, sales tax receipts are \$177,961 or 7.84% higher. Member city collections: Lewisville up 10.73%, Denton up 3.06%, and Highland Village up 7.10%.*
 - *Monthly Mobility-as-a-Service (MaaS) Update – Marisa Perry gave the Board a monthly update on MaaS commitments, activities and expenditures as follows: to-date, 26 contracts have been fully executed with four remaining to be executed. No task orders have been issued to-date.*
 - *Budget Transfers – Marisa Perry reported that there were no budget transfers completed in the month of August.*
3. Consider Resolution R19-11 Adopting FY 2020 Capital and Operating Budget
 - *Amanda Riddle presented the proposed FY 2020 Capital and Operating Budget and Resolution R19-11 adopting the FY 2020 Operating and Capital Budget.*

- *A Motion to approve the Regular Agenda item 3 was made by Sam Burke. The motion was seconded by Chris Watts. Motion passed unanimously by the Board with no abstentions.*
- 4. North Texas Mobility Corporation (NTMC) Overview
 - *This item was discussed in Closed Executive Session pursuant to Section 551.071(2) of the Texas Government Code for consultation with General Counsel.*
- 5. Consider the Approval of the Mobility-as-a-Service (MaaS) Signature Authorization Limit Modification
 - *A Motion to table this agenda item until the next Board meeting was made by TJ Gilmore, Vice Chair. The motion was seconded by Randall Chrisman, Secretary. Motion passed unanimously by the Board with no abstentions.*
- 6. Access Service Overview
 - *A Motion to table this agenda item until the next Board meeting was made by TJ Gilmore, Vice Chair. The motion was seconded by Randall Chrisman, Secretary. Motion passed unanimously by the Board with no abstentions.*
- 7. Agency Fleet Plan & Amenities
 - *A Motion to table this agenda item until the next Board meeting was made by TJ Gilmore, Vice Chair. The motion was seconded by Randall Chrisman, Secretary. Motion passed unanimously by the Board with no abstentions.*
- 8. Transformational Plan Update
 - *Raymond Suarez provided an update on the FY2020 Transformation Plan and announced that Nicole Recker will be leading this initiative.*
- 9. Cost Allocation Model Status Update
 - *Marisa Perry provided an update on the contract with Texas A&M Transportation Institute for allocating costs per previous direction by member cities and announced that Michael Walk with TTI will present to the Board at the October Board meeting.*
- 10. Social Service Agency Roundtable Recap Report
 - *A Motion to table this agenda item until the next Board meeting was made by TJ Gilmore, Vice Chair. The motion was seconded by Randall Chrisman, Secretary. Motion passed unanimously by the Board with no abstentions.*
- 11. Discussion of Regional Transportation and Legislative Issues
 - Lindsey Baker briefly discussed the HB2840 with the Board of Directors

CONVENE EXECUTIVE SESSION – *The Board convened into executive session at 3:35 pm*

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

- A. As Authorized by Section 551.071(2) of the Texas Government Code, the Board of Directors Meeting may be Convened into Closed Executive Session for the Purpose of Seeking Confidential Legal Advice from the General Counsel on any Agenda Item Listed Herein or the Regular Board Meeting Agenda.
- B. As Authorized by Section 551.071(2) of the Texas Government Code, Consultation with General Counsel regarding duties and responsibility of North Texas Mobility Corporation (NTMC) and

the Collective Bargaining Agreement with NTMC and Amalgamated Transit Union Local 1338, effective April 1, 2018.

As Authorized by Section 551.072 of the Texas Government Code, the Board of Directors Meeting may be Convened into Closed Executive Session for the Purpose of Deliberation regarding Real Property: Discuss acquisition, sale or lease of real property related to long-range service plan within the cities of Denton, Lewisville, Highland Village, or the A-train corridor.

RECONVENE OPEN SESSION – *The Board reconvened the open meeting at 4:30 pm*

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

- *No action taken.*

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.

- *Dianne Costa, Chair, discussed the agenda setting process and noted that agenda item requests should be made at the prior Board meeting.*
- *Dianne Costa, Chair, noted that we will be doing Headshot for the Board possibly in January of 2020.*
- *Dianne Costa, Chair, discussed with the Board changing the standard meeting start time to 12:00 instead of 1:30 and lunch will be provided at the Board meetings.*

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.

- *Michelle Bloomer briefly discussed DCTA's member city involvement at Western Days Lewisville, Parent's Weekend at UNT, POP Festival, Highland Village Balloon Festival, and Lewisville City Manager's office request for shuttle service.*

ADJOURN – *The meeting was adjourned at 4:56 p.m.*

The minutes of the September 26, 2019 Board of Directors Meeting were passed and approved by a vote on this 24th day of October 2019.

Dianne Costa, Board Chair

ATTEST

Randall Chrisman, Secretary

Board of Directors Memo

October 24, 2019

SUBJECT: Approval of Resolution R19-12 Approving Financial Management Policies and Annual Investment Policy for FY2020

Background

DCTA Financial Management Policies are presented after the start of each fiscal year but prior to the start of the next year's budget process. The Investment Policy is included in the Financial Management Policies document. It is the intent of DCTA to comply with state and federal law. The Texas Public Funds Investment Act, Chapter 2256, Texas Government Code, (the "Act") governs investment of public funds at the state level. The Act requires that the Board of Directors review and adopt the Investment Policy annually.

It is the policy of DCTA that the administration and investment of its funds shall be handled in a manner that maintains the highest public trust. Investments shall be made that provide the maximum security of principal invested while meeting the daily cash flow needs of DCTA and conforming to all applicable state statutes governing the investment of public funds. While DCTA staff strives to maximize the yield on our investments, increasing the market yield-to-maturity is secondary to the requirements for safety and liquidity.

The last adoption by the Board of the DCTA Investment Policy was on October 25, 2018. DCTA contracts with Hilltop Securities Asset Management for investment advisory services. The policy has been reviewed by Hilltop to ensure that all the necessary language as required by the Act is present in the written DCTA Investment Policy document. Included for your reference is the letter from Hilltop confirming their review of the investment policy. In addition to slight formatting adjustments for clarification and ease of reading, the attached red-lined document incorporates the following changes:

- Removed reference to Finance Committee
- Changed reference of "cash flow model" to "long range financial plan"
- Corrected reference of "expenditure" to "expense"
- Updated definitions for budget amendment and budget transfer

In connection with investment transactions conducted between Hilltop and DCTA, Hilltop has provided as required under the Act a certification that they have reviewed the entity's investment policy. In addition, Hilltop has provided to DCTA a copy of its current SEC Form ADV Part II, as required by Securities and Exchange Commission Regulation Section 275.204-3. These documents are available in the DCTA Finance Department.

Identified Need

This action is required to fulfill the legal requirements for an annual review and approval of the Investment Policy.

Recommendation

Staff recommends the Board of Directors approve Resolution R19-12 to approve the financial management policies and annual investment policy for FY2020.


Exhibits

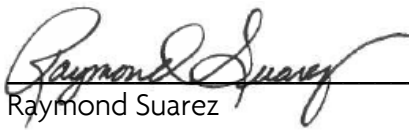
Exhibit 1: Resolution R19-12

Exhibit 2: Investment Policy Review Letter

Exhibit 3: Red-lined Financial Management Policies including Investment Policy

Submitted By: 
Amanda Riddle
Senior Manager of Budget

Final Review: 
Marisa Perry, CPA
Chief Financial Officer/VP of Finance

Approval: 
Raymond Suarez
CEO

**DENTON COUNTY TRANSPORTATION AUTHORITY
RESOLUTION NO. R19-12**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY (DCTA) APPROVING THE DCTA INVESTMENT POLICY; APPOINTING THE INVESTMENT OFFICERS AND AUTHORIZING INVESTMENT TRANSACTIONS ON BEHALF OF THE DCTA; PROVIDING A REPEALING CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, DCTA is accountable to its constituents for the use of public dollars. Resources must be wisely used to ensure adequate funding for the operations, services, facilities, and infrastructure necessary to meet present and future needs. These policies help safeguard the fiscal stability required to achieve DCTA’s goals and objectives; and

WHEREAS, the DCTA Investment Policy is presented to the DCTA Finance Committee for review after the start of each fiscal year but prior to the start of the next year’s budget process. Any changes proposed by the DCTA Finance Committee will be forwarded to the DCTA Board for review and final action; and

WHEREAS, it is the policy of DCTA that the administration of its funds and the investment of those funds shall be handled as its highest public interest; and

WHEREAS, investments 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 and conforming to all applicable state statutes governing the investment of public funds; and

WHEREAS, in accordance with the Public Funds Investment Act, Chapter 2256, Texas Government Code, the Board of Directors by resolution adopted the DCTA Investment Policy; and

WHEREAS, Section 2256.005, Tex. Government Code requires the Board of Directors to review the DCTA Investment Policy not less than annually and to adopt a resolution stating the review has been completed and recording any changes made to either the DCTA Investment Policy or investment strategies.

WHEREAS, the Board of Directors of DCTA finds it to be in the public interest to approve and adopt the DCTA Investment Policy attached hereto as Exhibit “A”;

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

SECTION 1. The DCTA Investment Policy, attached hereto as Exhibit “A”, be and the same is hereby approved and shall govern the investment policies and investment strategies for DCTA, and shall define the authority of the investment officials of DCTA from and after the effective date of this Resolution.

SECTION 2. The Board of Directors of DCTA has completed its review of the DCTA Investment Policy and any changes to such policy are recorded in Exhibit “A”.

SECTION 3. The DCTA Chief Financial Officer, Marisa Perry, is hereby designated the Investment Officer, and DCTA President, Raymond Suarez, is designated as the Alternate Investment Officer.

SECTION 4. The Investment Officer and Alternate Investment Officer are hereby authorized to engage in investment transactions on behalf of DCTA.

SECTION 5. The Investment Officers authorized by this Resolution shall also be authorized to approve wire transfers used in the process of investing.

SECTION 6. The Investment Officers shall designate a liaison/deputy in writing in the event circumstances require timely action and the Investment Officers are unavailable.

SECTION 7. That 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 8. 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 24TH DAY OF OCTOBER, 2019.

APPROVED:

Dianne Costa, Chair

ATTEST:

Randall Chrisman, Secretary

APPROVED AS TO FORM:

Joseph J. Gorfida, Jr., General Counsel
(10-16-2019:TM 111575)

**Resolution R19-12
Exhibit "A"
Denton County Transportation Authority
Investment Policy**



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Scott McIntyre, CFA
Managing Director

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September 3, 2019

Ms. Marisa Perry, CPA
Chief Financial Officer/VP of Finance
Denton County Transportation Authority
1955 Lakeway Drive, Suite 260
Lewisville, TX 75057

Dear Marisa:

As requested, Hilltop Securities Asset Management has performed a review of the Denton County Transportation Authority ("DCTA") written investment policy to determine compliance with the Texas Public Funds Investment Act (the "Act"), Texas Government Code, Chapter 2256. Our review was limited in scope, with the primary purpose being to evaluate conformity with the Act. We did not seek to ensure that all funds and procedures are addressed in the policy, nor have we reviewed compliance with the policy or internal controls of DCTA. Based upon our review, we have reached the following conclusion:

We believe the Denton County Transportation Authority investment policy is in full compliance with the Texas Public Funds Investment Act.

2019 PFIA changes: 1) Eligible repo collateral now includes corporate debt and commercial paper, 2) commercial paper maximum maturity was extended from 270 to 365 days, 3) reporting requirements for investment pools were enhanced, and 4) investment pools may now invest in corporate debt.

We recommend none of this. All collateral should be high quality and liquid, not CP or corporate debt. Commercial paper at 365 days is ineligible 4(2) paper, and pools are unlikely to buy corporate debt.

Please contact me with any questions you might have regarding this review.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott McIntyre".

Scott McIntyre, CFA
Senior Portfolio Manager

Denton County Transportation Authority Financial Management Policies

(Proposed October 2019)

Operating Policies

Purpose

The Comprehensive Financial Management Policy assembles the Denton County Transportation Authority's (DCTA) financial policies in one document. They are the tools to ensure that DCTA is financially able to meet its immediate and long-term service objectives. The individual policies contained herein serve as guidelines for both the financial planning and internal financial management of DCTA consistent with provisions of Chapter 460 of the Texas Transportation Code and adopted DCTA Bylaws.

DCTA is accountable to its constituents for the use of public dollars. Resources must be wisely used to ensure adequate funding for the operations, services, facilities, and infrastructure necessary to meet present and future needs. These policies help safeguard the fiscal stability required to achieve DCTA's goals and objectives.

Review

DCTA Financial Management Policies are presented to the ~~Finance Committee~~ Board of Directors for review, discussion, and approval after the start of each fiscal year but prior to the start of the next year's budget process. ~~Any changes proposed by the Finance Committee will be forwarded to the Board for review and final action.~~

Objectives

In order to achieve its purpose, the Financial Management Policies have the following objectives for DCTA's fiscal performance:

- a. To guide DCTA Board of Directors (the Board) and management policy decisions that have significant impact on the agency.
- b. To set forth operating principles that minimize the cost of government and financial risk.
- c. To employ balanced and fair revenue policies that provide adequate funding for desired services and programs.
- d. To maintain appropriate financial capacity for present and future needs.
- e. To promote sound financial management by providing accurate and timely information on DCTA's financial condition.
- f. To protect DCTA's credit rating and provide for adequate resources to meet the provision of DCTA's obligations on all its debt.
- g. To ensure the appropriate use of financial resources through an effective system of written and audited internal controls.
- h. To promote cooperation and coordination with other governments, agencies and the private sector in the financing and delivery of services.
- i. To establish long-term objectives for the financial operations of DCTA.
- j. To ensure an optimum balance between demand for service and resources to provide.

Reserve Fund Policies

Adequate reserve levels are a necessary component of DCTA's overall financial management strategy and a key factor in external agencies' measurement of DCTA's financial strength. Funding priorities will be in the order listed and be reflected in the agency's ~~cash flow model~~long range financial plan:

- a. It will be the policy of DCTA to maintain a Fund Balance Reserve Fund that is equal to three months of the total budgeted operating expenses (less capital project expenses) for the fiscal year. This Fund Balance Reserve is maintained to address unanticipated emergencies and may be allocated with approval by the Board if there are not sufficient resources in unrestricted net position. An annual contribution will be budgeted from general operating resources, as available, to maintain the target reserve level.
- b. It will be the policy of DCTA to maintain a Sales Tax Stabilization Fund. This Fund will be used to stabilize revenue received from sales tax in times of economic downturn and will be equal to three percent (3%) of annual budgeted sales tax.
- c. It will be the policy of DCTA to maintain a Capital Replacement/Infrastructure Maintenance Fund (State of Good Repair) to provide funding for maintenance of capital assets and infrastructure at a sufficient level to protect DCTA's investment and maintain appropriate service levels. The use of any funds within the Capital Facilities/Infrastructure Maintenance Fund will be approved by the Board within the resources available each fiscal year.
- d. It will be the policy of DCTA to maintain a Fuel Stabilization Fund. On average, the Fuel Stabilization Fund will be equivalent to \$0.50 per gallon of budgeted fuel. This will be reviewed each year during the budget process. This fund will be used to mitigate significant fluctuations in fuel prices each year. The use of any funds within the Fuel Stabilization Fund shall be approved by the Board.

Contributions to the Sales Tax Stabilization, Capital Replacement/Infrastructure Maintenance, and Fuel Stabilization Funds will be made from available funds as identified in the annual budget or amended budget. The Chief Financial Officer (CFO) shall make a recommendation to the Board with regard to transfers to and from reserve funds. The Board shall authorize the transfers as deemed appropriate at the time. Guidelines for transfers and contributions are as follows:

- a. All transfers for ~~expenditures-expenses~~ from reserve accounts shall require prior Board approval unless previously and specifically authorized by the Board in the annual budget or amended budget.
- b. Capital Replacement Fund will at a minimum be an amount equivalent to twenty percent (20%) of bus/fleet replacement costs (reflective of anticipated grants) plus the cost of one transit bus with a twelve (12) year useful life. (Example - FY~~1620~~ Bus Fleet replacement: \$2.~~95~~ million X 20% = \$0.~~581~~ million; cost of transit bus = \$0.4 million. Minimum Capital Replacement Fund requirement: \$0.~~581~~ million + \$0.4 million = \$0.~~981~~ million).
- c. Infrastructure Maintenance – Available funds, within limitations of current ~~cash flow model~~long range financial plan, in accordance with assessed capital needs which shall be reviewed during the annual budget process.

If after procedures as outlined in the adopted ~~Budget~~ Contingency ~~P~~lan have been met, and a severe economic downturn or other emergency requires draw down of Fund Balance Reserve or Sales Tax Stabilization funds, it will be a priority to replenish fund balances. Fund balances will be replenished within three (3) years, from any year-end budget surpluses. These surpluses may be achieved through ~~expenditure expense~~ reductions or through higher than anticipated revenues. The long range financial plan ~~cash flow model~~ and annual budget will specifically outline the timeframe and plan for fund balance replenishment.

Revenue Policies

- a. To the extent possible, a diversified and stable revenue system will be maintained to shelter service delivery from short-run fluctuations in any one revenue source due to changes in economic conditions. Trends analyzing the dependence on distinct revenue sources shall be included in the budget documents for consideration by the Board.
- b. Revenue forecasts will assess the full spectrum of resources that can be allocated for service delivery. Each year the Board shall review potential sources of revenue as part of the annual budget process.
- c. Revenue forecasts shall be realistically estimated and based on the best information available. DCTA shall use a conservative, objective and analytical approach when preparing revenue estimates and follow a vigorous policy of collecting revenues. Shortfalls anticipated based on this forecast will be addressed as follows:
 - i. Short-term (anticipated less than one year) economic downturns and temporary gaps in cash flow: ~~Expenditure-Expense~~ reductions or restrictions may be imposed as outlined in the Budget Contingency Plan adopted as part of the annual budget by the Board. The Board may approve a contribution from the Sales Tax Stabilization Fund or Fund Balance Reserve Fund to address temporary downturns in revenues.
 - ii. Long-term (greater than one year) revenue downturns: Deficit financing and borrowing to support on-going operations is not the policy of DCTA. Revenue forecasts will be revised. Expenses will be reduced to conform to the revised long-term revenue forecast and fare increases will be considered.
- d. All potential grants shall be carefully examined for matching requirements. Some grants may not be accepted if the local matching funds cannot be justified. Grants may also be rejected if programs must be continued with local resources after grant funds are exhausted.
- e. DCTA shall develop and maintain fair and equitable fares for all public transportation services which it operates. A fare structure establishing a base fare, categories of prepaid fares and special fare programs shall be adopted by the Board and reviewed no less than every two years. The fare structure should be competitive and offer seamless integration for passengers within the regional transportation system.
- f. Services provided on a contract basis may be set at levels sufficient to cover the entire cost of service delivery, or the service may be subsidized, as the Board deems appropriate. DCTA will systematically review fees and consider adjustments as necessary to take into account the effects of additional service costs and inflation. Studies shall be conducted to ensure that the fees will continue to support direct and indirect costs of operations, administration, maintenance, debt service, depreciation of capital assets, and moderate system expansion. Based on a market analysis, fees for similar services in other communities may also be considered. The criteria used to evaluate recommended target rates (equity, cost recovery policy, market demand, etc.) shall be included in the review. Such review should be scheduled periodically and be incorporated into the budget process for possible action by the Board.
- g. DCTA will review contracts and leases which result in revenues to DCTA on a timely basis for careful consideration by the Board.

~~Expenditure-Expense~~ Policies

DCTA will only propose operating ~~expenditures-expenses~~ which can be supported from on-going revenues. Before undertaking any agreements that would create fixed on-going expenses, the cost implications of such agreements

will be fully determined for current and future years. Capital ~~expenditures~~ expenses may be funded from one-time revenues, but the operating budget ~~expenditure~~ expense impacts of capital ~~expenditures~~ expenses will be reviewed for compliance with this policy provision:

- a. ~~Department heads~~ Vice Presidents are responsible for managing budgets within the total appropriation. DCTA will conduct a regular review and analysis of major ~~expenditure~~ expense categories to help assure the most efficient use of resources.
- b. DCTA will maintain ~~expenditure~~ expense categories according to state statute and administrative regulation.
- c. Emphasis is placed on improving individual and work group productivity rather than adding to the work force. DCTA will consider investing in technology and other efficiency tools to maximize productivity. DCTA will hire additional staff only after the need for such positions has been demonstrated and documented.
- d. All compensation planning will focus on the total cost of compensation, which includes direct salary, health care benefits, pension contributions, training allowance, and other benefits of a non-salary nature, which are a cost to DCTA. A compensation study shall be conducted every three (3) years to ensure that DCTA maintains a competitive position in the market, with a goal to stay at the mid-point of the market range.

Accounting, Auditing and Financial Reporting

DCTA will maintain a system of financial monitoring, control, and reporting for all operations and funds in order to provide effective means of ensuring that overall DCTA goals and objectives are met:

- a. Accounting Records and Reporting: DCTA will maintain its accounting records in accordance with state and federal regulations. Financial statements will conform to generally accepted accounting principles (GAAP) of the Governmental Accounting Standards Board (GASB).
- b. Auditing: As required under Chapter 460.402 of the Texas Transportation Code, an outside independent CPA firm will annually perform the DCTA's financial audit. Results of the annual audit will be provided to the Board in a timely manner. The external audit firm is accountable to the Board of Directors and will have access and direct communication with the Board. The Single Audit Report will be prepared and presented to the Board by the external auditors along with the audited financial statements. The Single Audit Report shall list the status and current operations of all federal, state and local grant funds awarded and received.
- c. Simplified Fund Structure. To the extent possible, DCTA will minimize the number of Funds.

The Finance Department will develop, maintain, and consistently seek to improve cash management systems which ensure the accurate and timely accounting, investment, and security of all cash assets.

Budget and Operating Policies

- a. Decisions of the Agency will be within the context of the ~~cash flow model~~ long range financial plan and the long range service plan. Staff shall provide a review of the implications of budgetary proposals on the ~~long range financial plan~~ cash flow model.
- b. The budget is designed to communicate DCTA's financial goals and objectives to our stakeholders by describing the service to be provided, the cost of the service, the proposed allocation of funds and revenue

sources used to pay for the service. DCTA is committed to a balanced budget, where current year expenses do not exceed current year revenues and applicable/specific reserve balances.

