



Board of Directors Regular Meeting

December 5, 2019 | 10:00 a.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

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.

GUEST PRESENTER

Mark Brooks with Brooks Hospitality, will present to the Board on Mixed-Use, Transit-Oriented Development

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

WORKSHOP AGENDA ITEMS

1. 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 and Restated Bylaws

Exhibit 1: Resolution R19-13

Exhibit 2: Draft Bylaws, Master Document with Combined Revisions

2. Consider Resolution R19-15 Amending Resolution for Board Officers

Action Item

Presenter: Dianne Costa, Highland Village, Board Chair

Item Summary: DCTA Staff will recommend approval of Resolution R19-15 amending the previous DCTA Resolution to remove the position of Treasurer as an Officer of the DCTA Board of Directors.

Backup Information: Memo: Consider Resolution R19-15 Amending Resolution for Board Officers

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

3. Consider the Approval of Second Amendment to Engagement Letter with Locke Lord, LLP, Related to Amended Bylaws

Action Item

Presenters: Kristina Holcomb, Deputy CEO

Item Summary: Discussion of second amendment to the engagement letter for services related to the amended bylaws.

Backup Information: Memo: Consider the Approval of Second Amendment to Engagement Letter with Locke Lord, LLP, Related to Amended Bylaws

Exhibit 1: Original Letter of Engagement

Exhibit 2: Amendment One to the Letter of Engagement

CONSENT AGENDA

1. Approval of October 24, 2019 Minutes

Action Item

Presenter: Dianne Costa, Highland Village, Board Chair

Item Summary: Approval of the October 24th meeting minutes will be requested.

Backup Information: Consent Item 1: October 24th Minutes

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

Action Item

Presenter: Marisa Perry, CFO/VP of Finance
Item Summary: Board approval will be requested of the following items:
Financial Statements for October 2019
Capital Projects Budget Report for October 2019
Backup Information: Memo: Monthly Financial Statements for October 2019
Exhibit 1: Monthly Financials - October 2019
Exhibit 2: Capital Projects Budget Report for October 2019

INFORMATIONAL REPORTS

1. **Presentation and Discussion of Monthly Financial Reports for October 2019**

Item Summary: DCTA Staff will answer questions of the Board regarding updates on financial items:
Backup Information: Memo and Exhibit 1(a): FY19 Monthly Sales Tax Report
Memo 1(b): MaaS Update
Memo 1(c): Budget Information

2. **Community Forum Update**

Item Summary: Staff will answer questions of the Board regarding community forum activities:
Backup Information: Memo: Community Forum Update
Exhibit 1: Social Service Roundtable Recap Report (August 2019)
Exhibit 2: Citizen's Advisory Team Recap Report (October 2019)

REGULAR AGENDA

1. **Cost Model Status Update**

Information Item

Presenter: Marisa Perry, CFO/VP of Finance
Item Summary: DCTA staff will provide a status update regarding the Cost Model.
Backup Information: N/A

2. **Transformation Initiative RFP Scope of Services Review**

Discussion Item

Presenter: Nicole Recker, VP of Marketing and Administration
Item Summary: DCTA staff will provide an update on the Transformation Initiative and respective timeline.
Backup Information: Memo: Transformation Initiative RFP Scope of Services Review
Exhibit 1: DCTA Transformation Initiative RFP Revisions
Exhibit 2: Transformation Initiative RFP Timeline

3. **North Texas Mobility Corporation (NTMC) Board Appointment**

Discussion Item

Presenter: Kristina Holcomb, Deputy CEO
Item Summary: Staff will provide a proposed process and timeline for DCTA Board appointments for the North Texas Mobility Corporation Board of Directors.
Backup Information: Memo: North Texas Mobility Corporation (NTMC) Board Appointment
Exhibit 1: Dale Mauch Resume

4. **Consider Approval of an Award for State Legislative Consulting Services and Authorize CEO to Negotiate an Agreement**

Action Item

Presenters: Lindsey Baker, Director of Strategic Partnerships
Kristina Holcomb, Deputy CEO
Item Summary: Staff will provide an overview of the RFP process and make a recommendation of award to a state legislative consulting firm.
Backup Information: Memo: State Legislative Consulting Services and Authorize CEO to Negotiate an Agreement
Exhibit 1: Solicitation 19-13 Request for Proposals

5. **Consider the Approval of Task Order 3, Revision 2 with Irving Holdings for Contract 17-03 On-Demand Rideshare Services for Frisco**

Action Item

Presenter: Troy Raley, Director of Bus Operations and Maintenance
Item Summary: Staff is requesting approval of Task Order 3, Revision 2 with Irving Holdings for On-Demand Rideshare Service for Frisco to increase the budget to \$95,000 annually and provide an option to renew annually.
Backup Information: Memo: Task Order 3, Revision 2 with Irving Holdings for Contract 17-03 On-Demand Rideshare Services for Frisco

6. **Consider the Approval of Task Order 10 with Lyft for Contract 17-03 On-Demand Rideshare Services for University of North Texas (UNT) Late-Night Ride Service**

Action Item

Presenter: Troy Raley, Director of Bus Operations and Maintenance
Item Summary: Staff is requesting approval of Task Order 10 with Lyft to continue the UNT Late Night Lyft program.
Backup Information: Memo: Task Order 10 with Lyft for Contract 17-03 On-Demand Rideshare Services for University of North Texas (UNT) Late-Night Ride Service
Exhibit 1: Task Order 5 UNT Late Night Ride

7. **Consider the Approval of the Interlocal Agreement Amendment 5 with North Central Texas College for DCTA Bus Services**

Action Item

Presenter: Troy Raley, Director of Bus Operations and Maintenance
Item Summary: Staff is requesting approval to approve Amendment 5 to the North Central Texas College agreement to extend service for an additional six (6) month.
Backup Information: Memo: Interlocal Agreement Amendment 5 with North Central Texas College for DCTA Bus Services

8. **Consider Resolution R19-16 to Endorse the FTA Transit-Oriented Development (TOD) Grant Submittal and Support 20% Local Match for TOD Planning Study**

Action Item

Presenter: Raymond Suarez, CEO
Item Summary: Approval of Resolution R19-16 will be requested.
Backup Information: Memo: Resolution R19-16 to Endorse the FTA Transit-Oriented Development (TOD) Grant Submittal and Support 20% Local Match for TOD Planning Study
Exhibit 1: Resolution R19-16
Exhibit 2: Submitted Application and Proposal Profile
Exhibit 3: Supporting Attachments

9. **Corinth Station Feasibility Update**

Information Item

Presenter: Raymond Suarez, CEO
Item Summary: Staff will provide an update regarding the Corinth Station Feasibility Study.
Backup Information: N/A

10. **Consider the Elimination of Denton Enterprise Airport Zone Service**

Action Item

Presenter: Troy Raley, Director of Bus Operations and Maintenance
Item Summary: Staff will present a briefing on the Denton Enterprise Airport Zone service.
Backup Information: Memo: Elimination of Denton Enterprise Airport Zone Service

11. **Service Standards Briefing**

Information Item

Presenter: Raymond Suarez, CEO
Item Summary: Staff will provide a briefing for review DCTA's Service Standards.
Backup Information: N/A

12. **DCTA 2020 Board Meeting Calendar**

Information Item

Presenter: Dianne Costa, Highland Village, Board Chair
Item Summary: Staff will provide a proposed calendar of 2020 Board Meeting Dates and Chair Costa will discuss future meeting start times.
Backup Information: Memo: DCTA 2020 Board Meeting Calendar Proposal
Exhibit 1: DCTA 2020 Board Meeting Calendar

13. **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: Exhibit 1: DC Agenda for DCTA Nov2019

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.

Backup Information: Exhibit 1: Board Agenda Outlook

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 11/26/2019 at 12:46 PM.



Brandy Pedron, Executive Administrator | FOIA Requests

Board of Directors Memo**December 5, 2019**

SUBJECT: Bylaws Modification Workshop

Background

The Board of Directors had previously requested that staff engage Frank Stevenson of Locke Lord to draft a proposed Bylaws document in July. This document has been reviewed and discussed in full at the September 26 and October 24 Bylaws Modification Workshops, 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 remained undecided. The master combined draft Bylaws, resulting from the October 24 Board meeting, were provided to the Board of Directors via email on November 1. 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 November 1 through November 15.

The purpose of the December 5 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 November 1-15 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 item is listed as Workshop Agenda Item 1, "Consider Resolution R19-13 to Approve the Amended and Restated Bylaws."

Mr. Stevenson will attend the December 5 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: _____



Lindsey Baker, Director of Strategic Partnerships

Reviewed 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 <ul style="list-style-type: none">- 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. <ul style="list-style-type: none">- 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	<ul style="list-style-type: none">- 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 <ul style="list-style-type: none">- Draft Bylaws included in the agenda backup materials.
October 24	DCTA Board of Directors Meeting <ul style="list-style-type: none">- Full review and discussion of draft modified Bylaws, which include all requested revisions from Board Members and appointing entities.
November 1	Draft 4 provided to Board of Directors in regular Friday email. <ul style="list-style-type: none">- General Counsel and staff to incorporate feedback from the October 24 Board discussion into Draft 4 and send via the Board of Director's regular Friday email for further review.
November 1-	Third Bylaws Review and Feedback Period
November 15	<ul style="list-style-type: none">- 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.

November 29

DCTA Board of Directors Meeting Packet Distribution

- Final Draft Bylaws included in the agenda backup materials.

December 5

DCTA Board of Directors Meeting

- Discuss and approve final Bylaws draft

**ALL COMMENTS RECEIVED BY DCTA TO THIRD DRAFT OF DCTA
BYLAWS REVISED PER WORKSHOP (October 24, 2019)**

Shows Modifications Requested by:

(1) Board Member Carter Wilson (Frisco)

(2) Vice-Chair TJ Gilmore (Lewisville)

**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 December ____, 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 December _____, 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, Sections 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 that municipality:

(i) designated a public transportation financing area for the benefit of the Authority under Subchapter I, Chapter 460 of the Code; 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 which shall also authorize one Voting Board Member for that municipality.

Alternatively, pursuant to Article III, Section 10.(b)(xi) hereof, the Authority may enter into a contract or other agreement for the Authority's provision of transportation services with a municipality that has designated a public transportation financing area under Subchapter I, Chapter 460 of the Code or has imposed the Authority's sales and use tax levy, but is not approved by a Major Decision Approval Vote as a Financial Participating Municipality.

- (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 (i) 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 either (i) the Denton County Commissioners Court to represent a municipality with a population of more than 500 but less than 17,000, or (ii) each of the municipalities of Corinth, Flower Mound, Frisco, Little Elm, and The Colony that has a population of 17,000 or more whose governing body is authorized pursuant to these Bylaws to appoint one Board Member, provided that each municipality under clauses (i) and (ii):

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

Commented [1]: Comment from Vice-Chair Gilmore:

I think it would be beneficial to remove the population brackets, as Denton County is growing at a rapid rate and instead specifically list that the Cities of Corinth, Flower Mound, Frisco, Little Elm, and The Colony as authorized to appoint a non-voting member, as well as Denton County is authorized to appoint one small city member under 17,000.

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

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 ~~listed under clause (ii) 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)(A) and 3(j)(B) above,~~ each assumed the position of Nonvoting Member. Additionally, the Denton County Commissioners Court shall as soon as practicable after the effective date designate 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)(A) and (B) above to serve as a Nonvoting Member.

- (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 (for clarification purposes, other than the Nonvoting Member the Denton County Commissioners Court appoints under clause (i) of subsection 3(j) above).

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) **THIS PROVISION CONTAINS THE SOLE REMAINING OPEN ISSUE – WHETHER NONVOTING MEMBERS MAY ATTEND CLOSED MEETINGS. THE BOARD’S INSTRUCTION WAS THAT THE BYLAWS SHOULD PROVIDE THAT THEY EITHER ATTEND OR NOT ATTEND. THUS THE DEFINITION OF “VOTING MEMBER EXECUTIVE SESSIONS” WAS REMOVED. THE OPTIONS ARE HIGHLIGHTED BELOW:** Nonvoting Member may attend Board and committee meetings (including OR but not closed meetings or 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 (including OR but not closed or executive sessions), but,

Commented [2]: Comment from Board Member Wilson:

Comment about Third Draft regarding Closed Sessions Bylaws Article III, 2c
 Segregating the non-voting members out of closed sessions weakens The Board and fragments The Authority. The non-voting members have experience and history that could be vital to making informed decisions. The non-voting members have supported DCTA and will continue to work in support of DCTA’s mission.

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].

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 of the Authority 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 selection. [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 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) The Board may exercise all 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. Board Members and Alternates qualified to serve under applicable law and these Bylaws may be reappointed following the expiration of their terms. Except as otherwise provided by applicable law, there is no limitation on the number of terms a Board Member may serve.

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.

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 Voting 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:
 - (i) a Capital Expenditure;
 - (ii) an operating or maintenance expenditure for a Capital Asset;
 - (iii) the sale or lease of a Capital Asset;
 - (iv) the approval of the Annual Budget or any amendment to the Annual Budget (as described in Article V, Section 2 hereof);
 - (v) the approval or dismissal of any employee who reports directly to the Board, including the Chief Executive Officer;
 - (vi) a contract with the Authority's General Counsel;
 - (vii) any debt issuance or other incurrence of indebtedness not in the ordinary course of operations;
 - (viii) a material, non-temporary change of the service plan that necessitates a Title VI Compliance Review by the Federal Transit Administration;
 - (ix) an amendment of these Bylaws;
 - (x) 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;
 - (xi) 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;
 - (xii) the enactment or amendment of any policy of the Authority addressing the admission of additional municipalities to the Authority;
 - (xiii) the addition of a municipality to the Authority, including by election pursuant to Section 460.302 of the Code;
 - (xiv) either the formation of, contracting with, or joining or becoming a member or owner of, a local government corporation;

- (xv) the approval of the annual budget of any local government corporation;
- (xvi) the approval of an agreement for the Authority to provide public transportation services under Section 460.602 of the Code;
- (xvii) the authorization of the appointment of a Board Member by a Financial Participating Municipality under Article I, Section 3(g) hereof;
- (xviii) the authorization to change the criteria regarding Nonvoting Members under Article I, Section 3(j) hereof; or
- (xix) the setting of staggered terms for Board Members under Article III, Section 5 hereof.

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 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 for Officers. The term of office for each officer shall be for a period of one year and shall run from October 1 through and including September 30. A Board Member may not be elected to more than three consecutive one-year terms as Chair, provided said three 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].

Section 4. Cost of Service and Efficiency Analysis. The Authority shall procure an outside consultant to conduct a cost of service and efficiency analysis no less frequently than every four years, the first of which, shall be complete by December 31, 2020. The analysis should include, but is not limited to:

- (a) 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;
- (b) review of all contract service, and associated costs and revenues generated as a result;
- (c) organizational review of staffing structure, to examine comparable agencies and government entities, and identify areas of improvement;
- (d) analysis of the most cost-efficient mode to provide service; and
- (e) review of fiscal policies, including fund balance policies.

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

- (i) opportunities to increase ridership;
- (ii) opportunities to improve service;
- (iii) organizational structure recommendations;
- (iv) recommendations for more cost-effective service; and
- (v) analysis of funds that could be reinvested 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 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

December 5, 2019

SUBJECT: Consider Resolution R19-13 to Approve the Amended and Restated Bylaws

Background

The Board of Directors has held discussions and provided direction regarding the amendments to the Bylaws on July 18, August 22, September 26, and October 24. The Board's stated intent at the October 24 meeting was to finalize and approve the Bylaws at the December 5 Board of Directors meeting. 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: 
Lindsey Baker, Director of Strategic Partnerships

Reviewed 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 5TH DAY OF DECEMBER 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 THIRD DRAFT OF DCTA
BYLAWS REVISED PER WORKSHOP (October 24, 2019)**

Shows Modifications Requested by:

(1) Board Member Carter Wilson (Frisco)

(2) Vice-Chair TJ Gilmore (Lewisville)

**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 December ____, 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 December _____, 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, Sections 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 that municipality:

(i) designated a public transportation financing area for the benefit of the Authority under Subchapter I, Chapter 460 of the Code; 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 which shall also authorize one Voting Board Member for that municipality.

Alternatively, pursuant to Article III, Section 10.(b)(xi) hereof, the Authority may enter into a contract or other agreement for the Authority's provision of transportation services with a municipality that has designated a public transportation financing area under Subchapter I, Chapter 460 of the Code or has imposed the Authority's sales and use tax levy, but is not approved by a Major Decision Approval Vote as a Financial Participating Municipality.

- (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 (i) 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 either (i) the Denton County Commissioners Court to represent a municipality with a population of more than 500 but less than 17,000, or (ii) each of the municipalities of Corinth, Flower Mound, Frisco, Little Elm, and The Colony that has a population of 17,000 or more whose governing body is authorized pursuant to these Bylaws to appoint one Board Member, provided that each municipality under clauses (i) and (ii):

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

Commented [1]: Comment from Vice-Chair Gilmore:

I think it would be beneficial to remove the population brackets, as Denton County is growing at a rapid rate and instead specifically list that the Cities of Corinth, Flower Mound, Frisco, Little Elm, and The Colony as authorized to appoint a non-voting member, as well as Denton County is authorized to appoint one small city member under 17,000.

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

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 ~~listed under clause (ii) 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)(A) and 3(j)(B) above,~~ each assumed the position of Nonvoting Member. Additionally, the Denton County Commissioners Court shall as soon as practicable after the effective date designate 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)(A) and (B) above to serve as a Nonvoting Member.

- (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 (for clarification purposes, other than the Nonvoting Member the Denton County Commissioners Court appoints under clause (i) of subsection 3(j) above).

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) **THIS PROVISION CONTAINS THE SOLE REMAINING OPEN ISSUE – WHETHER NONVOTING MEMBERS MAY ATTEND CLOSED MEETINGS. THE BOARD’S INSTRUCTION WAS THAT THE BYLAWS SHOULD PROVIDE THAT THEY EITHER ATTEND OR NOT ATTEND. THUS THE DEFINITION OF “VOTING MEMBER EXECUTIVE SESSIONS” WAS REMOVED. THE OPTIONS ARE HIGHLIGHTED BELOW:** Nonvoting Member may attend Board and committee meetings (**including OR but not** closed meetings or 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 (**including OR but not** closed or executive sessions), but,

Commented [2]: Comment from Board Member Wilson:

Comment about Third Draft regarding Closed Sessions Bylaws Article III, 2c
Segregating the non-voting members out of closed sessions weakens The Board and fragments The Authority. The non-voting members have experience and history that could be vital to making informed decisions. The non-voting members have supported DCTA and will continue to work in support of DCTA’s mission.

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].

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 of the Authority 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 selection. [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 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) The Board may exercise all 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. Board Members and Alternates qualified to serve under applicable law and these Bylaws may be reappointed following the expiration of their terms. Except as otherwise provided by applicable law, there is no limitation on the number of terms a Board Member may serve.

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.

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 Voting 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:
 - (i) a Capital Expenditure;
 - (ii) an operating or maintenance expenditure for a Capital Asset;
 - (iii) the sale or lease of a Capital Asset;
 - (iv) the approval of the Annual Budget or any amendment to the Annual Budget (as described in Article V, Section 2 hereof);
 - (v) the approval or dismissal of any employee who reports directly to the Board, including the Chief Executive Officer;
 - (vi) a contract with the Authority's General Counsel;
 - (vii) any debt issuance or other incurrence of indebtedness not in the ordinary course of operations;
 - (viii) a material, non-temporary change of the service plan that necessitates a Title VI Compliance Review by the Federal Transit Administration;
 - (ix) an amendment of these Bylaws;
 - (x) 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;
 - (xi) 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;
 - (xii) the enactment or amendment of any policy of the Authority addressing the admission of additional municipalities to the Authority;
 - (xiii) the addition of a municipality to the Authority, including by election pursuant to Section 460.302 of the Code;
 - (xiv) either the formation of, contracting with, or joining or becoming a member or owner of, a local government corporation;

- (xv) the approval of the annual budget of any local government corporation;
- (xvi) the approval of an agreement for the Authority to provide public transportation services under Section 460.602 of the Code;
- (xvii) the authorization of the appointment of a Board Member by a Financial Participating Municipality under Article I, Section 3(g) hereof;
- (xviii) the authorization to change the criteria regarding Nonvoting Members under Article I, Section 3(j) hereof; or
- (xix) the setting of staggered terms for Board Members under Article III, Section 5 hereof.

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 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 for Officers. The term of office for each officer shall be for a period of one year and shall run from October 1 through and including September 30. A Board Member may not be elected to more than three consecutive one-year terms as Chair, provided said three 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].

Section 4. Cost of Service and Efficiency Analysis. The Authority shall procure an outside consultant to conduct a cost of service and efficiency analysis no less frequently than every four years, the first of which, shall be complete by December 31, 2020. The analysis should include, but is not limited to:

- (a) 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;
- (b) review of all contract service, and associated costs and revenues generated as a result;
- (c) organizational review of staffing structure, to examine comparable agencies and government entities, and identify areas of improvement;
- (d) analysis of the most cost-efficient mode to provide service; and
- (e) review of fiscal policies, including fund balance policies.

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

- (i) opportunities to increase ridership;
- (ii) opportunities to improve service;
- (iii) organizational structure recommendations;
- (iv) recommendations for more cost-effective service; and
- (v) analysis of funds that could be reinvested 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 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

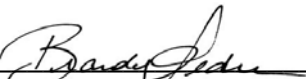
December 5, 2019

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

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 R19-11.1 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 5TH DAY OF DECEMBER 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

December 5, 2019

SUBJECT: Consider the Approval of Second Amendment to Engagement Letter with Locke Lord, LLP, Related to Amended Bylaws

Background

On July 23, DCTA executed a letter of engagement with Locke Lord, LLP for services to be provided by Frank Stevenson, following direction of the Board of Directors that staff engage the firm to draft proposed Bylaws. The engagement letter allowed for a not-to-exceed amount of \$50,000. Due to the significant amount of work beyond the original assumptions of the time needed to complete this document, the CEO amended the engagement letter to increase the not-to-exceed an additional \$24,000 for a total not-to-exceed of \$74,000. Expenditures for the period of July through October are \$73,408.30.

Identified Need

Staff anticipates additional fees for November and December and the anticipated fees will exceed the increased amount of \$74,000. Staff requests the Board of Directors authorize a second amendment to the letter of engagement in the amount of \$40,000. Total expenditures shall not exceed \$114,000.

Financial Impact

Expenditures will be paid from the operating budget. The action will require a budget amendment, as the FY20 budget does not include funds for this contract.

Exhibits

Exhibit 1: Original Letter of Engagement

Exhibit 2: Amendment One to the Letter of Engagement

Submitted By:



Athena Forrester, AVP of Regulatory Compliance

Final Review:



Kristina Holcomb, Deputy CEO

Approval:



Raymond Suarez, CEO

July 23, 2019

VIA MAIL AND EMAIL

Denton County Transportation Authority
Attn: Raymond Suarez
Chief Executive Officer
1955 Lakeway Drive, Ste. 260
Lewisville, Texas 75057

Re: Agreement and Instructions For Legal Services

Dear Mr. Suarez:

We are pleased that you have asked our Firm to provide legal services to Denton County Transportation Authority (the “Authority” or “Client”) in connection with the preparation of Bylaws for the Authority as a result of the passage of Senate Bill 1066. Specifically, the Authority requests the preparation of a draft of the Bylaws showing the amendments to the Bylaws necessary to comply with the changes in the law, as well as items within the Bylaws that are a matter of policy for the Board to decide, such as the number of non-voting members. The Firm has designated me as the lead counsel for this project and will coordinate the work with designated DCTA staff regarding this assignment. The cost of legal services for this assignment will be billed at the rates set forth herein and is not to exceed \$50,000.00. This letter will confirm our agreement with you and instructions regarding the Authority’s engagement of this Firm and will describe the terms and basis on which our Firm will provide legal services to the Authority.

Our experience has been that it is mutually beneficial to set forth at the outset of our representation the role and responsibilities of both our law firm and our client. Accordingly, we submit for your approval the following provisions governing our engagement. If you are in agreement, please sign a copy of this letter in the space provided below. If you have any questions about these provisions, or if you would like to discuss possible modifications, do not hesitate to call. Again, we are pleased to have the opportunity to represent the Authority.

1. *Client; Instructions and Scope of Representation.* Our client in this matter will be the Authority, although we shall be entitled to act on the instructions of any of your apparently authorized employees or agents and to rely on any information provided to us by such employees and agents. Our representation does not encompass any other individual or entity, including affiliates, officers, directors, employees, or other stakeholders. We will be engaged to advise the Authority in connection with development of Bylaws, and similar documentation.

The Company may limit or expand the scope of our representation from time to time, provided that any substantial expansion must be agreed to by us.

2. *Client Responsibilities.* The Company agrees to cooperate fully with us and to provide promptly all information known or available to it relevant to our representation. Without such information, we may not be able to represent the Authority adequately. The Company also agrees to pay our statements for services and expenses in accordance with paragraph three below.
3. *Communication and Fees and Expenses.* I will be the attorney primarily responsible for this representation. When questions or comments arise about our services, staffing, billing, or other aspects of our representation, please contact me. It is important that the Authority is satisfied with our services and responsiveness at all times. We will correspond with the Authority by sending all notices and other documents to you by post, email or facsimile, using the contact details the Authority provides to us. We use email extensively, but as you are aware email is not fully secure and may be intercepted by third parties. Unless the Authority advises us otherwise in writing, we understand that it agrees to our use of email for correspondence regarding instructions both with the Authority and third parties.
4. *Fees and Expenses.* Our fees will be based primarily on the amount of time we spend in dealing with a matter and the billing rate for each attorney and legal assistant devoting time to the matter. These rates do not include any taxes or similar charges which will be added to the statement, if applicable. My agreed-upon hourly rate for this engagement will be \$658.00. I will similarly reduce the hourly rates of my colleagues who assist. The result will be the same rates utilized in assisting in the legislative work performed several months ago regarding the Authority. These billing rates are subject to change from time to time, typically annually, in January of each year.