- c. Chapter 460.403 of the Texas Transportation Code requires the Board to prepare an annual budget. The annual budget shall be developed consistent with state law and in a manner which encourages early involvement with the public and ~~Finance Committee of the Board of Directors and~~ the Board. A calendar of events related to budget development shall be presented to ~~Finance Committee~~ the Board each year prior to the start of the annual budget process.
- d. The Finance Department will maintain a system for monitoring the DCTA's budget performance. The system will provide the ~~DCTA Finance Committee and the~~ Board with monthly and ~~or~~ quarterly information in a timely manner on fund level resource collections and category level ~~expenditures~~ expenses.
- e. ~~Revised Budget Policy~~ Budget Revisions: The budget should be adjusted during the budget period should unforeseen events require changes to the original budget plan. The budget is a plan based on a set of assumptions that may not always match actual experiences during the execution phase. DCTA staff shall watch for significant deviations from expectations and make adjustments so that the plan is consistent with revised expectations as follows:
- i. Operating Fund ~~Expenditures~~ Expenses:
 1. DCTA is required to control operating costs and maintain the total ~~expenditures~~ expenses incurred at or below the total annual adopted Operating Expenses budget or budget as amended.
 2. The ~~President~~ Chief Executive Officer (CEO) may authorize budget transfers between expense categories and departments, in an aggregate amount – not to exceed 5% of the total annual Operating Expenses budget without Board approval.
 3. The Board may authorize a ~~B~~udget A amendment for approval of new contracts and unbudgeted ~~expenditures~~ expenses.
 - ii. Capital Project Fund ~~Expenditures~~ Expenses:
 1. ~~Expenditures~~ Expenses for capital projects must be approved with the fiscal year capital project budget; or
 2. By Board approval of any increase to a capital project budget and approval of the purchase during the fiscal year by Budget Amendment. ~~Capital project budget amendments will be incorporated in the revised budget process.~~
 - iii. All DCTA amendments and transfers will be reflected in the appropriate period for the budget year and ~~cash flow model~~ long range financial plan.
- f. Definitions:
- i. Budget Amendment – Shall mean a change-net change in the total adopted fiscal year budget (operating + capital) based on the following criteria:
 1. ~~Operating~~ an A net change increase to in the total bottom line operating fund expenditure ~~expense~~ budgeted expenses, to include:
 - ~~a. Capital~~ (a) addition of a new capital project; (b) increase in Capital Projects Fund annual appropriation; ~~(c) an increase to the total approved budget of a specific project.~~
 - 3.2. A resolution approved by the DCTA Board of Directors is required to authorize an amendment as specified in Section e ~~(i)~~.

ii. Budget Transfers – Shall mean transfer of funds between the following:

1. ~~d~~Departments or ~~expenditure~~expense line items that neither increase nor decrease the total adopted operating budget.
- 0.2. If budgeted expenses associated with a capital project are deemed operating, the capital project budget will be decreased and transferred to the appropriate operating budget.

- g. A Budget Contingency Plan will be adopted each year as part of the annual budget process. This allows DCTA to be positioned to respond quickly to economic or market fluctuations. The Plan shall identify triggers, key action plans and monitoring processes to allow DCTA to effectively recover and/or adjust to serious downturns.
- h. Accurate inventories of all physical assets, their condition, life spans, and cost will be maintained to ensure proper stewardship of public property. The CFO will establish policies and appropriate procedures to account for fixed assets, including establishing the threshold dollar amount for which fixed asset records are maintained and how often physical inventories are taken. A physical inventory will be conducted no less than every two (2) years.

Purchase and Disposal of Assets

DCTA will follow and maintain purchasing procedures that comply with applicable State and Federal Laws and Board resolutions and policies regarding procurement. The policy of the Board of Directors is to:

- a. Provide equal access to all vendors participating through competitive acquisition of goods and services.
- b. Conduct the procurement process and disposal of property in a manner that promotes and fosters public confidence in the integrity of DCTA's procurement procedures.
- c. Protect the interest of entities providing financial support without regard to any undue influence or political pressure.

Federal Funds: When procurement involves the ~~expenditure~~expense of federal funds, purchasing shall be conducted in accordance with all applicable federal laws or regulations.

Grant Funds: When procurement involves the ~~expenditure~~expense of grant funds, purchasing shall be conducted in accordance with all applicable grant laws or regulations.

Emergency procurement: The ~~DCTA President~~CEO or his/her designated agent may make or authorize others to make emergency procurements of materials, supplies, equipment or services when there exists a threat to public health, welfare, or safety. The ~~Executive Committee~~officers of the Board will be notified immediately of such action. State laws relating to emergency purchases shall be followed.

Cost Allocation

DCTA desires to comply with all laws and recommendations in calculating and receiving full cost recovery for services rendered and for allocating appropriate indirect costs.

Cost allocation is a method to identify and distribute indirect costs. Direct costs are costs assignable to a specific objective, whereas indirect costs are costs incurred for multiple cost objectives or not assignable to a specific cost objective without effort disproportionate to the benefit received. DCTA will prepare or have prepared an annual cost allocation plan to identify direct and indirect costs to use for recovering allowable costs under OMB Circular

A-87 and in the development of cost of services as applicable for use in contracts for service delivery with outside entities. The plan will be prepared consistent with guidelines established by:

The Federal Office of Management and Budget (OMB) Circular A-87

OMB Circular A-87 establishes cost principles for State, local, and Indian Tribal Governments for determining costs for Federal Awards. Item 5 of the Circular states that, “The principles are for determining allowable costs only.” In defining allowable costs, the Circular provides a definition of allocable costs on Attachment A, paragraph C.3.a, “A cost is allocable to a particular cost objective if the goods or services involved are chargeable or assignable to such cost objective in accordance with relative benefits received.” The Circular further outlines costs that are allowable for charging the Federal government and distinguishes those that are specifically excluded from recovery.

Governmental Accounting Standards Board (GASB)

GASB is the independent organization that establishes and improves standards of accounting and financial reporting for U.S. state and local governments. While GASB is not a governmental agency and does not have enforcement authority, compliance with GASB is tested by the external auditor in the annual audit of DCTA.

Debt Management Policy

The objectives of the DCTA’s Debt Management Policy will be:

- a. To minimize the use of debt to the effect that debt service payments will be a predictable and manageable part of the operating budget.
- b. Utilize debt as the last resort, to raise capital at the lowest cost, consistent with the need to borrow.

These will be accomplished by:

- a. Securing and maintaining a high credit rating.
- b. Maintaining a good reputation in the credit markets by implementing and maintaining a sound capital program and managing the annual budget responsibly.
- c. Selecting professional service providers (underwriters, financial advisors, bond insurers, etc.) through negotiation, RFQ process or as defined for professional services under DCTA’s procurement procedures.
- d. Issuing debt on a competitive basis (except when conditions make a negotiated sale preferable) and awarding to the bidder who produces the lowest true interest cost and underwriting cost. Revenue bonds can be issued through a negotiated sale when the issue is unusually large, the project is speculative or complex, the issue is a refunding, or the market is unstable:
 - i. Long-term debt issued will not exceed the life of the projects financed. Current operations will not be financed with long-term debt.
 - ii. Short-term borrowing will not be used for operating purposes.
- e. Complying with continuing disclosure reporting requirements and the obligation to inform the Municipal Securities Rulemaking Board through the EMMA website (Electronic Municipal Market Access) of any and all continuing disclosure documents and annual financial statements. The DCTA’s annual audited financial report will be sent to EMMA as soon as the external auditor issues the report and it has been presented to the Board of Directors.

- f. Ensuring no debt is issued for which DCTA is not confident that a sufficient, specifically identified revenue source is available for repayment. The CFO shall prepare an analytical review for this purpose prior to the issuance of any debt.
- g. Limiting bonded indebtedness to a level that:
 - i. permits sufficient borrowing to support a reasonable level of capital programming;
 - ii. maintains a debt amortization schedule within DCTA's ability to pay; and
 - iii. supports DCTA's credit rating objectives.
- h. Considering credit enhancements only after a cost/benefit analysis has been completed for each bond issue.
- i. Maintaining debt service reserve accounts as required by bond ordinances and where deemed advisable by the Board. DCTA shall structure such debt service reserves to avoid violation of IRS arbitrage regulations.
- j. Maintaining debt service coverage ratios as required for any bond issues but not less than an internal debt service coverage of 1.25X.

INVESTMENT POLICY (As adopted 10/25/2018 with redlined changes)

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 be in compliance 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: safety of principal, liquidity, diversification and 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 ~~cash flow model~~ long range financial plan. The portfolio will be structured so that investments ~~match~~ are 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 current 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 **President 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.

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. This 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 years to stated maturity with the exception of project funds which may be invested in longer maturities but not to exceed forecasted ~~expenditure~~ expense dates; 45

- 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 ~~expenditure~~-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).

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; 46
- 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. ~~E~~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 ~~r~~-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% 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) years.

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) 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 ~~the DCTA Treasurer or~~ 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 ~~or a designated Committee of 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
- 5.6. University of North Texas – Center for Public Management

Attachment II

Board Approved Broker/Dealers List



Approved Broker/Dealers
March 2019

Bank of America Merrill Lynch
BOK Financial
Cantor Fitzgerald & Co
Citigroup Global Markets
D.A. Davidson
Daiwa Capital Markets
FTN 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 Jaffray & Co.
Raymond James
RBC Capital Markets
*Rice Financial ***
SunTrust Robinson Humphrey
Stifel, Nicolaus & Co.
TD Securities
UBS Securities
Vining Sparks
Wells Fargo Securities
*Williams Capital Group ***

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

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

Board of Directors Memo

October 24, 2019

SUBJECT: Consider Monthly Financial Statements for September 2019

Background

The financial statements are presented monthly to the Board of Directors for acceptance. The reports presented for the period ending September 30, 2019 include the Statement of Change in Net Position, Statement of Net Position, and Capital Projects Fund. These reports provide a comparison of budget vs. actual for the fiscal year as of the current month. ***Amounts are preliminary and unaudited and may change as additional information is received that impacts fiscal year 2019.***

The following are major variances between year-to-date budget and year-to-date actuals, which are annotated on the Statement of Change in Net Position.

- Note A:** Passenger Revenues – YTD favorable by \$471k mainly due to higher than budgeted bus ridership and a higher than anticipated average fare per rider. YTD FY19 bus ridership for Connect, Access, Frisco, Collin County Transit, and North Texas Xpress of 617k is 34% greater than the budgeted ridership of 459k (\$177k increased revenue). The FY19 budget estimated an average fare per rail rider of \$1.16; however, YTD rail revenue per rider was \$1.88 (\$294k increased revenue). This favorable variance is supported by higher than budgeted rail ridership; YTD FY19 rail ridership of 394k is 2% more than budgeted ridership of 386k.

		YTD FY19 Actual Ridership	YTD FY19 Budgeted Ridership	% Variance, Actual to Budget	YTD FY18 Actual Ridership	% Variance, Actual to Prior Year
Total Rail Ridership	(A)	393,700	385,985	2%	419,335	-6%
Connect, Access, Frisco, CCT, NTX	(A)	616,828	459,497	34%	518,610	19%
UNT, NCTC, Taxi Ridership	(B)	1,873,630	1,938,525	-3%	1,923,600	-3%
Total Bus Ridership		2,490,458	2,398,022	4%	2,442,210	2%
Total Ridership		2,884,158	2,784,007	4%	2,861,545	1%

(A) Passenger revenues are linked with these ridership statistics. Although Frisco & CCT service are contracted services, the passengers are responsible for a passenger fare as well.

(B) These ridership numbers are not linked to passenger revenues and are shown for information purposes only to include all system ridership.

- Note B:** Contract Service Revenue – YTD unfavorable by (\$8k). YTD FY19 fuel usage for contract services of 129k gallons is 14% lower than budgeted usage of 149k gallons (\$61k decreased revenue). Average YTD pass-through fuel cost is \$2.17/gallon compared to budgeted \$3.00/gallon (\$108k decreased revenue). A portion of the unfavorable variance is offset by higher than budgeted revenue hours (\$105k increased revenue). YTD contract service revenue related to taxi service and special movements is trending \$55k above budget.
- Note C:** Sales Tax Revenue – September sales tax revenue is not yet received and is accrued for the month based on budget. Sales tax generated in September will be received in November. The Sales Tax Report included in this agenda packet provides a more detailed Budget to Actual comparison of FY19 sales tax receipts collected through October, representing sales tax generated through August.

- Note D:** Federal/State Grants - Capital – YTD favorable by \$141k mainly due to reimbursements for the Hike and Bike Trail project that are greater than budgeted as construction progress was better than anticipated. Reimbursements for the Positive Train Control project are \$140k less than budgeted due to pending project delay change orders, partially offsetting the positive variance.

	YTD FY19 Actual Revenue	YTD FY19 Budgeted Revenue	Variance, Actual to Budget
EPA - Brownfield	\$ 178,200	\$ 178,200	\$ -
Fleet Replacement	1,143,559	1,143,559	-
Positive Trail Control (PTC)	1,045,553	1,185,935	(140,382)
Rail Safety Improvements	37,120	-	37,120
Safety and Security	36,036	-	36,036
Hike & Bike Trail – Eagle Point	1,512,038	1,303,696	208,342
	<u>\$ 3,952,506</u>	<u>\$ 3,811,390</u>	<u>\$ 141,116</u>

- Note E:** Federal/State Grants - Operating – YTD favorable by \$2.1 million mainly due to reimbursements received for Operating Assistance and ADA Assistance. This variance represents a timing difference, as these reimbursements were included as budgeted revenue in the FY2020 budget based on anticipated grant schedules when the budget was prepared.

	YTD FY19 Actual Revenue	YTD FY19 Budgeted Revenue	Variance, Actual to Budget
Bus PM	\$ 1,231,577	\$ 1,394,483	\$ (162,906)
Rail PM	1,191,299	1,040,237	151,062
Operating Assistance	3,000,000	1,000,000	2,000,000
ADA Assistance	789,569	561,234	228,335
Vanpool	139,668	121,988	17,680
NCTCOG NTX 35W JARC	68,539	121,063	(52,524)
Transit Enhancements	62,651	112,248	(49,597)
	<u>\$ 6,483,302</u>	<u>\$ 4,351,253</u>	<u>\$ 2,132,049</u>

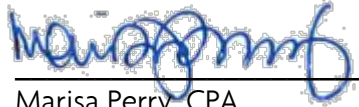
Identified Need

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

Recommendation

Staff recommends acceptance.

Submitted by: 
Amber Karkauskas
Controller

Final Review: 
Marisa Perry, CPA
Chief Financial Officer/VP of Finance



DENTON COUNTY TRANSPORTATION AUTHORITY

CHANGE IN NET POSITION
MONTH AND YEAR TO DATE SEPTEMBER 30, 2019
(UNAUDITED)

Description	Month Ended September 30, 2019			Year to Date September 30, 2019			Annual Budget	
	Actual	Budget	Variance	Actual	Budget	Variance		
Revenue and Other Income								
Passenger Revenues	\$ 113,421	\$ 67,921	\$ 45,500	\$ 1,351,215	\$ 880,448	\$ 470,767	\$ 880,448	Note A
Contract Service Revenue	466,642	447,491	19,151	4,124,107	4,132,383	(8,276)	4,132,383	Note B
Sales Tax Revenue	2,510,869	2,591,941	(81,072)	28,789,465	28,450,180	339,285	28,450,180	Note C
Federal/State Grants - Capital	146,372	240,000	(93,628)	3,952,506	3,811,390	141,116	3,811,390	Note D
Federal/State Grants - Operating	246,920	2,487,800	(2,240,880)	6,483,302	4,351,253	2,132,049	4,351,253	Note E
Total Revenue and Other Income	3,484,224	5,835,153	(2,350,929)	44,700,594	41,625,654	3,074,940	41,625,654	
Operating Expenses								
Salary, Wages and Benefits	302,680	402,736	100,056	9,701,530	10,287,136	585,606	10,287,136	
Services	319,314	368,824	49,510	3,058,348	4,634,656	1,576,307	4,634,656	
Materials and Supplies	224,759	280,822	56,063	2,362,885	3,165,045	802,160	3,165,045	
Utilities	60,802	39,551	(21,251)	431,549	503,723	72,174	503,723	
Insurance	128,523	140,549	12,026	1,646,334	1,767,923	121,589	1,767,923	
Purchased Transportation Services	866,738	851,125	(15,613)	9,745,727	10,342,159	596,432	10,342,159	
Miscellaneous	24,690	18,083	(6,607)	264,773	535,869	271,096	535,869	
Leases and Rentals	16,867	19,149	2,282	221,903	234,974	13,071	234,974	
Depreciation	807,172	890,285	83,113	9,797,044	10,790,950	993,906	10,790,950	
Total Operating Expenses	2,751,545	3,011,124	259,579	37,230,092	42,262,435	5,032,343	42,262,435	
Income Before Non-Operating Revenue and Expense	732,679	2,824,029	(2,091,350)	7,470,502	(636,781)	8,107,283	(636,781)	
Non-Operating Revenues / (Expense)								
Investment Income	31,009	16,663	14,346	597,738	200,000	397,738	200,000	
Gain (Loss) on Disposal of Assets	745	-	745	18,301	-	18,301	-	
Fare Evasion Fee	-	83	(83)	450	1,000	(550)	1,000	
Other Income - Miscellaneous	68,379	85,761	(17,382)	135,498	85,761	49,737	85,761	
Long Term Debt Interest/Expense	(81,249)	(81,245)	(4)	(972,668)	(974,984)	2,316	(974,984)	
Total Non-Operating Revenue / (Expense)	18,885	21,262	(2,378)	(220,681)	(688,223)	467,542	(688,223)	
Income (Loss) Before Transfers	751,563	2,845,291	(2,093,728)	7,249,822	(1,325,004)	8,574,825	(1,325,004)	
Transfers Out	(737,062)	(763,571)	26,509	(2,756,118)	(2,817,851)	61,733	(2,817,851)	
Total Transfers	(737,062)	(763,571)	26,509	(2,756,118)	(2,817,851)	61,733	(2,817,851)	
Change in Net Position	\$ 14,502	\$ 2,081,720	\$ (2,067,219)	\$ 4,493,704	\$ (4,142,855)	\$ 8,636,559	\$ (4,142,855)	



DENTON COUNTY TRANSPORTATION AUTHORITY

STATEMENT OF NET POSITION

AS OF SEPTEMBER 30, 2019

(UNAUDITED)

	September 30, 2019	August 31, 2019	Change
Assets			
Current Assets			
Operating Cash & Cash Equivalents	\$ 15,076,385	\$ 12,866,607	\$ 2,209,778
Reserves: Cash & Cash Equivalents	8,850,109	10,353,902	(1,503,793)
Reserves: Investments	5,010,601	3,522,337	1,488,264
Accounts & Notes Receivable	7,095,901	8,774,829	(1,678,929)
Prepaid Expenses	141,904	251,657	(109,753)
Inventory	48,274	47,521	754
Restricted Asset-Cash and Equivalents	991,248	3,267,228	(2,275,980)
Total Current Assets	37,214,421	39,084,080	(1,869,659)
Non-Current Assets			
Land	17,394,147	17,394,147	-
Land Improvements	9,017,865	9,017,865	-
Machinery & Equipment	4,053,397	4,038,397	15,000
Vehicles	93,128,369	93,128,369	-
Computers & Software	1,387,627	1,387,627	-
Intangible Assets	16,997,155	16,997,155	-
Construction in Progress	22,175,314	21,689,720	485,594
Other Capital Assets, Net	234,616,978	234,616,978	-
Accumulated Depreciation	(77,687,888)	(76,880,716)	(807,172)
Total Non-Current Assets	321,082,964	321,389,542	(306,578)
Total Assets	358,297,384	360,473,621	(2,176,237)
Deferred Outflow of Resources			
Deferred Outflows Related to Pensions	264,899	264,899	-
Total Deferred Outflow of Resources	264,899	264,899	-
Liabilities			
Current Liabilities			
Accounts Payable and Accrued Expenses	1,033,828	1,021,137	12,691
Deferred Revenues	95,220	102,406	(7,187)
Interest Payable	-	406,243	(406,243)
Retainage Payable	605,405	605,405	-
Total Current Liabilities	1,734,453	2,135,191	(400,739)
Non-Current Liabilities			
Rail Easement Payable	1,000,000	1,000,000	-
Bonds Payable	25,230,000	27,020,000	(1,790,000)
Net Pension Liability	1,240	1,240	-
Total Non-Current Liabilities	26,231,240	28,021,240	(1,790,000)
Total Liabilities	27,965,693	30,156,431	(2,190,739)
Deferred Inflow of Resources			
Deferred Inflows Related to Pensions	70,780	70,780	-
Total Deferred Inflow of Resources	70,780	70,780	-
Net Position			
Net Investment in Capital Assets	295,951,497	295,951,497	-
Unrestricted	30,080,610	30,080,610	-
Change in Net Position	4,493,704	4,479,202	14,502
Total Net Position	\$ 330,525,811	\$ 330,511,309	\$ 14,502



NORTH TEXAS MOBILITY CORPORATION

CHANGE IN NET POSITION
MONTH AND YEAR TO DATE SEPTEMBER 30, 2019
(UNAUDITED)

Description	Month Ended September 30, 2019			Year to Date September 30, 2019			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expenses							
Salary, Wages and Benefits	\$ 719,404	\$ 727,665	\$ 8,261	\$ 2,685,968	\$ 2,674,142	\$ (11,826)	\$ 2,674,142
Services	7,271	7,287	16	24,266	29,154	4,888	29,154
Insurance	10,526	10,093	(433)	42,105	40,408	(1,697)	40,408
Miscellaneous	(139)	18,526	18,665	3,780	74,147	70,367	74,147
Total Operating Expenses	<u>737,062</u>	<u>763,571</u>	<u>26,509</u>	<u>2,756,118</u>	<u>2,817,851</u>	<u>61,733</u>	<u>2,817,851</u>
Income (Loss) Before Transfers	(737,062)	(763,571)	26,509	(2,756,118)	(2,817,851)	61,733	(2,817,851)
Transfers In	737,062	763,571	(26,509)	2,756,118	2,817,851	(61,733)	2,817,851
Total Transfers	<u>737,062</u>	<u>763,571</u>	<u>(26,509)</u>	<u>2,756,118</u>	<u>2,817,851</u>	<u>(61,733)</u>	<u>2,817,851</u>
Change in Net Position	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



NORTH TEXAS MOBILITY CORPORATION

STATEMENT OF NET POSITION

AS OF SEPTEMBER 30, 2019

(UNAUDITED)

	September 30, 2019	August 31, 2019	Change
Assets			
Operating Cash & Cash Equivalents	\$ 360,092	\$ 282,728	\$ 77,364
Prepaid Expenses	-	10,526	(10,526)
Total Assets	360,092	293,254	66,838
Liabilities			
Accounts Payable and Accrued Expenses	360,092	293,254	66,838
Total Liabilities	360,092	293,254	66,838
Net Position			
Change in Net Position	-	-	-
Total Net Position	\$ -	\$ -	\$ -

DENTON COUNTY TRANSPORTATION AUTHORITY

CAPITAL PROJECT FUND

AS OF SEPTEMBER 30, 2019

Capital Project Number/Name	Project Budget	September 2019 Actuals Booked	Actuals Life To Date	\$ Under/ (Over) Budget	% of Budget (As of September 2019 Close)	Project % Complete (Operations)
Construction Work in Progress						
G&A Capital Projects						
Total 10302 · Infrastructure Acquisition	\$ 400,000	\$ -	\$ 197,404	\$ 202,596	49%	
Total 10403 · Server/Network Infrastructure	350,000	-	295,611	54,389	84%	
Total 10606 · Shared Use Mobility Study	123,428	-	24,250	99,178	20%	
Total G&A Capital Projects	873,428	-	517,265	356,163	59%	
Bus Capital Projects						
Total 50305 · IOMF Fuel Tanks	1,037,000	-	1,013,921	23,079	98%	95%
Total 50411 · Integrated Fare Payment	600,000	-	-	600,000	0%	
Total 50513 · Fleet (2019)	1,481,000	-	-	1,481,000	0%	
Total 50601 · Scheduling Software (Bus)	250,000	-	28,125	221,875	11%	
Total Bus Capital Projects	3,368,000	-	1,042,046	2,325,954	31%	
Rail Capital Projects						
Total 61406.1 · Positive Train Control Implementation	16,720,141	-	15,262,305	1,457,836	91%	95%
Total 61605 · Brownfield Remediation	385,000	(58)	311,248	73,752	81%	85%
Total 61715 · Trail Safety Improvements	181,157	-	56,500	124,657	31%	40%
Total 61716 · Lewisville Bike Trail - Eagle Point Section	2,995,873	267,942	2,046,339	949,534	68%	65%
Total 61718 · Rail Safety Improvements	400,000	77,205	255,380	144,620	64%	64%
Total 61719 · Rail Capital Maintenance (2019)	1,929,468	140,505	1,532,254	397,214	79%	100%
Total Rail Capital Projects	22,611,639	485,594	19,464,026	3,147,613	86%	
Total Construction Work in Progress	\$ 26,853,067	\$ 485,594	\$ 21,023,337	\$ 5,829,730	78%	



Investment Portfolio Summary

Denton County Transportation Authority



For the Quarter Ended
September 30, 2019

Prepared by
HilltopSecurities Asset Management

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Report Name

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MARKET RECAP - SEPTEMBER 2019:

Conditions on the trade front improved in early September as friendlier rhetoric and an announcement that talks would resume in October once again stoked optimism that a deal might be reached. Outside of manufacturing, the economic data released in early September was generally better than expected. The ISM manufacturing index for August slipped to 49.1, below the breakeven 50 level and signaling contraction in the manufacturing sector. The ISM non-manufacturing index, however, improved during August, climbing from 53.7 to 56.4, an indication that the economy's service sector is better insulated from the effects of the trade war and remains healthy. The August employment report headline was weak, but underlying details were better. Nonfarm payrolls grew by just +130k, with 25k of those jobs being temporary government 2020 census workers. When combined with prior period downward revisions, the three-month average sunk to +156k. Offsetting that weakness was a slight decline in the unemployment rate, which dropped from 3.71% to 3.69%, and news that the labor force participation rate rose from 63.0% to 63.2%, matching a six-year high. The tight labor market appears to be nudging wages higher as average hourly earnings rose +0.4%, *the fourth straight month of solid wage gains*.

Inflation readings firmed during the month with both the producer and consumer price indexes topping forecasts. The core Consumer Price Index (CPI), which excludes food and energy prices, climbed +0.3% for the third straight month in August, pushing the year-over-year core rate up from +2.2% to +2.4%, *the highest in 11 years*. August retail sales rose by +0.4%, doubling the forecasted percentage gain. Although seven of the 13 major categories declined, strong auto sales, building materials and online spending more than made up the difference. Lower mortgage rates are supporting improvement in housing with existing home sales advancing +1.3% and new home sales surging +7.1% in August. Housing starts, building permits and builder sentiment all showed improvement.

With such a string of positive data it's reasonable to question the prevailing notion that conditions are deteriorating. The answer is that job growth is slowing and manufacturing is clearly contracting. Although manufacturing makes up a relatively small portion of the economy, it is a reliable leading indicator, closely correlated with GDP growth and an important driver of both domestic and international economic activity. It was also a prime reason why the Federal Reserve opted to lower the target overnight fed funds rate another 25 basis points to a range of 1.75%-2.00% in mid-September and appears likely to cut at least once more before the year is over.

Bond markets were quite volatile through the month. The two-year Treasury note traded in a wide range, hitting a low of 1.43% on September 4th in the wake of the weak ISM, climbing to 1.80% by September 13th on better data and trade optimism, and then skidding to close the month at 1.62% following negative trade headlines, geopolitical concerns surrounding Iran and Brexit, the strike at General Motors, and the impeachment inquiry announcement.

For the Quarter Ended
September 30, 2019

This report is prepared for the **Denton County Transportation Authority** (the "Entity") in accordance with Chapter 2256 of the Texas Public Funds Investment Act ("PFIA"). Section 2256.023(a) of the PFIA states that: "Not less than quarterly, the investment officer shall prepare and submit to the governing body of the entity a written report of the investment transactions for all funds covered by this chapter for the preceding reporting period." This report is signed by the Entity's investment officers and includes the disclosures required in the PFIA. To the extent possible, market prices have been obtained from independent pricing sources.

The investment portfolio complied with the PFIA and the Entity's approved Investment Policy and Strategy throughout the period. All investment transactions made in the portfolio during this period were made on behalf of the Entity and were made in full compliance with the PFIA and the approved Investment Policy.

Officer Names and Titles:

Name: Marisa Perry, CPA Title: Chief Financial Officer/VP of Finance



Name: Raymond Suarez Title: Chief Executive Officer



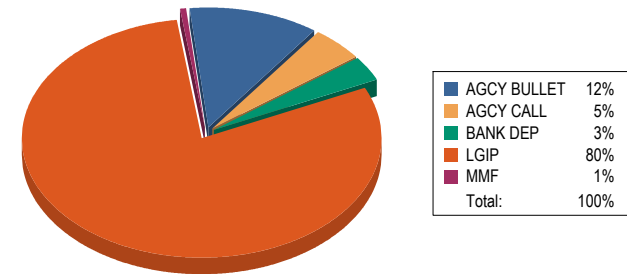
Account Summary

Allocation by Security Type

Beginning Values as of 06/30/19

Ending Values as of 09/30/19

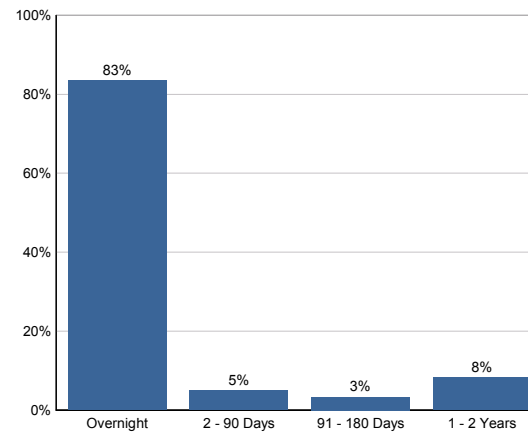
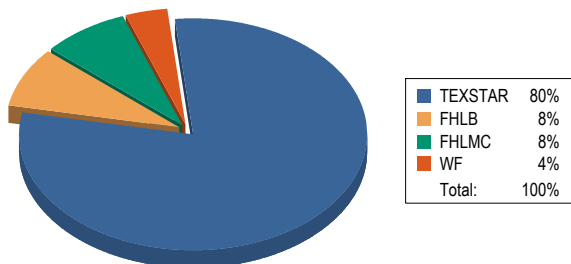
Par Value	26,730,789.99	30,334,924.42
Market Value	26,727,631.79	30,345,525.37
Book Value	26,723,634.01	30,342,373.79
Unrealized Gain/(Loss)	3,997.78	3,151.58
Market Value %	100.01%	100.01%
Weighted Avg. YTW	2.277%	2.061%
Weighted Avg. YTM	2.277%	2.061%



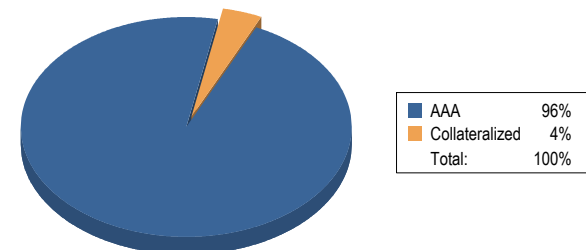
Allocation by Issuer

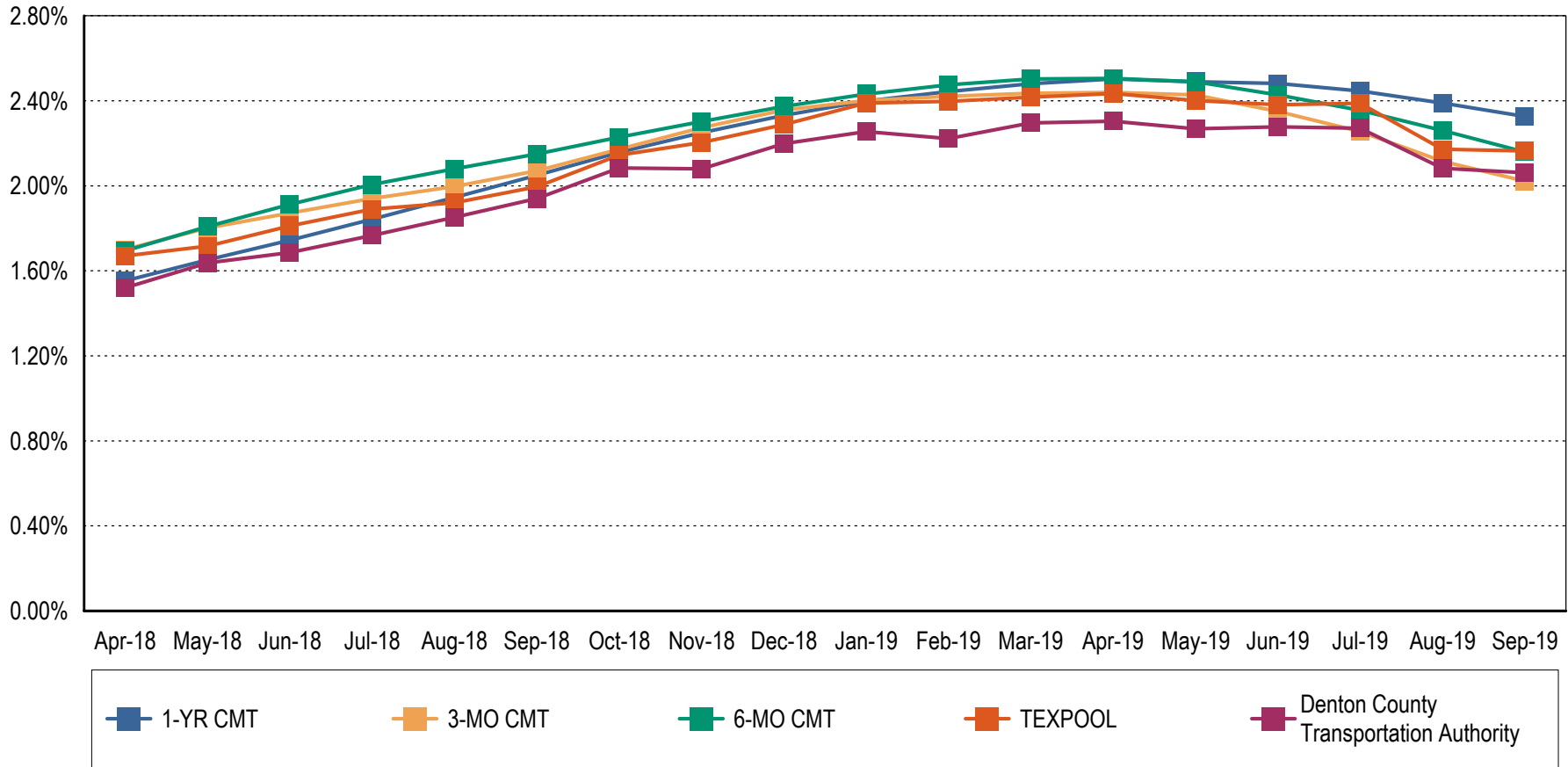
Maturity Distribution %

Credit Quality



Weighted Average Days to Maturity: 51





Note 1: CMT stands for Constant Maturity Treasury. This data is published in Federal Reserve Statistical Release H.15 and represents an average of all actively traded Treasury securities having that time remaining until maturity. This is a standard industry benchmark for Treasury securities. The CMT benchmarks are moving averages. The 3-month CMT is the daily average for the previous 3 months, the 6-month CMT is the daily average for the previous 6 months, and the 1-year and 2-year CMT's are the daily averages for the previous 12-months.

Note 2: Benchmark data for TexPool is the monthly average yield.



CUSIP	Settle Date	Sec. Type	Sec. Description	CPN	Mty Date	Next Call	Call Type	Par Value	Purch Price	Orig Cost	Book Value	Mkt Price	Market Value	Days to Mty	Days to Call	YTM	YTW
2011 Bond Fund																	
WF-MANA		BANK DEP	Wells Fargo Managed Rate					969,127.88	100.000	969,127.88	969,127.88	100.000	969,127.88	1		0.200	0.200
Total for 2011 Bond Fund								969,127.88	100.000	969,127.88	969,127.88	100.000	969,127.88	1		0.200	0.200
Additional Reserve Fund																	
TEXSTAR		LGIP	TexSTAR					311,780.78	100.000	311,780.78	311,780.78	100.000	311,780.78	1		2.107	2.107
Total for Additional Reserve Fund								311,780.78	100.000	311,780.78	311,780.78	100.000	311,780.78	1		2.107	2.107
Bond Fund																	
TEXSTAR		LGIP	TexSTAR					22,120.13	100.000	22,120.13	22,120.13	100.000	22,120.13	1		2.107	2.107
Total for Bond Fund								22,120.13	100.000	22,120.13	22,120.13	100.000	22,120.13	1		2.107	2.107
Operating Fund																	
WF-SWEEP		MMF	Wells Fargo Sweep					174,485.31	100.000	174,485.31	174,485.31	100.000	174,485.31	1		0.000	0.000
Total for Operating Fund								174,485.31	100.000	174,485.31	174,485.31	100.000	174,485.31	1		0.000	0.000
Reserve Fund																	
TEXSTAR		LGIP	TexSTAR					8,538,327.72	100.000	8,538,327.72	8,538,327.72	100.000	8,538,327.72	1		2.107	2.107
3137EADM8	09/28/18	AGCY BULET	FHLMC	1.250	10/02/19			500,000.00	98.614	493,070.00	499,980.84	99.997	499,984.75	2		2.648	2.648
3137EADM8	05/02/19	AGCY BULET	FHLMC	1.250	10/02/19			1,000,000.00	99.498	994,980.00	999,966.53	99.997	999,969.50	2		2.465	2.465
3130AFVS3	03/20/19	AGCY BULET	FHLB	2.500	02/13/20			1,000,000.00	99.962	999,620.00	999,849.21	100.244	1,002,441.90	136		2.542	2.542
3130AEWA4	09/12/19	AGCY BULET	FHLB	2.625	10/01/20			1,000,000.00	100.836	1,008,360.00	1,007,950.02	100.772	1,007,724.10	367		1.819	1.819
3134GTA45	07/15/19	AGCY CALL	FHLMC	2.200	07/15/21	1/15/2020	QRTLY	1,000,000.00	99.975	999,750.00	999,775.95	100.043	1,000,425.50	654	107	2.213	2.213
3130AH2R3	09/12/19	AGCY CALL	FHLB	2.000	09/13/21	3/13/2020	QRTLY	500,000.00	99.985	499,925.00	499,926.82	100.011	500,055.20	714	165	2.008	2.008
Total for Reserve Fund								13,538,327.72	99.969	13,534,032.72	13,545,777.09	100.079	13,548,928.67	113		2.168	2.168



R2(c), Exhibit
Denton County Transportation Authority
Detail of Security Holdings
 As of 09/30/2019

CUSIP	Settle Date	Sec. Type	Sec. Description	CPN	Mty Date	Next Call	Call Type	Par Value	Purch Price	Orig Cost	Book Value	Mkt Price	Market Value	Days to Mty	Days to Call	YTM	YTW
Sales Tax Fund																	
TEXSTAR		LGIP	TexSTAR					15,319,082.60	100.000	15,319,082.60	15,319,082.60	100.000	15,319,082.60	1		2.107	2.107
Total for Sales Tax Fund								15,319,082.60	100.000	15,319,082.60	15,319,082.60	100.000	15,319,082.60	1		2.107	2.107
Total for Denton County Transportation Authority								30,334,924.42	99.986	30,330,629.42	30,342,373.79	100.035	30,345,525.37	51		2.061	2.061



CUSIP	Security Type	Security Description	06/30/19 Book Value	Cost of Purchases	Maturities / Calls / Sales	Amortization / Accretion	Realized Gain/(Loss)	09/30/19 Book Value	06/30/19 Market Value	09/30/19 Market Value	Change in Mkt Value
2011 Bond Fund											
WF-MANA	BANK DEP	Wells Fargo Managed Rate	968,639.46	488.42	0.00	0.00	0.00	969,127.88	968,639.46	969,127.88	488.42
Total for 2011 Bond Fund			968,639.46	488.42	0.00	0.00	0.00	969,127.88	968,639.46	969,127.88	488.42
Additional Reserve Fund											
TEXSTAR	LGIP	TexSTAR	223,534.01	88,246.77	0.00	0.00	0.00	311,780.78	223,534.01	311,780.78	88,246.77
Total for Additional Reserve Fund			223,534.01	88,246.77	0.00	0.00	0.00	311,780.78	223,534.01	311,780.78	88,246.77
Bond Fund											
TEXSTAR	LGIP	TexSTAR	2,289,473.01	8,786.01	(2,276,138.89)	0.00	0.00	22,120.13	2,289,473.01	22,120.13	(2,267,352.88)
Total for Bond Fund			2,289,473.01	8,786.01	(2,276,138.89)	0.00	0.00	22,120.13	2,289,473.01	22,120.13	(2,267,352.88)
Operating Fund											
WF-MANA	BANK DEP	Wells Fargo Managed Rate	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WF-SWEEP	MMF	Wells Fargo Sweep	475,696.23	66,789.08	(368,000.00)	0.00	0.00	174,485.31	475,696.23	174,485.31	(301,210.92)
Total for Operating Fund			475,696.23	66,789.08	(368,000.00)	0.00	0.00	174,485.31	475,696.23	174,485.31	(301,210.92)
Reserve Fund											
TEXSTAR	LGIP	TexSTAR	9,506,715.36	1,517,707.26	(2,486,094.90)	0.00	0.00	8,538,327.72	9,506,715.36	8,538,327.72	(968,387.64)
WF-PREM	BANK DEP	Wells Fargo Premium Rate	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3135G0N33	AGCY BULET	FNMA 0.875 08/02/19	998,663.47	0.00	(1,000,000.00)	1,336.53	0.00	0.00	998,789.80	0.00	(998,789.80)
3130A8Y72	AGCY BULET	FHLB 0.875 08/05/19	499,226.88	0.00	(500,000.00)	773.12	0.00	0.00	499,352.05	0.00	(499,352.05)
3137EADM8	AGCY BULET	FHLMC 1.250 10/02/19	1,495,210.50	0.00	0.00	4,736.87	0.00	1,499,947.37	1,496,368.95	1,499,954.25	3,585.30
3130AFVS3	AGCY BULET	FHLB 2.500 02/13/20	999,743.17	0.00	0.00	106.04	0.00	999,849.21	1,002,331.00	1,002,441.90	110.90
3130AEWA4	AGCY BULET	FHLB 2.625 10/01/20	0.00	1,008,360.00	0.00	(409.98)	0.00	1,007,950.02	0.00	1,007,724.10	1,007,724.10
3134GTA45	AGCY CALL	FHLMC 2.200 07/15/21	0.00	999,750.00	0.00	25.95	0.00	999,775.95	0.00	1,000,425.50	1,000,425.50
3130AH2R3	AGCY CALL	FHLB 2.000 09/13/21	0.00	499,925.00	0.00	1.82	0.00	499,926.82	0.00	500,055.20	500,055.20
Total for Reserve Fund			13,499,559.38	4,025,742.26	(3,986,094.90)	6,570.35	0.00	13,545,777.09	13,503,557.16	13,548,928.67	45,371.51



Denton County Transportation Authority
Change in Value
From 06/30/2019 to 09/30/2019

CUSIP	Security Type	Security Description	06/30/19 Book Value	Cost of Purchases	Maturities / Calls / Sales	Amortization / Accretion	Realized Gain/(Loss)	09/30/19 Book Value	06/30/19 Market Value	09/30/19 Market Value	Change in Mkt Value
Sales Tax Fund											
TEXSTAR	LGIP	TexSTAR	9,266,731.92	6,395,740.55	(343,389.87)	0.00	0.00	15,319,082.60	9,266,731.92	15,319,082.60	6,052,350.68
Total for Sales Tax Fund			9,266,731.92	6,395,740.55	(343,389.87)	0.00	0.00	15,319,082.60	9,266,731.92	15,319,082.60	6,052,350.68
Total for Denton County Transportation Authority			26,723,634.01	10,585,793.09	(6,973,623.66)	6,570.35	0.00	30,342,373.79	26,727,631.79	30,345,525.37	3,617,893.58



R2(c), Exhibit
Denton County Transportation Authority
Earned Income
 From 06/30/2019 to 09/30/2019

CUSIP	Security Type	Security Description	Beg. Accrued	Interest Earned	Interest Rec'd / Sold / Matured	Interest Purchased	Ending Accrued	Disc Accr / Prem Amort	Net Income
2011 Bond Fund									
WF-MANA	BANK DEP	Wells Fargo Managed Rate	0.00	488.42	488.42	0.00	0.00	0.00	488.42
Total for 2011 Bond Fund			0.00	488.42	488.42	0.00	0.00	0.00	488.42
Additional Reserve Fund									
TEXSTAR	LGIP	TexSTAR	0.00	1,527.09	1,527.09	0.00	0.00	0.00	1,527.09
Total for Additional Reserve Fund			0.00	1,527.09	1,527.09	0.00	0.00	0.00	1,527.09
Bond Fund									
TEXSTAR	LGIP	TexSTAR	0.00	10,139.12	10,139.12	0.00	0.00	0.00	10,139.12
Total for Bond Fund			0.00	10,139.12	10,139.12	0.00	0.00	0.00	10,139.12
Operating Fund									
Total for Operating Fund			0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reserve Fund									
TEXSTAR	LGIP	TexSTAR	0.00	51,414.72	51,414.72	0.00	0.00	0.00	51,414.72
3135GON33	AGCY BULET	FNMA 0.875 08/02/19	3,621.53	753.47	4,375.00	0.00	0.00	1,336.53	2,090.00
3130A8Y72	AGCY BULET	FHLB 0.875 08/05/19	1,774.31	413.19	2,187.50	0.00	0.00	773.12	1,186.31
3137EADM8	AGCY BULET	FHLMC 1.250 10/02/19	4,635.42	4,687.50	0.00	0.00	9,322.92	4,736.87	9,424.37
3130AFVS3	AGCY BULET	FHLB 2.500 02/13/20	9,583.33	6,250.00	12,500.00	0.00	3,333.33	106.04	6,356.04
3130AEWA4	AGCY BULET	FHLB 2.625 10/01/20	0.00	1,385.42	0.00	(11,739.58)	13,125.00	(409.98)	975.44
3134GTA45	AGCY CALL	FHLMC 2.200 07/15/21	0.00	4,644.44	0.00	0.00	4,644.44	25.95	4,670.39
3130AH2R3	AGCY CALL	FHLB 2.000 09/13/21	0.00	527.78	55.56	(27.78)	500.00	1.82	529.60
Total for Reserve Fund			19,614.59	70,076.52	70,532.78	(11,767.36)	30,925.69	6,570.35	76,646.87