In addition to our fees, the Authority will also be billed for disbursements and other charges incurred in performing services, such as photocopying, messenger and overnight delivery, computerized research, long distance telephone, facsimile transmissions, court costs, and filing fees. To the extent we directly provide any of these services, such as photocopying, we reserve the right to adjust the amount we charge from time to time.

Statements normally will be rendered monthly for work performed and expenses recorded on our books during the previous month. Payment is due within 30 days of receipt of our statement. If any statement remains unpaid for more than 90 days, subject to paragraph seven below, we may suspend performing services for the Authority until arrangements satisfactory to us have been made for payment of outstanding statements and the payment of future fees and expenses.

5. *Conflicts, Generally.* You are aware that the Firm represents many other governmental entities (including transit authorities, such as Trinity Metro), companies, and individuals. Some of these other clients may be direct competitors of yours or otherwise may have business interests that are contrary to your interests. It is possible that during the time that we are representing

the Authority, some of our present or future clients will have transactions or disputes with the Authority. We may take positions for other clients that are different from positions you may have taken or might take in the future. We cannot enter into this engagement if it could interfere with our ability to represent other existing or future clients who are or develop relationships or interests adverse to you. The Company therefore agrees that we may continue to represent or may undertake in the future to represent existing or new clients in any matter that is not substantially related to our work for the Authority even if the interests or legal positions of such clients in those other matters are directly adverse, and waives any conflict of interest with respect thereto. We agree, however, that the Authority's prospective consent to conflicting representation contained in the preceding sentence shall not apply in any instance where, as a result of our representation of the Authority, we have obtained proprietary or other confidential information of a non-public nature, that, if known to such other client, could be used in any such other matter by such client to the Authority's material disadvantage. In addition, if you were still a client of the Firm at the time of a dispute, we would not represent the other client if adversarial proceedings were brought by either client against the other.

6. *Termination of Engagement.* Our relationship is based upon mutual consent and you may terminate our representation at any time, with or without cause, by notifying us. The Company's termination of our services will not affect its responsibility for payment of fees for legal services rendered and for other charges incurred before termination and in connection with an orderly transition of the matter.

Similarly, we may withdraw from the representation, with or without cause, subject to the rules of professional conduct for the jurisdictions in which we practice. There are several types of conduct or circumstances that may require or permit us to withdraw from representing a client, including for example, nonpayment of fees or costs, misrepresentation or failure to disclose material facts, fundamental disagreements, and a conflict of interest with another client. We try to identify in advance and discuss with the Authority any situation that may lead to our withdrawal and, if withdrawal ever becomes necessary, we will give the Authority written notice of our withdrawal. If we elect to withdraw for any reason, we will be entitled to be paid for all services rendered and charges accrued on the Authority's behalf prior to the date of withdrawal.

7. *Conclusion of Representation; Retention and Disposition of Documents and Materials.* Unless previously terminated, our representation of the Authority will automatically terminate upon the earlier of (a) our sending you our final statement for services rendered in this matter or (b) our completion of the specific services that you have retained us to perform. Subsequent statements sent to collect expenses and/or unpaid fees, and/or the state of accounting/business records or client lists at the Firm, shall not determine or extend the attorney-client relationship. If you later retain us, and we agree, to perform further or additional services, our attorney-client relationship will be revived, subject to these and any supplemental terms of engagement.

Following termination, any otherwise non-public information the Authority supplied to us which is retained by us will be kept confidential in accordance with applicable rules of professional conduct. At the Authority's request, its papers and property will be returned to it

promptly. We may retain Firm files including, for example, electronic records, Firm administrative records, time and expense reports, personnel and staffing materials, and credit and accounting records; and internal lawyers' work product such as drafts, notes, internal memoranda, and legal and factual research, including investigative reports prepared by or for the internal use of lawyers. All documents retained by the Firm will be transferred to the person responsible for administering our records retention program. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to, and typically do, without asking for your permission, destroy or otherwise dispose of any such documents or other materials retained by us five years after the termination of the engagement. You agree to such destruction. If you would like to maintain in your own files certain documents, we suggest that, promptly following the completion of the matter, you request that we send you copies of these documents for your own files. Further, should you request to transfer your files to another law firm, we will send all property and/or files as requested, subject to the receiving firm's payment for all relevant costs including retrieval, review, and shipping of the files.

8. *Post-Engagement Matters.* The Company has provided instructions and is engaging the Firm to provide legal services in connection with a specific matter. After completion of the matter, changes may occur in the applicable laws or regulations that could have an impact upon the Authority's future rights and liabilities. Unless the Authority engages us after completion of the matter to provide additional advice on issues arising from the matter, the Firm has no continuing obligation to advise the Authority with respect to future legal developments.
9. *Conclusion.* I hope this letter covers all relevant points, but please let me know as soon as possible if you require clarification.

Please sign, date and return a copy of this letter.

We are very grateful to be working with you on this matter.


Very truly yours,

A handwritten signature in blue ink, appearing to read "Frank E. Stevenson II".

Frank E. Stevenson II

Denton County Transportation Authority
July 23, 2019
Page 5

Agreed and accepted:
Denton County Transportation Authority

By: 
Name: Raymond Suarez
Title: Chief Executive Officer

Date: 7/23/2019



2200 Ross Avenue, Suite 2200
Dallas, Texas 75201-6776
Telephone: 214-740-8000
Fax: 214-740-8800
www.lockelord.com

Frank E. Stevenson, II
Direct Telephone: 214-740-8469
Direct Fax: 214-756-8469
fstevenson@lockelord.com

November 18, 2019

VIA MAIL AND EMAIL

Denton County Transportation Authority
Attn: Raymond Suarez
Chief Executive Officer
1955 Lakeway Drive, Ste. 260
Lewisville, Texas 75057

Re: Amendment to Agreement For Legal Services

Dear Mr. Suarez:

We are pleased and honored that you asked our Firm to provide legal services to Denton County Transportation Authority (the "Authority") in connection with the preparation of revised Bylaws for the Authority as occasioned by the passage of Senate Bill 1066. It is a pleasure working with you, your exceptional staff and fine Board of Directors. We look forward to completing this important work, and are confident that the final form of the Bylaws will be a lucid, fully workable, and effective document.

Our July 23 engagement letter set a cap of \$50,000 on our legal fees as indicated below (emphasis added):

Specifically, the Authority requests the preparation of a draft of the Bylaws showing the amendments to the Bylaws necessary to comply with the changes in the law, as well as items within the Bylaws that are a matter of policy for the Board to decide, such as the number of non-voting members. The Firm has designated me as the lead counsel for this project and will coordinate the work with designated DCTA staff regarding this assignment. The cost of legal services for this assignment will be billed at the rates set forth herein and is not to exceed \$50,000.00. This letter will confirm our agreement with you and instructions regarding the Authority's engagement of this Firm and will describe the terms and basis on which our Firm will provide legal services to the Authority.

The assumptions upon which that cap was based – the extent of (a) the required changes to the Bylaws, (b) the Board's comments and negotiation, and (c) the necessary draft versions – all anticipated significantly less work than what has been required. Thus, reluctantly, I respectfully request that the billing cap be raised from \$50,000 to \$74,000.

Denton County Transportation Authority
November 18, 2019
Page 2

If you are in agreement, please sign a copy of this letter in the space provided below.
If you have any questions about these provisions, or if you would like to discuss possible
modifications, do not hesitate to call.

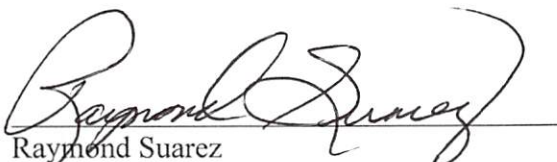
We are very grateful to be working with you on this matter.

Very truly yours,



Frank E. Stevenson II

Agreed and accepted:
Denton County Transportation Authority



Raymond Suarez
Chief Executive Officer

Date: 11-19-19

Board of Directors Meeting Minutes for:

October 24, 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, Vice Chair presiding on October 24, 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 #1
Chris Watts, Denton
Sam Burke, Denton County #2

Non-voting Members

Tom Winterburn, Corinth
Mark Miller, Flower Mound
Ron Trees, Little Elm
Allen Harris, The Colony
Carter Wilson, Frisco
Connie White, Small Cities
Michael Savoie, Small Cities @ 3:15 pm

Legal Counsel

Joe Gorfida
Frank Stevenson, Locke Lord
David Allen, Locke Lord

DCTA Executive Staff

Raymond Suarez, Chief Executive Officer
Kristina Holcomb, Deputy 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
Amber Karkauskas, Controller
Adrienne Hamilton, Sr. Manager of Marketing and
Communications
Brandy Pedron, Executive Administrator

Public Attendees

Shannon Joski, Denton County #1 Alternate
Claire Powell, Lewisville Alternate
Michael Leavitt, Highland Village Alternate
Brandi Bird, Bird Advocacy and Consulting
Stan Nixon, UNT Assistant Director, Transit and
Special Projects
Peggy Hinkle-Wolf, DRC
Jim Owen

CALL TO ORDER: *Dianne Costa, Vice Chair, called the meeting to order and announced the presence of a quorum at 12:03 p.m.*

PLEDGE OF ALLEGIANCE – *led by Sam Burke*

INVOCATOIN – *led by Dianne Costa*

WELCOME AND INTRODUCTION OF VISITORS – *none*

BYLAW MODIFICATION WORKSHOP - *Lindsey Baker, Director of Strategic Partnerships, provided an overview of the Bylaws Modification process. Frank Stevenson, Locke Lord LLP, facilitated the discussion as continued from the September Board meeting with the objective to find continued alignment across all Board members.*

- *After discussion of the Bylaws, Dianne Costa, Chair, made a motion that the final bylaws brought to the Board would contain a provision whereby non-voting members would be included to attend all Executive/Closed sessions for 1 year with the intention of the Board to revisit the subject matter at the end of 1 year and, unless voted to change under super-majority vote, would continue. The motion was seconded by Randall Chrisman. All in favor: Dianne Costa, Randall Chrisman, Sam Burke. Opposed: Chris Watts, TJ Gilmore. Motion fails because two of the Founding Members did not vote in favor of the motion. At the next DCTA Board meeting Locke Lord will present the agreed upon changes made today and 2 versions of the Bylaws will be brought back to the Board for action.*

COST ALLOCATION MODEL DISCUSSION – *Michael Walk, Research Scientist and Program Manager, Transit Mobility Program with Texas A&M Transportation Institute (TTI), provided an explanation and presentation of the framework established for the proposed cost allocation model. The Board reviewed the output TTI provided.*

PUBLIC COMMENT – *No public comment at this time*

CONSENT AGENDA

1. Approval of September 26, 2019 Minutes
 - *A Motion to approve the Consent Agenda item 1 was made by Randall Chrisman, Secretary. The motion was seconded by Sam Burke. Motion passed unanimously by the Board with no abstentions.*

REGULAR AGENDA

1. Financial Investment Policies Presentation and Consider Resolution R19-12 Approving the Financial Management Policies and Annual Investment Policy for FY2020
 - *Marisa Perry provided the Board a brief background and introduced Scott McIntyre with Hilltop Securities Asset Management. Mr. McIntyre provided the Board a presentation on the Financial Investment Policies and Annual Investment Policy for FY2020.*
 - *A Motion to approve Resolution R19-12 Approving the Financial Management Policies and Annual Investment Policy for FY2020 was made by Chris Watts subject to the following change on Page 41 of the packet (Debt Management Policy, item e.): "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~~ approved by the Board of Directors". The motion was seconded by TJ Gilmore, Vice-Chair. Motion passed unanimously by the Board with no abstentions.*
2. Consider Monthly Financial Statements for September 2019
 - *Financial Statements – Marisa Perry reported the following: 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 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 2 was made by Chris Watts. The motion was seconded by Sam Burke. Motion passed unanimously by the Board with no abstentions.*

3. Presentation and Discussion of Monthly Financial Reports for September 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 unfavorable compared to budget by 3.39%, or \$81,072. Sales tax for sales generated at retail in September and received in October was \$2,312,424. Compared to the same month last year, sales tax receipts are \$31,527 or 1.35% lower. Member city collections: Lewisville down 3.29%, Denton up 3.47%, and Highland Village up 11.20%.*
 - 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 September.*
4. New Member Policy Discussion – *Dianne Costa discussed with the Board a proposed timeline for the Board's review of the Agency's New Member Policy. The current New Member Policy will be shared with the Board in the weekly email for the Board's review.*
5. North Texas Mobility Corporation (NTMC) Board Appointment – *A Motion to table this agenda item until the next Board meeting was made Chris Watts. The motion was seconded by Randall Chrisman, Secretary. Motion passed unanimously by the Board with no abstentions.*
6. Transformation Initiative Scope of Services – *Raymond Suarez and Nicole Recker provided the Board with an overview of the Agency Transformation Initiative and the Transformation Initiative RFQ Timeline. The Board held brief discussion regarding the Draft RFQ, the first task order, holding a visioning session and requested more time. A new time line will be drafted and sent to the Board in the weekly email.*
7. Access Service Overview – *A Motion to table this agenda item until the January 2020 Board meeting was made Chris Watts. The motion was seconded by Randall Chrisman, Secretary. Motion passed unanimously by the Board with no abstentions.*
8. Operations Overview – *Dianne Costa, Chair and Michelle Bloomer provided a presentation to the Board regarding Operation Update.*
9. Consider Resolution R19-13 to Approve the Amended and Restated Bylaws – *A Motion to table this agenda item until the next Board meeting was made Chris Watts. The motion was seconded by Randall Chrisman, Secretary. Motion passed unanimously by the Board with no abstentions.*
10. Consider Resolution R19-15 Amending Resolution R19-10 for Board Officers– *A Motion to table this agenda item until the next Board meeting was made Chris Watts. The motion was seconded by Randall Chrisman, Secretary. Motion passed unanimously by the Board with no abstentions.*

11. Consider Resolution R19-14 to Cancel November Board Meeting – *A Motion to cancel DCTA's November Board meeting was made by Sam Burke. The motion was seconded by Chris Watts. Motion passed unanimously by the Board with no abstentions.*
 - *In discussion of this item, the Board also agreed to move the December meeting from December 12 to December 5 beginning at 10:00 am.*
12. Consider the Approval of the Mobility-as-a-Service (MaaS) Signature Authorization Limit Modification – *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. 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.*
 - *A Motion to approve the Regular Agenda item 12 was made by TJ Gilmore, Vice-Chair. The motion was seconded by Sam Burke. Motion passed unanimously by the Board with no abstentions.*
13. Social Service Agency Roundtable Recap Report – *A Motion to table this agenda item until the next Board meeting was made Chris Watts. The motion was seconded by Randall Chrisman, Secretary. Motion passed unanimously by the Board with no abstentions.*
14. Discussion of Regional Transportation and Legislative Issues
 - *Kristina Holcomb gave a brief overview of the RFP On-Call Planning Contract aligning with the Transformation Plan.*
 - *Kristina Holcomb informed the Board of the Agency Update trip to Washington, D.C. where Dianne Costa, Raymond Suarez and Kristina Holcomb met with representatives of the Federal Transit Administration (FTA), Federal Railroad Administration (FRA) and the American Public Transportation Association.*

CONVENE EXECUTIVE SESSION – *The Board convened into executive session at 5:15 pm (Item C only)*

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.
- 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 – *The Board reconvened the open meeting at 6:13 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. – *Kristina Holcomb mentioned to the Board the following items that will be on the next Board agenda: Bylaws, Officer Elections, NTMC Board discussion, Task Orders, Transformation Initiative.*

- *The Board discussed getting the Agenda Outlook sent to them in the weekly email.*

REPORT ON ITEMS OF COMMUNITY INTEREST – *None at this time.*

ADJOURN – *The meeting was adjourned at 6:14 p.m.*

The minutes of the October 24, 2019 Board of Directors Meeting were passed and approved by a vote on this 5th day of December 2019.

Dianne Costa, Chair

ATTEST

Randall Chrisman, Secretary

Board of Directors Memo

December 5, 2019

SUBJECT: Consider Monthly Financial Statements for October 2019

Background

The financial statements are presented monthly to the Board of Directors for acceptance. The reports presented for the period ending October 31, 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.

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 \$15k mainly due to higher than anticipated rail average fare per rider. The FY20 budget estimated an average fare per rail rider of \$1.50; however, YTD rail revenue per rider was \$1.94 (\$17k increased revenue). This favorable variance is slightly offset by lower than budgeted rail ridership and a lower than budgeted fare per bus rider. YTD FY20 rail ridership of 45k is 3% less than budgeted ridership of 46k. YTD FY20 revenue per rider for Connect, Access, and North Texas Xpress of \$0.91 is 11% lower than the budgeted fare per rider of \$1.03.

		YTD FY20 Actual Ridership	YTD FY20 Budgeted Ridership	% Variance, Actual to Budget	YTD FY19 Actual Ridership	% Variance, Actual to Prior Year
Total Rail Ridership	(A)	44,470	45,918	-3%	45,463	-2%
Connect, Access, Frisco, CCT, NTX	(A)	65,350	60,804	7%	57,901	13%
UNT, NCTC, Taxi Ridership	(B)	259,509	290,349	-11%	291,395	-11%
Total Bus Ridership		324,859	351,153	-7%	349,296	-7%
Total Ridership		369,329	397,071	-7%	394,759	-6%

(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 \$56k. YTD FY20 fuel usage for contract services of 14k gallons is 17% lower than the budgeted usage of 17k gallons (\$9k decreased revenue). Average YTD pass-through fuel cost is \$2.10/gallon compared to budgeted \$3.00/gallon (\$12k decreased revenue). The remaining \$35k unfavorable variance is related to budgeted revenues for Frisco and Collin County Transit, which are billed in arrears. The revenue for October services rendered will be booked in November.
- **Note C:** Sales Tax Revenue – October sales tax revenue is not yet received and is accrued for the month based on budget. Sales tax generated in October will be received in December. The Sales Tax Report included in this agenda packet provides a more detailed Budget to Actual comparison of sales tax receipts collected through November, representing sales tax generated through September.

- **Note D:** Federal/State Grants - Capital – YTD unfavorable by \$240k as the Hike & Bike Trail at Eagle Point received higher than anticipated reimbursements in September FY19.

	YTD FY20 Actual Revenue	YTD FY20 Budgeted Revenue	Variance, Actual to Budget
Hike & Bike Trail – Eagle Point	\$ -	\$ 240,000	\$ (240,000)
	<u>\$</u>	<u>\$ 240,000</u>	<u>\$ (240,000)</u>

- **Note E:** Federal/State Grants - Operating – YTD unfavorable by \$459k mainly due to timing differences as the ADA Assistance reimbursements were received in September FY19. The Bus PM and Vanpool reimbursements will be requested in November.

	YTD FY20 Actual Revenue	YTD FY20 Budgeted Revenue	Variance, Actual to Budget
Bus PM	\$ -	\$ 115,146	\$ (115,146)
Rail PM	113,522	84,432	29,090
Operating Assistance	-	-	-
ADA Assistance	-	363,145	(363,145)
Vanpool	-	10,000	(10,000)
NCTCOG NTX 35W JARC	-	-	-
	<u>\$ 113,522</u>	<u>\$ 572,723</u>	<u>\$ (459,201)</u>

- **Note F:** Leases and Rentals - Operating leases are slightly overbudget due to prepaid invoices for November.

Identified Need

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

Recommendation

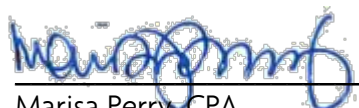
Staff recommends acceptance.

Exhibits

Exhibit 1: Monthly Financials - October 2019

Exhibit 2: Capital Projects Budget Report for October 2019

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 OCTOBER 31, 2019
(UNAUDITED)

Description	Month Ended October 31, 2019			Year to Date October 31, 2019			Annual Budget	
	Actual	Budget	Variance	Actual	Budget	Variance		
Revenue and Other Income								
Passenger Revenues	\$ 146,196	\$ 131,314	\$ 14,882	\$ 146,196	\$ 131,314	\$ 14,882	\$ 1,212,321	Note A
Contract Service Revenues	451,610	507,982	(56,372)	451,610	507,982	(56,372)	4,416,160	Note B
Sales Tax Revenues	2,281,202	2,281,202	-	2,281,202	2,281,202	-	29,019,184	Note C
Federal/State Grants - Capital	-	240,000	(240,000)	-	240,000	(240,000)	5,753,410	Note D
Federal/State Grants - Operating	113,522	572,723	(459,201)	113,522	572,723	(459,201)	5,253,753	Note E
Total Revenues and Other Income	<u>2,992,531</u>	<u>3,733,221</u>	<u>(740,691)</u>	<u>2,992,531</u>	<u>3,733,221</u>	<u>(740,691)</u>	<u>45,654,828</u>	
Operating Expenses								
Salary, Wages and Benefits	412,986	435,156	22,170	412,986	435,156	22,170	4,996,191	
Services	154,065	522,625	368,560	154,065	522,625	368,560	3,393,656	
Materials and Supplies	177,305	281,858	104,553	177,305	281,858	104,553	3,307,659	
Utilities	6,556	42,998	36,442	6,556	42,998	36,442	527,988	
Insurance	72,531	146,024	73,493	72,531	146,024	73,493	1,752,329	
Purchased Transportation Services	870,550	897,956	27,406	870,550	897,956	27,406	10,700,706	
Miscellaneous	34,050	83,360	49,310	34,050	83,360	49,310	387,237	
Leases and Rentals	20,335	19,162	(1,173)	20,335	19,162	(1,173)	229,633	Note F
Depreciation	806,234	833,312	27,078	806,234	833,312	27,078	10,612,052	
Total Operating Expenses	<u>2,554,613</u>	<u>3,262,451</u>	<u>707,838</u>	<u>2,554,613</u>	<u>3,262,451</u>	<u>707,838</u>	<u>35,907,451</u>	
Income Before Non-Operating Revenues and Expenses	437,918	470,770	(32,852)	437,918	470,770	(32,852)	9,747,377	
Non-Operating Revenues / (Expense)								
Investment Income	59,417	33,333	26,084	59,417	33,333	26,084	400,000	
Gain (Loss) on Disposal of Assets	-	-	-	-	-	-	-	
Fare Evasion Fee	-	83	(83)	-	83	(83)	1,000	
Other Income - Miscellaneous	19,460	-	19,460	19,460	-	19,460	51,000	
Long Term Debt Interest/Expense	(75,781)	(75,790)	9	(75,781)	(75,790)	9	(909,480)	
Total Non-Operating Revenues / (Expenses)	<u>3,096</u>	<u>(42,374)</u>	<u>45,470</u>	<u>3,096</u>	<u>(42,374)</u>	<u>45,470</u>	<u>(457,480)</u>	
Income (Loss) before Transfers	441,014	428,396	12,618	441,014	428,396	12,618	9,289,897	
Transfers Out	(783,065)	(811,421)	28,356	(783,065)	(811,421)	28,356	(8,781,700)	
Total Transfers	<u>(783,065)</u>	<u>(811,421)</u>	<u>28,356</u>	<u>(783,065)</u>	<u>(811,421)</u>	<u>28,356</u>	<u>(8,781,700)</u>	
Change in Net Position	<u>\$ (342,052)</u>	<u>\$ (383,025)</u>	<u>\$ 40,973</u>	<u>\$ (342,052)</u>	<u>\$ (383,025)</u>	<u>\$ 40,973</u>	<u>\$ 508,197</u>	



DENTON COUNTY TRANSPORTATION AUTHORITY

STATEMENT OF NET POSITION

AS OF OCTOBER 31, 2019

(UNAUDITED)

	October 31, 2019	September 30, 2019	Change
Assets			
Current Assets			
Operating Cash & Cash Equivalents	\$ 11,577,584	\$ 15,076,385	\$ (3,498,801)
Reserves: Cash & Cash Equivalents	12,700,839	8,850,109	3,850,730
Reserves: Investments	4,520,793	5,010,601	(489,808)
Accounts & Notes Receivable	7,648,252	7,095,901	552,351
Prepaid Expenses	77,862	141,904	(64,042)
Inventory	34,521	48,274	(13,754)
Restricted Asset-Cash and Equivalents	991,447	991,248	199
Total Current Assets	37,551,297	37,214,421	336,876
Non-Current Assets			
Land	17,394,147	17,394,147	-
Land Improvements	9,017,865	9,017,865	-
Machinery & Equipment	4,112,177	4,053,397	58,780
Vehicles	93,020,696	93,128,369	(107,673)
Computers & Software	1,387,627	1,387,627	-
Intangible Assets	16,997,155	16,997,155	-
Construction in Progress	20,707,513	22,175,314	(1,467,801)
Other Capital Assets, Net	234,616,978	234,616,978	-
Accumulated Depreciation	(78,387,422)	(77,687,888)	(699,534)
Total Non-Current Assets	318,866,736	321,082,964	(2,216,228)
Total Assets	356,418,033	358,297,384	(1,879,351)
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	1,159,952	1,033,828	126,124
Deferred Revenues	82,008	95,220	(13,212)
Interest Payable	75,781	-	75,781
Retainage Payable	605,405	605,405	-
Total Current Liabilities	1,923,145	1,734,453	188,692
Non-Current Liabilities			
Rail Easement Payable	1,000,000	1,000,000	-
Bonds Payable	25,230,000	25,230,000	-
Net Pension Liability	1,240	1,240	-
Total Non-Current Liabilities	26,231,240	26,231,240	-
Total Liabilities	28,154,385	27,965,693	188,692
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	293,703,507	293,703,507	-
Unrestricted	35,096,312	36,822,304	(1,725,992)
Change in Net Position	(342,052)	-	(342,052)
Total Net Position	\$ 328,457,767	\$ 330,525,811	\$ (2,068,044)



NORTH TEXAS MOBILITY CORPORATION

CHANGE IN NET POSITION
MONTH AND YEAR TO DATE OCTOBER 31, 2019
(UNAUDITED)

Description	Month Ended October 31, 2019			Year to Date October 31, 2019			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expenses							
Salary, Wages and Benefits	\$ 771,947	\$ 778,769	\$ 6,822	\$ 771,947	\$ 778,769	\$ 6,822	\$ 8,460,824
Services	1,374	7,920	6,546	1,374	7,920	6,546	95,040
Insurance	9,745	11,052	1,307	9,745	11,052	1,307	132,636
Miscellaneous	-	13,680	13,680	-	13,680	13,680	93,200
Total Operating Expenses	<u>783,065</u>	<u>811,421</u>	<u>28,356</u>	<u>783,065</u>	<u>811,421</u>	<u>28,356</u>	<u>8,781,700</u>
Income (Loss) before Transfers	(783,065)	(811,421)	28,356	(783,065)	(811,421)	28,356	(8,781,700)
Transfers In	<u>783,065</u>	<u>811,421</u>	<u>(28,356)</u>	<u>783,065</u>	<u>811,421</u>	<u>(28,356)</u>	<u>8,781,700</u>
Total Transfers	<u>783,065</u>	<u>811,421</u>	<u>(28,356)</u>	<u>783,065</u>	<u>811,421</u>	<u>(28,356)</u>	<u>8,781,700</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 OCTOBER 31, 2019

(UNAUDITED)

	October 31, 2019	September 30, 2019	Change
Assets			
Operating Cash & Cash Equivalents	\$ 346,889	\$ 360,092	\$ (13,203)
Prepaid Expenses	107,211	-	107,211
Total Assets	<u>454,100</u>	<u>360,092</u>	<u>94,009</u>
Liabilities			
Accounts Payable and Accrued Expenses	454,100	360,092	94,009
Total Liabilities	<u>454,100</u>	<u>360,092</u>	<u>94,009</u>
Net Position			
Change in Net Position	-	-	-
Total Net Position	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

DENTON COUNTY TRANSPORTATION AUTHORITY

CAPITAL PROJECT FUND

AS OF OCTOBER 31, 2019

Capital Project Number/Name	Project Budget	October 2019 Actuals Booked	Actuals Life To Date	\$ Under/ (Over) Budget	% of Budget (As of October 2019 Close)
Construction Work in Progress					
G&A Capital Projects					
Total 10302 · Infrastructure Acquisition	\$ 400,000	\$ -	\$ 242,008	\$ 157,992	61%
Total 10403 · Server/Network Infrastructure	350,000	-	303,352	46,648	87%
Total 10606 · Professional Planning Services (Formerly Shared Use Mobility Study)	123,428	-	24,250	99,178	20%
Total G&A Capital Projects	873,428	-	569,610	303,818	65%
Bus Capital Projects					
Total 50305 · IOMF Fuel Tanks	1,037,000	-	1,013,921	23,079	98%
Total 50306 · Major Maintenance - Bus	125,000	-	-	125,000	0%
Total 50411 · Integrated Fare Payment	600,000	-	-	600,000	0%
Total 50513 · Fleet (2019)	1,481,000	-	-	1,481,000	0%
Total 50514 · Fleet (2020)	1,062,600	-	-	1,062,600	0%
Total 50601 · Train-the-Trainer (Formerly Scheduling Software)	250,000	-	28,125	221,875	11%
Total Bus Capital Projects	4,555,600	-	1,042,046	3,513,554	23%
Rail Capital Projects					
Total 61406.1 · Positive Train Control Implementation	16,720,141	-	15,268,563	1,451,578	91%
Total 61406.2 · Positive Train Control Enhancements	4,850,000	-	-	4,850,000	0%
Total 61409 · Stadler Diagnostic Laptops	80,000	-	-	80,000	0%
Total 61605 · Brownfield Remediation	385,000	-	311,248	73,752	81%
Total 61715 · Trail Safety Improvements	181,157	7,348	63,848	117,309	35%
Total 61716 · Lewisville Bike Trail - Eagle Point Section	2,995,873	-	2,305,776	690,097	77%
Total 61718 · Rail Safety Improvements CLOSED	400,000	-	255,380	144,620	64%
Total 61719 · Rail Capital Maintenance (2019) CLOSED	1,929,468	-	1,532,254	397,214	79%
Total 61720 · Major Maintenance - Rail	2,024,826	95,838	95,838	1,928,988	5%
Total 61722 · Rail Safety Improvements 2020	200,000	-	-	50,000	0%
Total Rail Capital Projects	29,766,465	103,186	19,832,907	9,783,558	67%
Total Construction Work in Progress	\$ 35,195,493	\$ 103,186	\$ 21,444,564	\$ 13,600,929	61%

Board of Directors Memo

December 5, 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 1.54%. The November allocation is for sales generated in the month of September and represents revenue for the final month of FY19.

- Sales tax for sales generated at retail in the month of September and received in November was \$2,552,054. Total FY19 sales tax was \$28,760,896.
- This represents a decrease of 1.54% or \$39,887 compared to budget for the month and an increase of 1.09% or \$310,716 compared to budget for FY19 in total.
- Compared to the same month last year, sales tax receipts are \$81,032 or 3.28% higher. Compared to the previous year, FY19 sales tax receipts are \$816,292 or 2.92% higher.
- Member city collections for the month compared to prior year are as follows:
 - City of Lewisville up 0.64%
 - City of Denton up 5.10%
 - City of Highland Village up 17.08%

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	\$ 2,552,054	\$ (39,887)	-1.54%	\$ 2,471,023	\$ 81,032	3.28%
YTD Total		\$ 28,450,180	\$ 28,760,896	\$ 310,716	1.09%	\$ 27,944,603	\$ 816,292	2.92%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department

Prepared By: Denton County Transportation Authority Finance Department

November 20, 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	\$ 3,574,678	\$ 22,857	0.64%	September	November	\$ 327,060	\$ 382,932	\$ 55,872	17.08%
YTD Total		\$ 39,118,841	\$ 40,976,630	\$ 1,857,789	4.75%	YTD Total		\$ 3,804,755	\$ 4,154,270	\$ 349,515	9.19%

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	\$ 3,396,022	\$ 164,895	5.10%	
YTD Total		\$ 36,276,094	\$ 36,402,338	\$ 126,244	0.35%	

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
 Prepared By: Denton County Transportation Authority Finance Department
 November 20, 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%	\$ 23,150,140	\$ 21,224,042	9.07%	\$ 240,285,602	\$ 225,119,076	6.73%
Corpus Christi MTA	0.50%	\$ 2,759,470	\$ 2,981,496	-7.44%	\$ 31,996,388	\$ 30,893,745	3.56%
Dallas MTA	1.00%	\$ 55,352,516	\$ 51,405,064	7.67%	\$ 575,259,539	\$ 548,858,613	4.81%
Denton CTA	0.50%	\$ 2,552,054	\$ 2,471,023	3.27%	\$ 26,453,768	\$ 25,794,149	2.55%
El Paso CTD	0.50%	\$ 4,190,955	\$ 3,974,961	5.43%	\$ 43,201,406	\$ 41,165,563	4.94%
Fort Worth MTA	0.50%	\$ 6,948,812	\$ 6,899,399	0.71%	\$ 75,123,456	\$ 71,981,866	4.36%
Houston MTA	1.00%	\$ 66,921,339	\$ 64,813,050	3.25%	\$ 716,016,844	\$ 698,957,544	2.44%
Laredo CTD	0.25%	\$ 690,245	\$ 660,237	4.54%	\$ 7,732,144	\$ 7,369,807	4.91%
San Antonio ATD	0.25%	\$ 6,489,405	\$ 6,009,311	7.98%	\$ 66,534,221	\$ 63,482,105	4.80%
San Antonio MTA	0.50%	\$ 14,278,473	\$ 13,252,510	7.74%	\$ 146,995,674	\$ 140,216,107	4.83%
TOTALS		\$ 183,333,409	\$ 173,691,092	5.55%	\$ 1,929,599,040	\$ 1,853,838,575	4.09%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
 Prepared By: Denton County Transportation Authority Finance Department
 November 20, 2019

Board of Directors Memo

December 5, 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 reduced the total annual contract value of \$2,400,000 to \$75,000 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 | • Irving Holdings | • RideCo |
| • Bird Rides | • Iteris | • Rideshark Corporation |
| • Bubbl Investments, LLC. | • Kapsch | • River North (Via) |
| • Dashboard Story dba DUET | • Lyft | • Roundtrip |
| • DemandTrans Solutions | • Moovel | • Routematch |
| • DoubleMap | • Moovit | • Spare Labs, Inc. |
| • Downtowner Holdings, LLC. | • MV Transportation | • Spare Labs, Inc. (with First Transit) |
| • First Transit | • Muve: Quebec, Inc. | • Transdev North America |
| • Ford Smart Mobility, LLC. | • Quebec, Inc. dba Transit | |

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

December 5, 2019

SUBJECT: Budget Information

There were no budget transfers completed in the month of October 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

December 5, 2019

SUBJECT: Community Forum Update

The Denton County Transportation Authority conducts a variety of community forums on a routine basis to garner public feedback about agency services, programs and promotions.

The agency's Social Service Agency Roundtables are held on a quarterly basis and are held in Denton and Lewisville. Social service agencies, schools and cities are invited to attend this collaborative information exchange.

The Citizen's Advisory Team is the agency's transit-enthusiast focus group that meets with agency staff on a quarterly basis. Team meetings are open to the public.

Recap reports for the following community forums have been included for board review:

- Social Service Agency Roundtable Recap Report (August 7 + August 8)
- Citizen's Advisory Team Recap Report (October 8 + October 10)

Exhibits

Exhibit 1: Social Service Agency Roundtable Recap Report (August 2019)

Exhibit 2: Citizen's Advisory Team Recap Report (October 2019)

Submitted By: _____

Nicole Recker

VP of Marketing and Administration



2019 August Social Service Agency Roundtables

August 7 (Lewisville) & August 9 (Denton)

MEETING OVERVIEW



Lewisville Meeting Details

Informational Report 2, Exhibit 1

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

Informational Report 2, Exhibit 1



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

Informational Report 2, Exhibit 1

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

Informational Report 2, Exhibit 1



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



PROMOTION & ENGAGEMENT



General Promotion

Informational Report 2, Exhibit 1

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)



Facebook - Organic

Informational Report 2, Exhibit 1



DCTA DENTON COUNTY
TRANSPORTATION
AUTHORITY

AUGUST SOCIAL SERVICE AGENCY ROUNDTABLES

August 7 | 9:30 a.m. to 11 a.m.
LEWISVILLE
DCTA Admin | 1955 Lakeway Drive St. 260, Lewisville, 75057

August 8 | 9:30 a.m. to 11 a.m.
DENTON
Serve Denton | 306 N Loop 288, Denton, 76209



HopOnBoardBlog.com • #RideDCTA

Twitter - Organic

Informational Report 2, Exhibit 1



DCTA | DENTON COUNTY
TRANSPORTATION
AUTHORITY

AUGUST SOCIAL SERVICE AGENCY ROUNDTABLES

August 7 | 9:30 a.m. to 11 a.m.
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Serve Denton | 306 N Loop 288, Denton, 76209

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HopOnBoardBlog.com • [#RideDCTA](https://twitter.com/RideDCTA)

Social Media Comprehensive Results

Informational Report 2, Exhibit 1

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



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	SPAN
DCTA DENTON COUNTY TRANSPORTATION AUTHORITY	Span Denton County
<ul style="list-style-type: none">• DCTA Access provides service for:<ul style="list-style-type: none">• Passengers with disabilities who are unable to utilize Connect Bus service• Passengers who are elderly (65+)• Application required<ul style="list-style-type: none">• ADA: Origin-to-destination• Non-ADA: Demand-response• Trips available by appointment• Handicap accessible vehicles• Service Times during full service:<ul style="list-style-type: none">• 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:<ul style="list-style-type: none">• Monday – Friday / 5:30 a.m. to 9:30 p.m.• Saturday / 7:30 a.m. to 7:30 p.m.• DCTA serves:<ul style="list-style-type: none">• Denton, Lewisville and Highland Village• Cost to Ride:<ul style="list-style-type: none">• One-Way Trip: \$3• \$10-Ride Book: \$30• Customer Service: 940.243.0077• For more information, visit RideDCTA.net	<ul style="list-style-type: none">• SPAN provides service for:<ul style="list-style-type: none">• Passengers with disabilities• Seniors citizens• Application required• Trips available by appointment only• Handicap accessible vehicles• Service Times:<ul style="list-style-type: none">• Monday – Friday / 6 a.m. to 6 p.m.• Shared ride (buses or vans)• Door-to-door transportation• SPAN serves:<ul style="list-style-type: none">• 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:<ul style="list-style-type: none">• 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


**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.


**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.

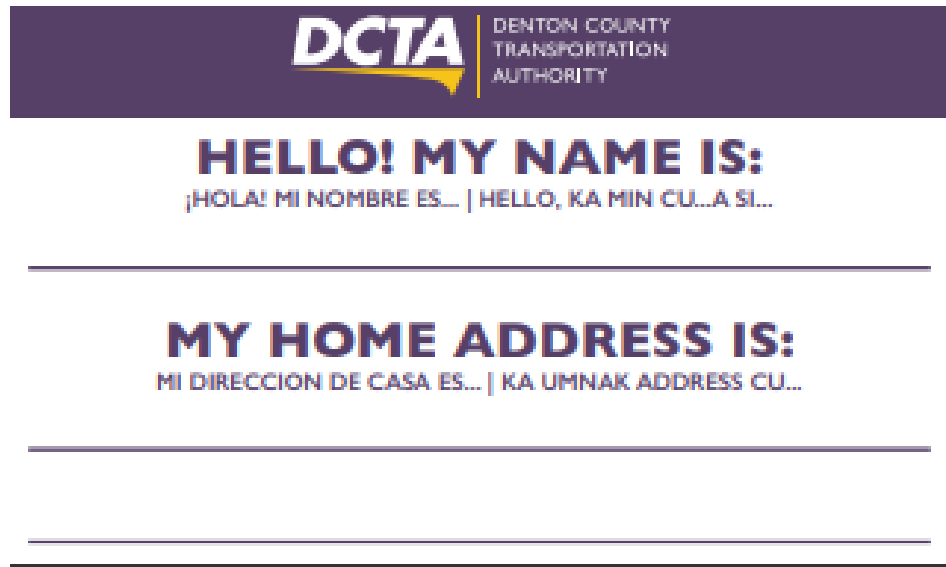
COMMUTER VANPOOL: Vanpools are DCTA's way of giving you a convenient and cost-effective way to get to work. Ideal for groups of six to 15 people, vanpools reduce stress, help the environment and save you money.

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

Lewisville Meeting Notes

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...

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.

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.

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.

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.

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

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.

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.

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.

- **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
- **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.
- 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.

Denton Meeting Notes

- **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:** 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.
- 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.

Denton Meeting Notes

- **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.
- **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.
- **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,

MEETING SUMMARY



Meeting Summary

Informational Report 2, Exhibit 1

NEXT STEPS



Next Steps

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 DDTCC)	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

Lewisville

Date/Time:

Wednesday, November 6th
9:30 – 11 a.m.

Location:

DCTA Admin Offices
Board Room
1955 Lakeway Drive, Ste. 260
Lewisville, TX 75057

Denton

Date/Time:

Thursday, November 7th
9:30 – 11 a.m.

Location:

Serve Denton
Conference Room
306 N Loop 288
Denton, TX. 76209

CONTACT INFORMATION



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

Nicole Recker

Vice President of Marketing & Administration

nrecker@dcta.net

Andrew Smith

Community Relations Coordinator

asmith@dcta.net



Citizen's Advisory Team Meeting

Lewisville Meeting

October 8, 2019

DCTA Administration – T&P Conference Room

RECAP REPORT

Community Attendees: 1

DCTA Attendees: 2

PROMOTIONS OVERVIEW:

State Fair of Texas Ticket Combo

- \$16.50 – Local DCTA and DART Pass + SFOT Ticket
- \$27.50 Value
- Available Online or at the DDTC

Veteran's Free Ride Promo

- November 11
- All Day
- Receive free rides all day with military ID, state-issued ID with veteran/military designation or discharge papers
- Valid on the following DCTA services: A-train, Connect Bus (Denton and Lewisville), the Denton Enterprise Airport and Lewisville Lakeway on-demand zones, Highland Village Connect Shuttle and Campus Shuttles (University of North Texas and North Central Texas College). The free ride promo excludes services that are not listed.
- The promotion is not valid on Dallas Area Rapid Transit (DART) and Trinity Railway Express (TRE) services. Riders will need to purchase appropriate DART fare if they plan to transfer for that portion of their trip.

EVENTS OVERVIEW:

Movement on the Parkway (City of Lewisville)

- October 19
- 10 a.m. – 2 p.m.
- Southwest Parkway between Business 121 and 35
- DCTA will participate and have a booth at the event

Downtown Denton Lighting Festival/Wassail Fest

- December 6
- 5:30 p.m. – 9:30 p.m.
- Downtown Denton

- DCTA Free Code Word – “Friends of the Family Holiday Lighting”
- Valid on the following DCTA services: A-train, Connect Bus (Denton and Lewisville), the Denton Enterprise Airport and Lewisville Lakeway on-demand zones, Highland Village Connect Shuttle and Campus Shuttles (University of North Texas and North Central Texas College). The free ride promo excludes services that are not listed.
- The promotion is not valid on Dallas Area Rapid Transit (DART) and Trinity Railway Express (TRE) services. Riders will need to purchase appropriate DART fare if they plan to transfer for that portion of their trip.
- NOTE: Last A-train heading south departs the DDTC at 11:31 p.m.
- Comments: The train were too full last year. There needs to be increased service or additional cars added to accommodate the end-of-the-night crowds

Holiday Express (Denton County Friends of the Family)

- December 7
- 8 a.m. – 1:30 p.m.
- Downtown Denton (Downtown Denton NCTC Campus and the DDTC)
- Tickets on sale starting November 1 on the DCFOF website

Lewisville Old Town Holiday Stroll (City of Lewisville)

- December 7
- Time TBD
- DCTA Free Code Word – TBD
- Valid on the following DCTA services: A-train, Connect Bus (Denton and Lewisville), the Denton Enterprise Airport and Lewisville Lakeway on-demand zones, Highland Village Connect Shuttle and Campus Shuttles (University of North Texas and North Central Texas College). The free ride promo excludes services that are not listed.
- The promotion is not valid on Dallas Area Rapid Transit (DART) and Trinity Railway Express (TRE) services. Riders will need to purchase appropriate DART fare if they plan to transfer for that portion of their trip.

COMMUNITY INVOLVEMENT OVERVIEW:

NCTCOG Public Meeting

- October 14
- 6 p.m.
- NCTCOG Office in Arlington

DCTA Social Service Agency Roundtable Discussions

- Lewisville – November 6 (DCTA Admin Office)
- Denton – November 7 (SERVE Denton)
- 9:30 a.m. – 11 a.m.

ITEMS OF INTEREST:

Social Service Agency Roundtables

- Consider changing name to “Community Roundtables” to garner a variety of attendees and expand the discussion

- Discuss additional methods to encourage participation

Community Involvement on DCTA Website

- Discuss methods to draw more attention to community involvement opportunities
- Discuss additional methods to encourage participation

Citizen's Advisory Team Program Reorganization

- Discuss overview of proposed reorganization
- Discuss implementation timeline
- Discuss additional methods to encourage participation
- Comments: There was support shown for the restructure of the program and optimism that DCTA would be able to fill the required slots.

OPEN DISCUSSION:

Group Topics for Discussion

Route 7

- Route 7 is frequently late. Due to delayed rides, cancelled runs and unexpected issues, the time it takes to commute has almost doubled.
- The unreliability of the route is a big risk for students who rely on the route to make it to classes on time.

Highland Village

- As a Highland Village resident, it is difficult at time to use public transit. The Highland Village Connect Shuttle is not convenient, and it is easier to just drive to the A-train station. The attendee was familiar with the Highland Village Lyft Zone, but she had not tried it.
- The City of Highland Village's website is the best source of information for residents. Utility bill inserts are frequently ignored and discarded.

Bus Stop Amenities

- DCTA and/or member cities need to make the investment to improve bus stop amenities. Standards for placement of benches, shelters, and trash receptacles need to be revisited and revised to better reflect practical usage. People would be more willing to use public transit if the stops were safer and more comfortable.



Citizen's Advisory Team Meeting

Denton Meeting
October 10, 2019
DDTC Community Room

RECAP REPORT

Community Attendees: 6

DCTA Attendees: 1

PROMOTIONS OVERVIEW:

State Fair of Texas Ticket Combo

- \$16.50 – Local DCTA and DART Pass + SFOT Ticket
- \$27.50 Value
- Available Online or at the DDTC
- Comments: Great value for most individuals but does not always work to the benefit of seniors. The group was very pleased with the promotion overall.

Veteran's Free Ride Promo

- November 11
- All Day
- Receive free rides all day with military ID, state-issued ID with veteran/military designation or discharge papers
- Valid on the following DCTA services: A-train, Connect Bus (Denton and Lewisville), the Denton Enterprise Airport and Lewisville Lakeway on-demand zones, Highland Village Connect Shuttle and Campus Shuttles (University of North Texas and North Central Texas College). The free ride promo excludes services that are not listed.
- The promotion is not valid on Dallas Area Rapid Transit (DART) and Trinity Railway Express (TRE) services. Riders will need to purchase appropriate DART fare if they plan to transfer for that portion of their trip.
- Comments: Universal approval of this promotion. The group was very supportive of DCTA's veteran outreach.

EVENTS OVERVIEW:

Movement on the Parkway (City of Lewisville)

- October 19
- 10 a.m. – 2 p.m.
- Southwest Parkway between Business 121 and 35
- DCTA will participate and have a booth at the event
- Comments: No comments

Downtown Denton Lighting Festival/Wassail Fest

- December 6
- 5:30 p.m. – 9:30 p.m.
- Downtown Denton
- DCTA Free Code Word – “Friends of the Family Holiday Lighting”
- Valid on the following DCTA services: A-train, Connect Bus (Denton and Lewisville), the Denton Enterprise Airport and Lewisville Lakeway on-demand zones, Highland Village Connect Shuttle and Campus Shuttles (University of North Texas and North Central Texas College). The free ride promo excludes services that are not listed.
- The promotion is not valid on Dallas Area Rapid Transit (DART) and Trinity Railway Express (TRE) services. Riders will need to purchase appropriate DART fare if they plan to transfer for that portion of their trip.
- NOTE: Last A-train heading south departs the DDTC at 11:31 p.m.
- Comments: DCTA need to communicate with riders about how routes will be changed to accommodate the increased traffic and required route diversions from the festival. DCTA needs to ensure that there will be enough capacity to fit everyone on vehicles. It was requested that DCTA highlight the miniature train exhibition held outside the church during the Downtown Denton Lighting Festival, as there were obvious synergies to doing so.

Holiday Express (Denton County Friends of the Family)

- December 7
- 8 a.m. – 1:30 p.m.
- Downtown Denton (Downtown Denton NCTC Campus and the DDTC)
- Tickets on sale starting November 1 on the DCFOF website
- Comments: The group was largely unfamiliar with the event but seemed highly interested in learning more.

Lewisville Old Town Holiday Stroll (City of Lewisville)

- December 7
- Time TBD
- DCTA Free Code Word – TBD
- Valid on the following DCTA services: A-train, Connect Bus (Denton and Lewisville), the Denton Enterprise Airport and Lewisville Lakeway on-demand zones, Highland Village Connect Shuttle and Campus Shuttles (University of North Texas and North Central Texas College). The free ride promo excludes services that are not listed.
- The promotion is not valid on Dallas Area Rapid Transit (DART) and Trinity Railway Express (TRE) services. Riders will need to purchase appropriate DART fare if they plan to transfer for that portion of their trip.
- Comments: No comments

COMMUNITY INVOLVEMENT OVERVIEW:

NCTCOG Public Meeting

- October 14
- 6 p.m.
- NCTCOG Office in Arlington

- Comments: The group was discouraged that the meeting was taking place in Arlington. However, they were pleased to find out that they can live stream the meeting on NCTCOG's website or watch the recorded version at their leisure.

DCTA Social Service Agency Roundtable Discussions

- Lewisville – November 6 (DCTA Admin Office)
- Denton – November 7 (SERVE Denton)
- 9:30 a.m. – 11 a.m.
- Comments: The group was pleased that DCTA is prioritizing these types of relationships. Attendees will be taking the meeting information back to their affiliated organizations in order to encourage attendance.

ITEMS OF INTEREST:

Social Service Agency Roundtables

- Consider changing name to "Community Roundtables" to garner a variety of attendees and expand the discussion
- Discuss additional methods to encourage participation
- Comments: The group agreed with the name change. However, it was highlighted that having both the "Community Roundtable" and the "Community Advisory Committee" may be confusing to the public.