R2(c), Exhibit
Denton County Transportation Authority
Earned Income
From 06/30/2019 to 09/30/2019

CUSIP	Security Type	Security Description	Beg. Accrued	Interest Earned	Interest Rec'd / Sold / Matured	Interest Purchased	Ending Accrued	Disc Accr / Prem Amort	Net Income
Sales Tax Fund									
TEXSTAR	LGIP	TexSTAR	0.00	64,962.36	64,962.36	0.00	0.00	0.00	64,962.36
Total for Sales Tax Fund			0.00	64,962.36	64,962.36	0.00	0.00	0.00	64,962.36
Total for Denton County Transportation Authority			19,614.59	147,193.51	147,649.77	(11,767.36)	30,925.69	6,570.35	153,763.86



Denton County Transportation Authority
Investment Transactions
From 07/01/2019 to 09/30/2019

Trade Date	Settle Date	CUSIP	Security Type	Security Description	Coupon	Mty Date	Call Date	Par Value	Price	Principal Amount	Int Purchased / Received	Total Amount	Realized Gain / Loss	YTM	YTW
Reserve Fund															
Maturities															
08/02/19	08/02/19	3135G0N33	AGCY BULET	FNMA	0.875	08/02/19		1,000,000.00	100.000	1,000,000.00	0.00	1,000,000.00		2.446	
08/05/19	08/05/19	3130A8Y72	AGCY BULET	FHLB	0.875	08/05/19		500,000.00	100.000	500,000.00	0.00	500,000.00		2.533	
Total for: Maturities								1,500,000.00		1,500,000.00	0.00	1,500,000.00		2.475	
Purchases															
07/11/19	07/15/19	3134GTA45	AGCY CALL	FHLMC	2.200	07/15/21	01/15/20	1,000,000.00	99.975	999,750.00	0.00	999,750.00		2.213	2.213
09/11/19	09/12/19	3130AH2R3	AGCY CALL	FHLB	2.000	09/13/21	03/13/20	500,000.00	99.985	499,925.00	27.78	499,952.78		2.008	2.008
09/11/19	09/12/19	3130AEWA4	AGCY BULET	FHLB	2.625	10/01/20		1,000,000.00	100.836	1,008,360.00	11,739.58	1,020,099.58		1.819	1.819
Total for: Purchases								2,500,000.00		2,508,035.00	11,767.36	2,519,802.36		2.014	2.014
Income Payments															
08/02/19	08/02/19	3135G0N33	AGCY BULET	FNMA	0.875	08/02/19				0.00	4,375.00	4,375.00			
08/05/19	08/05/19	3130A8Y72	AGCY BULET	FHLB	0.875	08/05/19				0.00	2,187.50	2,187.50			
08/13/19	08/13/19	3130AFVS3	AGCY BULET	FHLB	2.500	02/13/20				0.00	12,500.00	12,500.00			
09/13/19	09/13/19	3130AH2R3	AGCY CALL	FHLB	2.000	09/13/21				0.00	55.56	55.56			
Total for: Income Payments										0.00	19,118.06	19,118.06			



Denton County Transportation Authority
Investment Transactions
From 07/01/2019 to 09/30/2019

Trade Date	Settle Date	CUSIP	Security Type	Security Description	Coupon	Mty Date	Call Date	Par Value	Price	Principal Amount	Int Purchased / Received	Total Amount	Realized Gain / Loss	YTM	YTW
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Total for All Portfolios

Transaction Type	Quantity	Total Amount	Realized G/L	YTM	YTW
Total Maturities	1,500,000.00	1,500,000.00		2.475	
Total Purchases	2,500,000.00	2,519,802.36		2.014	2.014
Total Income Payments	0.00	19,118.06			



Denton County Transportation Authority
Amortization and Accretion
From 06/30/2019 to 09/30/2019

CUSIP	Settle Date	Security Type	Security Description	Next Call Date	Purchase Qty	Orig Price	Original Cost	Amrt/Accr for Period	Total Amrt/Accr Since Purch	Remaining Disc / Prem	Book Value
Reserve Fund											
3135G0N33	05/22/18	AGCY BULET	FNMA 0.875 08/02/19		0.00	98.161	0.00	1,336.53	0.00	0.00	0.00
3130A8Y72	09/10/18	AGCY BULET	FHLB 0.875 08/05/19		0.00	98.529	0.00	773.12	0.00	0.00	0.00
3137EADM8	09/28/18	AGCY BULET	FHLMC 1.250 10/02/19		1,500,000.00	99.498	1,488,050.00	4,736.87	11,897.37	52.63	1,499,947.37
3130AFVS3	03/20/19	AGCY BULET	FHLB 2.500 02/13/20		1,000,000.00	99.962	999,620.00	106.04	229.21	150.79	999,849.21
3130AEWA4	09/12/19	AGCY BULET	FHLB 2.625 10/01/20		1,000,000.00	100.836	1,008,360.00	(409.98)	(409.98)	(7,950.02)	1,007,950.02
3134GTA45	07/15/19	AGCY CALL	FHLMC 2.200 07/15/21	01/15/20	1,000,000.00	99.975	999,750.00	25.95	25.95	224.05	999,775.95
3130AH2R3	09/12/19	AGCY CALL	FHLB 2.000 09/13/21	03/13/20	500,000.00	99.985	499,925.00	1.82	1.82	73.18	499,926.82
Total for Reserve Fund					5,000,000.00		4,995,705.00	6,570.35	11,744.37	(7,449.37)	5,007,449.37
Total for Denton County Transportation Authority					5,000,000.00		4,995,705.00	6,570.35	11,744.37	(7,449.37)	5,007,449.37



Denton County Transportation Authority

Projected Cash Flows

Cash Flows for next 180 days from 09/30/2019

CUSIP	Security Type	Security Description	Pay Date	Interest	Principal	Total Amount
Reserve Fund						
3130AEWA4	AGCY BULET	FHLB 2.625 10/01/20	10/01/19	13,125.00	0.00	13,125.00
3137EADM8	AGCY BULET	FHLMC 1.250 10/02/19	10/02/19	9,375.00	1,500,000.00	1,509,375.00
3134GTA45	AGCY CALL	FHLMC 2.200 07/15/21	01/15/20	11,000.00	0.00	11,000.00
3130AFVS3	AGCY BULET	FHLB 2.500 02/13/20	02/13/20	12,500.00	1,000,000.00	1,012,500.00
3130AH2R3	AGCY CALL	FHLB 2.000 09/13/21	03/13/20	5,000.00	0.00	5,000.00
Total for Reserve Fund				51,000.00	2,500,000.00	2,551,000.00



Denton County Transportation Authority

Projected Cash Flows

Cash Flows for next 180 days from 09/30/2019

CUSIP	Security Type	Security Description	Pay Date	Interest	Principal	Total Amount
Total for All Portfolios						
			October 2019	22,500.00	1,500,000.00	1,522,500.00
			January 2020	11,000.00	0.00	11,000.00
			February 2020	12,500.00	1,000,000.00	1,012,500.00
			March 2020	5,000.00	0.00	5,000.00
Total Projected Cash Flows for Denton County Transportation Authorit				51,000.00	2,500,000.00	2,551,000.00

Board of Directors Memo

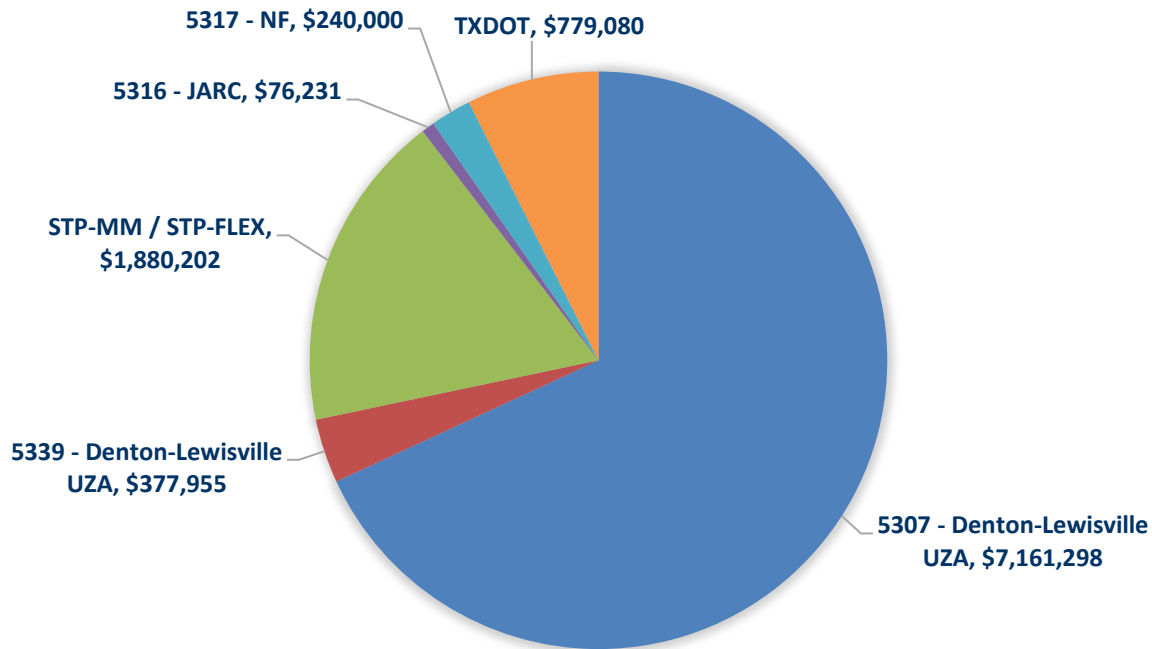
October 24, 2019

SUBJECT: Quarterly Grants Update Q4 FY2019

Grant Activities This Period

DCTA currently has 8 open grants that provide reimbursements for various capital projects, rail and bus preventive maintenance, operating assistance and ADA paratransit service. The grant funding sources include Federal Transit Administration (FTA), North Central Texas Council of Governments (NCTCOG), and Texas Department of Transportation (TxDOT). Total grant balance was \$10.5 million as of 09/30/2019. Of this total, \$1.7 million is obligated for Positive Train Control, and \$7.2 million is obligated for the FY16-18 Program of Projects. This quarter there were no grant applications submitted to the Board for approval.

GRANTS FUNDING LEVELS \$10.5 MILLION AS OF 9/30/2019





Program	Q3 FY19 Balance	Q4 FY19 Balance	Grant Activity
Denton-Lewisville UZA (5307)	\$772,628	\$7,161,298	Fleet Replacement, Preventive Maintenance, Safety & Security, ADA Paratransit
STP-MM / STP-FLEX	\$1,923,962	\$1,880,202	Positive Train Control Implementation & Vanpool
Job Access, Reverse Commute (JARC) (5316)	\$115,953	\$76,231	35W North Texas Xpress (NTX) Operating Assistance
New Freedom (NF) Funding (5317)	\$240,000	\$240,000	Mobility Management
Bus and Bus Facilities (5339)	\$377,955	\$377,955	Fleet Replacement
TXDOT (FHWA)	\$2,359,506	\$779,080	A-train Rail Trail (Eagle Point Section)
FEMA	\$47,653	\$0	2015 Flood Remediation Projects
Total	\$ 5,837,657	\$ 10,514,766	

Pending Funding and Other Grant Activity

\$1.6 million of the Congestion Mitigation & Air Quality (CMAQ) funding for bus purchases for 35W North Texas Xpress services has been de-obligated from NCTCOG and re-obligated to DCTA through FTA, with an anticipated execution in Q2 of FY20. The grant for the purchase of the 35W North Texas Xpress buses will utilize Transportation Development Credits (TDCs) in lieu of the local match. DCTA will receive \$11.3 million in CMAQ funding from NCTCOG for land acquisition purchases and development. The funding was added to the 2019-2022 Transportation Improvement Program (TIP) and the transfer of funds from FHWA to FTA was initiated in Q1 of FY19.

DCTA was awarded \$4 million for the Positive Train Control (PTC) Enhancements proposal submitted in June 2018 to Federal Railroad Administration’s (FRA) Consolidated Rail Infrastructure & Safety Improvements (CRISI) Grants Program. Staff obtained pre-award authority effective June 2019 and is working with FRA to execute the grant by Q2 of FY20.

DCTA anticipates Regional Transportation Council (RTC) approval in October 2019 for addition of the FY19 Program of Projects (POP) formula funding to the Transportation Improvement Program (TIP) in the amount of \$9.1 million.

Submitted by: Whitney Trayler
Whitney Trayler
Grants Manager

Final Review: Marisa Perry
Marisa Perry, CPA
Chief Financial Officer/VP of Finance

Board of Directors Memo

October 24, 2019

SUBJECT: Presentation and Discussion of Monthly Sales Tax Receipts

Background

Sales tax represents the single largest source of revenue for DCTA at 64.13% for the Fiscal Year 2019 budget. The annual sales tax budget for FY19 is \$28,450,180. Because of its importance in funding of DCTA's ongoing operations, the Board adopted a Budget Contingency Plan that outlines the Agency's response when declines in sales tax hit a specific target.

This month, receipts were unfavorable compared to budget by 3.39%. The October allocation is for sales generated in the month of August and represents revenue for the eleventh month of FY19.

- Sales tax for sales generated at retail in the month of August and received in October was \$2,312,424.
- This represents a decrease of 3.39% or \$81,072 compared to budget for the month.
- Compared to the same month last year, sales tax receipts are \$31,527 or 1.35% lower.
- Member city collections for the month compared to prior year are as follows:
 - City of Lewisville down 3.29%
 - City of Denton up 3.47%
 - Highland Village up 11.20%

Identified Need

Provides the Board of Directors a monthly status on Sales Tax collections.

Recommendation

For information only. No action required.

Exhibits

Exhibit 1: FY19 Monthly Sales Tax Report

Submitted By: 
Amanda Riddle
Senior Manager of Budget

Final Review: 
Marisa Perry, CPA
Chief Financial Officer/VP of Finance

DENTON COUNTY TRANSPORTATION AUTHORITY

SALES TAX REPORT
BUDGET TO ACTUAL AND PREVIOUS YEAR COMPARISON

Sales Generated in Month of:	Received in Month of:	2018-2019 Year Budget	2018-2019 Year Actual	Variance Actual to Budget	CY Actual to CY Budget % Variance	2017-2018 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 2,236,473	\$ 2,307,128	\$ 70,655	3.16%	\$ 2,150,455	\$ 156,673	7.29%
November	January	\$ 2,305,281	\$ 2,292,741	\$ (12,540)	-0.54%	\$ 2,216,616	\$ 76,125	3.43%
December	February	\$ 2,913,325	\$ 2,831,728	\$ (81,597)	-2.80%	\$ 2,801,274	\$ 30,454	1.09%
January	March	\$ 2,054,846	\$ 2,069,625	\$ 14,779	0.72%	\$ 1,975,813	\$ 93,812	4.75%
February	April	\$ 2,093,223	\$ 2,024,082	\$ (69,141)	-3.30%	\$ 2,012,714	\$ 11,368	0.56%
March	May	\$ 2,697,615	\$ 2,475,826	\$ (221,789)	-8.22%	\$ 2,593,861	\$ (118,035)	-4.55%
April	June	\$ 2,215,262	\$ 2,484,440	\$ 269,178	12.15%	\$ 2,130,060	\$ 354,381	16.64%
May	July	\$ 2,190,990	\$ 2,307,292	\$ 116,302	5.31%	\$ 2,375,417	\$ (68,125)	-2.87%
June	August	\$ 2,576,338	\$ 2,656,359	\$ 80,021	3.11%	\$ 2,604,185	\$ 52,174	2.00%
July	September	\$ 2,181,390	\$ 2,447,195	\$ 265,805	12.19%	\$ 2,269,235	\$ 177,961	7.84%
August	October	\$ 2,393,496	\$ 2,312,424	\$ (81,072)	-3.39%	\$ 2,343,951	\$ (31,527)	-1.35%
September	November	\$ 2,591,941				\$ 2,471,023		
YTD Total		\$ 28,450,180	\$ 26,208,841	\$ 350,602	1.36%	\$ 27,944,603	\$ 735,261	2.89%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department

Prepared By: Denton County Transportation Authority Finance Department

October 10, 2019

DENTON COUNTY TRANSPORTATION AUTHORITY

MEMBER CITIES SALES TAX REPORT
 MONTH ALLOCATION IS RECEIVED FROM COMPTROLLER
 PREVIOUS YEAR COMPARISON

CITY OF LEWISVILLE						CITY OF HIGHLAND VILLAGE					
Sales Generated in Month of:	Received in Month of:	2017-2018 Year Actual	2018-2019 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance	Sales Generated in Month of:	Received in Month of:	2017-2018 Year Actual	2018-2019 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 3,009,098	\$ 3,287,654	\$ 278,557	9.26%	October	December	\$ 265,631	\$ 319,132	\$ 53,501	20.14%
November	January	\$ 2,973,704	\$ 3,193,613	\$ 219,909	7.40%	November	January	\$ 328,316	\$ 311,524	\$ (16,792)	-5.11%
December	February	\$ 3,924,399	\$ 4,003,626	\$ 79,227	2.02%	December	February	\$ 451,331	\$ 446,811	\$ (4,520)	-1.00%
January	March	\$ 2,767,715	\$ 3,029,803	\$ 262,088	9.47%	January	March	\$ 287,500	\$ 283,228	\$ (4,273)	-1.49%
February	April	\$ 2,864,356	\$ 2,965,849	\$ 101,494	3.54%	February	April	\$ 250,707	\$ 258,782	\$ 8,075	3.22%
March	May	\$ 3,540,108	\$ 3,631,625	\$ 91,517	2.59%	March	May	\$ 341,604	\$ 344,912	\$ 3,308	0.97%
April	June	\$ 2,950,115	\$ 3,806,587	\$ 856,473	29.03%	April	June	\$ 285,066	\$ 304,322	\$ 19,257	6.76%
May	July	\$ 3,386,756	\$ 3,253,159	\$ (133,596)	-3.94%	May	July	\$ 325,073	\$ 340,531	\$ 15,458	4.76%
June	August	\$ 3,759,539	\$ 3,620,748	\$ (138,791)	-3.69%	June	August	\$ 356,643	\$ 523,000	\$ 166,358	46.65%
July	September	\$ 3,055,068	\$ 3,382,881	\$ 327,813	10.73%	July	September	\$ 301,133	\$ 322,509	\$ 21,377	7.10%
August	October	\$ 3,336,162	\$ 3,226,407	\$ (109,755)	-3.29%	August	October	\$ 284,692	\$ 316,585	\$ 31,893	11.20%
September	November	\$ 3,551,821				September	November	\$ 327,060			
YTD Total		\$ 39,118,841	\$ 37,401,952	\$ 1,834,933	5.16%	YTD Total		\$ 3,804,755	\$ 3,771,338	\$ 293,643	8.44%

CITY OF DENTON						
Sales Generated in Month of:	Received in Month of:	2017-2018 Year Actual	2018-2019 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance	
October	December	\$ 2,718,499	\$ 2,875,467	\$ 156,969	5.77%	
November	January	\$ 2,945,336	\$ 2,933,274	\$ (12,062)	-0.41%	
December	February	\$ 3,598,809	\$ 3,667,687	\$ 68,878	1.91%	
January	March	\$ 2,568,686	\$ 2,435,272	\$ (133,413)	-5.19%	
February	April	\$ 2,526,113	\$ 2,397,631	\$ (128,482)	-5.09%	
March	May	\$ 3,661,913	\$ 3,229,426	\$ (432,487)	-11.81%	
April	June	\$ 2,787,702	\$ 2,945,196	\$ 157,494	5.65%	
May	July	\$ 2,936,759	\$ 2,897,074	\$ (39,685)	-1.35%	
June	August	\$ 3,348,805	\$ 3,479,089	\$ 130,283	3.89%	
July	September	\$ 3,095,938	\$ 3,190,582	\$ 94,645	3.06%	
August	October	\$ 2,856,408	\$ 2,955,618	\$ 99,210	3.47%	
September	November	\$ 3,231,127				
YTD Total		\$ 36,276,094	\$ 33,006,316	\$ (38,650)	-0.12%	

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
 Prepared By: Denton County Transportation Authority Finance Department
 October 10, 2019

ALL TRANSIT AGENCIES
MONTHLY SALES AND USE TAX COMPARISON SUMMARY

Transit Agency	Current Rate	Net Payment This Period	Comparable Payment Prior Year	% Change	Payments YTD (Calendar)	Prior Year Payments YTD (Calendar)	% Change
Austin MTA	1.00%	\$ 21,253,622	\$ 20,316,707	4.61%	\$ 217,135,462	\$ 203,895,034	6.49%
Corpus Christi MTA	0.50%	\$ 2,970,409	\$ 2,834,233	4.80%	\$ 29,236,918	\$ 27,912,250	4.74%
Dallas MTA	1.00%	\$ 53,993,268	\$ 46,543,709	16.00%	\$ 519,907,023	\$ 497,453,549	4.51%
Denton CTA	0.50%	\$ 2,312,424	\$ 2,343,951	-1.35%	\$ 23,901,713	\$ 23,323,126	2.48%
El Paso CTD	0.50%	\$ 3,721,782	\$ 3,530,487	5.41%	\$ 39,010,451	\$ 37,190,602	4.89%
Fort Worth MTA	0.50%	\$ 6,618,911	\$ 6,419,039	3.11%	\$ 68,174,644	\$ 65,082,468	4.75%
Houston MTA	1.00%	\$ 62,633,355	\$ 59,513,044	5.24%	\$ 649,095,505	\$ 634,144,493	2.35%
Laredo CTD	0.25%	\$ 678,171	\$ 600,169	12.99%	\$ 7,041,898	\$ 6,709,570	4.95%
San Antonio ATD	0.25%	\$ 5,630,179	\$ 5,457,696	3.16%	\$ 60,044,816	\$ 57,472,795	4.47%
San Antonio MTA	0.50%	\$ 12,457,807	\$ 12,182,846	2.25%	\$ 132,717,201	\$ 126,963,597	4.53%
TOTALS		\$ 172,269,928	\$ 159,741,881	7.84%	\$ 1,746,265,631	\$ 1,680,147,482	3.94%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
Prepared By: Denton County Transportation Authority Finance Department
October 10, 2019

Board of Directors Memo

October 24, 2019

SUBJECT: Presentation and Discussion of Monthly Mobility-as-a-Service Update

Background

A Request for Proposals (RFP) was released on January 16, 2019 for Mobility as a Service (MaaS). Firms were invited to submit proposals (for both federal and non-federal funding project categories) to provide innovative mobility service to DCTA member cities, DCTA contract communities, partner organizations, as well as large employment centers and other areas as the need arises. On March 12, 2019, DCTA received thirty-seven (37) proposals in response to the RFP. Thirty-three (33) proposals were deemed responsive and were evaluated by the evaluation team. The evaluation team rejected two proposals that scored less than seventy (70) points and recommended award to thirty-one (31) firms. The Board of Directors approved the award of Mobility-as-a-Service to thirty-one firms and a total annual contract value of \$2,400,000 for all task orders issued under the master on-call contracts. One of the recommended firms will not execute a contract due to business operational changes; therefore, thirty (30) firms remain eligible for contract execution. As requested by the Board of Directors, staff is providing a monthly update on all Mobility-as-a-Service commitments, activities and expenditures.