Community Involvement on DCTA Website

- Discuss methods to draw more attention to community involvement opportunities
- Discuss additional methods to encourage participation
- Comments: The DCTA website is not incredibly user-friendly. The community involvement pages are difficult to both find and navigate. It took too much effort and navigation to even find the meeting information. It should be posted on the page rather than embedded in an attached document.

Citizen's Advisory Team Program Reorganization

- Discuss overview of proposed reorganization
- Discuss implementation timeline
- Discuss additional methods to encourage participation
- Comments: The team needs an overhaul, as it is not serving its purpose in representing the community. The proposed changes sound like they could be a step in the right direction. However, from the onset, a clear mandate and mission for the committee must be established and followed, and DCTA must empower the members to have a legitimate input into decision making. If the committee has no power or influence, there is no reason individuals will want to remain involved long-term.

OPEN DISCUSSION:

Group Topics for Discussion

- Route 7:
 - Eva Grecco
 - Frequently late/delayed/missed runs
 - No longer reliably access Walmart/Razor Ranch area
 - Riders must cross under I-35 to reach the area
 - Route 4 technically connects this gap, but the times are not lining up with Route 7 in order for it to be of use for riders
 - 41 minute delay between Routes 7 & 4
 - Individuals with disabilities trying to get to MHMR are dropped off quite a distance away from the destination, leaving them to fend for themselves
 - A dedicated shuttle to connect this gap was promised months ago and has not materialized
 - Met with Raymond and did a ride along the route in order to highlight issues
 - When contacting dispatch, heavy traffic is given as the reason for delays. Eva stated that she took Uber or Lyft to work and did not see any traffic whatsoever
 - Dispatchers request stop IDs in order to troubleshoot issues. However, many of the bus stops do not have the IDs listed.
 - Has had to spend over \$200 on Lyft/Uber in order to supplement late and cancelled runs in order to get to work on time
 - Routes stop running far too early to be practical for shift workers. Lack of Sunday/holiday routes and diminished Saturday routes are also an issue.
 - Printed schedules, particularly Route 7, are physically impossible to make on time, even with zero traffic and not catching any stop lights.
 - The buses are not following the detours that are permitted for other cars and large trucks. Portions of Bonnie Brae are accessible, and claims that DCTA vehicles cannot navigate the serpentine street are not believed.
- Bi-Annual Service Changes
 - Bi-annual service changes provide major disruptions for commuters and students, who build their work and class schedules around the availability of transit
 - Not enough is done to inform the public of changes. Why does no one inform the actual riders?
 - DCTA needs to communicate the reason for changes along with the logistic information. Keeping it unclear makes it difficult for the public to support
 - Include the drivers in the decision-making process, as they have stronger insight into what riders actually need and want compared to administration staff.
 - Popular bus stops are being closed in an almost arbitrary fashion, while seldom used stops remain open. DCTA needs to communicate why these closures are happening instead of leaving it to speculation.
- Point-in-Time Surveys

- These should be done more frequently to better track patterns. Doing them so rarely hinders actual data collection.
- Increase in breakdowns and delay notifications
 - There has been a marked increase over the past couple of years of buses breaking down and various delay notifications.
 - Is an aging fleet to blame or have reductions in preventative maintenance been implemented?
- Non-rider outreach
 - What outreach is being done for non-riders? This includes people who have never ridden or who no longer ride.
- Express Lines
 - DCTA needs to implement express routes during peak hours during the day to better serve work commuters.
 - DCTA needs to reimplement the express bus line from Downtown Denton to Downtown Dallas. This service was heavily used in the past, and these commuters did not switch over to start using the train connections as the time increase was too substantial. Reimplementing this route would have guaranteed ridership and complete “the triangle”, as there are already express connections for Downtown Denton-Downtown Ft. Worth and Downtown Ft. Worth-Downtown Dallas.
 - There has been a noticeable focus on short-distance transit with the current bus routes and A-train servicing well.
 - However, longer-distance transit seems have been deprioritized in favor of the new and existing services.



Board of Directors Memo

December 5, 2019


SUBJECT: Transformation Initiative RFP Scope of Services Review

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: DCTA Transformation Initiative RFP Revisions

Exhibit 2: Transformation Initiative RFP Timeline

Submitted By: 
Brandy Pedron
Executive Administrator

Final Review: 
Nicole Recker
VP of Marketing & Administration

Transformation Initiative Scope of Work Draft

11.15.19

The Denton County Transportation Authority (DCTA) is committed to improving mobility, air quality, economic development and livability in the communities it serves. In collaboration with diverse stakeholders and partners, DCTA is a leader in advancing mobility initiatives to serve the ever-changing transit needs of riders. Formed in 2002 and funded in 2003, DCTA serves Denton, Collin and Tarrant County with a total of 22 fixed bus routes, the 21-mile A-train commuter rail line, on-demand, paratransit, and additional services. DCTA serves nearly 3 million passengers each year with connections to the Dallas Area Rapid Transit (DART) Green Line. To learn more about how DCTA is shaping the future of North Texas, visit RideDCTA.net.

2019 represented a year of positive, affirmative change at DCTA which included meaningful changes in: Board governance, staff leadership, culture, organization, and service delivery – changes necessary for DCTA to respond to changing markets and the performance expectations of member cities. Now, the newly formed DCTA Board of Directors desires to hire a qualified consulting team (the “consultant”) to perform an independent review of the DCTA. The consultant’s report will help inform the Board’s development of a cohesive vision for DCTA’s future -- to improve operations, address stakeholder’s perceived concerns, and respond to evolving markets, technology, and consumer preferences. This RFQ seeks to engage a consultant with expertise in operational and long-range transit planning, strategic planning, information technology, process improvement, and organizational management best practices. This review will consist of four distinct, but integrated areas of emphasis, including a service analysis, governance analysis, financial analysis and recommendations on the technology needs necessary to implement this vision. This review will be managed and overseen by the DCTA Board of Directors. The consultant team will be selected by and will report directly to the DCTA Board of Directors related to all findings and recommendations. This review will include, but is not limited to, the following components:

1. Service Analysis and Recommendations:

The service analysis shall include a review of all currently provided public transportation services, including the items below. Additionally, the selected consultant will critique existing DCTA operations against industry best practices, peer agencies, and missed market opportunities. After evaluating the system, the consultant will assign a letter grade (between A and F) related to each of the following factors for the train system as well as bus/mobility services provided in each member city.

- a) Density – does the system connect areas of adequate density?

- b) Activity – does the system connect areas with activity -- employment centers, entertainment centers, or other destinations where people want to go?
- c) Connectivity – does the A-train connect well to DART, bus lines, and other mobility services?
- d) Walkability – does the infrastructure within a quarter mile of train stations and bus stations provide easy and walkable access for riders?
- e) Convenience – is the system convenient for riders?
- f) Frequency – does the system provide adequate ride frequency to promote ridership?
- g) Travel Time – can the system get riders where they want to go in an efficient time frame?
- h) Reliability – does the system run on-time and make reliable connections with transfers, where riders can rely on the system to get where they need to go?
- i) Legibility – is the website easy to use to plan trips? Can the average person know how to navigate a bus route or train route just by reading instructions at bus/train stops and by using instructions/maps found inside the train/bus?
- j) Inclusivity – do all members of the public have equitable access to the system?

After providing a baseline grade for DCTA's current service, the consultant will then propose recommendations to improve the system and operation of the system. The recommendation will consider use of DCTA's previously authorized contracts with 30 firms with expertise in self-dispatching, demand-response rideshare solutions, and systems integration. The selected consultant shall understand the services provided by these firms to make recommendations on which mobility solutions, if any, would be beneficial to improve service in DCTA's member cities. The recommendation shall provide:

- a) Analysis of the most cost-effective modes to provide desired levels of service and coverage
- b) Opportunities to increase ridership, including short, medium and long-term projects and each project's ridership potential. These recommendations should analyze both expansion of traditional service and the innovative solutions proposed by the previously authorized 30 firms.
- c) Opportunities to improve service and ridership in DCTA's member cities.
- d) A monitoring program of performance metrics that can provide continual feedback to the Board of Directors on service performance.
- e) 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.
- f) Review of all contract service, and associated costs and revenues generated as a result.
- g) Analysis of the subsidy per rider of each route, in comparison to other similar size transit agencies.
- h) Identification of services or programs that should be considered for either modification or elimination due to unwarranted service levels/ ridership

- i) A return on investment index comparing the amount of money each member city contributes yearly and the number of riders served within that City (excluding passengers riding on A-Train traveling through the city without stopping or transferring within city limits).
- j) Opportunities to redirect savings back to the member cities for use on capital projects adjacent to the system to serve as catalyst projects for the communities and the agency.

2. Governance Analysis and Recommendations:

The governance analysis shall include, but is not limited to, a review and documentation of agency strengths, weaknesses, opportunities, and threats through interviews and facilitated group discussions with Board members, member city officials, community leaders, agency staff, and regional partners. The review and analysis shall include:

- a) A top-down organizational review of staffing structure, which should include a job description review and compensation study, comparing similar transit agencies, as well as Denton County and DCTA member cities. Benchmarking of all compensation factors should be part of the study, including retirement, health insurance and all provided benefits.
- b) Recommendations on organizational structure, best practices, and right size of the agency.

3. Financial Analysis and Recommendations:

Consultant shall review the agency's financial policies, compare to best practices with other agencies, and make recommendations including:

- a) Review the agency's reserve policies and make recommendations.
- b) Recommendations on the structure of the budget and monthly financial reports, including addressing the best way to budget for asset depreciation and replacement costs.
- c) Review the TTI Cost Allocation Model and make recommendations.

4. Technology Analysis and Recommendations:

The selected consultant shall review the agency's information technology needs and processes and make recommendations on the establishment of systems needed to adapt emerging technologies and meet the future needs of DCTA.



**Recommended RFP Timeline
DRAFT**

Thursday, December 5, 2019

Board Review of New Draft Scope of Work

Friday, December 6, 2019

All Board Edits Made to New Draft Scope of Work

Monday, December 9, 2019

Pre-Solicitation (via email / two weeks to review)

- All feedback due by EOD on Monday, December 23, 2019

Monday, December 23, 2019

Pre-Solicitation Feedback Received by EOD

Friday, January 3, 2020

Final Edits Made to Scope of Work

Monday, January 6, 2020

Final Scope of Work Sent to Procurement for Packaging

Friday, January 10, 2020

Scope of Work Packaged and Ready for Release

Monday, January 13, 2020

Bid on the Street (45 calendar days, not excluding holidays)

- All Bid Responses Due February 26, 2020

Week of January 20, 2020

Pre-Proposal Conference

Monday, January 27, 2020

All Bidder Questions Due

Friday, February 31, 2020

All Bidder Questions Answered

Wednesday, February 26, 2020

All Bids Due (time of day TBD)

Week of March 2, 2020

Evaluation and Discussion of Bids

Week of March 9, 2020

Schedule In-Person Presentations (3/16 – 3/18)

Monday, March 16 – Wednesday, March 18, 2020

Top Vendor Presentations

Thursday, March 19, 2020

Final Vendor Recommendations Made

- Board Memo Created for Packet (goes out the same day)
- Task Order #1 Created (from bidder responses)

Thursday, March 26, 2019

Board Meeting

- Recommendation for Approval of Vendor
- Recommendation for Approval of Task Order #1

*Could take up to 30+ days to get a signed contract

Board of Directors MemoDecember 5, 2019

SUBJECT: North Texas Mobility Corporation (NTMC) Board Appointment

Background

In February 2019 the DCTA Board of Directors approved the NTMC Certificate of Formation and associated Bylaws. As a fully functional Local Government Corporation (LGC), the NTMC now operates with a 5-person Board of Directors, appointed by the DCTA Board of Directors, and Board Officers. The current NTMC Board of Directors includes Raymond Suarez, who serves as Chairman, Dianne Costa, and Connie White. Their terms are staggered, with Chairman Suarez and Director White's terms expiring September 30, 2020 and Director Costa's term expiring September 30, 2021. There are currently two vacancies on the Board.

The purpose of this item is to review and discuss proposed candidates for the NTMC Board of Director positions. The January DCTA Board agenda will include an item for the DCTA Board to take action and make appointments to the NTMC Board of Directors.

As of the preparation of this document, Vice Chair Gilmore and Secretary Chrisman submitted the following candidates for Board consideration:

TJ Gilmore – Todd Hileman, City Manager, Denton
Donna Barron, City Manager, Lewisville
Michael Leavitt, City Manager, Highland Village

Randall Chrisman – Dale Mauch, Sales Director, Secret Double Octopus

Exhibits

Exhibit 1: Dale Mauch Resume

Submitted By:



Kristina Holcomb, Deputy CEO

Approval:



Raymond Suarez, CEO

Dale K. Mauch

1412 Santa Fe Trail, Carrollton, TX 75007 - Mobile 214-505-1075 - dkmauch@okstatealumni.org

PROFESSIONAL PROFILE:

- Enterprise sales representing over 20 years of selling technology with emphasis on Identity and Security.
- Adapt to emergent situations, directing energy and resources where required to meet goals.
- Develop strategies to minimize impact and deliver exceptional results.
- Highly experienced in consultative selling, assessing and meeting clients' requirements.

SPECIALTY:

- A wide array of business experience selling to small, medium and large enterprises. Experiences ranging from startups to Fortune 50 companies, from lone wolf hunting to highly collaborative sales teams. International sales experience in AP, EMEA, and Latin America.

PROFESSIONAL EXPERIENCE:

Secret Double Octopus – Dallas, Texas

October 2017 - Current

Sales Director– Enterprise Passwordless / MFA Authentication

- Establish early customers and partners at this early stage company.
- Demonstrate the breadth and depth of the solution's capabilities.
- Orchestrates sales pipeline activities, focusing on generating new clients.
- Evangelizing in a new technology market to turn curiosity into customers.
- Utilize "Land and Expand" strategy to grow revenues.

SureID (now Fortior Solutions) – Dallas, Texas

May 2016 – September 2017

Regional Sales Director, South Central Region –Identity Access and Security Service

- Launching a new startup division focused on the commercial market inside an existing company.
- Selling a new cloud based commercial solution evolved from U.S. Military focused product line.
- Developing Direct and Channel sales strategies in a complex delivery environment.

SailPoint Technologies – Dallas, Texas

April 2012 – August 2015

Global Channel Sales Manager– Security & Identity Management

- Close business through OEM relationships with partners like BMC and NetIQ.
- Demonstrate leadership by successfully identifying and driving strong revenue opportunities to completion.
- Leverage a combination of software, internal services, business partners, and services partners to deliver a strategic solution that exceeds customer requirements and meet the corporate revenue objectives.
- Developed strong customer and partner relationships that more than tripled the revenue in both Southern Europe and Latin America.

Oracle – Dallas, Texas

April 2010 – April 2012

Territory Sales Manager– Security & Identity Management

- Transformed a dormant thirteen state public sector territory into a productive revenue producing turf.
- Partnered with Territory Reps, Business Partners, and Services Partners to deliver on customer needs and meet the corporate targets
- Utilized strong customer relationships, taking the lead on sales opportunities to ensure that we focus on the success factors required to close business.

Micro Focus – Dallas, Texas

November 2008 – March 2010

Senior Account Executive– Southwest

- Managed large, complicated and sales opportunities by utilizing technical, marketing, and services resources within the organization to exceed the client's expectations.
- Cultivated opportunities to double revenue in six months.

Dale K. Mauch – Continued**IBM Corporation – Dallas, Texas*****April 2006 – November 2008*****Tivoli Business Automation Sales – West**

- Grew the IBM business unit from 2007 to 2008 higher of any Tivoli Regional Business Unit in the country through hands-on client facing sales initiatives.
- President's Club attainment by exceeding quota, delivering the highest revenue of any comparable geographic region in the U.S.
- Tackling structural issues created by large acquisitions by developing strong lines of communication with my recently acquired colleagues.

BMC Software/New Dimension – Dallas, Texas***April 1993 – April 2006*****Director of Global Accounts April 2001 – April 2006**

- Established internal strategies and virtual teaming to grow revenues to \$15 M the first year, to \$24M the second year, and \$43M the third year.
- Managed sales opportunities Toyota, UBS, HSBC, Credit Swiss, and Telefonica, selling at multiple levels within the organization.
- Tackling global opportunities, requiring extensive travel worldwide with multilingual meetings and negotiations in Asia Pacific, Europe and the Middle East.

Director of North American Sales, Control Solutions***April 1999 – March 2001***

- Guided an acquired sales organization through two successful change-filled years.
- Traveled extensively for client meetings to deliver a 48% increase in new product revenues the first year from companies like EDS, ACS, Zurich Financial, and State Farm Insurance.
- Lead the post-acquisition New Dimension North American sales organization within BMC while exceeding elevated revenue expectations of \$120M.
- Partnered with Marketing to launch new Identity Management Products worldwide.

Regional Sales Manager, New Dimension Software***September 1996 – March 1999***

- Built a consistent regional team of top producers in the Americas, getting all reps to 100% club.

New Dimension Software – Dallas, Texas - Account Executive***May 1993 – August 1996***

- Start-up environment, I was the twelfth salesperson hired in North America, selling Israeli developed automation tools and systems management software as a consistent top performer.

EARLY EXPERIENCE:

- **DataEase International – Dallas, Texas - Regional Sales**
- **Goal Systems – Dallas Texas - National Accounts Sales**
- **Computer Associates – Dallas Texas - Regional Sales Management**

EDUCATION and PROFESSIONAL DEVELOPMENT:

- **Bachelor's Degree from Oklahoma State University**
- **ITIL Foundation Certification**
- **Executive Navigator Training from London School of Business**
- **Professional Sales Methodology Courses**

Board of Directors Memo

December 5, 2019

SUBJECT: Consider Approval of an Award for State Legislative Consulting Services and Authorize CEO to Negotiate an Agreement

Background

DCTA has engaged state legislative consultants since 2006 to ensure the agency's authority and funding structure is protected during legislative sessions when many things can change, intentionally or unintentionally. As DCTA evolves and begins to deploy innovative mobility technologies, enter into public-private partnerships, and encourage economic development within the A-train corridor, it is critical these activities and Chapter 460 are statutorily protected.

The current contract with Capitol Insights expires December 31, 2019 with no further extensions available. The initial contract was fully executed March 7, 2014 for one two-year term and three one-year renewals, all of which were realized. To avoid a gap in representation as the Interim Session becomes more active and in preparation for the expiration of the current contract, DCTA issued an RFP for state legislative consulting services on August 8, 2019.

Staff conducted an initial evaluation of all proposals received. Following the initial evaluation, interviews were scheduled with the four responsive firms through the month of October. The interview panel consisted of Chair Costa, Vice Chair Gilmore, the CEO, Deputy CEO, and the Director of Strategic Partnerships. Procurement staff attended all interviews. Based on the initial evaluations and the interviews, staff will make a recommendation to the Board on an award to a state legislative consulting firm, which will include financial information.

Financial Impact

Financial impact will be discussed during this agenda item at the Board of Directors meeting.

Recommendation

Staff will recommend approval of an award a state legislative consulting firm during the December 5 Board of Directors meeting.

Exhibits

Exhibit 1: Solicitation 19-13 Request for Proposals

Submitted By: 
Athena Forrester, AVP of Regulatory Compliance

Reviewed By: 
Lindsey Baker, Director of Strategic Partnerships

Final Review: 
Kristina Holcomb, Deputy CEO

Approval: 
Raymond Suarez, CEO

Solicitation 19-13

State Legislative Consulting Services

Bid Designation: Public



Denton County Transportation Authority

Bid 19-13

State Legislative Consulting Services

Bid Number 19-13
 Bid Title State Legislative Consulting Services

Bid Start Date Aug 8, 2019 3:12:48 PM CDT
 Bid End Date Sep 11, 2019 3:00:00 PM CDT
 Question & Answer End Date Aug 23, 2019 5:00:00 PM CDT

Bid Contact Jamie Cogdell
 jcogdell@dcta.net

Contract Duration 2 years
 Contract Renewal 2 annual renewals
 Prices Good for 30 days

Bid Comments **Denton County Transportation Authority (DCTA) is requesting proposals from firms with experience in state legislative consulting. Please see attached RFP package for additional information.**

Item Response Form

Item 19-13--01-01 - State Legislative Consulting Services

Quantity 1 each

Unit Price

Delivery Location **Denton County Transportation Authority**

No Location Specified

Qty 1

Description

State Legislative Consulting Services



SOLICITATION OVERVIEW AND ENDORSEMENT

SOLICITATION No./TYPE	19-13 Request for Proposals		
TITLE	State Legislative Consulting Services		
PROCUREMENT SCHEDULE	Dates and times are subject to change, any changes will be issued by addenda.		
PRE BID/PROPOSAL MEETING DATE	N/A	PRE BID/PROPOSAL MEETING LOCATION	1955 Lakeway Drive, Suite 260, Lewisville, TX 75057
QUESTIONS DUE	August 23, 2019 by 5:00 pm CST	RESPONSES TO QUESTIONS RELEASED	August 28, 2019 by 5:00 pm CST
DUE DATE/TIME	September 11, 2019 at 3:00 pm CST		
QUESTIONS/ CLARIFICATIONS	All requests for clarifications and questions shall be submitted in writing. No verbal questions will be accepted and no verbal replies will be provided. Bidders/Proposers must submit requests for changes to or approval of equals, clarifications and modifications of the specifications in writing. The solicitation documents can only be modified in writing. Procurement must receive the requests no later than the date indicated above. Procurement will issue a response to those requests to all bidders/proposers by posting the replies to BidSync no later than the date indicated above. DCTA assumes no responsibility for delayed or lost responses		
ALL QUESTIONS AND REQUESTS FOR CLARIFICATIONS SHALL BE SENT TO	Jamie Cogdell procurement@dcta.net or submitted via BidSync at www.bidsync.com		
RECEIPT OF BID/PROPOSAL	Prior to the time and date indicated above, all proposal packages must be hand delivered or mailed to Procurement at: DCTA 1955 Lakeway Drive, Suite 260 ATTN: Jamie Cogdell SOLICITATION #19-13 Lewisville, Texas 75057 Proposal packages received after the due time and date shall not be considered and will be returned unopened. All bids/proposals shall be submitted in a sealed package with the company name and RFB/RFP number clearly marked on the outside. The clock in the reception area of DCTA is the official time for receipt of bids. Bids/Proposals submitted to other DCTA locations may be returned unopened and will not be considered in the award of the contract. DCTA reserves the right to change the deadline for submitting bids/proposals. Further, DCTA reserves the right to unilaterally revise or amend the scope of services up to the time set for submitting bids/proposals. Such revisions and addenda, if any, shall be announced by addenda to this solicitation. Copies of such addenda shall be furnished to all prospective bidders/proposers.		
ACCEPTANCE PERIOD	PROPOSALS SHALL REMAIN VALID FOR 90 DAYS FROM THE DUE DATE		
DBE (DISADVANTAGED BUSINESS ENTERPRISE) PROGRAM	It is the policy of DCTA to create a level playing field on which DBEs, as defined in 49 CFR Part 26, can compete fairly for DOT-assisted contracts. Additionally, DCTA is committed to removing barriers to the participation of DBEs on DOT-assisted contracts. The DBE requirements of 49 CFR Part 26 applies to this procurement. By submitting its bid/proposal, Bidder/Proposer certifies that it will take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBEs are given the maximum opportunity to compete for and participate in the performance of this contract. Bidder/Proposer further certifies and agrees that it has not and will not discriminate on the basis of race, color, national origin, or sex in the award of subcontracts under this contract or in performance of this contract. DCTA's DBE Program is available at www.dcta.net		
DBE GOAL	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no DBE goal 0%		
DAVIS-BACON AND COPELAND ANTI-KICKBACK	The Davis-Bacon and Copeland Acts are codified at 40 USC 3141, et seq. and 18 USC 874. The Acts apply to grantee construction contracts and subcontracts that "at least partly are financed by a loan or grant from the Federal Government." 40 USC 3145(a), 29 CFR 5.2(h), 49 CFR 18.36(i) (5). The Acts apply to any construction contract over \$2,000. 40 USC 3142(a), 29 CFR 5.5(a). 'Construction,' for purposes of the Acts, includes "actual construction, alteration and/or repair, including painting and decorating of public buildings and public works of the Government." 29 CFR 5.5(a).		
CERTIFIED PAYROLL	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no Wage Rate		
BID/PROPOSAL ENDORSEMENT	TO BE COMPLETED FOR HAND DELIVERED AND MAILED RESPONSES ONLY		
BUSINESS NAME			
CONTACT NAME		TITLE	
TELEPHONE		EMAIL	
ADDRESS			
SIGNATURE			DATE

SCOPE OF WORK, TERMS AND CONDITIONS

1. PURPOSE

Denton County Transportation Authority ("DCTA") is soliciting "Request for Proposals" for State Legislative Consulting Services from a firm with demonstrated experience in State Legislative Consulting Services and a demonstrated understanding and experience in dealing with transportation related legislative initiatives. The term for the Legislative Consulting Service would be for two years to cover Regular and interim sessions with one renewal option.

2. BACKGROUND

Denton County Transportation Authority (DCTA), a transportation authority and political subdivision of the State of Texas, is requesting proposals from interested parties to serve as its representation in Austin, TX before the Texas State Legislature, state agencies, and other appropriate elected officials and state and local entities. The term of the Contract resulting from this Request for Proposals is expected to be two years, with one two-year option to extend services.

The Denton County Transportation Authority (DCTA) is a coordinated county transportation authority created by House Bill 3323, under Chapter 460 of the Texas Transportation Code, approved by the 77th Texas Legislature and signed into law by the Governor in 2001. On November 5, 2002, the voters in Denton County approved the confirmation of DCTA by 73 percent. A special election was then held in September 2003, which provided a dedicated half-cent sales tax to fund DCTA by the cities of Denton, Highland Village, and Lewisville. The DCTA Board of Directors represents Denton County and the financially-contributing member cities of Denton, Highland Village, and Lewisville. Additional cities throughout Denton and Collin Counties sit on the board in an advisory capacity.

As a political subdivision of the state, DCTA has the authority to acquire, construct, develop, plan, own, operate, and maintain a public transportation system. Currently, DCTA operates fixed-route bus services, paratransit, and on-demand contract service, as well as the A-train, a 21-mile commuter rail that runs from downtown Denton through Lewisville and connects to the Dallas Area Rapid Transit (DART) Green Line at the Trinity Mills station in Carrollton, providing regional connectivity. In addition to traditional transit, DCTA is committed to providing innovative mobility solutions to meet the rapidly-changing needs and demands of the traveling public, including automated vehicles, transportation network companies (TNCs), scooters, bikeshare, and other emerging technologies.

DCTA is dedicated to improving mobility, air quality, economic development and livability in the North Texas region. Denton and Collin counties are projected to be the nation's fastest growing economies over the next five years, according to an Oxford Economics forecast. With this impending growth, DCTA is focused on offering more alternative transportation options to improve the quality of life where our residents live, work, and play. A supportive legislative and regulatory environment is vital for the agency to provide people with access to jobs, schools, healthcare, entertainment, recreation, and other activities.

No state or federal funds will be utilized for contract payments resulting from this solicitation. In some instances, federal laws and regulations may be referenced for clarification of DCTA requirements.

More information on DCTA is available at www.dcta.net.

3. CONTRACT

Submission of a proposal constitutes an offer to perform the work specified and to be bound by the terms contained or referenced herein. Upon acceptance of the offer, and upon award of the Contract to the successful offeror (if any), this procurement solicitation document (entitled "Request for Proposal") together with the completed and executed forms required herein, and all attachments hereto, together with the contract shall collectively constitute the Contract documents.

4. CONTRACT TERM

The initial term of the contract shall be for two (2) years with the option to renew for one (1) additional two (2) year term. The contract will automatically renew each year unless either party provides a written notice sixty (60) days prior to the renewal date of their intent not to renew.

5. SCOPE OF SERVICES

An innovative approach to these services is critical to the advancement of DCTA's objectives and will be a key element in the selection of the Consultant. The following scope of work details the Agency's needs as based on previous experience. DCTA welcomes new approaches and techniques. The final scope will be determined through negotiations of the final contract for services.

The DCTA Consultant shall advise and assist DCTA in the development of a State Legislative Strategy and formal Agenda. Specific goals for the 87th Legislature are as follows: 1. Retain current statutory authority. 2. Promote legislative activities that enhance funding opportunities. 3. Ensure a regulatory environment that allows for mobility innovation through public/private partnerships and that does not impede innovation. 4. Support initiatives that would advance economic development opportunities, specifically transit-oriented development. As conditions change, these goals may be revised.

The DCTA Consultant shall be responsible for providing ongoing communications with the Legislative Delegation, advising appropriate Members and their staff of DCTA's activities, and advising the DCTA Board of Directors, Executive Leadership, and designated staff of the interests and needs of the Delegation. Such activities shall include seeking Delegation support for project funding, mobility-related initiatives, the Agency's legislative platform, coordination with peer Texas transit agencies on legislative efforts, awareness of stakeholders' legislative agendas, and other interests as may occur during a Regular or Interim legislative session.

The DCTA Consultant shall monitor the following state and regional organizations for possible opportunities and impacts to key DCTA projects (note: this list is non-exhaustive):

- Texas Governor's Office
- Texas Legislature and appropriate committees
- Texas Transportation Commission/TxDOT
- Regional Transportation Council of the North Central Texas Council of Governments (NCTCOG)

Special responsibilities shall include, but not be limited to:

- Monthly reporting on activities, accomplishments, and key items of interest to DCTA.
- In-person briefings to the DCTA Board of Directors or Board committees, as requested.
- Monthly invoicing.
- Assistance in moving legislation (as identified in the Legislative Agenda or otherwise directed) through the legislative process, including but not limited to, identifying and seeking sponsors for DCTA-related legislation and seeking support of key members of the Legislature.
- Keep staff apprised of legislation deemed beneficial or detrimental to DCTA and provide advice on appropriate and judicious legislative engagement.
- Identify and defend DCTA against detrimental legislation.

- Provide necessary support in Austin during the Legislative Session, including, but not limited to maintaining office space in downtown Austin, or otherwise close to the Capitol, that may be used by DCTA staff, executives, and appointed officials for the conduct of official business. If unable to provide a permanent office location, demonstrate ability to reserve office and meeting space as needed, which would include internet connectivity and copy and scanning capabilities.
- Provide assistance in planning events, meetings, receptions, or other activities to facilitate stakeholder outreach and education efforts, including assistance in securing the attendance of delegation members at local special events and meetings.
- Coordinate and schedule meetings between members of the Legislature and DCTA staff, executives, and Board members.
- Regularly meet with delegation members on behalf of the Agency, in order to advance DCTA priorities.
- Attend industry-specific legislative meetings on behalf of DCTA, as requested. Occasionally coordinate state delegation activities related to federal needs; coordinate with congressional consultant, as requested.
- Track legislation that could impact DCTA and provide a weekly bill-tracking list for staff review through the bill filing deadline.
- During the Regular Session, Consultant shall submit weekly activity reports in writing via email detailing the status of Agency's legislative priorities, as well as updates and analyses on transit/transportation-related legislative activities, or other initiatives that may impact DCTA operations, personnel management, procurement practices, administration, etc.
- At the end of a Regular Session, Consultant shall provide a legislative wrap-up to the Board of Directors outlining performance and progress regarding the adopted legislative initiatives, other key legislation and legislative activities, and a recommended path forward into the next session.

6. QUALIFICATIONS OF FIRM

- a. A minimum of eight years' experience as a State Legislative Consultant and/or with a state-level elected office, or other directly applicable experience;
- b. Appropriate education and experience with transportation issues, transportation agencies, and/or other political subdivisions of the state;
- c. An Austin, TX office location in downtown Austin, or otherwise close to the Capitol, that may be used by DCTA staff, executives, and appointed officials for the conduct of official business. If unable to provide a permanent office location, demonstrate ability to reserve office and meeting space as needed, which would include internet connectivity and copy and scanning capabilities;
- d. Knowledge of and experience with bus, rail, transit and transportation issues, including mobility-as-a-service (MaaS), autonomous vehicles, transit-oriented developments (TOD), alternative fuel fleets, and other emerging transportation technologies;
- e. Proven relationships and results in working with key state legislators;
- f. Knowledge of and experience in dealing with state and regional agencies identified in the Scope of Work;
- g. Familiarity with DCTA, Chapter 460, advanced mobility innovations, and the transportation environment within the Dallas/Fort Worth region; and

- h. Familiarity with DCTA financially-contributing member cities, key local elected officials in Denton, Collin, Tarrant, and Dallas Counties and in the North Texas region, and the North Central Texas Council of Governments (NCTCOG) and affiliated organizations.

PROPOSAL SUBMITTAL INFORMATION

The responses shall be submitted on standard 8-1/2" x 11" paper and should describe the firm, consultant(s), and key staff members who will be directly involved, a list of references, statement of qualifications; and other information relevant to the services offered and expertise provided by the respondent.

The respondent shall submit one (1) signed original, four (4) hard copies and one (1) electronic copy (USB Flash Drive) of the proposal clearly marked with the contents and RFP number on the outside. The proposal shall not exceed 25 double sided pages.

The page count shall not include:

- Cover Letter (two page maximum)
- Front and back cover and section dividers (bindings and covers will be at the discretion of the Proposer).
- Company brochure (not more than one item), which shall be part of the Appendix.
- Required certificates and forms

EACH PROPOSAL SHALL INCLUDE THE FOLLOWING INFORMATION:

LETTER OF TRANSMITTAL

The letter of transmittal must contain the following statements and information:

- Company name, address, telephone number(s), and website.
- Name, title, email address, and telephone number of the person(s) to contact and who are authorized to represent the firm and to whom correspondence should be directed.
- A brief statement of your understanding of the services to be performed and a positive commitment to provide services as specified.
- The letter must be signed by a corporate officer or person authorized to bind the proposer to the proposal and cost schedule.
- A statement indicating that the proposal and cost schedule will be valid and binding for ninety (90) days following the proposal due date and will become part of the contract.

TAB 1: QUALIFICATIONS AND EXPERIENCE

Experience in providing Legislative Consulting Services as requested by DCTA in this Scope of Work and demonstrated ability to meet the outlined goals and objectives. Availability of key personnel, their knowledge of the political environment, transportation and local government industries, and quality of references.

QUALIFICATIONS OF KEY PERSONNEL

- a. Identify the project manager and each individual who will work as part of this engagement. Include brief resumes for each person to be assigned. Include any relevant professional designations and affiliations, certifications and licenses, etc.
- b. Provide organizational chart, to include any support staff and their role.
- c. Describe experience of the firm relative to DCTA or similar governmental entities.

- d. Describe the firm's knowledge and understanding of DCTA, Chapter 460, advanced mobility innovations, and the transportation environment within the Dallas/Fort Worth region.
- e. Describe when the firm has assisted in the passage of challenging or difficult legislation. Explain how the firm overcame opposition.
- f. The same information must be provided for any associate firm or sub consultant.
- g. Provide list of current clients.

TAB 2: FIRM'S LEGISLATIVE / POLICY APPROACH

Provide clear and communicative approach in management of legislative efforts, including communication methods employed during regular and interim sessions, demonstrated relationships, and passage of legislation. Quality of example legislative update/newsletter will be considered.

- a. Define the overall means by which the firm would approach the legislative process on behalf of DCTA. Include project funding, relationship with delegation members, tracking of key issues, etc.
- b. Define firm's role during Regular and Interim sessions.
- c. Define how success will be measured/judged.
- d. It is critical that the proposer clearly define any recommended deviations from the scope of work defined above. The pricing proposal must be reflective of these changes.

TAB 3: DCTA SPECIFIC ISSUES

Demonstrated understanding of DCTA's governance and funding structure, enabling legislation, regional and statewide issues impacting DCTA, the state of mobility innovation and unique challenges these bring to DCTA and the legislative process.

- a. Identify key issues facing DCTA in the future that can be addressed or begin to be addressed in the next State legislative cycle.
- b. Identify initial recommended actions.

TAB 4: REFERENCES

Include three (3) references and current contact information for each. Provide name, title, address, and telephone number of three client references that demonstrate the vendor is a trusted and ethical resource and has influence in the legislative process either on behalf of public sector clients and/or with legislators.

TAB 5: PRICING

The cost shall contain all pricing information relative to performing the services within the Scope of Services as described in this RFP. The total cost proposed is to contain all direct and indirect costs including all out-of-pocket expenses. Include a schedule of rates by professional staff classifications and the anticipated distribution of hours per staff classification.

TAB 6: ATTACHMENTS

Include company brochure, copies of referenced certifications, acknowledgement of any Addenda issued, certifications and required forms, and any other attachments or acknowledgement required as part of this submittal.

TAB 7: APPENDIX

The following documents/forms will be completed by the Offeror and must be submitted with the Technical Proposal:

- Exhibit A Bidder's Questionnaire
- Exhibit B Prohibition of Contracts with Companies that Boycott Israel
- Exhibit C Form CIQ Conflict of Interest Questionnaire
- Exhibit D Non-Collusion Affidavit

Each Proposer shall submit a detailed response to the RFP. The response shall include sufficient information to enable the Denton County Transportation Authority to evaluate the capabilities of the Proposer and its approach to providing the specified services. Best Value will be the base for the evaluation. Unnecessarily elaborate or voluminous responses are neither required nor wanted. The 25-page limit and other requirements described shall be enforced. Discussion of the firm's past experience, which is not related to the specified services, should not be included. The response shall specifically address the issues raised, and provide the information requested.

It is the responsibility of the proposer to examine the entire RFP package and seek clarification of any item or requirement that may not be clear and to check all responses for accuracy before submitting a proposal.

Proposers may not contact members of the Authority's Board of Directors concerning this procurement. Any proposer violating this provision may be disqualified from consideration in this procurement.

DCTA will not respond to oral requests. Any request for a change to any part of this document must be fully supported with technical data, or other pertinent information evidencing that the exception will result in a condition equal to or better than the required by the RFP, without substantial increase in cost or time requirements. Any responses to such written requests shall be provided by DCTA in the form of an addendum. Only written responses (including e-mail and/or e-mail attachments) provided as addenda shall be official and all other forms of communication with any officer, employee or agent of DCTA shall not be binding on DCTA.

EVALUATION AND SELECTION

1. GENERAL RESPONSIVENESS

In order for a Proposer to be eligible to be awarded the Contract, the Proposal must be responsive to the Request for Proposal, and DCTA must be able to determine that the proposer is responsible to perform the Contract satisfactorily. Responsive Proposals are those complying in all material aspects of the solicitation. Proposals which do not comply with all the terms and conditions of this solicitation may be rejected as nonresponsive. A Proposer may, at any time after the submission of the Proposal, be requested to submit further written evidence verifying that the firm(s) meet the criteria necessary to be determined a responsible Proposer. Refusal to provide requested information may result in the Proposer being declared nonresponsive, and the Proposal may be rejected.

2. EVALUATION OF PROPOSAL

Proposals will be reviewed for compliance with the requirements of the RFP. Those proposals which are deemed incomplete will be rejected. Proposals will also be scored on the clarity and completeness.

A committee of DCTA staff will evaluate the responses and will make a recommendation for award based on the best value to the agency. Evaluation will be based on the following criteria:

SCORING CRITERIA	WEIGHT
QUALIFICATIONS AND EXPERIENCE Experience in providing Legislative Consulting Services as requested by DCTA in this Scope of Work and ability to meet the outlined goals and objectives. Quality of example legislative update/newsletter will be considered.	25
LEGISLATIVE / POLICY APPROACH Clear and communicative approach in management of legislative efforts, including communication methods employed during regular and interim sessions, demonstrated relationships, and passage of legislation.	25
DCTA SPECIFIC ISSUES Demonstrated understanding of Denton County Transportation Authority (DCTA) governance and funding structure and issues impacting DCTA and state of mobility innovation challenges.	25
PRICING STRUCTURE Clear and reasonable pricing structure consistent with average consulting fees for similar work and scope.	15
REFERENCES At least three (3) references included that demonstrate the vendor is a trusted and ethical resource and has influence in the legislative process either on behalf of public sector clients and/or with legislators.	10

REQUIRED FORMS AND CERTIFICATIONS	Pass/Fail
TOTAL POINTS	100

3. TECHNICAL EVALUATION

Following evaluation and scoring of the technical proposals submitted, DCTA will identify those firms technically qualified to perform the work. If DCTA determines that a Proposal is not technically adequate or a Proposer is not technically qualified, that Proposal will not be evaluated further.

4. INTERVIEWS

A panel of DCTA staff may conduct in-person interviews of the two (2) top-scoring finalists, as determined through the evaluation process. Interviews may take place the first week of October.

5. BEST AND FINAL OFFER

DCTA reserves the right to request a best and final offer from all or select proposers.

6. CONTRACT AWARD

Award will be made to the responsible firm whose proposal is most advantageous to DCTA. Accordingly, DCTA may not necessarily make an award to the Proposer with the highest technical ranking nor award to the Proposer with the lowest Price Proposal if doing so would not be in the overall best interest of DCTA.

GENERAL TERMS AND CONDITIONS

1. CANCELLATION

The DCTA reserves the right to cancel this RFP or cancel the award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in DCTA's best interest. In no event shall the DCTA have any liability for the cancellation of award. The Proposer assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

2. EVALUATION AND AWARD OF CONTRACT

The Owner reserves the right to reject any and all proposals, to waive any and all informalities except for the time of submission of the Proposal and to negotiate contract terms with the Successful Proposer. The Owner also reserves the right to reject all nonconforming, non-responsive, unbalanced or conditional Proposals. Also, the Owner reserves the right to reject the Proposal of any Proposer if the Owner believes that it would not be in the best interest of the Project to make an award to that Proposer, whether because the Proposal is not responsive or the Proposer is unqualified or has doubtful financial ability or fails to meet any other pertinent standard or criteria established by the Owner. Discrepancies in the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

In evaluating Proposals, the owner will consider the qualifications of the Proposers, whether or not the Proposals comply with the prescribed requirements, unit prices, completion time, and other data, as may be requested in the Proposal form or prior to the Notice of Award.

Because offers can at times be ambiguous, DCTA reserves the right to request additional information before making an award. DCTA also reserves the right to seek clarification from any proposer or offeror about any statement in its proposal that DCTA finds ambiguous.

The Owner may consider the qualifications and experience of any Subcontractors, Suppliers, or other persons or organizations proposed for those portions of the Work as to which the identity of Subcontractors, Suppliers, and other persons and organizations must be submitted as requested by the Owner:

The Owner may consider its past experience with the Proposer and any Subcontractors, Suppliers or other persons or organizations proposed to perform any portions of the Work, and the Owner reserves the right to reject any and all proposals from persons or organizations with whom the Owner has previously experienced problems including but not limited to issues relating to performance, workmanship, and disputes or litigation.

The Owner may conduct such investigations as the owner deems necessary to assist in the evaluation of any Proposal and to establish the responsibility, qualifications and financial stability of Proposers, proposed Subcontractors, Suppliers and other persons and organizations to perform and furnish the Work in accordance with the Contract Documents to the Owner's satisfaction within the prescribed time.

If contract is to be awarded, it will be awarded to the best qualified Proposer whose evaluation by the Owner indicates to the Owner that the award will be in the best interests of the DCTA. DCTA may award the contract to a single supplier, affording DCTA the improved cost effectiveness as well as one stop shopping. If determined to be in the best interest of DCTA, it reserves the right to award to multiple proposers.

3. ADDENDUM

The contents of all addendums sent to proposer are to be incorporated in the RFP documents and will become part of the contract documents.

4. PROOF OF INSURABILITY

Proposer must submit proof of insurability with their proposal. Proof of insurability can be in the form of a letter from the Proposer's insurance provider stating the provider's commitment to insure the Proposer for the types of coverages and levels of coverages specified in this RFP.

5. CONFIDENTIALITY

It is in the public interest for the DCTA to receive as many proposals as possible. The DCTA acknowledges the possible confidential nature of any aspect of the proposal including the cost or price information requested by the Request for Proposals, and the DCTA obliges itself in good faith not to disclose any page of the proposal containing information which the Proposer clearly marks as confidential during the evaluation process. After contract award, disclosure of information shall be made only in accordance with Texas law and applicable Federal requirements.

6. TAXES

DCTA is tax exempt and shall furnish the successful proposer with the necessary tax exemption certificate.

7. INDEMNIFICATION

IN ADDITION TO ALL OTHER OBLIGATIONS OF INDEMNIFICATION SPECIFIED HEREIN, PROPOSER AGREES TO RELEASE AND BE LIABLE FOR AND TO DEFEND, INDEMNIFY AND SAVE HARMLESS DCTA, ITS BOARD MEMBERS, OFFICERS, AGENTS, SERVANTS, WORKMEN, EMPLOYEES, SUBSIDIZERS AND INDEMNITIES, U.S. DEPARTMENT OF TRANSPORTATION, TEXAS DEPARTMENT OF TRANSPORTATION, DENTON COUNTY AND ALL GOVERNMENT FUNDING AGENCIES PROVIDING FUNDS OR SERVICES IN CONNECTION WITH THIS PROJECT (HEREINAFTER COLLECTIVELY REFERRED TO AS "DCTA"), FROM AND AGAINST ANY AND ALL LOSS, COST, DAMAGE, LIABILITY AND EXPENSE, INCLUDING CONSEQUENTIAL DAMAGES, COUNSEL FEES, WHETHER OR NOT ARISING OUT OF ANY CLAIM, SUIT OR ACTION AT LAW, IN EQUITY, OR OTHERWISE, OF ANY KIND OR NATURE WHATSOEVER, INCLUDING NEGLIGENCE, ARISING OUT OF THE PERFORMANCE OF THE WORK BY REASON OF ANY ACCIDENT, LOSS OR DAMAGE OF PROPERTY, INCLUDING THE WORK SITE, PROPERTY OF DCTA AND PROPOSER, OR INJURY, INCLUDING DEATH, TO ANY PERSON OR PERSONS, INCLUDING EMPLOYEES OF DCTA, PROPOSER, SUBCONTRACTORS AT ANY TIER OR ANY PERSON WORKING ON PROPOSER'S BEHALF, CAUSED BY PROPOSER, WHICH MAY BE SUSTAINED EITHER DURING THE TERM OF THE CONTRACT, OR UPON OR AFTER COMPLETION OF THE PROJECT, WHETHER BROUGHT DIRECTLY BY THESE PERSONS OR BY ANYONE CLAIMING UNDER OR THROUGH THEM INCLUDING HEIRS, DEPENDENTS AND ESTATES.

PROPOSER ALSO AGREES FOR ITSELF AND ON BEHALF OF ITS AGENTS, SERVANTS, SUBCONTRACTORS, MATERIAL MEN, AND EMPLOYEES TO DEFEND, INDEMNIFY AND HOLD HARMLESS DCTA FROM AND AGAINST ANY AND ALL CLAIMS OF ANY KIND OR NATURE WHATSOEVER REGARDING SUBCONTRACTORS AND MATERIAL MEN AND AGREES TO ASSUME THE DEFENSE OF DCTA TO ANY SUCH SUIT AT ITS COST AND EXPENSE. THE PROPOSER FURTHER ASSUMES THE RISK OF LOSS AND DAMAGE TO MATERIALS, MACHINERY AND EQUIPMENT TO BE INCORPORATED IN THE WORK AT ALL TIMES PRIOR TO DELIVERY TO THE PROJECT SITE OR WHILE IN THE POSSESSION OR UNDER THE CONTROL OF THE PROPOSER.

PROPOSER, FOR ITSELF AND ITS EMPLOYEES, BOARD MEMBERS, OFFICERS, AGENTS, SERVANTS, WORKMEN, PROPOSERS, SUBCONTRACTORS, LICENSEES AND INVITEES, OR ANY OTHER PERSON WORKING ON PROPOSER'S BEHALF, HEREBY RELEASES AND AGREES TO BE LIABLE FOR AND TO DEFEND, INDEMNIFY AND SAVE HARMLESS DCTA, EXCEPT TO THE EXTENT THAT DCTA IS NEGLIGENT IN WHOLE OR IN PART, FOR ANY CLAIMS MADE BY AN EMPLOYEE, BOARD MEMBER, OFFICER, AGENT, WORKMAN OR SERVANT OF PROPOSER'S OR ANY OTHER PERSON WORKING ON PROPOSER'S BEHALF, INCLUDING CLAIMS FOR COMPENSATION OR BENEFITS PAYABLE TO ANY EXTENT BY

OR FOR PROPOSER UNDER ANY WORKERS' OR SIMILAR COMPENSATION ACTS OR OTHER EMPLOYEE BENEFIT ACTS. IN THE EVENT OF JOINT OR CONCURRENT NEGLIGENCE OF THE PROPOSER AND DCTA, RESPONSIBILITY, IF ANY, SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. A PROPOSER'S OBLIGATIONS UNDER THIS SECTION 7 SHALL NOT BE LIMITED TO THE LIMITS OF COVERAGE OF INSURANCE MAINTAINED OR REQUIRED TO BE MAINTAINED BY PROPOSER UNDER ANY RESULTANT AGREEMENT. THIS PROVISION SHALL SURVIVE THE TERMINATION OF ANY RESULTANT AGREEMENT.

A PROPOSER'S INDEMNITY OBLIGATIONS UNDER THIS SECTION SHALL ALSO SPECIFICALLY INCLUDE, WITHOUT LIMITATIONS, ALL FINES, PENALTIES, DAMAGES, LIABILITY, COSTS, EXPENSES (INCLUDING, WITHOUT LIMITATIONS, REASONABLE ATTORNEY'S FEES), AND PUNITIVE DAMAGES (IF ANY) ARISING OUT OF, OR IN CONNECTION WITH ANY (I) VIOLATION OF OR FAILURE TO COMPLY WITH ANY LAW, STATUTE, ORDINANCE, RULE, REGULATION, CODE OR REQUIREMENT OF A PUBLIC AUTHORITY THAT BEARS UPON THE PERFORMANCE OF THE WORK BY THE PROPOSER, A SUBCONTRACTOR, OR ANY PERSON OR ENTITY FOR WHOM EITHER IS RESPONSIBLE; (II) MEANS, METHODS, PROCEDURES, TECHNIQUES, OR SEQUENCES OF EXECUTION OR PERFORMANCE OF THE WORK; AND (III) FAILURE TO SECURE AND PAY FOR PERMITS, FEES, APPROVALS, LICENSES AND INSPECTIONS AS REQUIRED UNDER THE CONTRACT DOCUMENTS, OR ANY VIOLATION OF ANY PERMIT OR OTHER APPROVAL OF A PUBLIC AUTHORITY APPLICABLE TO THE WORK, BY THE PROPOSER, A SUBCONTRACTOR, OR ANY PERSON OR ENTITY FOR WHOM EITHER IS RESPONSIBLE.

IN ADDITION, PROPOSER SHALL INDEMNIFY DCTA FOR ANY FINES AND LEGAL FEES INCURRED BECAUSE EMPLOYEES, AGENTS, OR WORKERS SUPPLIED BY PROPOSER ARE NOT AUTHORIZED TO WORK IN THE UNITED STATES.

By the execution and submission of this proposal, proposer acknowledges proposer has read and does comply with all terms and conditions, clauses and requirements contained herein.