To date, the following twenty-six contracts have been fully executed:

- AJL International
- Bird Rides
- Bubbl Investments, LLC.
- Dashboard Story dba DUET
- DemandTrans Solutions
- DoubleMap
- Downtowner Holdings, LLC.
- First Transit
- Ford Smart Mobility, LLC.
- Irving Holdings
- Iteris
- Kapsch
- Lyft
- Moovel
- Moovit
- MV Transportation
- Muve: Quebec, Inc.
- Quebec, Inc. dba Transit
- RideCo
- Rideshark Corporation
- River North (Via)
- Roundtrip
- Routematch
- Spare Labs, Inc.
- Spare Labs, Inc. (with First Transit)
- Transdev North America

The remaining four contracts, all with software companies (Passport, SeatsX, Token Transit and Transloc), have been placed on hold until a need arises to enter into a contract for software.

Financial Impact

No task orders have been issued to date.

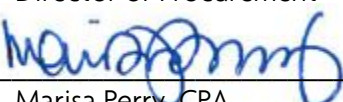
Identified Need

Provides the Board of Directors a monthly status on Mobility-as-a-Service Contracts.

Recommendation

For information only. No action required.

Submitted By: 
 Sarah Martinez
 Director of Procurement

Final Review: 
 Marisa Perry, CPA
 Chief Financial Officer/VP of Finance



Board of Directors Memo

October 24, 2019

SUBJECT: Budget Information

There were no budget transfers completed in the month of September to report.

Identified Need

Provides the Board of Directors a monthly status on any budget transfers completed.

Recommendation

For information only. No action required.

Exhibits

N/A

Submitted By: 
Amanda Riddle
Senior Manager of Budget

Final Review: 
Marisa Perry, CPA
Chief Financial Officer/VP of Finance



Board of Directors Memo

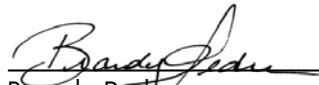
October 24, 2019

SUBJECT: Transformation Initiative Scope of Services

DCTA Staff will provide an update on the agency's Transformation Initiative, including an overview of the RFQ Scope of Work and current timeline.

Exhibits

Exhibit 1: Transformation Initiative Project Timeline

Submitted By: 
Brandy Pedron
Executive Administrator

Final Review: 
Nicole Recker
VP of Marketing & Administration

**Transformation Initiative
Project Timeline (FINAL)**
Updated 10/17

10/15: RFQ Draft Scope of Work to Denton, Highland Village and Lewisville City Managers
(For Review)

10/22: Member City Feedback on RFQ Draft Due

10/24: Pre-Solicitation

10/24: DCTA Board of Directors Overview Presentation

11/7: Bid on the Street (30 calendar days, not excluding holidays)

11/13: Pre-Proposal Conference

12/12: Final Bids Due

1/6 – 1/10: Top Vendor Presentations

1/14: Final Vendor Recommendations Made

1/23: DCTA Board Approval

- Approval of recommended vendor
- Approval of Task Order #1

1/24: Contract Kick-Off

Board of Directors Memo

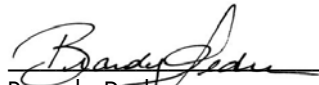
October 24, 2019

SUBJECT: Access Service Overview

DCTA Staff will provide an overview of the DCTA Access Service, current Board policy related to the service, and share recent service inquiries for Board Discussion

Exhibits

Exhibit 1: Access Service Overview presentation

Submitted By: 
Brandy Pedron
Executive Administrator

Final Review: 
Michelle Bloomer
VP of Operations

REGULAR AGENDA – ITEM 6

- **Access Service Overview** – Presented by Michelle Bloomer

ACCESS SERVICE OVERVIEW

- Access is a shared ride, origin to destination, demand response service that provides transportation for older adults and individuals with disabilities in Denton, Highland Village, and Lewisville.
- Two types of service:
 - Americans with Disabilities Act (ADA) Paratransit Service
 - Non-ADA Demand Response Service
- Service hours mirror fixed-route service
- Fare: \$3 one-way trip
- Application required

ACCESS SERVICE OVERVIEW

ADA Paratransit Service

- Required by the Americans with Disabilities Act
- For individuals that cannot independently use the rail or fixed-route bus service because of a physical, cognitive, or visual disability
- Available within Denton and Lewisville
- Trips must begin and end within $\frac{3}{4}$ mile of a fixed route
- Service provided curb-to-curb or door-to-door (upon request)

DCTA • Access Service Overview • October 24, 2019

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ACCESS SERVICE OVERVIEW

Non-ADA Demand Response Service

- Above and beyond the requirements of the ADA
 - For trips that begin/end outside $\frac{3}{4}$ mile of a fixed route
 - For individuals that do not meet the stricter ADA eligibility requirements, but are older adults (65+) or individuals with disabilities
- Available within Denton, Highland Village, and Lewisville
- Curb-to-curb service
- Trips provided first come/first serve as capacity allows

DCTA • Access Service Overview • October 24, 2019

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ACCESS SERVICE OVERVIEW

Certification Process

- Call to request or download the application online
- Submit completed application to DCTA:
 - Application
 - Physician's Form
- Eligibility based on information received and in-person interview (if necessary)
- Determination letter mailed

ACCESS SERVICE OVERVIEW

Scheduling a Trip

- Call DCTA Customer Service
- Trip requests may be made up to 5pm the day before and up to 7 days in advance of the requested trip date
 - Same-day service will be provided if capacity allows
- Customer receives confirmation call the night before
 - ADA Paratransit: 1 hour before/after requested trip time
 - Non-ADA Demand Response: More than 1 hour before/after

ACCESS SERVICE OVERVIEW

Service Parameters

- Operate on 30-minute ready time window
- If vehicle arrives after the 30-minute ready time window, the passenger will not be required to pay for the trip
- If vehicle fails to pick up within 1 hour, customer entitled to a credit
- No more than 50% of scheduled service can be Subscription
 - Subscription service may be cancelled due to consistent pattern of cancellations and/or no-shows

ACCESS SERVICE OVERVIEW

Service Rules

- Driver is not permitted to enter residences/facilities
- Customer to board the vehicle within 5 minutes of arrival
- Customer required to pay the full fare upon boarding
- No smoking, eating, or drinking on the vehicle
- Drivers provide minimal assistance to passengers
 - If required, a Personal Care Attendant (PCA) may accompany the customer

ACCESS SERVICE OVERVIEW

Service Rules (cont'd)

- Guests allowed/Pay full fare
- Service animals are allowed
- Carry on packages limited to two (2) grocery bags
- Transport any wheelchair regardless of size/weight, as long as lift can accommodate
- Visitors eligible for 21 days of service

ACCESS SERVICE OVERVIEW

Cancellations/No-Shows

- Advanced Cancellation - By 5pm day before
- Same Day Cancellation - After 5pm the day before and at least 2 hours before scheduled pick-up time
- No Show
 - Cancel less than 2 hours before scheduled pick-up time
 - Fail to board vehicle within 5 minutes of arrival
- Excessive Same Day Cancellations or No Shows may result in service suspension

ACCESS SERVICE OVERVIEW

Recent Service Requests

- Lewisville residents requesting service to Flower Mound medical facilities
- Highland Village resident requesting service from Lewisville to Flower Mound to attend Day Stay
- Denton resident certified as ADA eligible taking non-ADA trips

Board of Directors Memo

October 24, 2019

SUBJECT: Operations Update

DCTA Staff will provide an update on rail and bus operations, including:

- Positive Train Control
- Fleet Replacement Plan
- Scheduling and Service Changes
- Service Standards related to Passenger Amenities

Exhibits

Exhibit 1: Operations Update presentation

Submitted By: 
Brandy Pedron
Executive Administrator

Final Review: 
Michelle Bloomer
VP of Operations

REGULAR AGENDA – ITEM 8

- **Operations Update**— Presented by Michelle Bloomer

RAIL OPERATIONS: Positive Train Control

Federal Requirement (Rail Safety Improvement Act of 2008)

Applies to railroads that carry passengers or poison/toxic materials

Safety system designed to prevent:

Train-to-train collisions

Derailments caused by excessive train speed

Train movements through misaligned track switches

Unauthorized train entry into work zones

RAIL OPERATIONS: Positive Train Control

Timeline

December 18, 2018	Entered Revenue Service Demonstration (RSD)
September 20, 2019	Completed of 383 consecutive RSD runs
January 2020	Submit PTC Safety Plan
December 2020	Certification by the Federal Railroad Administration (FRA)

DCTA • Operations Update • October 24, 2019

3

BUS OPERATIONS: Fleet Replacement Plan

Overview

- Capital vehicle replacement model through 2038
 - Update as part of the budget development process
- Includes revenue vehicles, non-revenue vehicles, and repowers
- Based on vehicle requirements, current fleet, and funding
- Consistent with Federal Transit Administration (FTA) rules
 - FTA Useful Life Definition
 - FTA Spare Ration Requirement: <20% for fixed-route vehicles

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BUS OPERATIONS: Fleet Replacement Plan

Funding

- FY2019 - \$1,481,000
 - Purchase 12 Small Vehicles
- FY2020 - \$1,062,600
 - Purchase 8 Small Vehicles and 3 Non-Revenue Vehicles

BUS OPERATIONS: Fleet Replacement Plan

Small Bus

- Used in Fixed-Route, Demand Response, and Zone Service
- FTA Useful Life of 5 years and/or 150,000 miles
- Current Fleet
 - 12 vehicles 7 years or older
 - 10 vehicles 5 years or older



BUS OPERATIONS: Fleet Replacement Plan

Spare Ratio

- Should not exceed 20% for fixed route vehicles
- Transitioning fleet to smaller vehicles resulted in excess spares
- To reduce spare ratio:
 - Placed 12 large vehicles in contingency (October 2018)



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BUS OPERATIONS: Service Standards

- Adopted by the Board in February 2012
- Framework for allocating, prioritizing, and deploying services
 - Bus Stop Placement
 - Benches and Shelters
 - Relocation & Removal of Bus Stops and Passenger Amenities



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BUS OPERATIONS: Scheduling

- Multi-layered, complex, and time consuming manual process with limited pool of experts
- Transitioned to computer assisted planning and scheduling software
 - ReMix is web-based
 - Current use two modules: Planning and Scheduling
 - Annual cost: \$66,180

BUS OPERATIONS: Scheduling

ReMix Planning Module

- Quickly sketch bus routes and estimate costs
- Evaluate and compare scenarios and alternatives
- Automatically generate service equity analysis for use in meeting Title VI requirements

BUS OPERATIONS: Scheduling

ReMix Scheduling Module

- Automates a variety of scheduling related process that were previously completed manually
 - Route profiles
 - Bid sheets
 - Calculates route miles and hours
- Analyzes schedule and identifies opportunities for cost savings by reducing operational requirements

BUS OPERATIONS: Service Changes

- Process governed by Federal rules and regulations
 - Public Involvement
 - Title VI
- Historically have implemented service changes twice a year
- Most recent service changes implemented on August 26, 2019
- Future service changes includes transitioning from traditional fixed route system to a hybrid system that incorporates MaaS

Board of Directors Memo

October 24, 2019

SUBJECT: 9. Consider Resolution R19-13 to Approve the Amended Bylaws

Background

The Board of Directors has held discussions and provided direction regarding the amendments to the Bylaws on July 18, August 22, and September 26. The Board's stated intent, per the Bylaws timeline and discussion at the September 26 Workshop, is to finalize the Bylaws document on October 24. Should the Board come to agreement on all items, Resolution R19-13 has been prepared for the Board's consideration.

Identified Need


As a result of the passage of SB 1066, the Board of Directors has been reconstituted under Chapter 460 of the Texas Transportation Code, and as such requires a new set of Bylaws to govern the five-member voting board. The timeline outlines a plan to finalize the Bylaws document so the Board may begin functioning under newly-created governance rules and policies that are more in-line with the current composition.

Exhibits

Exhibit 1 – Resolution R19-13

Exhibit 2 – Draft Bylaws, Master Document with Combined Revisions

Submitted By:



Kristina Holcomb, Deputy CEO

Approval:



Raymond Suarez, CEO

**DENTON COUNTY TRANSPORTATION AUTHORITY
RESOLUTION NO. R19-13**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY (DCTA) APPROVING THE DENTON COUNTY TRANSPORTATION AUTHORITY AMENDED AND RESTATED BYLAWS; PROVIDING A REPEALING CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of Directors has reviewed the Denton County Transportation Authority Amended and Restated Bylaws and recommends approval of the Amended and Restated Bylaws; and

WHEREAS, the Board of Directors finds that the approval of the Denton County Transportation Authority Amended and Restated Bylaws is in the best interest of DCTA; and

WHEREAS, upon full review and consideration of Denton County Transportation Authority Amended and Restated Bylaws, and all matters related thereto, the Board of Directors of the Denton County Transportation Authority is of the opinion and finds that such Amended and Restated Bylaws should be approved;

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

SECTION 1. The Denton County Transportation Authority Amended and Restated Bylaws are hereby approved.

SECTION 2. The DCTA Chief Executive Officer is authorized to reprint and re-publish the Denton County Transportation Authority Amended and Restated Bylaws.

SECTION 3. All provisions of the resolutions of the DCTA Board of Directors 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 4. 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 24TH DAY OF OCTOBER 2019.

APPROVED:

Dianne Costa, Chair

ATTEST:

Randall Chrisman, Secretary

APPROVED AS TO FORM:

Joseph J. Gorfida, Jr., General Counsel
(10-16-2019:TM 111582)

**ALL COMMENTS RECEIVED BY DCTA TO SECOND DRAFT OF DCTA
BYLAWS REVISED PER WORKSHOP (October 4, 2019)**

Shows Modifications Requested by:

(1) City of Denton (in which Lewisville Concurs), and

(2) Mark Miller (Flower Mound).

**DENTON COUNTY TRANSPORTATION AUTHORITY
AMENDED AND RESTATED BYLAWS**

Adopted January 3, 2002
(rev. February 13, 2004, October 26, 2006, September 27, 2007, December 17, 2009, November 17, 2011, April 25,
2013, September 26, 2013, February 16, 2016, September 22, 2016; amended and restated eff _____, 2019)

**DENTON COUNTY TRANSPORTATION AUTHORITY
AMENDED AND RESTATED BYLAWS**

**ARTICLE I
NAME**

Section 1. Name. The name of the authority shall be the Denton County Transportation Authority ("Authority").

Section 2. Authorization and Effective Date. These Bylaws are adopted pursuant to authority granted in Section 460.204(c)(2) of the Texas Transportation Code ("Code"). In the event of any conflict between these Bylaws and the Code or other applicable laws of the State of Texas, such laws shall be controlling. In the event any provision of these Bylaws shall be determined to be invalid, the provision will be deemed revised in a manner as both renders it valid and effectuates its purposes as fully as possible, and the remainder of these Bylaws shall nevertheless remain in force and effect as written. The effective date of these Bylaws is _____, 2019. Without limiting the foregoing, any action taken by the Authority (a) subsequent to May 20, 2019, the effective date of Senate Bill 1066 passed by the 86th Texas Legislature which amended the Code, and (b) prior to the effective date of these Bylaws that was (i) in compliance with the Code as amended by Senate Bill 1066, but (ii) at variance with the Bylaws in effect at that time, is hereby fully ratified and affirmed.

Section 3. Definitions.

- (a) Alternate Member: A person appointed pursuant to Article III, Section[s] 2(b) [and (c)] hereof to serve in the absence of the regular appointed Board Member. [Section 460.206].
- (b) Board: The Board of Directors of the Authority.
- (c) Board Member: A member of the Board, as well as an Alternate Member only when serving in the absence of the regular appointed member of the Board.
- (d) Capital Asset: Land, a fixture attached to land, or an item of personal property that meets all of the following criteria: (i) the cost of acquisition or the cost of improvement of such property exceeds \$75,000; (ii) the expected useful life of the property when acquired is more than one year or the extension of the useful life of the property as a result of the improvement is more than one year; (iii) the property retains its original shape and appearance with use; and (iv) the property is nonexpendable (meaning that if the property is damaged or some of its constituent parts are lost or worn out, it is usually more economical to repair the property than to replace it with an entirely new unit).
- (e) Capital Expenditure: An expenditure made to acquire or improve one or more Capital Assets.

(f) Commissioners Court Appointed Member. One of the two Voting Board Members appointed by the Denton County Commissioners Court who must reside in:

(i) an unincorporated area of Denton County; or

(ii) a municipality in the territory of the Authority that is neither a Founding Municipality nor a Financial Participating Municipality and thus not authorized to appoint a Voting Board Member. [Section 460.253(2)].

(g) Financial Participating Municipality: A municipality, other than a Founding Municipality, ~~that joins the Authority only if whose governing body is authorized by the Board to appoint one Board Member because~~ that municipality:

(i) designated a public transportation financing area for the benefit of the Authority under Subchapter I, Chapter 460 of the Code; ~~and entered into an agreement with the Authority under Section 460.602 of the Code approved by a Major Decision Approval Vote; or~~

(ii) imposed the Authority's sales and use tax levy at the rate of one-half of one percent authorized by Chapter 460 of the Code; and

~~(iii) entered into an agreement with the Authority approved by a Major Decision Approval Vote under Section 460.602 or 460.302 of the Code;~~

~~A Financial Participating Municipality may the authorization to appoint one voting Board Member only if so authorized by the Board was approved by a separate Major Decision Approval Vote, in accordance with the Authority's New Member Policy. [Section 460.254].~~

(h) Founding Municipality: Any of the municipalities of Denton, Highland Village, or Lewisville, each of which being a municipality in which an election was held before December 31, 2003, authorizing the Authority's sales and use tax levy. [Section 460.251(2)].

(i) Major Decision Approval Vote: The affirmative vote of ~~(ii)~~ at least three-fifths of the all Board Members appointed by the Founding Municipalities and the Financial Participating Municipalities, and ~~(ii)~~ at least one Commissioners Court Appointed Member regarding any of the matters set forth in Article III, Section 10(b) hereof. [Sections 460.254(a)(2), 460.258, and 460.602(b)].

(j) Nonvoting Member: A Board Member appointed by a municipality whose governing body is authorized pursuant to a Major Decision Approval Vote by the Board and Article III, Section 2(c) hereof to appoint one Board Member because that municipality:

(i) is not otherwise authorized to appoint a Board Member; and

(ii) is located in the territory of the Authority. [Section 460.255].

Commented [SFE1]: Addition and deletion by the City of Denton, in which Lewisville concurs.

Commented [SFE2]: Deletion by the City of Denton, in which Lewisville concurs. (Note by Locke Lord: This phrase is moved to the new (iii) below, where a reference to Section 460.302 is added.)

Commented [SFE3]: Addition by the City of Denton, in which Lewisville concurs. (Note by Locke Lord: Section 460.302, ADDITION OF MUNICIPALITY BY ELECTION, requires in subsection (d) an "interlocal agreement"; that Section is referenced in Section III.10.(b)(13) of the Bylaws as an action requiring a Major Decision Approval Vote.

Commented [SFE4]: Additions and deletions by the City of Denton, in which Lewisville concurs.

Commented [SFE5]: (Note by Locke Lord: This (i) and the following (ii) added to address Mr. Miller's comment below.)

Commented [SFE6]: Comment by Mark Miller (Flower Mound): "This language is a little confusing. Is it 3/5 of Founding Municipalities and Participating Municipalities plus one Commissioner's Court or is it 3/5 of Founding, Participating and Commissioner's court together?"

At no time shall the Board have less than one or more than six Nonvoting Members.

Notwithstanding the foregoing, the following six Nonvoting Members shall constitute the "Initial Nonvoting Members." Upon the effective date of Senate Bill 1066, the then-currently serving members of the Board appointed by the municipalities of Corinth, Flower Mound, Frisco, Little Elm, and The Colony, each of which being a municipality with a population of 17,000 or more that satisfies subsections 3(j)(i) and (ii) above, each assumed the position of Nonvoting Member. Additionally, the Denton County Commissioners Court shall as soon as practicable after the effective date designate ~~a~~ one then-currently serving member of the Board appointed by a municipality with a population of more than 500 but less than 17,000 that satisfies subsections 3(j)(i) and (ii) above to serve as a Nonvoting Member.

Commented [SFE7]: Explanation by City of Denton: "The Commissioners Court has not yet designated their non-voting small city member, so this needs to be in present tense."

- (k) Territory of the Authority: All territory within the boundaries of Denton County, Texas, being the county for which this coordinated county transportation authority was created under Chapter 460 of the Code. [Sections 460.002 and 460.051].
- (l) Voting Board Member: A Board Member who is either (i) appointed by a Founding Municipality or a Financial Participating Municipality or (ii) a Commissioners Court Appointed Member.

NOTE THE TWO TREATMENTS OF SUBSECTION (m)

~~Voting Member Executive Sessions: Closed meetings or executive sessions of the Board either pursuant to (i) the "Consultations with Attorney; Closed Meeting" or the "Deliberations Regarding Real Property; Closed Meeting" exception, or (ii) "Deliberation Regarding Prospective Gift; Closed Meeting," "Personnel Matters; Closed Meeting," or other legally compliant exception if [the Chair reasonably] [the Board by Major Decision Approval Vote] determines attendance should be limited in a specific instance to the Voting Board Members.~~

Commented [SFE8]: Deletion by the City of Denton, in which Lewisville concurs.

- (m) Voting Member Executive Sessions: Closed meetings or executive sessions of the Board either pursuant to (i) the "Consultations with Attorney; Closed Meeting" ~~or the "Deliberations Regarding Real Property; Closed Meeting"~~ exception, or (ii) "Deliberation Regarding Prospective ~~Gift; Closed Meeting,~~" "Personnel Matters; Closed Meeting," or other legally compliant exception if [the Chair reasonably] [the Board by Major Decision Approval Vote] determines attendance should be limited in a specific instance to the Voting Board Members.

Commented [SFE9]: Comment by Mark Miller (Flower Mound): "Need to understand this more. Not opposed to it, but do not completely understand what this is for."

Commented [SFE10]: Comment by Mark Miller (Flower Mound): "Not sure I agree with this one since we have a lot of history and information on the personnel, but I could live with it if we could be a part of Real Property discussions."

**ARTICLE II
OFFICES**

Section 1. Principal Office. The principal office of the Authority shall be in Denton County, Texas.

Section 2. Additional Offices. The Authority also may have offices at such other places as the Authority from time to time may determine or as the activities of Authority may require.

**ARTICLE III
BOARD**

Section 1. General Powers. The responsibility for the management, operation, and control of the Authority and its properties is vested in the Board. [Section 460.401].

Section 2. Number and Composition; Alternate Members.

- (a) The Board is composed of:
 - (i) One member appointed by the governing body of each Founding Municipality;
 - (ii) Two Commissioners Court Appointed Members;
 - (iii) One member appointed by the governing body of each Financial Participating Municipality, if authorized by the Board by a Major Decision Approval Vote;
 - (iv) Any Nonvoting Member; and
 - (v) Any Alternate Member, but only when serving in place of a regular appointed Board Member described under subsections 2(a)(i) - (iv) above. [Section 460.253].

- (b) Each of the entities appointing the Voting Board Members described under subsections 2(a)(i) – (iii) above may also appoint one Alternate Member to serve only in the absence of the regular appointed Board Member. Except when serving in place of the regular appointed Board Member described under subsections 2(a)(i) – (iii), an Alternate Member may attend Board and committee meetings (including closed meetings or executive sessions), but shall not (i) be counted for purposes of determining a quorum, (ii) vote on any matter before the Board or committee, or (iii) otherwise be considered a Board Member for any purpose. Appointing entities shall notify the Authority in writing of the appointment, reappointment, resignation, or removal of an Alternate Member. If (A) both a Commissioners Court Appointed Member and his or her appointed Alternate Member do not attend a Board or committee meeting, and (B) both the other Commissioners Court Appointed

Member and his or her appointed Alternate Member do attend that meeting, the attending Alternate Member may serve in place of the absent Commissioners Court Appointed Member. [Section 460.206].

- (c) A Nonvoting Member may attend Board and committee meetings (~~including but not~~ closed meetings or executive sessions ~~other than Voting Member Executive Sessions~~) and may participate in any discussion of matters at any such meeting, but shall not (i) be counted for purposes of determining a quorum or (ii) vote on any matter before the Board or committee. Each entity appointing a Nonvoting Member may also appoint one nonvoting Alternate Member to serve only in the absence of the regular appointed Nonvoting Member. A nonvoting Alternate Member may attend Board and committee meetings (~~includingbut not~~ closed or executive sessions ~~other than Voting Member Executive Sessions~~), but, except when serving in place of the regular appointed Nonvoting Member, shall not otherwise be considered a Board Member for any purpose. [Section 460.255].

Commented [SFE11]: Deletion and addition by the City of Denton, in which Lewisville concurs.

Commented [SFE12]: Deletion and addition by the City of Denton, in which Lewisville concurs.

Commented [SFE13]: Comment by Mark Miller (Flower Mound): "Where is reappointment of members now addressed? I may have missed it."

Section 3. Eligibility.

- (a) To be eligible for appointment to the Board, a person must: (i) have professional experience in the field of transportation, business, government, engineering, or law; and (ii) reside: (A) in the territory of the Authority; or (B) outside the territory of the Authority in a municipality that is located partly in the territory of the Authority. [Section 460.202]. "Professional experience" shall mean vocational, trade, work, or occupational experience, or otherwise having significant experience, training, or mastery in the indicated field.
- (b) Upon either (i) the death or resignation of a Board Member or (ii) the failure of the appointing entity to be represented by either its Board Member or the Board Member's Alternate Member at three consecutive noticed Board meetings, the Chief Executive Officer shall notify the Chair; the Chair then shall notify the appointing entity so it may evaluate modifications to its appointed Board Member or Alternate Member. [Section 460.206].
- (c) A Board Member may be removed from the Board by the entity that appointed that Board Member upon the Board Member's (i) inability to serve, (ii) failure to possess at the time of appointment or to thereafter maintain the eligibility qualifications required by these Bylaws, the Code, or other applicable law, or (iii) for other cause as permitted by law, such removal to be effective upon the Authority receiving notice of removal from the appointing entity.
- (d) If the Chief Executive Officer of the Authority knows that a potential ground for removal of a Board Member exists, the Chief Executive Officer shall notify the Chair; the Chair then shall notify the entity that appointed that Board Member, which appointing entity shall determine whether grounds for the removal of the Board Member exist.

- (e) A Board Member may resign at any time upon giving written notice to the Authority and the entity that appointed that Board Member.
- (f) An elected officer of a political subdivision of this state who is not prohibited by the Texas Constitution from serving on the Board is eligible, as an additional duty of office, to serve on the Board, but is not entitled to receive compensation for that service other than reimbursement for reasonable expenses incurred in performing that Board Member's duties. [Section 460.256].

~~(g) All Board Members and Alternate Members shall refrain from conduct injurious to the Authority or its purposes both within and outside a meeting of the Board or a committee; an appointing entity's decision to remove or retain a Board Member or Alternate Member pursuant to Article III, Section 3(b), (c), or (d) above shall be in addition to and in no way limit the Board's exercise of its disciplinary prerogatives in accordance with the latest edition of Robert's Rules of Order.~~

Section 4. Vacancy. A vacancy on the Board is filled in the same manner as the original appointment to the Board. [Section 460.201(c)]. A Board Member appointed to a vacant position shall be appointed for the unexpired term of the Board Member's predecessor in that position.

Section 5. Terms. The term of office for a member of the Board is two years. [Section 460.201(a)]. By a Major Decision Approval Vote, the Board may set staggered terms for Board Members so the terms of one-half of the Board Members (or as close to one-half as possible) expire in alternate years. [Section 406.206]. The Chief Executive Officer or his or her designee shall notify each appointing entity at least ninety days prior to the expiration of the term of its Board Member.

Section 6. Meetings. The Board shall hold at least one regular meeting each month. [Section 460.204(a)]. Special meetings of the Board may be called by the Chair as necessary. [Section 460.204(b)]. In addition, special meetings may be called, upon proper notice, at any time at the request of any two Voting Board Members. Special meetings shall be held at such time and place as is specified by the Chair, if the Chair calls the meeting, or by the two Voting Board Members, if they call the meeting, subject to reasonable input from the Chair or the Chief Executive Officer to ensure the time and place specified by the two Voting Board Members (a) comply with applicable notice and posting requirements and (b) are not selected for the primary purpose of preventing the attendance of one or more Board Members. The Chair shall set the agendas for meetings of the Board, except that the agendas of meetings called by two Voting Board Members shall be set by those Board Members. The Chair shall place on the agenda for a meeting of the Board or a committee any item requested by at least two Voting Board Members; the item shall appear in the form submitted to the Chair and, subject to compliance with notice and posting requirements, on the meeting agenda specified by such Board Members.

Section 7. Quorum. A majority of the Voting Board Members constitutes a quorum for purpose of conducting business. No vacancy in the membership of the Board will impair the right of a quorum to exercise all of the rights and to perform all of the duties of the Board. Therefore, if a vacancy occurs, a majority of the Voting Board Members then serving in office will constitute a quorum.

Commented [SFE14]: Deletion by the City of Denton, in which Lewisville concurs.

Commented [SFE15]: Explanation by City of Denton: "This issue is already addressed in Section 11, where it references Robert's rules of order. Unnecessary and vague."

Section 8. Open Meetings Act. All meetings of the Authority and its committees shall be in compliance with Chapter 551 of the Texas Government Code (Open Meetings Act). Pursuant to Section 551.128(b-1)(2) of the Open Meetings Act, an archived copy of the video and audio recording of all meetings shall be made available to the public on the Authority’s website. [Section 460.102(a)(1)].

Section 9. Committees

- (a) The Chair of the Board may appoint such committees as from time to time may be deemed necessary and appropriate. A committee shall not have any power or authority to bind or act on behalf of the Authority. The Chair will designate the chair of each committee, which will be comprised of at least three Board Members, with at least one of them being a Voting Board Member, and will serve as an ex officio member of each committee. No committee’s membership shall include a sufficient number of Voting Board Members to create a quorum as described in Article III, Section 7 above; however, if all applicable notice and posting requirements have been satisfied, Board Members who are not committee members may attend a committee meeting as observers and in a nonvoting capacity.
- (b) The committee shall report its discussions and recommendations from any meeting at the next Board meeting. [Section 460.401].

Section 10. Voting.

- (a) An action of the Board requires an affirmative vote of a majority of the Board Members present and voting, except for a vote pursuant to subsection (b) of this section. [Section 460.258].
- (b) A Major Decision Approval Vote is required for:
 - (1) a Capital Expenditure;
 - (2) an operating or maintenance expenditure for a Capital Asset;
 - (3) sale or lease of a Capital Asset;
 - (4) the approval of the Annual Budget or any amendment to the Annual Budget (as described in Article V, Section 2);
 - (5) approval or dismissal of any employee who reports directly to the Board, including the Chief Executive Officer;
 - (6) a contract with the Authority’s General Counsel;
 - (7) any debt issuance or other incurrence of indebtedness not in the ordinary course of operations;
 - (8) a material, non-temporary change of the service plan that necessitates a Title VI Compliance Review by the Federal Transit Administration;
 - (9) an amendment of these Bylaws;
 - (10) the approval of a comprehensive development agreement (commonly called a “CDA”) or similar financial contractual

- obligation for a purpose not an express commitment of the service plan;
- (11) the approval of a contract or other agreement between the Authority and a municipality, other governmental authority, or a private entity that is not a member of the Authority for the Authority's provision of transportation services;
 - (12) the enactment or amendment of the Authority's New Member Policy;
 - (13) the addition of a municipality to the Authority, including by election pursuant to Section 460.302 of the Code;
 - (14) either the formation of, contracting with, or joining or becoming a member or owner of, a local government corporation;
 - (15) the approval of the annual budget of any local government corporation;
 - (16) the approval of an agreement for the Authority to provide public transportation services under Section 460.602 of the Code;
 - (17) the authorization of the appointment of a Board Member by a Financial Participating Municipality under Article I, Section 3(g) hereof;
 - (18) the authorization to appoint a Nonvoting Member under Article I, Section 3(j) hereof; or
 - (19) the setting of staggered terms for Board Members under Article III, Section 5 hereof.

Commented [SFE16]: Comment by Mark Miller (Flower Mound): "Where is this defined?"

Section 11. Procedure of Meetings. Notice of all meetings and hearings of Authority shall be given, and such meetings and hearings shall be held and conducted in accordance with, applicable law, these Bylaws, the Board Rules of Procedure, and the latest edition of Robert's Rules of Order, in descending order of priority. To the extent of any conflict, the terms of the higher-priority document shall control. The General Counsel of the Authority shall serve as parliamentarian to the Authority.

Section 12. Conflicts of Interest, Etc. Board Members are subject to Chapters 171 and 176, Texas Local Government Code, Chapter 36, Texas Penal Code, and such other similar laws as now exist or as may be subsequently enacted, amended, or superseded. [Section 460.203].

ARTICLE IV OFFICERS

Section 1. Election. The Board shall elect three Voting Board Members to serve as the Chair, Vice-Chair, and Secretary. [Section 460.055(a)].

Section 2. Chair. The Chair shall preside at all regular and special meetings of the Authority.

Section 3. Vice-Chair. The Vice-Chair shall preside at any meeting of the Authority at the request of the Chair, or at which the Chair is absent.

Section 4. Secretary. The Secretary shall review the minutes of all Board proceedings, make any necessary revisions, and attest to the accuracy of the minutes.

Section 5. Term. The term of office for each officer shall be for a period of one (1) year and shall run from October 1 through and including September 30. A Board Member may not be elected to more than three (3) consecutive one-year terms as Chair, provided said three (3) successive terms may be in addition to and preceded by that Board Member's election as Chair to serve the remainder of an unexpired term.

ARTICLE V BUDGET AND FINANCE

Section 1. Fiscal Year. The Fiscal Year of the Authority shall end on September 30 of each year.

Section 2. Annual Budget. The Authority shall prepare an Annual Budget. [Section 460.403].

Section 3. Audit. The Authority shall have an annual audit of the affairs of the Authority prepared by an independent certified public accountant. Any deficiencies noted in the audit report shall be addressed at a regular meeting of the Authority and addressed on the record. [Section 460.402].

NOTE THE TWO TREATMENTS OF SECTION 4

Section 4. Cost of Service and Efficiency Study/Analysis. The Authority shall ~~perform~~ procure an outside consultant to conduct a cost of service and efficiency study ~~no less frequently than~~ analysis every ~~[three (3) OR four (4)]~~ 3 years, the first of which ~~to~~ shall be completed/complete by March ~~31, 2020~~. The ~~study must~~ analysis should include, but is not limited to:

- Review of all modes of service, analyzing the cost to provide each mode, and the associated funding sources generated as a result of that service
- Review of all contract service, and associated costs and revenues generated as a result
- Organizational review of staffing structure, to examine comparable agencies and government entities, and identify areas of improvement.
- Analysis of the most cost-efficient mode to provide service
- Review of fiscal policies, including fund balance policies

As a result of the analysis sufficient to produce, the recommendations regarding should include, but is not limited to:

Commented [SFE17]: Deletions and additions by the City of Denton, in which Lewisville concurs.

- Opportunities to increase ridership;
- Opportunities to improve service;
- Organizational structure; recommendations
- ~~More~~Recommendations for more cost-effective service; ~~and~~
- ~~Reinvestment~~Analysis of funds that could be reinvested in adjacent infrastructure through a Local Assistance Program-

Section 4. Cost of Service and Efficiency Study. The Authority shall perform or cause to be performed a cost of service and efficiency study no less frequently than every [three (3) OR four (4)] years, ~~the first of which to be completed by March 31, 2020.~~ The study must include analysis sufficient to produce recommendations regarding:

- Opportunities to increase ridership;
- Opportunities to improve service;
- Organizational structure;
- More cost-effective service; and

Reinvestment of funds in adjacent infrastructure through a Local Assistance Program.

ARTICLE VI INDEMNIFICATION

The Authority shall indemnify any current or past Board Member involved in any litigation or threatened litigation, including any civil, criminal, or administrative action, claim, investigation, suit, or other proceeding, for reason of such Board Member's alleged negligence or misconduct in the performance of his or her duties as a Board Member, to the extent funds are lawfully available and subject to any other limitations that exist by law, against liability and reasonable expenses, including attorneys' fees actually and necessarily incurred, except where it is adjudged that such Board Member acted with gross negligence or willful misconduct in the performance of his or her duties. The Board shall approve the Authority's payment of expenses incurred in defending a proceeding in advance of its final adjudication or other disposition if the Board (a) determines that the proceeding involves an action taken within the Board Member's scope of authority acting in the performance of his or her duties to the Authority, and (b) believes, in good faith, such payment serves the public interest. The Board shall require any Board Member receiving such pre-adjudication payments to reimburse the Authority if upon final adjudication of the proceeding the Board Member is determined not entitled to indemnification. The right of indemnification provided by these Bylaws shall not be deemed exclusive of any right to which any current or past

Commented [SFE18]: Comment by Mark Miller (Flower Mound): "I thought the discussion was to push this out a couple of years for now."

Board Member may be entitled as a matter of law, and shall extend and apply to the estates of deceased Board Members.

**ARTICLE VII
AMENDMENT TO BYLAWS**

These Bylaws may be altered, amended or repealed, or new Bylaws may be adopted, pursuant to Article III, Section 10(b) hereof by Major Decision Approval Vote at any regular, properly posted meeting of the Authority, or any properly posted special meeting of the Authority, at which a quorum is present; provided that prior to consideration and vote by the Authority, any proposed revision to the Bylaws may be reviewed and commented on by all Board Members and shall be provided in writing to all Board Members at least two weeks prior to action on any amendment.



Board of Directors Memo


October 24, 2019

SUBJECT: Consider Resolution R19-15 Removing the Position of Treasurer as an Officer of the DCTA Board of Directors

Upon acceptance of the Amended Bylaws, DCTA Staff recommends approval of Resolution R19-15 amending DCTA Resolution R19-11 to remove the position of Treasurer as an Officer of the DCTA Board of Directors.

Exhibits

Exhibit 1: Resolution R19-15 Removing the Position of Treasurer as an Officer of the DCTA Board of Directors

Submitted By: 

Brandy Pedron
Executive Administrator

Final Review: 

Kristina Holcomb
Deputy CEO

**DENTON COUNTY TRANSPORTATION AUTHORITY
RESOLUTION NO. R19-15**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY (“DCTA”) AMENDING DCTA RESOLUTION 19-11 TO REFLECT THE DENTON COUNTY TRANSPORTATION AUTHORITY AMENDED AND RESTATED BYLAWS BY REMOVING THE POSITION OF TREASURER AS AN OFFICER OF THE DCTA BOARD OF DIRECTORS; PROVIDING A REPEALING CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in accordance with Article IV of the Denton County Transportation Authority Amended and Restated Bylaws, the Board of Directors shall elect a Chair, Vice-Chair and Secretary; and

WHEREAS, as reflected in the Denton County Transportation Authority Amended and Restated Bylaws, the position of treasurer shall be removed as an officer of the DCTA Board of Directors; and

WHEREAS, the Board of Directors finds that the removal of the position of treasurer as an officer of the Board of Directors is in the best interest of DCTA; and

WHEREAS, the Board of Directors of the Denton County Transportation Authority is of the opinion and finds that removal of the position of treasurer as an officer of the Board of Directors should be approved;

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

SECTION 1. The removal of the position of treasurer as an officer of the Board of Directors of the Denton County Transportation Authority is approved. The duly elected officers of the Board of Directors shall be as follows:

Chair	Dianne Costa
Vice-Chair	T. J. Gilmore
Secretary	Randall Chrisman

SECTION 2. All provisions of the resolutions of the DCTA Board of Directors 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 24TH DAY OF OCTOBER 2019.

APPROVED:

Dianne Costa, Chair

ATTEST:

Randall Chrisman, Secretary

APPROVED AS TO FORM:

Joseph J. Gorfida, Jr., General Counsel
(10-18-2019:TM 111623)



Board of Directors Memo

October 24, 2019

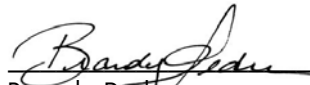
SUBJECT: Consider Resolution R19-14 to Cancel November Board Meeting

DCTA Bylaws requires the Board of Directors to hold at least one regular meeting each month and the Board of Directors is currently scheduled to meet on Thursday, November 14, 2019.

The Board of Directors finds that cancelling the regular meeting scheduled for November 14, 2019 will not adversely affect the operations of DCTA. Staff recommends the Board of Directors approve Resolution R19-10 canceling the November Board Meeting.

Exhibits

Exhibit 1: Resolution R19-14

Submitted By: 

Brandy Pedron
Executive Administrator

Final Review: 

Kristina Holcomb
Deputy CEO

**DENTON COUNTY TRANSPORTATION AUTHORITY
RESOLUTION NO. R19-14**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY (DCTA) CANCELLING THE NOVEMBER 14, 2019 BOARD OF DIRECTORS MEETING; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 3.6 of the DCTA Bylaws provides that the Board of Directors shall hold at least one regular meeting each month; and

WHEREAS, the Board of Directors had scheduled its regular monthly meeting for November 2019 on Thursday, November 14, 2019; and

WHEREAS, the Board of Directors finds that cancelling the regular meeting scheduled for November 14, 2019 will not adversely affect the operations of DCTA;

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

SECTION 1. The regular Board of Directors scheduled for November 14, 2019 is hereby cancelled.

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

DULY PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY THE 24TH DAY OF OCTOBER, 2019.

APPROVED:

Dianne Costa, Chair

ATTEST:

Randall Chrisman, Secretary

APPROVED AS TO FORM:

Joseph J. Gorfida, Jr., General Counsel
(10-16-2019:TM 111577)

Board of Directors Memo

October 24, 2019

SUBJECT: Consider the Approval of the Mobility-as-a-Service (MaaS) Signature Authorization Limit Modification

Background

A Request for Proposals (RFP) was released on January 16, 2019 for Mobility as a Service (MaaS). At the April 2019 Board meeting, the Board approved the award of Mobility-as-a-Service contracts to thirty-one (31) qualified firms and a total annual not-to-exceed contract value of \$2,400,000 for all task orders issued under the master on-call contracts.

Identified Need

During discussions at the August 22, 2019 meeting, the Board requested the not-to-exceed contract value be modified from the previously awarded \$2,400,000 total threshold to be consistent with the \$75,000 threshold for other awards.


Board members requested to be notified of all task orders issued, including those less than \$75,000, on a monthly basis. No task orders have been issued to date.

Recommendation

Staff is recommending the Board of Directors authorize the CEO to negotiate and execute task orders up to the \$75,000 threshold level. Task orders exceeding the \$75,000 threshold will be presented to the Board of Directors for approval prior to execution. Staff will provide a monthly update to the Board of Directors on all Mobility-as-a-Service commitments, activities and expenditures.

Submitted By: 

Sarah Martinez, CPPB
Director of Procurement

Final Review: 

Marisa Perry, CPA
Chief Financial Officer/VP of Finance

Approval: 

Raymond Suarez
Chief Executive Officer

Board of Directors Memo

October 24, 2019

SUBJECT: Social Service Agency Roundtable Recap Report

DCTA held Social Service Agency Roundtables on August 7, 2019 in Lewisville and August 9, 2019 in Denton.

The Lewisville meeting hosted nine (9) community attendees including the following agencies: Lewisville Public Library, City of Lewisville, Winning the Fight, Texas Workforce Commission, Journey to Dream, Neighborhood Services and NCTCOG.

The Denton meeting hosted 13 community attendees including the following agencies: Denton County Veterans Service Office, REACH of Denton, United Way of Denton County, Denton County Friends of the Family, Hope Inc., SPAN, Denton County Public Health and Serve Denton.