8. PAYMENT

DCTA shall pay the PROPOSER, upon the submission of proper invoices. Unless otherwise specified in this contract, payment shall be made within thirty (30) days of receipt of a complete and correct invoice.

Proposer's invoices for the services rendered shall be submitted to the following address.

DCTA Accounts Payable
PO Box 96
Lewisville, TX 75067
Or email to accountspayable@dcta.net

9. ASSIGNMENT

The successful proposer shall not assign, sell, transfer or convey the agreement completely or in part, without the prior written consent of DCTA.

10. VENUE

The agreement will be governed and construed according to the laws of the State of Texas; and venue for any action concerning this contract shall be in Denton County, Texas. The parties agree to submit to the personal and subject matter jurisdiction of said court.

11. INDEPENDENT CONTRACTOR

It is understood and agreed by and between the parties, that successful proposer, in satisfying conditions in this contract, is acting independently, and that DCTA assumes no responsibility or liabilities to any third party in connection with these actions. All services to be performed by successful proposer pursuant to this contract shall be in the capacity of an independent proposer, and not as an agent or employee of DCTA. Successful proposer shall supervise the performance of its services and shall be entitled to control the manner and means by which its services are to be performed, subject to the terms of this contract.

12. TERMINATION / DISPUTE RESOLUTION

Termination for Convenience of DCTA

DCTA may terminate all or part of this Contract upon determining that termination is in the public interest. Termination under this Article shall be effective upon delivery of written notice of termination to Contractor. Upon termination under this provision, Contractor shall be entitled to payment in accordance with the terms of this Contract for Contract work completed before termination, and to payment for all reasonable Contract close-out costs including reasonable profit to include materials purchased and work performed. Within thirty (30) days after termination pursuant to this provision, Contractor shall submit an itemized invoice for all un-reimbursed Contract work completed before termination and all Contract close-out costs actually incurred by Contractor. DCTA shall not be liable for any costs invoiced later than thirty (30) days after termination notice. Contractor is not entitled to any alleged lost profit on work not performed but which would have been performed had this Contract not been terminated.

Termination for Default

If the Contractor refuses or fails to properly prosecute or perform the work or any separable part, with the diligence and good workmanship that will ensure its completion and acceptance within the time specified in this Contract including any extension, or fails to complete the work within this time, DCTA may, by written notice to the Contractor, terminate the right to proceed with the work (or the separable part of the work) that has been delayed or not performed in a good workmanship like manner. In this event, DCTA may take over the work and complete it by contract or otherwise, and may take possession of and use any materials, reports, schedules, appliances, or other work product necessary for completing the work. The Contractor and its sureties shall be liable for any damage to DCTA resulting from the Contractor's refusal or failure to complete the work within the specified time or not performed in a good workmanship like manner, whether or not the Contractor's right to proceed with the work is terminated. This liability includes any increased costs incurred by DCTA in completing the work.

The Contractor's right to proceed shall not be terminated nor the Contractor charged with damages under this Article, if:

- (1) The delay in completing the work arises from unforeseeable causes beyond the control and without the fault or negligence of the Contractor. Examples of such causes include (i) acts of God or of the public enemy, (ii) acts of another Contractor in the performance of a contract with DCTA, (iii) fires, (iv) floods, (v) epidemics, (vi) quarantine restrictions, (vii) strikes, (viii) freight embargoes, (ix) unusually severe weather, or (x) delays of subcontractors or suppliers at any tier arising from unforeseeable causes beyond the control and without the fault or negligence of both the Contractor and the subcontractors or suppliers; and
- (2) The Contractor, within 10 days from the beginning of any delay (unless extended by the Project Manager), notifies the Project Manager in writing of the causes of delay. The Project Manager shall ascertain the facts and the extent of delay. If, in the judgment of the Project Manager, the findings of fact warrant such action, the time for completing the work shall be extended with an appropriate Contract amendment, the right to proceed terminated or no action taken by the Project Manager. The findings of the Project Manager shall be final and conclusive on the parties, but subject to Claims.

- (3) The Contractor cures such failures to perform within 10 calendar days (or more if authorized in writing by the Project Manager) after receipt of the notice of default.

If, after termination of the Contractor's right to proceed, it is determined that the Contractor was not in default, or that the delay was excusable, the rights and obligations of the parties will be the same as if the termination had been issued for the convenience of DCTA.

Termination of Force Majeure

To the extent either party of this agreement shall be wholly or partially prevented from the performance of the term specified, or of any obligation or duty placed on such party by reason of or through work strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, court judgment, act of God, or other specific cause reasonably beyond the parties control and not attributable to its malfeasance, neglect or nonfeasance. In such event, the time for performance of such obligation or duty shall be suspended until such disability to perform is removed.

Disputes

Performance During Dispute – Unless otherwise directed by DCTA, contractor shall continue performance under this contract while matters in dispute are being resolved. Further, DCTA shall pay contractor for any undisputed work performed by contractor prior or during the resolution of the matters in dispute.

13. PROTEST PROCEDURES

Protests relative to this procurement will be reviewed and adjudicated by DCTA in accordance with its Procurement Policy and Procedures Manual maintained in DCTA's offices in Lewisville, TX.

14. ADMINISTRATIVE REMEDIES

Denton County Transportation Authority reserves the right to accept or reject any and/or all proposals, to waive any formalities and/or irregularities and to award the Contract in the best interest of the DCTA.

By submission of a proposal in response to this solicitation, the Proposer agrees to exhaust its administrative remedies under DCTA's Procurement Regulations or Disputes Clause of any resulting contract prior to seeking judicial relief of any type in connection with any matter related to this solicitation, the award of any contract, and any dispute under any related contract. Protests relative to this procurement will be reviewed and adjudicated by DCTA in accordance with its Procurement Policy and Procedures Manual maintained in DCTA's offices in Lewisville, TX.

15. OPEN RECORDS

All responses submitted to DCTA become the property of DCTA and are subject to the Public Information Act (Texas Government Code Chapter 552). The interested firms/individuals should familiarize themselves with the provisions of that Act. In no event shall DCTA, or any of its agents, Representatives, consultants, directors, officers, or employees, be liable to a firm/individual for the disclosure of all or any portion of a response submitted pursuant to the RFB.

If a firm/individual has special concerns about information that it desires to make available to DCTA, but which it believes constitutes a trade secret, proprietary information or other information excepted from disclosure, such firm/individual should specifically and conspicuously designate each page of that information, which the Proposer believes, should not be disclosed outside DCTA. Disclosure of requested information will be subject to the Texas Public Information Act.

16. CONTRACT

The successful Proposer may be required to execute a contract prepared and approved by DCTA General Counsel.

17. PROHIBITION OF BOYCOTT ISREAL

Company verifies that it does not Boycott Israel and agrees that during the term of this Agreement /Contract will not Boycott Israel as that term is defined in Texas Government Code Section 808.001, as amended.

18. PROHIBITION OF CONTRACTS WITH CERTAIN COMPANIES

DCTA is prohibited from entering into a contract with a company that does business with Iran, Sudan, or a foreign terrorist organization.

19. RELATIONSHIP AND WORK IN GENERAL

Contractor, an independent contractor, covenants and agrees to perform for the stated compensation, all of the services described in Scope of Work, Terms and Conditions of this Contract. Contractor agrees to complete the work in a professional and workmanlike manner with a high degree of care to ensure the accuracy and timeliness thereof.

20. ASSIGNMENT OF PERSONNEL

Contractor agrees to assign qualified staff members including a Project Manager who shall be responsible for the task administration and work performance.

21. EMPLOYMENT OF PERSONNEL

Contractor agrees to employ, at its own expense, all personnel required in performing the services under this contract. Personnel employed by Contractor shall not be employees of, nor have any contractual relationship with DCTA. All personnel engaged in the work shall be fully qualified and shall be authorized or licensed to perform such work as required.

22. EMPLOYMENT OF VETERANS

Applicable to capital projects only-Contractor shall provide a hiring preference, to the extent practicable, to veterans (as defined in section 2108 of Title 5) who have the requisite skills and abilities to perform the construction work required under this contract. This shall not be understood, construed or enforced in any manner that would require an employer to give a preference to any veteran over any equally qualified applicant who is a member of any racial or ethnic minority, female, an individual with a disability, or a former employee.

23. USE OF SUBCONTRACTORS

The Contractor may utilize the services of specialty subcontractors on those parts of the work which, under normal contracting practices, are performed by specialty subcontractors.

No work or services under this Contract shall be subcontracted without the prior written approval of DCTA. DCTA reserves the right to reject any subcontractors proposed to be utilized on this project.

24. DBE SUBCONTRACTS

If DBE subcontractors are utilized to perform under this contract the contractor must make available to DCTA copies of all DBE subcontracts upon request. The subcontractor shall ensure that all subcontracts or agreements with the Prime to supply labor or materials require that the subcontract and all lower tier subcontracts be performed in accordance with 49 CFR Part 26.55.

25. INSPECTION OF WORK

DCTA shall have the right to review and inspect the progress of the work described herein at all times.

26. COPYRIGHT

No reports, maps, or other documents produced in whole or in part under this contract shall be the subject of an application for copyright by or on behalf of the Contractor. All reports, maps, and other documents produced under this contract shall become the property of DCTA. The Contractor shall, at its expense, defend all suits or proceedings instituted against DCTA and pay any award of damages assessed against DCTA in such suits or proceedings, insofar as the same are based on any claim that materials furnished or work performed under the contract constitutes an infringement of any patent, trade secret, copyright, or any other proprietary right.

27. PROPRIETARY RIGHTS

Contractor agrees not to release data or information about the results of the project to any person outside of DCTA without first obtaining written authorization to release such information from DCTA.

28. OWNERSHIP OF DOCUMENTS

The parties agree and understand that any and all documents produced under this Contract are the sole and exclusive property of DCTA and DCTA retains ownership of all such documentation including, but not limited to, studies, plans, specifications, intellectual property and all related documents. To the extent necessary, CONTRACTOR HEREBY ASSIGNS AND TRANSFERS ANY AND ALL COPYRIGHTS TO DCTA.

29. MAINTENANCE OF RECORDS

Proposer must maintain records to show actual time involved in performance of the Work.

30. CHANGES BY CONTRACTOR

If, during the performance of Work under the Contract, the Contractor finds it impracticable to comply strictly with the specifications, the Contractor will notify the DCTA Project Manager and Director of Procurement immediately in writing.

31. WRITTEN ACCEPTANCE BY DCTA

Any proposals by Contractor that vary or add to this Contract shall be construed as additional terms or modifications and shall not become part of the Contract unless accepted in writing, by DCTA.

32. CHANGE ORDERS / CONTRACT MODIFICATIONS

All requests for changes in the work must be submitted in writing to the DCTA Project Manager. Changes shall be made only with the prior approval DCTA and only by appropriate written Change Order or Contract Modification as appropriate. The Director of Procurement may, at any time, by a written Change Order or Contract Modification, and without notice to the Surety (if any), make changes within the general scope of this Contract. If the change affects the Contractor's costs, then the Director of Procurement shall also make an equitable adjustment in the Contractor's compensation.

33. WHOLE AGREEMENTS

The Contract constitutes the whole of the agreement between the parties hereto and neither thereof has been induced to make or enter into the Contract by reason of any promise, agreement, representation, statement, or warranty other than contained herein.

34. PARTIAL INVALIDITY

If any term, provision, covenant, or condition of this agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

35. TITLES AND HEADINGS FOR CONVENIENCE ONLY

As used throughout this Contract, titles and headings of sections are for convenience only, and shall not be used to aid in interpretation of the provisions contained herein.

36. COMPENSATION

The proposer shall be compensated for work in performance of the contract and per the agreed upon fees. The proposer shall include as part of his invoice a list of all subcontractors and the amounts to be paid to each of the subcontractors from this invoice. DCTA will require specific payment reporting criteria for all payments made to subcontractors and will provide additional information and forms upon selection as the awarded firm.

37. PROMPT PAYMENT

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contractor receives from the Denton County Transportation Authority. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Denton County Transportation Authority. This clause applies to both DBE and non-DBE subcontracts and must be included in contracts between the Denton County Transportation Authority, the prime contractor, sub contracts and sub-recipients.

38. RETAINAGE

The prime contractor agrees to return retainage payments to each subcontractor within 30 days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Denton County Transportation Authority. This clause applies to both DBE and non-DBE subcontracts.

39. MINORITY OWNED FINANCIAL INSTITUTIONS

In accordance with the requirements of 49 CFR Part 26, and grant agreements between DCTA and the Department of Transportation (DOT), to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contract to make use of these institutions. Information regarding financial institutions may be obtained on-line from the Federal Reserve at <http://www.federalreserve.gov/Releases/mob/current/default.htm>

40. NON-DISCRIMINATION

The contractor, sub-recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- (1) Withholding monthly progress payments;
- (2) Assessing sanctions
- (3) Liquidated damages; and/or

(4) Disqualifying the contractor from future solicitations as non-responsible

41. GRATUITIES

It shall be unethical for any person to offer, give, or agree to give any DCTA officer or former DCTA officer, or for any DCTA officer or former DCTA officer to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation therefore.

42. FUNDING

Funds for payment have been provided through the DCTA budget approved by the Board of Directors for this fiscal year only. State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current DCTA fiscal year shall be subject to budget approval.

43. FEDERAL FUNDS

DCTA is a recipient of federal funds from the Federal Transit Authority (FTA) and as a recipient of federal funds specific clauses and certifications must be included in any contract that involves the disbursement of federal funds. If federal dollars will be utilized under this contract, Proposers must adhere to the clauses and certifications if applicable. All required clauses and certifications will be included if applicable.

44. PROCUREMENT OF RECOVERED MATERIALS

If federal dollars are utilized for this project all contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.

45. SILENCE OF SPECIFICATIONS

The apparent silence of the specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

INSURANCE REQUIREMENTS

Proposers performing work on DCTA's behalf shall provide the DCTA a certificate of insurance or a copy of their insurance policy(s) evidencing the coverage and coverage provisions identified herein within ten (10) days of request from DCTA. Proposers shall provide DCTA evidence that all subcontractors performing work on the project have the same types and amounts of coverage as required herein or that the subcontractors are included under the proposer's policy. Work shall not commence until insurance has been approved by DCTA.

All insurance companies and coverage must be authorized by the Texas Department of Insurance to transact business in the State of Texas and must have a A.M. Best's rating A- or greater.

Listed below are the types and minimum amounts of insurances required and which must be maintained during the term of the contract. DCTA reserves the right to amend or require additional types and amounts of coverage or provisions depending on the nature of the work.

COMMERCIAL GENERAL LIABILITY:

- Bodily Injury/Property Damage per occurrence \$1,000,000
- General Aggregate \$2,000,000
- Products/Completed Aggregate \$2,000,000
- Personal Advertising Injury per occurrence \$1,000,000
- Fire Damage \$100,000
- Medical Expense \$5,000

BUSINESS AUTO LIABILITY

to include coverage for:

- Owned/Leased vehicles
- Non-owned vehicles
- Hired vehicles
- Combined Single Limit \$1,000,000

WORKERS' COMPENSATION EMPLOYERS' LIABILITY

to include:

each accident

Disease Policy Limits

Disease each employee

Statutory Limits per occurrence

- Each accident \$1,000,000
- Disease Policy Limits \$1,000,000
- Disease each employee \$1,000,000

PROFESSIONAL LIABILITY (MAY NOT BE APPLICABLE)

- \$1,000,000 per claim
- \$1,000,000 per aggregate

ADDITIONAL INSURED:

The Commercial General Liability and Commercial Automobile Liability policies shall be endorsed to name DCTA, its directors and employees as additional insured regarding Proposer's operations in performance of this Contract.

WAIVER OF SUBROGATION:

The Workers' Compensation and Employers' Liability shall be endorsed to provide a waiver of subrogation in favor of DCTA, its officers, directors and employees.

COVERAGE PRIMARY:

Such insurance as is provided therein shall be primary and non-contributing with any other valid and collectible insurance available to DCTA. The limits of liability required above may be provided by a single policy of insurance or by a combination of primary, excess or umbrella policies. But in no event shall the total limits of liability available for any one occurrence or accident be less than the amounts required below.

NO COMMENCEMENT WITHOUT COVERAGE:

The Proposer shall not commence work at the site under this Contract until he/she has obtained all required insurance and until such insurance has been approved by DCTA. Proposer shall not allow any subcontractor to commence work until all similar required insurance has been obtained and approved. Approval of the insurance by DCTA shall not relieve or decrease the liability of the Proposer hereunder.

CERTIFICATES:

Certificate of Insurance evidencing insurance coverage as required shall be furnished to the Purchasing Manager prior to commencement of work and within ten (10) calendar days after the date of Notice of Award. CERTIFICATES SHALL BE PROVIDED BY PROPOSER AND ANYONE INVOLVED IN THE PERFORMANCE OF WORK UNDER THIS CONTRACT (not otherwise included under Proposer's coverage), INCLUDING ALL SUBCONTRACTORS. All certificates from Proposer and any subcontractors must be issued reflecting DCTA as the certificate holder. All Certificates of Insurance shall reflect the Denton County Transportation Authority project number. Failure to furnish the required certificates of insurance within the time allowed shall not be considered cause for modification of any contractual time limits. All policies of insurance presented, as proof of compliance with the above requirements shall be on forms and with insurance companies approved by DCTA. All such insurance policies shall be provided by insurance companies having a Best's rating of A-VI rating or greater as shown in the most current issue of A.M. Best's Key Rating Guide. Policies of insurance issued by insurance companies not rated by Best's or have a Best's rating lower than A-VI will not be accepted as complying with the insurance requirements of the Contract unless such insurance companies are approved in writing prior to the award of the Contract. Certificate of Insurance shall contain transcripts from the proper office of the insurer, evidencing in particular those insured, the extent of the insurance, the location, and the cancellation clause as required below.

NO LAPSE OR CANCELLATION:

The Proposer and any subcontractor shall not cause any insurance to be canceled nor permit any insurance to lapse. All insurance policies shall include a clause to the effect that the policy shall not be canceled, reduced, restricted, or limited until thirty (30) days after DCTA has received written notice. In the event of cancellation or lapse of insurance, the Proposer shall notify DCTA immediately and unless otherwise directed by DCTA, shall cease work until evidence of acceptable insurance coverage is supplied to DCTA.

BREACH:

Failure to maintain insurance coverage as required herein shall constitute a material breach and default.

Denton County
Transportation Authority

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BIDDER'S QUESTIONNAIRE

1. Name of Contractor ("Business", herein) <input type="text"/>	19. Is any litigation pending against the Business? <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Doing Business As (other business name if applicable) <input type="text"/>	20. Has the Business been debarred, suspended, proposed for debarment, and declared ineligible, voluntarily excluded or otherwise disqualified from bidding, proposing or contracting? <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Federal Tax ID Number <input type="text"/>	21. Has the Business ever been a defaulter, as principal, surety or otherwise? <input type="checkbox"/> Yes <input type="checkbox"/> No
4. Business Mailing Address (include City/State/Zip Code) <input type="text"/>	22. Has the government or other public entity requested or required enforcement of any of its rights under a surety agreement on the basis of a default or in lieu of declaring the Business in default? <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Business Email Address <input type="text"/>	23. Is the Business in arrears upon a contract or debt? <input type="checkbox"/> Yes <input type="checkbox"/> No
6. Business Telephone <input type="text"/>	Business Fax Number <input type="text"/>
7. Business Type <input type="text"/>	24. Are there any proceedings pending relating to the Business' responsibility, debarment, suspension, voluntary exclusion or qualification to receive a public contract? <input type="checkbox"/> Yes <input type="checkbox"/> No
8. Number of Years in Business <input type="text"/>	25. Have liquidated damages or penalty provisions been assessed against the Business for failure to complete the work on time or for any other reason? <input type="checkbox"/> Yes <input type="checkbox"/> No
9. Annual Gross Revenue for the past three years (M = Millions) <input type="checkbox"/> \$1M or Less <input type="checkbox"/> \$1M-\$5M <input type="checkbox"/> \$5M-\$10M <input type="checkbox"/> \$10M-\$16M <input type="checkbox"/> \$16M+	26. If a "yes" response is given to questions 17-25, please provide a detailed explanation including dates, references to contract information, contacts, etc. (attach additional pages as necessary). DCTA reserves the right to inquire further with respect thereto <div style="border: 1px solid black; padding: 2px; text-align: right;">5 6</div>
10. Number of Employees <input type="checkbox"/> 100 or Less <input type="checkbox"/> 101-500 <input type="checkbox"/> 501-750 <input type="checkbox"/> 751-1,000 <input type="checkbox"/> 1,001+	27. List the name and business address of each person or each entity which has a 10% or more ownership or control interest in the Business (attach additional pages as necessary). <div style="border: 1px solid black; padding: 2px; text-align: right;">5 6</div>
11. Is Business a DBE Firm? <input type="checkbox"/> Yes <input type="checkbox"/> No	<p>I, individually and on behalf of the business named above, do by my signature below certify that the information provided in this questionnaire is true and correct. I understand that if the information provided herein contains any false statements or any misrepresentations: 1) DCTA will have the grounds to terminate any or all contracts which DCTA has or may have with the business; 2) DCTA may disqualify the business named above from consideration for contracts and/or 3) DCTA may have grounds for initiating legal action under federal, state or local law. Note: This questionnaire is also a certification form; the information requested will be used to determine small business status as per 13 CFR Part 121. Additionally, this information will allow DCTA to report the amount of subcontracting activity for DCTA.</p>
12. Is Business Owned by Minority Ethnicity? <input type="checkbox"/> Yes <input type="checkbox"/> No	
13. Ethnic Group Black American Hispanic American Native American Other	
Subcontinent Asian American White/Caucasian Asian Pacific American	
14. Woman Owned? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
15. Veteran Owned <input type="checkbox"/> Yes <input type="checkbox"/> No	Printed Name <input type="text"/>
16. Type of Work Performed <input type="checkbox"/> Manufacturing <input type="checkbox"/> Professional Service	Title <input type="text"/>

Denton County
Transportation Authority

☐ Retail ☐ General/Technical Service

17. Has the Business, or any officer or partner thereof, failed to complete a contract?

☐ Yes ☐ No

18. Has the Bubsiness ever been declared "Not Responsible"

☐ Yes ☐ No

Signature of owner

Date

Email Address

(Owner, CEO, President, Majority Stockholder or Designated Representative) Questions about this document should be directed to the Procurement Manager

5

Prohibition of Contracts with Companies Boycotting Israel

This form must be completed and submitted with the bid/proposal

House Bill 89, effective September 1, 2017, amended the Texas Government Code to add Chapter 2270, Prohibition of Contracts with Companies Boycotting Israel.

Effective September 1, 2017, a state agency and a political subdivision (which includes a transportation authority) may not enter a contract with a company for goods or services unless the contract contains a written verification from the company that: (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of the contract.

"Boycott Israel" is defined to mean refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

"Company" is defined to mean a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit.

" I , (Name of certifying official), the
 (title or position of certifying official) of
 (name of company), verifies that (i) it does not Boycott Israel;
and (ii) will not Boycott Israel during the term of the Contract. This section does not apply if the
Company is a sole proprietor, a non-profit entity or a governmental entity; and only applies if:
(i) the Company has ten (10) or more fulltime employees and (ii) this Contract has a value of
\$100,000.00 or more to be paid under the terms of this Contract.

Signature of Certifying Official Title:

Title:

Date:

6

<h1 style="margin: 0;">CONFLICT OF INTEREST QUESTIONNAIRE</h1> FORM CIQ	
<p>For vendor or other person doing business with local governmental entity</p>	
<p>This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.</p>	<h2 style="margin: 0;">OFFICE USE ONLY</h2>
<p>By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p>	<p>Date Received</p>
<p>A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	
<p>1 Name of person doing business with local governmental entity.</p> <div style="border: 1px solid black; height: 20px; width: 300px; margin-top: 5px;"></div>	
<p>2</p> <p><input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p>(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>	
<p>3</p> <p>Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.</p> <div style="border: 1px solid black; height: 40px; width: 100px; margin-top: 10px; position: relative;"> <div style="position: absolute; top: 5px; right: 5px; background: #ccc; padding: 2px;">5</div> <div style="position: absolute; bottom: 5px; right: 5px; background: #ccc; padding: 2px;">6</div> </div>	
<p>4</p> <p>Describe each affiliation or business relationship with a person who is a local government office and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.</p> <div style="border: 1px solid black; height: 40px; width: 100px; margin-top: 10px; position: relative;"> <div style="position: absolute; top: 5px; right: 5px; background: #ccc; padding: 2px;">5</div> <div style="position: absolute; bottom: 5px; right: 5px; background: #ccc; padding: 2px;">6</div> </div>	

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

Page 2

5 Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the Local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

☐ YES

☐ NO

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

☐ YES

☐ NO

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ YES

☐ NO

D. Describe each affiliation or business relationship.

	5
	6

6 Describe any other affiliation or business relationship that might cause a conflict of interest.

	5
	6

7

--

Signature of person doing business with the governmental entity

--

Date

NON-COLLUSION AFFIDAVIT

This affidavit must be completed and submitted with the bid/proposal

The authorized representative for bidder/proposer, _____, being first duly sworn, deposes and says that he or she is of the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Signature of Authorized Company Representative

Name and Title of Authorized Company Representative

Date

Subscribed and sworn to before me on _____ (Date)

(Notary Seal)

Signature Notary Public

Question and Answers for Bid #19-13 - State Legislative Consulting Services

Overall Bid Questions

There are no questions associated with this bid.