DCTA Staff and Community attendees discussed public involvement opportunities, service changes, DCTA's Discount Pass Program and general requests.

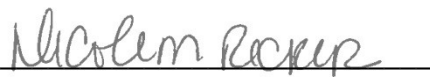
Additional details are included in Exhibit 1.

Next Social Service Roundtables are scheduled to take place on November 6 in Lewisville and November 7 in Denton.

Exhibits

Exhibit 1: Social Service Agency Roundtable Recap Report

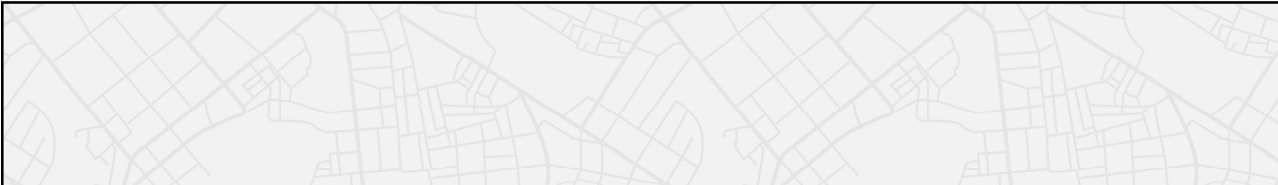
Submitted By: 
Brandy Pedron
Executive Administrator

Final Review: 
Nicole Recker
VP of Marketing and Administration



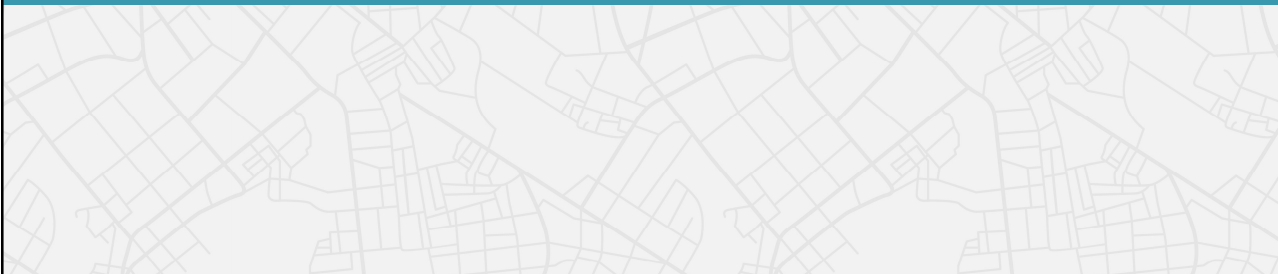
DCTA DENTON COUNTY
TRANSPORTATION
AUTHORITY

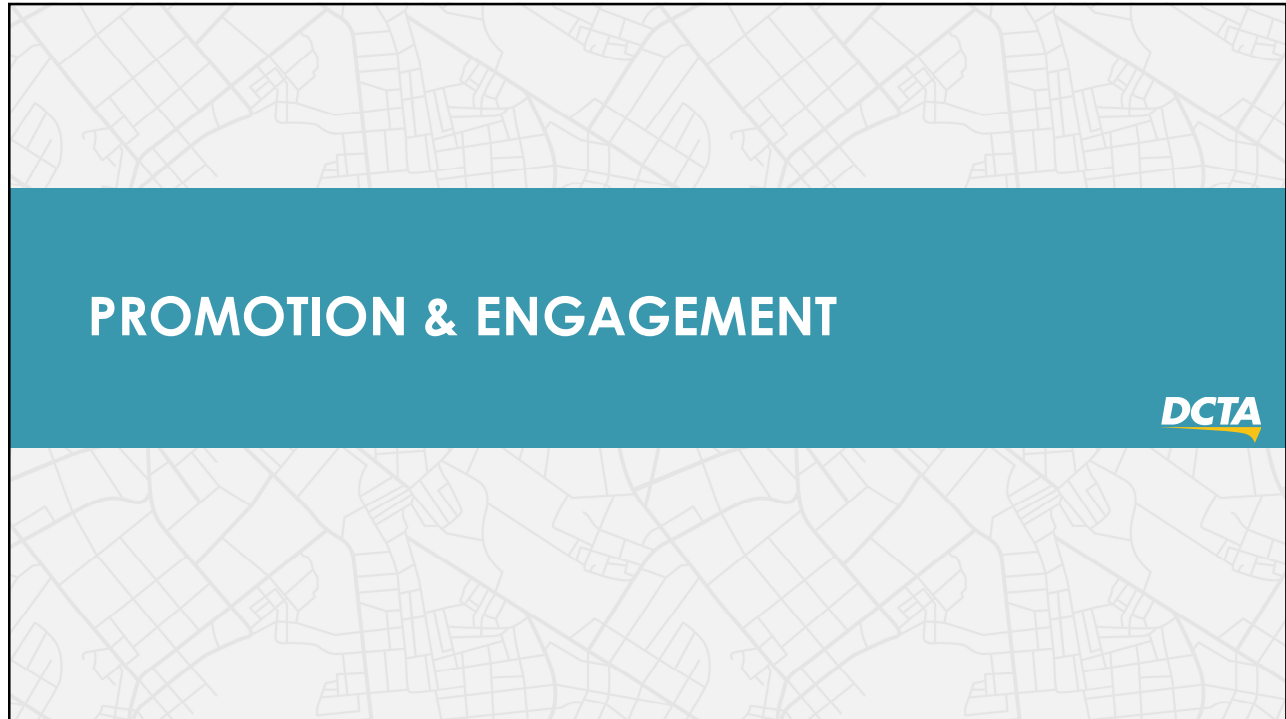
2019 August Social Service Agency Roundtables
August 7 (Lewisville) & August 9 (Denton)



MEETING OVERVIEW

DCTA





General Promotion

Below are the events that DCTA attended to promote the roundtable events:

- Lewisville/Flower Mound Social Service Roundtable, June 28
- Salvation Army: Behind the Red Shield, July 18
- Texas Women's University Coffee & Conversations, July 24

Below are the marketing emails that were sent to promote the roundtable events:

- Social Service Agency Email, July 19
- Social Service Agency Email, August 5

Lewisville Meeting Details

Location:

DCTA Administrative Offices
Board Room

Date: Wednesday, August 7, 2019

Time: 9:30 a.m. – 11 a.m.

Invitations: 72

RSVPS:

20 Accepted
3 Tentative
11 Declined

Actual Attendees: 9 Community; 4 DCTA Staff

Agencies in attendance: Lewisville Public Library, City of Lewisville, Winning the Fight, Texas Workforce Commission, Journey to Dream, Neighborhood Services and NCTCOG.



Lewisville Meeting Agenda



DCTA Social Service Roundtable
August 7, 2019 | 9:30 a.m. – 11 a.m. | DCTA Admin Office

Welcome

- DCTA Welcome – Kelly Briggs, Community Relations Manager
- Group Introductions

Review of Handouts

- Agenda
- DCTA Collateral

May 1, 2019 Meeting Minutes

- Review of Minutes
- Update on “Next Step” Items

DCTA Overview

- Overview of Services
- Partnership Opportunities
- Discount Pass Program

DCTA Updates

- Public Involvement
 - o Citizen’s Advisory Team Meetings
 - o Upcoming Open House Meetings
- Service Changes
 - o August 26 Service Changes
- Locker Grant Update

Open Discussion

- Participant-Led Discussion
- Social Service Agency Requests
- General Q&A

Next Meeting

- Wednesday, November 6
- 9:30 a.m. – 11 a.m.
- DCTA Administrative Office (subject to change)

Thank you for joining us today! Should you have any questions or would like to see something specific added to the next meeting agenda, please contact Kelly Briggs at kbriggs@dcta.net



Denton Meeting Details

Location:

Serve Denton

Date: Thursday, August 8, 2019

Time: 9:30 a.m. – 11 a.m.

Invitations: 63

RSVPS:

25 Accepted

5 Tentative

5 Declined

Actual Attendees: 13 Community; 3 DCTA Staff

Agencies in attendance: Denton County Veterans Service Office, REACH of Denton, United Way of Denton County, Denton County Friends of the Family, Hope, Inc., SPAN, Denton County Public Health and Serve Denton.



Denton Meeting Agenda



DCTA Social Service Roundtable
August 8, 2019 | 9:30 a.m. – 11 a.m. | Serve Denton

Welcome

- DCTA Welcome – Kelly Briggs, Community Relations Manager
- Group Introductions

Review of Handouts

- Agenda
- DCTA Collateral

May 2, 2019 Meeting Minutes

- Update on "Next Step" Items

DCTA Updates

- Public Involvement
 - o Citizen's Advisory Team Meetings
 - o Upcoming Open House Meetings
- Service Changes
 - o August 26 Service Changes
- Communications
 - o Social Service Agency Map on DCTA Website - <https://www.dcta.net/rider-info/passenger-info/access-human-services>

Open Discussion

- Participant-Led Discussion
- Social Service Agency Requests
- General Q&A

Next Meeting

- Thursday, November 7
- 9:30 a.m. – 11 a.m.
- DCTA Administrative Office (subject to change)

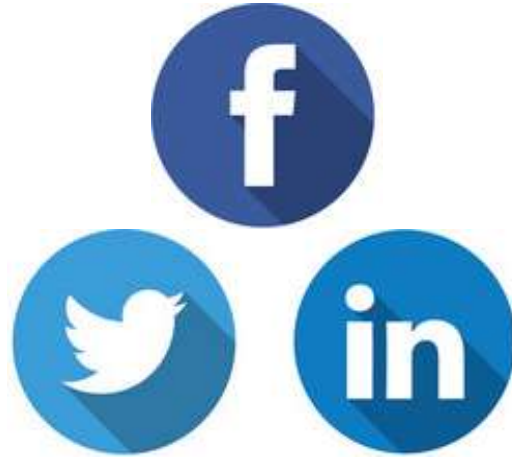
Thank you for joining us today! Should you have any questions or would like to see something specific added to the next meeting agenda, please contact Kelly Briggs at kbriggs@dcta.net



Social Media Promotional Overview

Social Media Goals:

- Pre-Promotion Postings
- Real-time Meeting Photo/Byline Postings
- Showcase DCTA Outreach Efforts
- Encourage More Meeting Participants (especially if they are not on the existing invite list)
- Encourage Community Questions
- Gain Media Attention (for media outlets who follow DCTA's social channels)



August 2019 - Social Service Agency Roundtable Meetings

9

Facebook - Organic



Post Dates: April 29, 2019

People Reached: 371

Total Engagements: 11

August 2019 - Social Service Agency Roundtable Meetings

10

Twitter - Organic

Post Dates:
April 29, 2019
May 2, 2019

People Reached:
2,141

Total Engagements:
20



August 2019 - Social Service Agency Roundtable Meetings

11

Social Media Comprehensive Results

- Days Posted – 3
- Total Impressions – 2,659
- Total Engagements – 37



August 2019 - Social Service Agency Roundtable Meetings

12

MEETING NOTES



Lewisville Meeting Notes

Overview of New Collateral

- **DCTA - SPAN Services Flyer:** The new flyer highlighting the service areas, eligibility and pricing of both DCTA & SPAN was distributed to the group. The information was requested at the spring Social Service Agency Roundtable and was assembled in collaboration with SPAN. Several agencies commented that this collateral will be useful to their clients for transit-planning purposes.

THE DIFFERENCES BETWEEN DCTA & SPAN

DCTA DENTON COUNTY TRANSPORTATION AUTHORITY

- DCTA Access provides service for:
 - Passengers with disabilities who are unable to utilize Connect Bus service
 - Passengers who are elderly (65+)
- Application required
 - ADA: Origin-to-destination
 - Non-ADA: Demand-response
- Trips available by appointment
- Handicap accessible vehicles
- Service Times during full service:
 - Monday – Thursday / 5:30 a.m. to 9:30 p.m.
 - Friday / 7:30 a.m. to 9:30 p.m.
 - Saturday / 7:30 a.m. to 7:30 p.m.
- Service Times during summer/spring break:
 - Monday – Friday / 5:30 a.m. to 9:30 p.m.
 - Saturday / 7:30 a.m. to 7:30 p.m.
- DCTA serves:
 - Denton, Lewisville and Highland Village
- Cost to Ride:
 - One-Way Trip: \$3
 - \$10-Ride Book: \$30
- Customer Service: 940.243.0077
- For more information, visit RideDCTA.net

Span Denton County

- SPAN provides service for:
 - Passengers with disabilities
 - Seniors citizens
- Application required
- Trips available by appointment only
- Handicap accessible vehicles
- Service Times:
 - Monday – Friday / 6 a.m. to 6 p.m.
- Shared ride (buses or vans)
- Door-to-door transportation
- SPAN serves:
 - Argyle, Aubrey, Cross Roads, Coppell, The Colony, Flower Mound, Lake Cities, Little Elm, Justin, Krum, Lincoln Park, Northlake, Pilot Point, Ponder, Providence Village, Roanoke, Sanger and Savannah
- Cost to Ride:
 - Disabled: \$3 per one-way trip
 - Seniors (65+): \$3 per one-way trip
 - General Public: \$6 per one-way trip
- Customer Service: 940.382.1900
- For more information, visit SPAN-transit.org



RideDCTA.net • 940.243.0077



HopOnBoardBlog.com • #RideDCTA

Lewisville Meeting Notes

Overview of New Collateral (cont.)

- **DCTA Services Flyer:** A one-page flyer was created that provides a high-level overview of the majority of services offered by DCTA. This flyer was requested at the spring Social Service Agency Roundtable. The agencies in attendance were pleased by the comprehensive nature of the document and collected several copies to keep on file in their offices.



DCTA DENTON COUNTY TRANSPORTATION AUTHORITY

SERVICE OVERVIEW

A-TRAIN
The A-train is Denton County Transportation Authority's 21-mile commuter rail line connecting Denton and Dallas Counties. The A-train connects with the Dallas Area Rapid Transit (DART) Green Line at the Trinity Mills Station in Carrollton, Texas. Passengers can transfer to DART's Green Line, which provides access to DART's Red, Orange and Blue Lines and the Trinity Railway Express (TRE). The A-train operates Monday through Saturday, excluding major holidays. DCTA has five A-train stations – two in Denton and three in Lewisville.

DENTON
CONNECT: Denton Connect is a local, fixed-route bus service in Denton. The routes provide easy access to popular destinations and connection to the Downtown Denton Transit Center (DDTC) and Medpark Station. Denton has eight Connect routes. Connect bus service operates Monday through Saturday, excluding major holidays.
NORTH TEXAS XPRESS: North Texas Xpress is a commuter bus service that provides access between Denton and downtown Fort Worth, with stops in Alliance. North Texas Xpress offers round-trip service each weekday between 6 a.m. and 9:30 p.m.
DENTON ENTERPRISE AIRPORT ZONE: This on-demand, microtransit service provides travel options for those needing access to the Denton Enterprise Airport and other businesses in the designated zone. Service in this area also connects to North Texas Xpress and the UNT Campus Shuttle at Fouts Field. Passengers can book a trip in real-time via the Microtransit (Transloc) mobile app.

LEWISVILLE
CONNECT: Lewisville Connect is a local, fixed-route bus service in Lewisville. The routes provide easy access to popular destinations and connection to the Old Town Lewisville Station and Hebron Station. Lewisville has two Connect routes. Connect bus service operates Monday through Saturday, excluding major holidays.
CONNECT ON-DEMAND: This on-demand service is provided only in Lewisville and serves the Lewisville Senior Center located within the on-demand area of Lewisville Connect Route 21. This area is served Monday through Friday from 9 a.m. to 3:30 p.m. upon request of the passenger. Passengers wishing to depart the Lewisville Senior Center during those hours can request a pick up via Route 21 by calling 940.243.0077.
LEWISVILLE LAKEWAY ZONE: This on-demand, microtransit service provides travel options for those needing access to the Lakeway Business Park area in Lewisville and surrounding businesses in the designated zone. Service in this area connects to the A-train Hebron Station. Passengers can book a trip in real-time via the Spare Rider mobile app.

HIGHLAND VILLAGE
CONNECT SHUTTLE: The Highland Village Connect Shuttle is a peak-period shuttle service offered in Highland Village. This service operates Monday through Friday from 5 a.m. to 10 a.m. and 3 p.m. to 9 p.m. (excluding major holidays). The shuttle serves five main Highland Village locations, has two park and ride options and connects to the Highland Village/Lewisville Lake Station (HV/LL).
HIGHLAND VILLAGE LYFT ZONE: DCTA has a partnership with Lyft in which the agency offers a \$10 discount for rides coordinated within the designated zone through the Lyft mobile app. The zone includes Highland Village and portions of North Lewisville and connects to the HV/LL Station and Lewisville Connect Route 21. The discount applies to Lyft trips only. No other discounts are offered on any DCTA bus or train services.



DCTA DENTON COUNTY TRANSPORTATION AUTHORITY

SERVICE OVERVIEW

UNT
UNT CAMPUS SHUTTLES: DCTA provides shuttle service in partnership with the University of North Texas (UNT) to offer service to the campus and popular off-campus locations. UNT Campus Shuttles run Monday through Friday during the school year and operate a modified schedule during the summer and holidays. Weekend service is available through UNT's Campus Cruiser.
UNT/LYFT: DCTA has a partnership with Lyft where currently-enrolled UNT students are eligible for 120 one-way rides free of charge. Qualifying trips within the UNT Lyft Zone include the Main Campus, Oak Street Hall and Victory Hall/ Mean Green Village. The service is available Monday through Sunday from 2 a.m. to 7 a.m.

NCTC
NCTC CAMPUS SHUTTLE: DCTA partners with North Central Texas College (NCTC) to provide direct shuttle service to the Corinth and Flower Mound campuses. The NCTC Campus Shuttle connects to the DDTC, the Medpark Station and the HV/LL Station. During the academic year, the NCTC Shuttle operates Monday through Friday.

ON-DEMAND SERVICES
ACCESS: Access is a shared-ride, origin-to-destination, paratransit service that provides transportation for disabled residents and visitors in Lewisville, Denton and Highland Village. DCTA's Access service is broken up into ADA paratransit service and non-ADA, demand-response service. An application process is required for Access services.
COLLIN COUNTY TRANSIT: The city of McKinney, the McKinney Urban Transit District (MUTD) and DCTA provide Collin County Transit. This service consists of a subsidized taxi voucher program that provides efficient transit options for participating MUTD cities including Celina, Lowry Crossing, McKinney, Melissa, Princeton and Prosper.

- **OLDER ADULT PROGRAM:** This program provides citizens ages 65 years and older with proper mobility solutions within Collin County. An application process is required.
- **INDIVIDUALS WITH DISABILITIES PROGRAM:** This program provides alternative mobility solutions within Collin County for persons with disabilities. An application process is required.
- **LOW INCOME TRANSIT SUBSIDY PROGRAM:** This service provides low-income families and individuals with mobility solutions within Collin County. An application process is required.

FRISCO DEMAND RESPONSE: On behalf of the city of Frisco, DCTA provides curb-to-curb, demand-response transit service to eligible Frisco residents for trips within Frisco, McKinney, Allen and designated portions of Plano.

OTHER SERVICES
A-TRAIN RAIL TRAIL: The A-train Rail Trail runs alongside DCTA's A-train commuter rail line and was designed to complement its surroundings and adjacent facilities. The trail is part of DCTA's ongoing efforts to provide safe, customer-focused and efficient mobility solutions to Denton County.
COMMUTER VANPOOL: Vanpools are DCTA's way of giving you a convenient and cost-effective way to get to work. Ideal for groups of six to 15 people, vanpools reduce stress, help the environment and save you money.

FOR MORE INFORMATION ON DCTA SERVICES, VISIT [RIDE DCTA.NET](https://www.rideDCTA.net).

Lewisville Meeting Notes

Overview of New Collateral (cont.)

- **Access to Human Services Webpage:** This webpage was announced and presented to the attendees. DCTA will be hosting a majority of the collateral created in conjunction with the Social Service Agency Roundtable on this site. The agencies were happy to have their materials located in one centralized site. The page will be updated with future materials and will evolve to best serve the individuals who rely on these specialized services.

DCTA DENTON COUNTY TRANSPORTATION AUTHORITY

SERVICE OVERVIEW SCHEDULES & MAPS FARES & PASSES RIDER INFO

← RIDER INFO

Passenger Info

- Access to Human Services
- Human Services Map
- Bikes and Transit/Bring Your Bikes
- How to Ride
- Reading A Schedule
- Rider Code of Conduct
- Services Overview
- Station Locations
- Travel Tools

Logistics

- State Fair of Texas Deal
- Stay Informed
- The 411

ACCESS TO HUMAN SERVICES

DCTA collaborates with many of the social service agencies throughout Denton County to ensure that we are collectively meeting the needs of our community. Below are various resources available to assist social service agencies with clients who need access to transportation.

DCTA SERVICES OVERVIEW

For a list of all DCTA services, [click here](#).

SOCIAL SERVICE AGENCY GIS MAP

DCTA and the City of Denton collaborated to create a map of social services across Denton County and where access via public transportation is available.

- [View the map here.](#)
- [View the table of how to access each social service agency via public transportation here.](#)

"GO TO" CARDS

DCTA has created two passenger cards to assist passengers with travel.

- The Access Passenger Card is a tool for Access passengers to ensure that their driver knows who they are and where they reside. This card is not required, but is often helpful for passengers who are new to Access or do not ride Access services frequently. [Download the Access Passenger Card here.](#)
- The General Passenger Card can be used to assist any passenger who needs assistance getting to their final destination. Simply fill out the card and show it to the operator and they will be happy to assist. [Download the General Passenger Card here.](#)

THE DIFFERENCES BETWEEN DCTA AND SPAN

DCTA and SPAN both provide mobility services around Denton County, but have you ever wondered about their key differences? [View the DCTA and SPAN flyer](#) to see what each service provides!

MORE RESOURCES TO COME!

Lewisville Meeting Notes

Next Steps Updates from Previous Meetings

- **Go Cards:** The final versions of the Go Cards were presented to the group. In consultation at previous Social Service Agency Roundtable meetings, two distinct cards were created: a version for standard transit trips and a version for Access trips. The response to the cards was positive, and attendees stated that they think they could be a valuable tool for their clients.

DCTA DENTON COUNTY
TRANSPORTATION
AUTHORITY

HELLO! MY NAME IS:
¡HOLA! MI NOMBRE ES... | HELLO, KA MIN CU...A SI...

MY HOME ADDRESS IS:
MI DIRECCION DE CASA ES... | KA UMNAK ADDRESS CU...

DCTA DENTON COUNTY
TRANSPORTATION
AUTHORITY

HELLO! MY NAME IS:
¡HOLA! MI NOMBRE ES... | HELLO, KA MIN CU...A SI...

I NEED TO GO TO:
NECESITO IR A/AL... | AH KAL KA HERH...