Board of Directors Memo

December 5, 2019

SUBJECT: Consider the Approval of Task Order 3, Revision 2 with Irving Holdings for Contract 17-03 On-Demand Rideshare Services for Frisco

Background

In December 2015, the City of Frisco contracted with DCTA to provide demand response service for their residents within Frisco, McKinney, Allen and later to designated portions of Plano. As ridership grew, demand for service exceeded available capacity. In March 2017, a Task Order was issued to Irving Holdings to provide supplemental taxi service to assist in providing additional capacity when and where needed. In FY 2019, a total of 422 taxi trips were provided in addition to the 681 trips directly provided by DCTA.

Identified Need

Due to continued increases in ridership, an increased budget is needed from \$72,000 to \$95,000 per year. In addition, the task order will be revised to include a one-year auto-renewal with the same terms and cost unless terminated in writing within 60-day notice.

Financial Impact

The original task order was \$45,000 and was increased by \$27,000 via revision 1, for a revised total of \$72,000. Revision 2 will revise the total from \$72,000 to \$95,000 per year. Service costs, plus program and administrative costs, are passed through to the City of Frisco. The action will require a budget amendment, as the FY20 budget includes \$66k for this contract.

Recommendation

DCTA staff recommends the Board of Directors approve Task Order 3 Revision 2 with Irving Holdings for On-Demand Rideshare Services for Frisco for a not-to-exceed amount of \$95,000 per year.

Submitted By: 
Sarah Martinez, CPPB, Director of Procurement

Final Review: 
Michelle Bloomer, VP of Operations

Approval: 
Raymond Suarez, CEO

Board of Directors Memo

December 5, 2019

SUBJECT: Consider the Approval of Task Order 10 with Lyft for Contract 17-03 On-Demand Rideshare Services for University of North Texas (UNT) Late Night Ride Service

Background

In March 2017, the DCTA board approved the execution of a contract with Lyft, Inc. to provide On-Demand Rideshare Services.

University of North Texas (UNT) requested DCTA provide a late-night ride service to supplement the University's existing E-ride program. DCTA recommended utilizing its contract with Lyft to implement a pilot program for late-night service for students. The UNT late-night pilot program was implemented successfully for the Fall 2018 semester. From October 2018 through October 2019, a total of 1,517 trips have been provided by Lyft through the late-night service. The current task order with Lyft is scheduled to expire on December 31, 2019.

Identified Need

UNT has requested DCTA continue to provide the late-night Lyft program. The program would continue to be available for all active students within a designated area that includes most of the main campus, Oak Street Hall, Fry Street, and the West Campus (including Apogee Stadium and Mean Green Village). Students entering a special promotion code, between the hours of 2:00 a.m. and 7:00 a.m., in the Lyft app will get the full cost of their ride covered.

In addition, UNT Transportation staff will continue to have the ability to schedule Lyft rides outside of the above hours to supplement their existing late-night E-ride shuttle service. Students can call into the E-ride request number and will either be placed on an E-ride shuttle vehicle or UNT staff will book a Lyft ride using the Lyft Concierge portal.

Task Order 10 would be effective January 1, 2020 through December 31, 2020 with an auto renewal period of one additional year through December 31, 2021.

Financial Impact

The Lyft task order for UNT Late Night Ride Service is for \$72,000 per year. Based on Lyft models and UNT ridership estimates, this amount is sufficient to cover the expected cost of the program between January 1, 2020 through December 31, 2020. Lyft will invoice DCTA monthly for program costs, and these costs will be passed through to UNT.

Recommendation


DCTA staff recommends the Board approve Task Order 10 with Lyft for Contract 17-03 On-Demand Rideshare Services for University of North Texas (UNT) Late Night Ride Service to provide late-night service to the UNT campus in the amount of \$72,000 per year.

Exhibit

Exhibit 1: Task Order 5 UNT Late Night Ride

Submitted By: 
Sarah Martinez, CPPB, Director of Procurement

Final Review: 
Michelle Bloomer, VP of Operations

Approval: 
Raymond Suarez, CEO



Denton County Transportation Authority Task Order

Task Number:	5	Project ID:	N/A	Grant #	N/A
Contractor:	Lyft, Inc.				
PROJECT INFORMATION					
Name:	UNT e-ride Lyft Pilot Program				
DCTA Account Code: (Contract to be Billed Under)	200-50810			Approved Budget Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Project Lead	Mona Pickens				
Requested By	Mona Pickens				
Cost Estimate	\$72,000				
Not to Exceed Budget	\$72,000				

DESCRIPTION
(Include Scope, Cost, and Deliverables with Schedule)
<p>Program to provide a supplemental late-night service for eligible students, faculty and staff at the University of North Texas in Denton. Eligible passengers who begin and end their Lyft trips within a designated campus area between 2am and 7am. The full cost of their fare will be covered by this program. Limited supplemental service for UNT's existing e-Ride program will also be available from 7:00pm to 2:00am. Program will run from December 16, 2018 – December 31, 2019.</p>

SIGNATURES/APPROVALS			
Contractor:	<i>Gyre Renwick</i> <small>(Signature)</small>	Date	Dec 14, 2018
Department Head:	<i>Muhell J. Brown</i> <small>(Signature)</small>	Date	12/14/18
Raymond Suarez, CEO:	<i>Raymond Suarez</i> <small>(Signature)</small> FOR Raymond Suarez	Date	12.14.18

TASK ORDER #5

1. **Overview.**

The intent of this Task Order is for Lyft Inc. to provide, on behalf of DCTA, on-demand rideshare services. Lyft will assist DCTA in implementing an evening and late night ride program on the campus of the University of North Texas (UNT) in Denton. The purpose of this program is to assist addressing the mobility needs of eligible students who require transportation across campus when regular campus shuttles and busses are operating at a limited capacity. Eligible customers will be invited through UNT contact lists and rides taken within the designated areas and timeblock will have their fares fully subsidized by UNT through DCTA's service contract.

2. **Term.**

Unless terminated earlier as provided herein, the term of this Agreement shall commence on December 16, 2018, and continue through December 31, 2019. ("**Term**").

3. **The Dashboard.**

- i. **Access to the Dashboard.** In order for Partner to manage the Programs, Lyft will provide Partner with access to an online portal owned and hosted by Lyft (the "**Dashboard**"). As related to the Concierge Service, Partner may also use the Dashboard to request Rides for Users. Additionally, Lyft grants Partner a non-exclusive, non-transferrable limited license to use the Dashboard solely in connection with the Programs during the Term. Partner shall not, and shall not authorize others to, (a) decompile, disassemble, reverse engineer or otherwise attempt to derive the source code or underlying technology, methodologies or algorithms of the Lyft Materials; (b) sublicense, lease, rent, sell, give, or otherwise transfer or provide the Lyft Materials to any unaffiliated third party except as may be provided in this Agreement; or (c) interfere with, modify or disable any features or functionality of the Lyft Materials. Lyft reserves all rights not expressly granted to Partner under this Agreement.
- ii. **Partner Administrator.** Partner will designate at least one (1) authorized personnel of Partner to serve as Partner's administrator (each, an "**Administrator**") and the Administrator will be required to create Dashboard login credentials to access and use the Dashboard. Partner is responsible and, to the extent allowed by law, will indemnify Lyft for all activity occurring under Partner's Dashboard login credentials, except to the extent caused by Lyft's breach of this Agreement. Partner will contact Lyft upon known or suspected unauthorized use under Partner's Dashboard or if Dashboard login credentials information is lost or stolen.

4. **Concierge Service.**

- i. **General.** Under the Concierge Service, an Administrator may request a Ride for a User by submitting such request in the Dashboard (each, a "**Request**"). Each Request will include all relevant Ride information, including but not limited to, the User's first and last name, pick-up and drop-off location, and telephone number (collectively, "**User Information**"). Lyft will transmit the Request via the Lyft Platform to available Drivers. In the event a Ride is scheduled for a future date and time, Lyft will submit the Request to Drivers within a reasonable time from the desired pick-up time. If the Request is accepted by a Driver, the Driver who accepted the Request will provide the Ride to the User. Lyft or the Driver may contact the User via the calling or texting features within the Lyft App to provide

updates on the Request. If the Request is not accepted by a Driver, a notification of non-acceptance will be sent via the Dashboard. In the event of a cancellation by a Driver, Partner will be notified of such cancellation via the Dashboard. Any Request cancellations by Partner or no-shows by Users will be subject to Lyft's cancellation policy. Partner will pay Lyft for all Rides under the Concierge Service ("**Concierge Rides**"). All Concierge Rides are subject to prime-time surcharges and Driver availability.

- ii. **Ride Requests.** When submitting a Request, Partner consents on behalf of itself and each User to allow Lyft to use the User Information to (a) send transactional SMS texts to the User relating to the Request and User's Ride; (b) share the User Information with the Driver who accepted the Request; provided that the Driver will only receive the first name of the User and pick up and drop off location; and (c) use and store the User Information for the internal purposes of Lyft, subject to the Lyft Privacy Policy. Partner represents and warrants that (i) Partner will only submit Requests for Users who are eighteen (18) years of age or older; and (ii) Partner has obtained all necessary consents from each User to share such User Information for the purposes set forth herein. Partner agrees, to the extent allowed by law, to defend, indemnify and hold harmless Lyft and its directors, officers, employees, subcontractors and agents from and against all third party claims arising out of a breach of Partner's representations and warranties.

5. **Additional Obligations.**

Lyft Obligations.

1. Geographic Area of Service: The activities described herein shall take place in three campus areas of UNT, including the Main Campus, the Oak Street Galleries / Fry Street, and the UNT West Campus / as set forth in the map hereto attached as Attachment 1 ("Program Map Area").

2. Partner Codes: Lyft will provide Partner with coupon codes (the "Partner Code") for use with this Agreement, with the following restrictions:

- o **Credit Value:** Each Partner Code shall allow the passenger to get the full cost of the fare for eligible rides subsidized by DCTA. No cost will be charged to the customer. Customer will be charged cancellation fees or fares for trips that are not eligible under the program parameters.
- o **Valid Use:** Valid for use by all Users who (a) download and install the Lyft App on a compatible mobile device; (b) create and maintain an active Lyft account, including agreeing to Lyft's Terms of Service (<https://www.lyft.com/terms>), as may be updated from time to time; (c) successfully redeem the Partner Code in the User's Lyft App; (d) take a completed ride via the Lyft App which qualifies for Partner Code redemption under this Agreement; and (e) successfully apply the Lyft credit associated with the Partner Code at the end of the ride.
- o **Code Expiration:** Each Partner Code and its corresponding ride credits will expire under the following conditions: (a) upon termination of this Agreement, pursuant to the provisions herein, by either party or by the expiration of the Term; or (b) upon a mutually agreed upon time and date by the parties prior to creation of the Partner Codes.
- o **Other Code Restrictions:**

- The Partner Codes will be for travel limited by a geofence as outlined and detailed in **Attachment 1**. DCTA reserves the right to amend this task order with changes to the geofence as needed to meet program goals.
- The Partner Codes will be for Lyft Economy rides only. The code does not apply to Lyft Lux, Lux Black, XL or Black XL.
- During the Term of this Agreement, the parties agree that no more than an amount of 10,000 Partner Codes may be available for redemption, unless otherwise amended in writing and consent by the parties.
- Timeblocking – Partner codes will be limited to rides taken between 2:00am – 7:00 am local time, 7 days a week, during the period of December 16, 2018 through December 31, 2019. In addition, UNT's Transportation department will be allowed access to an additional partner code to provide a Lyft ride option to students requesting service from 7:00pm – 2:00am local time, 7 days a week, during the period of December 16, 2018 through December 31, 2019. This partner code will not be available to other users. This earlier timeblock will apply to rides within the same geofence; and will only be booked by a UNT dispatcher receiving ride requests through the regular e-ride program hotline number.

3. Special Program Parameters

Program is limited to University of North Texas students, faculty, and staff

Any authorized customer who enters the DCTA partner code option within the Lyft platform is entitled to a full subsidy applied to a qualified trip, within the hours of 2:00am-7:00am.

UNT Transportation Department will also be able to book rides for customers during earlier hours over the term of the program. From 7:00pm to 2:00am Monday through Thursday, and 4:00pm to 2:00am, Friday through Sunday, UNT dispatchers will be equipped with Lyft's Concierge ride booking platform and will provide an option to students to utilize a Lyft ride within the same geofence, as a supplement to UNT's existing e-ride shuttle service. Charges incurred with this supplemental program will be charged to the same DCTA account. Rides during this earlier timeblock will not be booked by other Lyft customers, only by UNT dispatchers utilizing the Concierge platform.

4. Reporting: Weekly, Lyft will provide Partner with a report regarding the usage of the Partner Codes. Each month, along with the invoice, Lyft will provide Partner with report regarding the usage of the Partner Codes. Each report shall include the data fields as outlined in **Attachment 2**.

5. Marketing: Lyft agrees to promote the Partner Code as mutually agreed upon by the parties. Lyft shall provide, at its sole cost and expense, design work (digital) for promotion of the Partner Code as mutually agreed upon by the parties, such agreement not to be unreasonably withheld.

Partner Obligations.

1. Partner agrees to pay for any usage of the Partner Codes, subject to the terms and conditions herein. Customer will be charged cancellation fees or fares for trips that are not eligible under the program parameters. Lyft shall charge cancellation fees or fares for trips that are not eligible under the program's parameters to the customer's personal Lyft account.

2. The parties agree that the intention of this Agreement is to ensure Partner does not spend or incur a payment obligation of more than \$72,000 associated with Partner Codes ("Budget"), unless modified or amended in writing by Partner. Lyft shall implement reasonable procedures to cancel or suspend Partner Codes within two (2) business days of reaching or surpassing the Budget.

3. Partner agrees to promote the Partner Code in coordination with the University of North Texas Transportation Department and the Partner's official website, blog, social media accounts, and additional marketing channels as mutually agreed upon by the parties.

6. **Fees; Payment.**

Each month during the Term, Lyft will invoice Partner for the full dollar amount for all charges associated with Concierge rides requested by Partner and Partner Codes redeemed by Partner or Users for the preceding month. Payment is due within thirty (30) days of invoice date. All late payments shall bear interest at the lesser of one and one-half percent (1.5%) per month or the maximum allowed by applicable law. Upon delivery or activation of the Partner Codes from Lyft to Partner, Partner is responsible for any and all activity relating to the Partner Codes and will indemnify Lyft for any claims related to Partner's use thereof. Lyft has the right to invoice Partner for any usage of Partner Codes by Partner or Users, even after expiration of the Term.

7. **Contacts.**

For Lyft:

Name: Paul Davis
Email: pdavis@lyft.com

For Partner:

Name: Mona Pickens
Email: mpickens@dcta.net

ATTACHMENT 2 [Monthly Data Reporting]

CONFIDENTIAL/TRADE SECRET - DO NOT FORWARD OR SHARE

MONTHLY REPORT Trips Data Decoupled

INVOICE				
Passenger ID (Anonymized)	Trip Length (5 mile ranges)	Trip Duration (5 minute ranges)	Trip Cost (Actual)	Trip Subsidy (Actual)
34553	0-5	0-5	\$10.15	\$6.15
347477	15-20	15-20	\$25.35	\$21.35
5568	5-10	5-10	\$11.20	\$7.20
44433	20-25	20-25	\$32.40	\$26.40
			\$79.10	\$61.10

NTD REPORTING

Origin (Census Tract)	Destination (Census Tract)	Trip Time Period (AM Peak/Midday/PM Peak/Late Night)	Day of Travel
032013	031631	AM Peak	Monday
031834	032013	Midday	Tuesday
032013	031633	PM Peak	Thursday
031643	032013	Midday	Sunday





































































	Weekdays	Saturday	Sunday	Total
Overall Mileage of Service	38	4.1	2.1	44.2
Overall Hours of Service	1.2	1.1	1.1	3.4

<input type="checkbox"/> TASK SUBJECT	START DATE	REMINDER TIME	DUE DATE	I...	CATEGORIES	
Flag: Due Date: No Date						
<input checked="" type="checkbox"/> Contract Master List	None	None	None	Ta...		
<input checked="" type="checkbox"/> Procurements List	None	None	None	Ta...		
<input checked="" type="checkbox"/> First Transit Authorizati...	None	None	None	Ta...		
<input checked="" type="checkbox"/> Sungard: Need SQL re...	None	Thu 12/20/2018 7:00 A...	None	Ta...		
<input checked="" type="checkbox"/> Waste Management Re...	None	Mon 12/17/2018 7:00 ...	None	Ta...		
Flag: Due Date: Today						
Auto Parts	Mon 7/23/2018	Mon 7/23/2018 7:00 AM	Mon 7/23/2018	Se...	To Do	
<input checked="" type="checkbox"/> UNT Interlocal agreeme...	Tue 11/20/2018	Fri 11/30/2018 7:00 AM	Fri 11/30/2018	Ta...		
<input checked="" type="checkbox"/> Language line	None	Fri 11/30/2018 7:00 AM	Tue 12/4/2018	Ta...		
<input checked="" type="checkbox"/> Danny--help with letter...	Wed 12/5/2018	None	Wed 12/5/2018	Ta...		
<input checked="" type="checkbox"/> Forms update - procure...	None	Mon 12/3/2018 7:00 AM	Thu 12/6/2018	Ta...		
<input checked="" type="checkbox"/> Forms update - Solicita...	None	Mon 12/3/2018 7:00 AM	Thu 12/6/2018	Ta...		
<input checked="" type="checkbox"/> Vanpool -	Thu 11/29/2018	Mon 12/10/2018 7:00 ...	Fri 12/7/2018	Ta...		
<input checked="" type="checkbox"/> Uniforms - need updat...	None	Wed 12/5/2018 7:00 AM	Fri 12/7/2018	Ta...		
<input checked="" type="checkbox"/> Contracts expiring - A/...	None	Mon 12/31/2018 7:00 ...	Mon 12/10/2018	Ta...		
<input checked="" type="checkbox"/> UNT Bus Shelters -	None	Mon 12/17/2018 7:00 ...	Mon 12/10/2018	Ta...		
<input checked="" type="checkbox"/> p-card: Mona	Tue 12/11/2018	Tue 12/18/2018 7:00 A...	Tue 12/11/2018	Ta...		
<input checked="" type="checkbox"/> Swiftly - Module 2	Tue 11/27/2018	Mon 12/10/2018 7:00 ...	Wed 12/12/2018	Ta...		
<input checked="" type="checkbox"/> Terracon Amendment #1	None	Thu 12/13/2018 7:00 A...	Thu 12/13/2018	Ta...		
<input checked="" type="checkbox"/> Uniforms - notify Aram...	None	Tue 12/11/2018 7:00 A...	Fri 12/14/2018	Ta...		
<input checked="" type="checkbox"/> Contracts expiring -- Bu...	None	Mon 12/10/2018 7:00 ...	Fri 12/14/2018	Ta...		
<input checked="" type="checkbox"/> Tammy Motteler - pcard	Fri 12/7/2018	Fri 12/14/2018 7:00 AM	Fri 12/14/2018	Ta...		
<input checked="" type="checkbox"/> Get final copy of Nov 5...	None	Mon 12/10/2018 7:00 ...	Fri 12/14/2018	Ta...		
<input checked="" type="checkbox"/> Lyft Task Order 5	None	Wed 12/12/2018 7:00 ...	Fri 12/14/2018	Ta...		
<input checked="" type="checkbox"/> Sungard: Need access t...	Wed 12/12/2018	Fri 12/14/2018 7:00 AM	Fri 12/14/2018	Ta...		
<input checked="" type="checkbox"/> P-CARD Application f...	Fri 12/14/2018	Fri 12/14/2018 7:00 AM	Fri 12/14/2018	Ta...		
Flag: Due Date: Tomorrow						
<input checked="" type="checkbox"/> Frisco/McKinney	Tue 12/11/2018	Tue 12/18/2018 7:00 A...	Tue 12/18/2018	Ta...		
Flag: Due Date: This Week						
<input checked="" type="checkbox"/> NIGP invoice	None	Thu 12/20/2018 7:00 A...	Thu 12/20/2018	Ta...		

Segal - Watts

Jacob T/O 5 - from Anna

c/o for Alex

  SUBJECT	DUE DATE	CATEGORIES	
 Waste Management Republic Services	None		
 Sungard: Need SQL report for new vendors added	None		
 <input checked="" type="checkbox"/> DIR Shared-Services-ILA	None		
 <input type="checkbox"/> First Transit Authorization Letters	None		
 <input type="checkbox"/> Procurements List	None		
 <input type="checkbox"/> Contract Master List	None		
 <input checked="" type="checkbox"/> Sungard PEIQ functionality for Whitney	None		
 <input checked="" type="checkbox"/> Copier analysis	Tue-6/26/2018		
 <input checked="" type="checkbox"/> Has Sungard implemented my signature?	Mon-11/12/2018	 To Do	
 <input checked="" type="checkbox"/> Reqs not routing	Fri-11/30/2018	 HOT	
 <input checked="" type="checkbox"/> Invoice - CESCO (Whitney)	Fri-11/30/2018		
 <input checked="" type="checkbox"/> Airboc buses -- add "use" in assets spreadsheet	Fri-11/30/2018		
 <input checked="" type="checkbox"/> Invoices - Canon (for Whitney)	Fri-11/30/2018		
 <input type="checkbox"/> UNT Interlocal agreement amendment	Fri 11/30/2018		
 <input checked="" type="checkbox"/> Uniforms-reach out to Jimmie	Fri-11/30/2018		
 <input checked="" type="checkbox"/> Uniforms Bid - update bid file	Fri-11/30/2018	 Meeting	
 <input checked="" type="checkbox"/> Insurance -- Irving Holdings workers comp	Mon-12/3/2018		
 <input checked="" type="checkbox"/> Dell -- additional paperwork for DIR-SS?	Mon-12/3/2018		
 <input checked="" type="checkbox"/> Prism -- FTP install by Kyler	Mon-12/3/2018		
 <input checked="" type="checkbox"/> Levitan, Michael: send contract for signature	Tue-12/4/2018		
 <input checked="" type="checkbox"/> Contracts: quarterly worksheet update	Tue-12/4/2018		
 <input checked="" type="checkbox"/> Reqs not routing: email to Athena	Tue-12/4/2018		
 <input checked="" type="checkbox"/> f/u on vanpool question to Dennis @ Dart	Tue-12/4/2018		
 <input type="checkbox"/> Language line	Tue 12/4/2018		
 <input type="checkbox"/> Danny--help with letter to First Transit	Wed 12/5/2018		
 <input checked="" type="checkbox"/> Swiftly--federal clauses reply to Leslie	Wed-12/5/2018		
 <input checked="" type="checkbox"/> Segal-Waters--Mackenzie email	Wed-12/5/2018		
 <input checked="" type="checkbox"/> December Board memos	Wed-12/5/2018		
 <input checked="" type="checkbox"/> Open PO report -- follow up	Wed-12/5/2018		
 <input checked="" type="checkbox"/> Arboc buses -- registration and plates	Wed-12/5/2018		
 <input type="checkbox"/> Forms update - Solicitation checklist	Thu 12/6/2018		
 <input type="checkbox"/> Forms update - procurement checklist & short form	Thu 12/6/2018		
 <input checked="" type="checkbox"/> Jop description	Fri-12/7/2018		
 <input type="checkbox"/> Uniforms - need updated COI	Fri 12/7/2018		
 <input checked="" type="checkbox"/> Close Laura's p-card account	Fri-12/7/2018		
 <input type="checkbox"/> Vanpool -	Fri 12/7/2018		
 <input type="checkbox"/> UNT Bus Shelters -	Mon 12/10/2018		
 <input checked="" type="checkbox"/> Michael Leviatan: contract/AW9/Boycotting	Mon-12/10/2018		
 <input type="checkbox"/> Contracts expiring - A/C Maintenance	Mon 12/10/2018		
 <input checked="" type="checkbox"/> Copier auction closes 12/3	Mon-12/10/2018		
 <input type="checkbox"/> p-card: Mona	Tue 12/11/2018		
 <input type="checkbox"/> Swiftly - Module 2	Wed 12/12/2018		
 <input type="checkbox"/> Terracon Amendment #1	Thu 12/13/2018		
 <input checked="" type="checkbox"/> Xtreme-Landsystems--audit of certified payrolls-	Thu-12/13/2018		
 <input type="checkbox"/> P-CARD Application for Katie Cruze	Fri 12/14/2018		
 <input type="checkbox"/> Sungard: Need access to GLREFLTR report (590)	Fri 12/14/2018		
 <input type="checkbox"/> Lyft Task Order 5	Fri 12/14/2018		
 <input type="checkbox"/> Get final copy of Nov 590 from Athena	Fri 12/14/2018		
 <input type="checkbox"/> Tammy Motteler - pcard	Fri 12/14/2018		
 <input type="checkbox"/> Contracts expiring -- Bus Wash	Fri 12/14/2018		
 <input type="checkbox"/> Uniforms - notify Aramark	Fri 12/14/2018		
 <input checked="" type="checkbox"/> Insurance -- Irving Holdings auto	Mon-12/17/2018		
 <input type="checkbox"/> Frisco/McKinney	Tue 12/18/2018		

Board of Directors Memo

December 5, 2019

SUBJECT: Consider the Approval of the Interlocal Agreement Amendment 5 with North Central Texas College for DCTA Bus Services

Background

DCTA currently provides bus services for the benefit of North Central Texas College (NCTC) and its students, faculty, and staff.

Identified Need

To ensure continuation of service to the college, DCTA and NCTC desire to extend the current agreement for an additional six months. This timing will allow for the adoption of DCTA's cost allocation model that will provide clearer guidance on the hourly rate being charged for services. The agreement will continue to include fleet replacement arrangements, provided service levels, the rate per hour of service to be paid by NCTC and fuel expenses, as well as additional terms.