August 2019 - Social Service Agency Roundtable Meetings

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Lewisville Meeting Notes

Next Steps Updates from Previous Meetings

- **Veteran Services Map:** DCTA has compiled a tentative list of veteran services to be included on a dedicated map for veterans. A tentative map will be ready for agencies to review by the next meeting.
- **Inclement Weather Notifications and Service:** DCTA and the City of Denton have launched inclement weather communications procedures. The communication and transportation plan was utilized over the summer for several days with a heat advisory. DCTA Marketing & Communications will be meeting this fall to strategize additional ways to spread inclement weather information.
- **Library Blog Post:** DCTA will publish a blog in October featuring library services in conjunction with National Book Month at the request of the Lewisville Library System.
- **Audiobooks for Bus Drivers:** The Lewisville Library System previously offered to partner with DCTA to provide audiobooks for bus drivers. Michelle Bloomer mentioned that she will present the item at the bus operators' next safety meeting.
- **Mobile Home Parks:** DCTA has compiled a list of local mobile home parks, as they are large transit-need communities. The DCTA Operations team is looking into options to better serve these communities.

August 2019 - Social Service Agency Roundtable Meetings

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Lewisville Meeting Notes

Inclement Weather Plan

- **City of Lewisville:** With the successful rollout of the Denton Inclement Weather Plan, the City of Lewisville inquired whether there were discussions in place to implement a similar plan within Lewisville.
 - **DCTA:** Thus far, the notification and execution of the Denton plan has been led mainly by the City of Denton and Monsignor King. DCTA will look into ways to develop a plan for the City of Lewisville in conjunction with Salvation Army.

Chin Community Outreach

- **DCTA:** The Lewisville ISD Fair was a fantastic opportunity for outreach to the Chin community. The schools have all of their materials and signage in English, Spanish and Hakha Chin.
 - **City of Lewisville:** Chin Community Ministries is closing down, so the City is working to facilitate Chin community outreach with the schools and churches. Becky Nelson, our former liaison to the community, is retiring as well, so we will need to develop new outreach opportunities.
 - **Neighborhood Services:** Danielle Emery is in charge of LISD ESL Services and can be an asset for outreach.
 - **THRIVE:** LISD has a biannual publication that can be utilized to reach the Chin community.

CAT Program Discussion

- Andrew Smith gave an overview of proposed changes to DCTA's Citizen's Advisory Team to spur increased community involvement. The new program, the Community Advisory Committee, would feature dedicated positions held for specific groups, including large businesses, social service agencies, universities, ISDs and residents.
 - **Libraries:** Strong proponent of transitioning to a "Community"-based moniker, as it is more welcome for organizations and businesses.

August 2019 - Social Service Agency Roundtable Meetings

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Lewisville Meeting Notes

Service Changes

- **DCTA:** Service changes will be implemented starting on August 26. The primary change will be more frequent A-train service throughout the day. Bus and shuttle schedules will be adjusted across the board to better align with the new A-train schedule. Any agencies that would like to request new route guides should contact DCTA.

Locker Grant

- **DCTA:** DCTA applied for an Innovative Coordinated Access & Mobility (ICAM) grant to provide lockers for the homeless community. The City of Lewisville and United Way both requested that DCTA apply for the grant. The grant was not received, so the project will not be moving forward at this time.
 - **Winning the Fight:** Kathy inquired as to where the lockers would be located. DCTA informed her that they would have been initially installed at Monsignor King.
 - **Neighborhood Services:** Ashleigh inquired as to whether DCTA would be applying for alternate funding for the project. DCTA responded that we would not be applying for future funds, but we will help coordinate if another agency would like to take over the project.

Open Discussion

- **Winning the Fight:**
 - The organization is hosting a series of events over the coming months in support of their campaign against social anxiety. They will be hosting a series of screenings of the film "Angst" at various locations and will also host the Stomping Stigma 5K on September 28. Agencies were invited to provide collateral for the goodie bags.

August 2019 - Social Service Agency Roundtable Meetings

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Lewisville Meeting Notes

Open Discussion (cont.)

- **City of Lewisville**
 - Asked whether DCTA has considered implementing a city-services fixed route to facilities like City Hall, Recreation Centers and THRIVE
 - DCTA mentioned that there have been conversations regarding moving to a zone approach that could fill this need. There will hopefully be a representations from DCTA Operations at the next meeting that can speak to this in more detail.
 - Neighborhood Services notified DCTA about their upcoming Movement on the Parkway, which will be hosted in the low-income area between I-35, State Highway 121 and Corporate Drive. This area has limited access to parks and grocery stores. The City of Lewisville will be closing the roads in the area for a festival-style event and invited DCTA to attend. The City of Lewisville will be looking into doing more pop-up type events around the city.
 - Hillary inquired as to whether DCTA has looking into doing "cooler" wraps on the bus fleet to catch attention more easily.
 - DCTA notes that this is an ongoing conversation with the DCTA Operations team.
 - Asked for status update on Train the Trainer program. DCTA informed the group that that position is in the process of being filled, but the Community Relations team could assist with smaller training needs in the interim.

August 2019 - Social Service Agency Roundtable Meetings

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Lewisville Meeting Notes

Open Discussion (cont.)

- **Journey To Dream**
 - Izell noted that there is a stigma among teens against using public transit. It is difficult to change these behaviors, but we need to focus on capturing this demographic.
 - Lewisville Libraries suggested created a video series that highlights different demographics utilizing transit services. They need to be Youtube-style videos that can catch people's attention. Izell mentioned that his clients may be interested in participating.
 - DCTA existing tutorial videos were discussed. The link to the videos will be sent out prior to the next meeting.
- **Winning the Fight**
 - Requested that DCTA look into ways to provide more information for individuals released from the Denton jail. While the DDTC is nearby, many leave incarceration without knowing about nearby transit options. Specialized literature would provide a great value to that population

August 2019 - Social Service Agency Roundtable Meetings

22

Denton Meeting Notes

Overview of New Collateral

- **DCTA - SPAN Services Flyer:** The new flyer highlighting the service areas, eligibility and pricing of both DCTA & SPAN was distributed to the group. The information as requested at the spring Social Service Agency Roundtable and was assembled in collaboration with SPAN.
- **DCTA Services Flyer:** A one-page flyer was created that provides a high-level overview of the majority of services offered by DCTA. This flyer was requested at the spring Social Service Agency Roundtable.
- **Access to Human Services Webpage:** This webpage was announced and presented to the attendees. DCTA will be hosting a majority of the collateral created in conjunction with the Social Service Agency Roundtable on this site.

*See samples of new collateral on pages 14, 15 and 16

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Denton Meeting Notes

Next Steps Updates from Previous Meetings

- **Veteran Services Map:** DCTA has compiled a tentative list of veteran services to be included on a dedicated map for veterans. A tentative list will be ready for agencies to review by the next meeting. Jessica Caskey requested that the United Way be allowed to review the list of providers for accuracy and totality.
- **Inclement Weather Notifications and Service:** DCTA and the City of Denton have successfully launched inclement weather communications procedures. The communication and transportation plan was utilized over the summer for several days with a heat advisory.
- **Mobile Home Parks:** DCTA has compiled a list of local mobile home parks, as they are large transit-need communities. The DCTA Operations team is looking into options to better serve these communities.

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Denton Meeting Notes

Service Changes

- **DCTA:** Service changes will be implemented starting on August 26. The primary change will be more frequent A-train service throughout the day. Bus and shuttle schedules will be adjusted across the board to better align with the new A-train schedule. Any agencies that would like to request new route guides should contact DCTA.

Locker Grant

- **DCTA:** DCTA applied for an Innovative Coordinated Access & Mobility (ICAM) grant to provide lockers for the homeless community. The City of Lewisville and United Way both requested that DCTA apply for the grant. The grant was not received, so the project will not be moving forward at this time.

CAT Program Discussion

- Andrew Smith gave an overview of proposed changes to DCTA's Citizen's Advisory Team to spur increased community involvement. The new program, the Community Advisory Committee, would feature dedicated positions held for specific groups, including large businesses, social service agencies, universities, ISDs and residents.

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Denton Meeting Notes

Open Discussion

- **Social Service Agency GIS Map**
 - **DCTA:** The Social Service Agency GIS Map is online and can be found on DCTA's Access to Human Services page.
 - Beth Roach asked if it would be possible to include a legend or search feature on the map. Andrew demonstrated where in the map to click to find the legend and search bar. The group agreed that it is not intuitive and needs to be highlighted.
 - Beth also requested a printable, PDF list of the agencies from the map for easy reference
- **DCTA Headquarters**
 - **Serve Denton:** Pat mentioned that he heard rumors that DCTA would be moving their headquarters in the near future.
 - **DCTA:** There are no solidified plans to move the headquarters at this time.
- **Access Schedule Issues**
 - Beth Roach mentioned that there have been issues with scheduling Access rides for clients in the past.
 - **DCTA:** Now that NTMC has gone live, internal staff will be handling the scheduling going forward, which should resolve many of the issues encountered in the past.

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Denton Meeting Notes

Open Discussion (cont.)

- **Inclement Weather**
 - **Hope Love Denton:** Ty asked whether DCTA posts inclement weather notifications on social media sites
 - **DCTA:** Inclement weather information is currently distributed via GovDelivery and is not posted on social sites.
 - **Serve Denton:** Pat asked if DCTA provides cooling buses during heat advisories.
 - **DCTA:** Buses are used to take individuals to cooling stations. DCTA does not currently utilize the buses as their own cooling stations.
- **NCTC Collateral**
 - **NCTC:** Tracey requested that DCTA provide collateral for display and distribution at the NCTC campuses that detail more information regarding the University Pass Program, NCTC Shuttle and student services.
- **Corinth A-train**
 - Beth Roach requested information regarding the potential Corinth A-train station. Many of the agencies are excited about the prospect. It is requested that DCTA distributed information regarding any public meetings related to the Corinth station.
 - **DCTA:** There are been no decisions made at this time regarding member status for the City of Corinth or the development of an additional A-train station.

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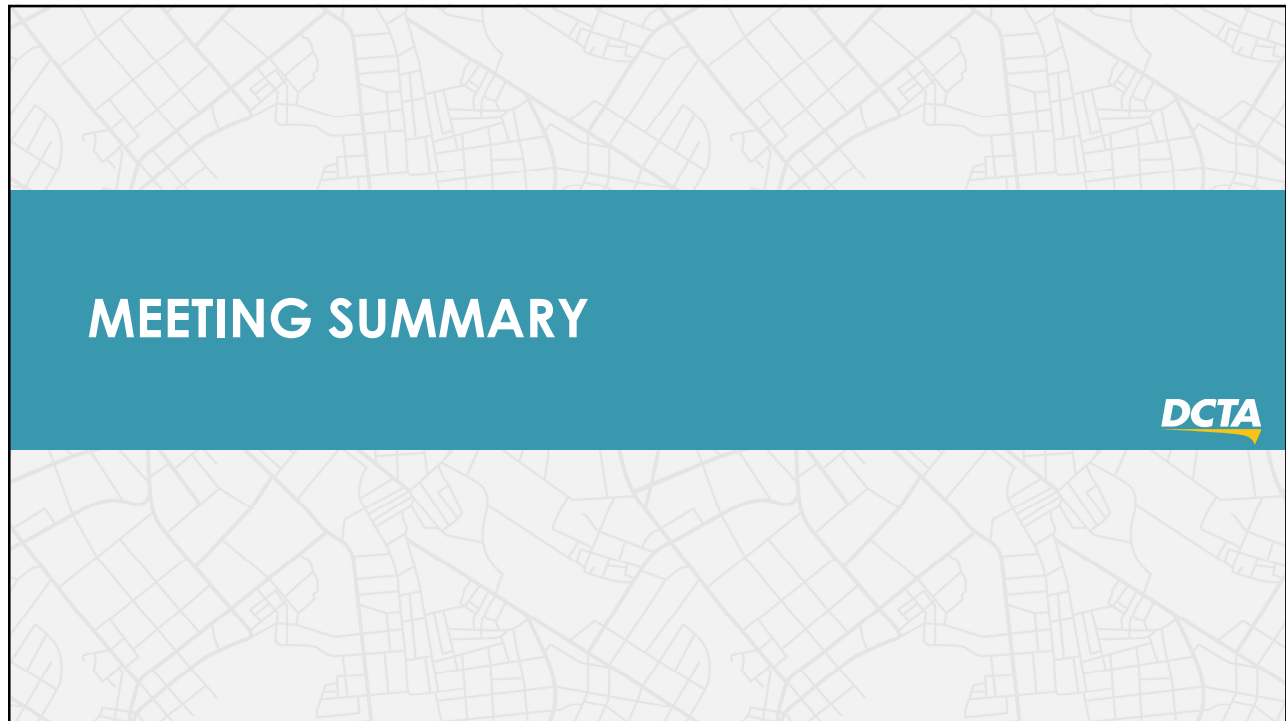
Denton Meeting Notes

Open Discussion (cont.)

- **City of Denton Mobility Plan**
 - **Hope Love Denton:** Ty asked about DCTA's involvement in the City of Denton's mobility plan.
 - **DCTA:** Raymond Suarez and Lindsey Baker have both been involved. Nicole Recker Crim sits on the Mobility Board.
- **Service Expansion**
 - **Hope Love Denton:** Ty asked whether there are plans to expand DCTA service to the Little Elm/Cross Roads area in the near future.
 - **DCTA:** This expansion may be part of the 2025-2030 plan, but TXDoT has a lot of work to finish in their area before any solid plans can be drafted. The TX-121 corridor is also an area of interest for expansion.
 - Beth Roach mentioned that the DISD expansion map would be a good path for DCTA to follow, as population growth and school expansion usually work in tandem.
- **Zone Service**
 - **DCTA:** Kelly Briggs led a discussion in the differences between fixed-route and zone services.
 - **Hope Love Denton:** Ty requested that DCTA look into providing a social service provider zone. It was recommended that DCTA also install call boxes that can help individuals call for rides in zones if they do not have access to a cell phone.
 - **Serve Denton:** Ty asked whether zone service would allow a direct stop to be located at Serve Denton. DCTA informed the group that it depended on the size of the vehicle and the condition of the Serve Denton parking kit,

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Meeting Summary

General:

- Lewisville Public Library is still interested in offering audio books for bus operators. DCTA would help promote downloadable audio and e-books via library mobile app.
- Social Service Agencies enjoy the roundtable meetings and want them to continue.
- Inclement weather plan worked well. There is interest in expanding these procedures to Lewisville and Highland Village as well.
- DCTA will continue to enhance the Human Services page at RideDCTA.net to further address the needs of community social service agencies.

Programs and Materials:

- The DCTA Services Flyer and DCTA/SPAN flyer were well received and will be utilized by the agencies.
- Social Service Agencies would like to help promote CAT meetings and see a synergy between CAT and their (Social Service Agencies) services.

Service:

- Excitement surrounding possibility of Corinth service.
- The zone service prospect is appealing to many agencies, and they would like to be included in future discussions.

NEXT STEPS



Next Steps

Collateral Support:

- Created new collateral for NCTC to highlight the University Pass Program, NCTC Shuttle and student services
- Create promotional materials for Denton jail to assist those being released in finding services
- Continue to develop a Veteran's Service Map (showing DCTA services and all Veteran services / in large print)
- Create vlog-style videos to appeal to younger demographics
- Create a PDF list version of the Social Service Agency GIS Map

Train the Trainer Program:

- Develop a "Train the Trainer" Program
- Community Relations will provide training opportunities upon demand

Inclement Weather Program:

- Begin developing a Lewisville-oriented plan to mirror the Denton program

Next Steps, Con't

Service Change Support:

- Provide updated route guides to any agencies that request them in conjunction with the upcoming service changes.

General:

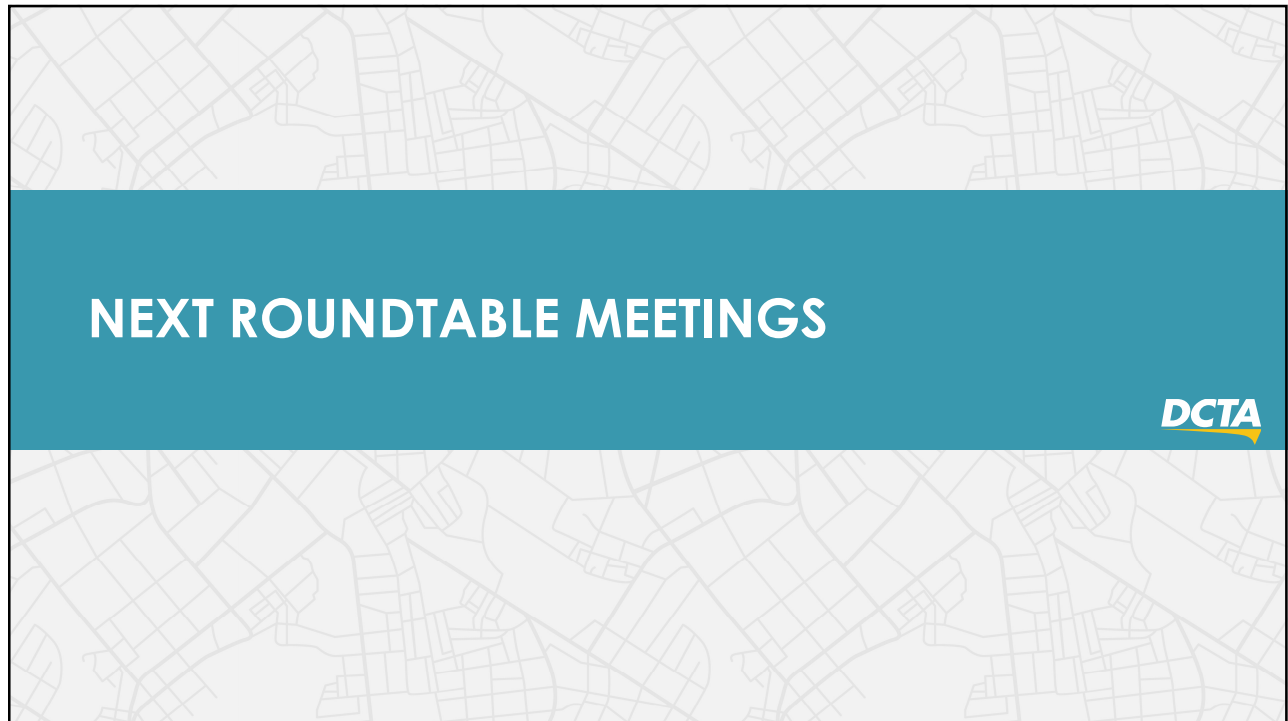
- **Library Services Blog Post** – We plan to develop a blog post on our blog (www.hoponboardblog.com) that details how passengers can utilize library resources during their commute.
- **Expanding Attendees at the Roundtables** – We're going to add in police and fire staff from all three member cities because we feel there would be value in them attending the quarterly discussions.
- **Chin Community Outreach** – Utilize LISD Magazine to conduct outreach to the community.
- **Movement on the Parkway** – Develop collateral and a strategy to conduct outreach during this event.
- **Corinth Open House** – Notify agencies about any upcoming open house meetings in relation to a Corinth station.
- **On-Demand Zones** – Look into created a social service provider zones.
- **Call Boxes** – Look into Wi-Fi enabled call boxes to assist with on-demand zones

Next Meeting:


- Increase Email Invite Outreach
- Solicit Topics for Agenda Ahead of Time
- Discuss "Top 5" Survey Data

Next Steps Progress

Item	Meeting	Status	Completion Goal	Announcement	Notes
Go To Cards	Feb-19	Complete and posted on website		5/17/2019	Second version upcoming
Helpful Map for Drivers	May-19				
Veteran's Service Map	Feb-19				Large project, December projection for completion
Denton County Transportation Training Event Flier	Feb-19				
Train the Trainer Program	Feb-19	On hold until staffing comes on board - Approx. Jan 2020			We are coordinating groups with Crystal for specialized training.
DCTA Services Flier	Feb-19	Complete		Late June messaging	
DCTA + SPAN Flier	Feb-19	6/4 - Waiting for response from Laura			In progress, on target for August meeting
Inclement Weather Communications <i>Distribution list of area emergency management agencies</i>	Feb-19	Complete			List of area emergency management services has been updated to the database.
Inclement Weather Communications <i>Email notification system (community)</i>	Feb-19	Started in February. Winter inclement weather emails complete.	Ongoing and will continue as needed.		
Food Pantry Transportation (Sycamore/Elm to DDTC)	Feb-19	Waiting for food pantry to secure funding partner			Denton
Library Services Blog Post	Feb-19			Hop On Board Blog October	Lewisville
Mobile Home Park Locations	Feb-19				
Denton Community Market One-Page	Feb-19	Complete			Denton
Denton Community Market Custom Map	Feb-19	Complete			Denton
Discount Pass Program: Non-Profit Info the Denton Community Market	Feb-19	Complete			
Attend Chin Community Festival	Feb-19	Complete			
Attend Lewisville Chamber of Commerce Workforce Summit	Feb-19	Complete			
Research "Thought Exchange" as a Feedback Forum	Feb-19	In progress. Will schedule in monthly outreach email.			
Look into a Ride Assistance Program with UNT and TWU students	Feb-19	Ongoing			Crystal is training groups.
Top 5 Destination Survey	Feb-19	Complete			
Intake Surveys	May-19	In progress.			Will be handled individually with Serve Denton and M. King
Lewisville Implementation for Inclement Weather procedures	19-Aug				
Lewisville Library: Audiobooks for Bus Drivers	19-Aug				
LISD Magazine Promotion	19-Aug				
Lewisville Movement on the Parkway Involvement	19-Aug	DCTA attending			
Informational Materials for Denton Jail (w/ Winning the Fight)	19-Aug	Delivered			
Vlog-style Video Tours for Public Transit (Journey to Dream)	19-Aug				
Pre-Train the Trainer Training Opportunities	19-Aug				
Adjust the SSA GIS Map to Make List/Legend More Obvious or Pop-Up Automatically	19-Aug				Map was created by City of Denton, working to see if we can make this happen through the city.
Printable PDF Version of SSA GIS Map	19-Aug	Complete			Sent to group 8/30
NCTC: Update Materials to Better Reflect Student Resources	19-Aug	Complete			New graphics sent to counseling and administration offices




NEXT ROUNDTABLE MEETINGS




November Roundtable Meetings

<u>Lewisville</u>	<u>Denton</u>
Date/Time: Wednesday, November 6 th 9:30 – 11 a.m.	Date/Time: Thursday, November 7 th 9:30 – 11 a.m.
Location: DCTA Admin Offices Board Room 1955 Lakeway Drive, Ste. 260 Lewisville, TX 75057	Location: Serve Denton Conference Room 306 N Loop 288 Denton, TX. 76209

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CONTACT INFORMATION



Questions?

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

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