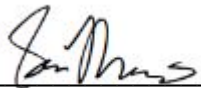
Financial Impact

NCTC shall pay DCTA \$49.54 per operational hour of service plus the cost of fuel. The hourly rate includes a 5% increase from the existing contract as allowed per the agreement.

Recommendation

DCTA staff recommends the Board of Directors approve Amendment 5 to continue providing bus services to NCTC for an additional six months through June 30, 2020.

Submitted By: _____



Sarah Martinez, CPPB, Director of Procurement

Final Review: _____



Michelle Bloomer, VP of Operations

Approval: _____



Raymond Suarez, CEO

Board of Directors Memo

December 5, 2019

SUBJECT: Consider Resolution R19-16 to Endorse the FTA Transit-Oriented Development (TOD)
Grant Submittal and Support 20% Local Match for TOD Planning Study

Background

The Federal Transit Administration (FTA) announced an opportunity to apply for a share of approximately \$19.19 million in discretionary grant funding under its *Pilot Program for Transit-Oriented Development (TOD) Planning*. DCTA leadership was encouraged to apply for this funding by the acting FTA Administrator at last month's annual Washington, DC visit. Accordingly, DCTA staff submitted its application to plan and identify recommended strategies on November 18, 2019. The proposed project will allow for preliminary TOD planning along the 25-mile Kansas City Southern (KCS) corridor within proximity of six potential commuter rail stations. The analysis and recommendations will reflect the TOD and mobility needs and ambitions of each local community regarding location, form, and character of future growth in and around potential station locations.

Identified Need

The proposed project, *TOD Planning for the Kansas City Southern Rail Line: Denton County Future Corridor* will enable the agency to collaborate with its member cities towards developing conceptual station-area master plans and transit-supportive land development regulations.

The project is intended to help ensure that any future commuter rail service on the Denton County portion of the KCS corridor is economically productive through value capture of future investments in mobility by DCTA and its regional partners. The 25-mile segment of the existing Kansas City Southern (KCS) Rail Line is entirely located in Denton County and begins at the University of North Texas and continues southeast through the cities of Denton, Highland Village, Lewisville, and eastern Denton County. The corridor study area is a separate right-of-way for freight rail which has long-range potential for expanded DCTA commuter rail service and would connect to A-train and DART lines.

Exhibits

Exhibit 1: Resolution R19-16

Exhibit 2: Submitted Application and Proposal Profile

Exhibit 3: Supporting Attachments

Submitted By:



Tim Palermo, Sr. Regional Planner

Reviewed By:



Kristina Holcomb, Deputy CEO

Approval:



Raymond Suarez, CEO

**DENTON COUNTY TRANSPORTATION AUTHORITY
RESOLUTION NO. R19-16**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY (DCTA) ENDORSING THE FEDERAL TRANSIT ADMINISTRATION (“FTA”) TRANSIT-ORIENTED DEVELOPMENT (“TOD”) GRANT SUBMITTAL AND SUPPORTING A 20% LOCAL MATCH FOR THE TOD PLANNING STUDY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, DCTA has submitted its application to apply for a share of approximately \$19.19 million in discretionary grant funding under the FTA’s Pilot Program for Transit-Oriented (TOD) Planning; and

WHEREAS, the proposed project, *TOD Planning for the Kansas City Southern Rail Line: Denton County Future Corridor*, will enable DCTA to collaborate with its member cities towards developing conceptual station-area master plans and transit-supportive land development regulations; and

WHEREAS, the Board of Directors of DCTA finds it to be in the public interest to endorse the FTA Transit-Oriented Development Grant Submittal and support a 20% local match for the TOD Planning Study;

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

SECTION 1. The DCTA Board of Directors endorses the FTA Transit-Oriented Development Grant Submittal and supports a 20% local match for the TOD Planning Study.

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 5TH DAY OF DECEMBER, 2019.

APPROVED:

Dianne Costa, Chair

ATTEST:

Randall Chrisman, Secretary
(11-26-2019:TM 112429)

Applicant and Proposal Profile

FY 2019 Pilot Program for Transit-Oriented Development Planning

Section I. Applicant Information

Is this a resubmission due to an invalid/error message from FTA? ☐ Yes ☒ No

Organization Legal Name:

FTA Recipient ID number:

Is the proposed comprehensive planning work associated with a new fixed guideway transit project or a core capacity improvement transit project as outlined in the Notice of Funding Opportunity? ☒ Yes ☐ No

Is the applicant either the sponsor of this transit project or an entity with land use authority in the transit project corridor (or both)? ☒ Yes ☐ No

Identify the transit project, including mode and station locations, and indicate if it is a current or past New Starts, Small Starts, or Core Capacity Project. If it is not, describe how the transit project meets the definition of a new fixed guideway project or core capacity improvement project as outlined in the Notice of Funding Opportunity:

The proposed project is to conduct comprehensive TOD planning along a 25-mile segment of the existing Kansas City Southern (KCS) Rail Line in Denton County, Texas. The study area begins at the University of North Texas (31,350 students), and continues southeast through the cities of Denton, Highland Village, Lewisville, and eastern Denton County - one of the fastest growing regions in the U.S. The planning process will provide corridor development policies, station development plans for up to six potential station areas, corridor specific planning strategies, financial tools to encourage TOD implementation, and land development policies to encourage transit-oriented market responses. This project is not a current/past New Starts, Small Starts, or Core Capacity Project. The project meets the definition of "new fixed guideway." The corridor study area is a separate right-of-way for freight rail, is proposed for commuter rail service, and will connect to DCTA's A-train and DART.

Specify the State(s) in which the study area is located

Section II. Comprehensive Planning Project Background

Project Title:
(Descriptive title of this project)

Provide an overview of your proposed comprehensive planning project, including how it addresses each of the six aspects of the general authority stipulated in MAP-21 Section 20005(b)(2) (also listed in Section C of the Notice of Funding Opportunity):

The planning effort will identify and recommend strategies which enable TOD along the 25-mile KCS corridor within proximity of six potential transit stations. The analysis and recommendations will reflect the TOD and multi-modal needs and aspirations of each local

community in regard to location, timing, and form in and around potential station locations. Deliverables and outcomes include:

Enhances Economic Development and Ridership. Analyze economic outlook on a regional and local level; provide local entities with strategies to encourage TOD while improving the local economy; identify regional and local catalyst projects including public infrastructure and private development that will stimulate the market and development interest in each station area; identify financing strategies including value capture and public-private partnerships.

Facilitates Multi-Modal Connectivity and Accessibility. Provide regional and local station area recommendations for multi-modal improvements; connections to 21-mile A-train and buses (DCTA) and DART rail and bus systems; include micro-transit and Mobility-as-a-Service opportunities.

Increases Access to Transit Hubs for Pedestrian & Bicycle Traffic. Conduct local station area analysis of existing, planned, and potential bike/pedestrian facility improvements and policy recommendations enabling local/regional active transportation connectivity.

Enables Mixed-Use Development. Recommend local land development policies and zoning to encourage mixed-use development; land use planning, density, and ridership studies.

Identifies Infrastructure Needs Associated with the Project. Identify regional and local infrastructure needs, challenges, obstacles, and financial strategies.

Includes Private Sector Participation. Robust engagement with KCS, and leverage existing relationships with UNT, and major area developers including: Jerry Jones (Dallas Cowboys), Warren Buffet (Grandscape), Hillwood (a Perot Company), Craig Hall, and others.

Summarize the work plan for the comprehensive planning effort by task. Identify the substantial deliverables that will be provided to FTA over the course of the planning project:

Work Plan:

Task 1: Grant and Project Management: Meetings with FTA to discuss grant procedures and project expectations, submission of Federal Financial Reports and Milestone Progress Reports, and other documentation required by FTA. Deliverables: Reports.

Task 2: Procurement. Finalize scope of work, develop consultant RFP, review/rank/select consultant. Deliverable: Contract with consultant.

Task 3: Advisory Group/Project Kick-Off. Form advisory group to guide planning process to include DCTA (lead), representatives from each of the land use authorities, university, chambers of commerce, regional council of governments, etc. Deliverable: Advisory Group roster, meeting agenda/minutes, timeline, action items.

Task 4: Advisory Group Meetings. Regular meetings to track progress, provide data, review consultant recommendations, etc. Deliverable: Meeting agenda, notes, and action items.

Task 5: Input Meetings. Gather public interest and private development input regarding TOD along the corridor and each potential transit station location. There will be one public meeting at each of the six potential transit station locations. There will also be open-house style meetings where community members and the private sector will be invited to participate in the input process. Deliverable: Data/documentation of input from up to six meetings.

Task 6: Data Gathering/Research/Literature Review. Coordinate with the advisory group members to gather and synthesize existing data and develop data projections to include current zoning around each station and land use policies, economic development, multi-modal facilities and regional connectivity. Deliverable: Inventory and memorandum of data collected; initial policy recommendations.

Task 7: Plan Development. Develop draft comprehensive TOD Corridor Plan. The draft Plan will include a corridor analysis based upon: 1) existing regional conditions and regional TOD recommendations, and 2) local TOD analysis for each potential transit station location, including existing conditions and local land development regulations and TOD recommended amendments. Content may include: Overview, Objectives, Vision, Framework, Station Area Concepts, Master Plans, Financing, Future Steps. Deliverable: Draft Plan.

Task 8: Presentation of Draft Plan. Consultant presentations and edits made to the Plan, first to the advisory group, then for a second series of input meetings to the public for citizens and other stakeholders. Deliverable: Updated draft Plan.

Task 9: Presentation of Final Plan. Consultant presentation of final Plan to DCTA Board and to each of the respective municipalities. Final input will be gathered, documented, and final edits will be made accordingly. Deliverable: Five presentations and a final draft Plan.

Task 10: Plan Adoption. The consultant and DCTA will present the final plan to the DCTA Board and each jurisdiction for final approval. Deliverable: Resolutions reflecting support and Plan adoption.

List the supporting documents attached to your application. See Section (D)(2) of the Notice of Funding Opportunity for application contents, which in addition to the supplemental form includes a (required) map of the proposed study area, documentation of any partnerships, and documentation of any funding commitments. Do not attach any other materials.

Title	Short Description
Attachment A - Maps	Proposed TOD corridor study area.
Attachment B - Partnership Agreement	Partnership agreement between DCTA and agencies with land use planning authority.
Attachment C - Funding Commitment	DCTA's commitment to provide the required local match.

Identify the names of the entities that will be involved in carrying out the work plan (including the applicant) and their specific roles and responsibilities. Include names of key staff with job titles for the partner entities.

Name	Role
Denton County Transportation	Raymond Suarez, CEO - Executive Oversight; Kristina Holcomb, Deputy CEO - Project Manager
Consultant	TBD after competitive RFP/RFQ process
City of Denton	Advisory Group Member with land use planning authority - provide baseline data and promote
City of Highland Village	Advisory Group Member with land use planning authority - provide baseline data and promote
City of Lewisville	Advisory Group Member with land use planning authority - provide baseline data and promote
Denton County	Advisory Group Member with land use planning authority - provide baseline data and promote

Identify the schedule for the comprehensive planning project in terms of milestones, including the dates at which the substantial deliverables identified earlier will be provided to the FTA. Also include the anticipated date for incorporation of the planning effort into the region's unified planning work program.

Milestone	Date
Incorporation into Unified Planning Work Program (UPWP) @ NCTCOG	Jun 1, 2020
Milestone: Monthly Grant Management ; Deliverables: Federal Financial Reports and	Jun 30, 2023
Milestone: Consultant selected ; Deliverable: Contract with consultant	Dec 1, 2020

Milestone: Project Kick-Off; Deliverable: Advisory Group Kick-Off Meeting Agenda	Feb 1, 2021
Milestone: Advisory Group Meetings; Deliverables: Monthly meeting agenda, notes	Dec 30, 2022
Milestone: Two Rounds of Input Meetings; Deliverables: Data/documentation of input	Jun 30, 2022
Milestone: Data Gathered; Deliverables: Inventory of data collected	Feb 1, 2022
Milestone: Plan Developed; Deliverable: Draft Plan	Aug 31, 2022
Milestone: Input Provided of Draft Plan; Deliverable: Updated Draft Plan	Dec 1, 2021
Milestone: Plan Adoption; Deliverable: Resolutions showing support and Plan adoption	Mar 31, 2023

Please characterize the location(s) of the study area:

Large Urban

Congressional Districts Affected by the Project

Congressional District

TX-026

Opportunity Zone: ☒ Yes ☐ No

If Yes, name of Opportunity Zone: TX Census Tract 216.18

Describe how the proposed comprehensive plan will impact the Opportunity Zone:

The epicenter of the proposed project is near or in proximity to the Lewisville Old Town Transit Station. The proposed KCS line and DCTA's A-train line will converge here. Old Town Station is in Census Tract 216.18 and is a priority area for TOD planning due to existing efforts to stimulate growth and economic development in this historical downtown region. The proposed planning effort will be highly beneficial for this Opportunity Zone and will help stimulate additional growth and development.

Please Identify the project budget:

Pilot Program for TOD Planning Request:

600,000

Other Federal Funds, if applicable:

0

TOD Match (eligible non-federal funds):

150,000

Other Federal Match (other eligible non-federal funds) if applicable:

0

Total Project Cost:

750,000

Identify the non-federal match sources and contribution from each: General revenue funds

Budget By Task:

Task	Cost
Grant and Project Management	50,000
Procurement	15,000
Advisory Group / Project Kick-Off	10,000
Advisory Group Meetings	50,000
Input Meetings	100,000
Data Gathering / Research / Literature Review	85,000
Plan Development	325,000
Presentation and Refinement of the Draft Plan	50,000
Presentation and Promotion of the Final Plan	55,000
Plan Adoption	10,000

Section III. Evaluation Criteria

Demonstrated Need

Identify the potential state, local and/or other impediments to implementation of the products of this planning effort, and how the work plan will address them:

The primary impediment to implementing this comprehensive TOD plan is the booming population growth of Denton County, and its neighboring counties. This region is experiencing the largest growth in the U.S. - among the nation's counties, four of the top-ten largest population-gaining counties are Denton County and its three neighbors, Dallas, Collin, and Tarrant counties. The growth is largely attributed to domestic migration. Two additional impediments include:

Funding Impediments: Due to the rampant population growth, local resources will be stretched to keep up with the surface infrastructure immediate needs – building new roads and bridges while maintaining existing infrastructure. It is difficult for local agencies to take a regional approach to planning for TOD when the booming population growth demands immediate surface infrastructure needs. DCTA is the ideal agency to lead this regional process to provide local agencies with a TOD toolbox for future development.

Planning Impediments: Record growth necessitates that local planning agencies must respond to short-range and immediate planning needs. It is difficult to keep up with a booming population while developing innovative long-range plans specifically for multi-modal transportation planning. This puts these agencies in a catch-22 situation because immediate needs must be met to accommodate new growth and industry, but if long-term innovative transit-oriented strategies are not put in place now, population growth and industry will result in urban sprawl and undesirable living and working communities in the future.

The time for TOD planning is now. This plan will pave the way for smart TOD for a much needed east-west transit corridor that will reduce dependency on driving, allow residents to live, work, and play in the same area, and support continued economic development.

How will the proposed work advance transit-oriented development in the corridor and region?

A transit-oriented community is one where people, jobs, and services are designed to make it efficient, safe, and convenient to travel by train, on foot, by bike, or by bus. The proposed TOD Corridor Plan for the KCS Rail Line: Denton County Future Corridor will guide and encourage future development of the corridor while maintaining local priorities. This Plan will result in a tool for growing as a connected and developing region with affordable and healthy communities.

REGIONAL: The Plan will include a regional analysis, identifying opportunities, constraints, existing conditions, regional commuting patterns, Transportation Demand Management strategies, and desktop environmental analysis. It will include catalyst projects, both public infrastructure and private development, that will be necessary to stimulate market and development interest in the region, and therefore creating a driver of economic development. Regional recommendations will include an economic development outlook, transit ridership projections, regional multi-modal connections and accessibility, corridor planning strategies and policies, priority projects, a potential timeline for implementation, and financial and funding recommendations.

LOCAL: The Project will include local analysis, aligning city master plans with current and planned transit initiatives. For each of the potential station areas, an area analysis will be conducted to identify existing conditions such as multi-modal transportation options, land use, the roadway network, housing, conservation/open space, zoning, and an environmental analysis. It will identify opportunities for catalyst projects for economic development, the market for mixed-use development, and upcoming roadway projects that support TOD. Local recommendations will include local planning strategies, proposed multi-modal facilities, potential TDM strategies, and policy changes to support TOD efforts including zoning modifications.

Why are Pilot Program for Transit-Oriented Development Planning funds needed to realize the expected outcomes of the planning work?

The proposed Project is a paradigm shift in planning for innovative Transit Oriented Development. A comprehensive TOD plan to coordinate transit and development for the future benefit of this corridor aligns perfectly with the intentions of this program: to fund comprehensive planning that supports economic development, ridership, multi-modal connectivity and accessibility, increased transit access for pedestrian and bicycle traffic, and mixed-use development near transit stations. Finally, the proposed Project will identify infrastructure needs and engage with the private sector.

Denton County is experiencing some of the fastest population growth in the country. Now is the time to create a comprehensive TOD plan that will guide and encourage future development within close proximity of transit stations. This population growth can result in urban sprawl, offering no transportation options outside of a personal vehicle and long commutes to jobs, entertainment, and shopping. Or, a TOD plan can be the tool for growing as compact and connected cities and region that develops as an affordable and healthy place to live. It can also help stimulate the local economy to provide jobs nearby rather than commuting long distances.

DCTA is fully prepared to provide the 20% local match, in the amount of \$150,000, as confirmed in Attachment C. Funding the total project cost of \$750,000 would not be financially feasible for DCTA at this time and each partner is unable to provide funding at this time. The requested federal funding (\$600,000) will study 25 miles of a rail corridor crossing five land use planning authority bodies (cities and county). The federal TOD planning and subsequent implementation will yield multiple benefits bringing financial returns to the region for generations to come. The FTA investment represents a fantastic opportunity and will significantly strengthen partnerships.

Provide the approximate current population and employment of the area that the workplan will address, and describe ongoing transit-oriented development activity in this area.

Denton County, and its neighbor Collin County, are projected to be the nation's fastest growing economies over the next five years, according to an Oxford Economics forecast. Both counties saw a 20% explosion in population since April 2010. Its regional economic dynamism is reflective of the people and companies that have moved, relocated, or expanded to Denton County. Additionally, University of North Texas and Texas Woman's University not only combine for more than 50,000 students in Denton County, but they also create both a supply of future workers and a demand for goods and services.

According to NASA's SEDAC Population Estimation Service, approximately 95,442 people live within close proximity of the KCS Rail Line between University of North Texas in Denton, and Hebron Parkway. The Denton County Thoroughfare Plan depicts a compound annual growth rate of 1.9 percent for population and a 2.5 percent for employment. With current land-use policy and projections, the majority of employment growth is expected to be absorbed by five larger cities. The proposed TOD Corridor Plan for the KCS Rail Line: Denton County Future Corridor will traverse three of the five larger, fastest growing cities. The 2035 population and employment density projections show a projected population AND employment density increase along the corridor study area.

TOD Activity: The DCTA Strategic Planning Guidance Report (adopted March 2018) identifies specific priorities of the Board of Directors. Transit Oriented Development is established as a priority of the Board. A short-term goal (within the next 24 months) is to facilitate development near stations that will grow ridership and property values. This report identifies 'sustainable development practices that support mobility alternatives' as an overall objective of the organization.

Strength of the Work Plan, Schedule and Process

If the proposed workplan does not cover the entire transit project corridor, why not?

The proposed workplan covers the 25 miles proposed herein which is considered the entire transit project corridor. The KCS freight line runs through Mexico, Texas, Oklahoma, Arkansas, Missouri, Illinois, Iowa, Nebraska, Indiana, Tennessee, Alabama, Mississippi, and Louisiana. The ultimate vision is for passenger rail to expand both east and west from DCTA's A-train passenger rail line providing long-term opportunities from eastern Denton County to eastern Collin County or south to Fair Park.

Identify specific goals in the metropolitan transportation plan and existing local plans in the transit project corridor that the proposed planning work supports, as well as performance measures for the proposed planning work:

Mobility 2045 Plan

NCTCOG's Mobility 2045 Plan identifies "Growth, Development, and Land Use" as a principle of the plan. Economic development is a primary focus, specifically recommending a TOD Program including:

- Technical assistance to plan and implement TOD;
- Regional coordination and data sharing; and
- Location of higher density, mixed income, and affordable housing options, as well as parking management.

Mobility 2045 identifies the need for more east/west connection within the region to provide mobility options to meet the demand of the explosive population growth.

Air quality is an identified challenge in the Mobility 2045 Plan. A recommended solution is to provide technical assistance to plan and implement transit-oriented development.

DCTA's Strategic Planning Guidance Report

One of the goals of DCTA's Strategic Planning Guidance Report is to "advocate sustainable development practices that support mobility alternatives." The report identifies TOD as a priority of the Board of Directors to enhance service within member cities. A short-term goal (within the next 24 months) is to facilitate development near stations that will grow ridership and property values.

Performance Measures

The performance measures of the proposed planning work will be the adoption of the Plan by DCTA, Denton County, City of Denton, City of Lewisville, and Highland Village. When this Plan is adopted by each of the entities, it will become a policy document in which future development will reference to include station area plans and associated land development regulations. Beyond the planning process (after adoption), the Plan will enable a much needed east/west rail infrastructure to support continued expansion and economic

development of the region.

Funding Commitments





For each matching funding source listed earlier, please indicate whether the funds are already committed.

Per Attachment C, DCTA will provide a local match in the amount of \$150,000. This reflects 20% of the total project cost. Matching funds will be allocated from the General Revenue line item. Funds are available immediately as needed.

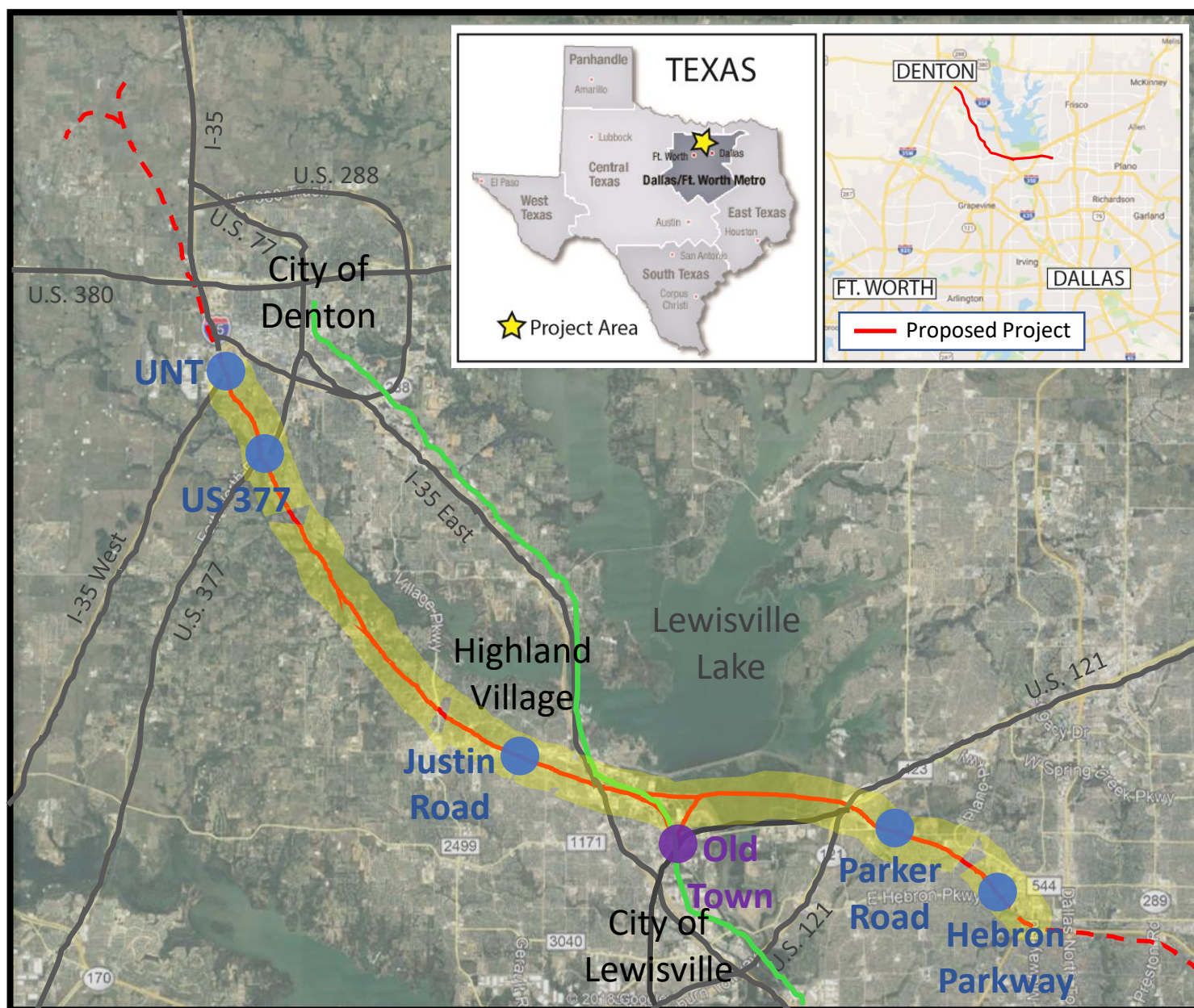
Proposed Project Connection to the Greater KCS Network



LEGEND

-  Proposed Project Location
-  KCS Network
-  Haulage/Trackage/Leased
-  Shortline Network

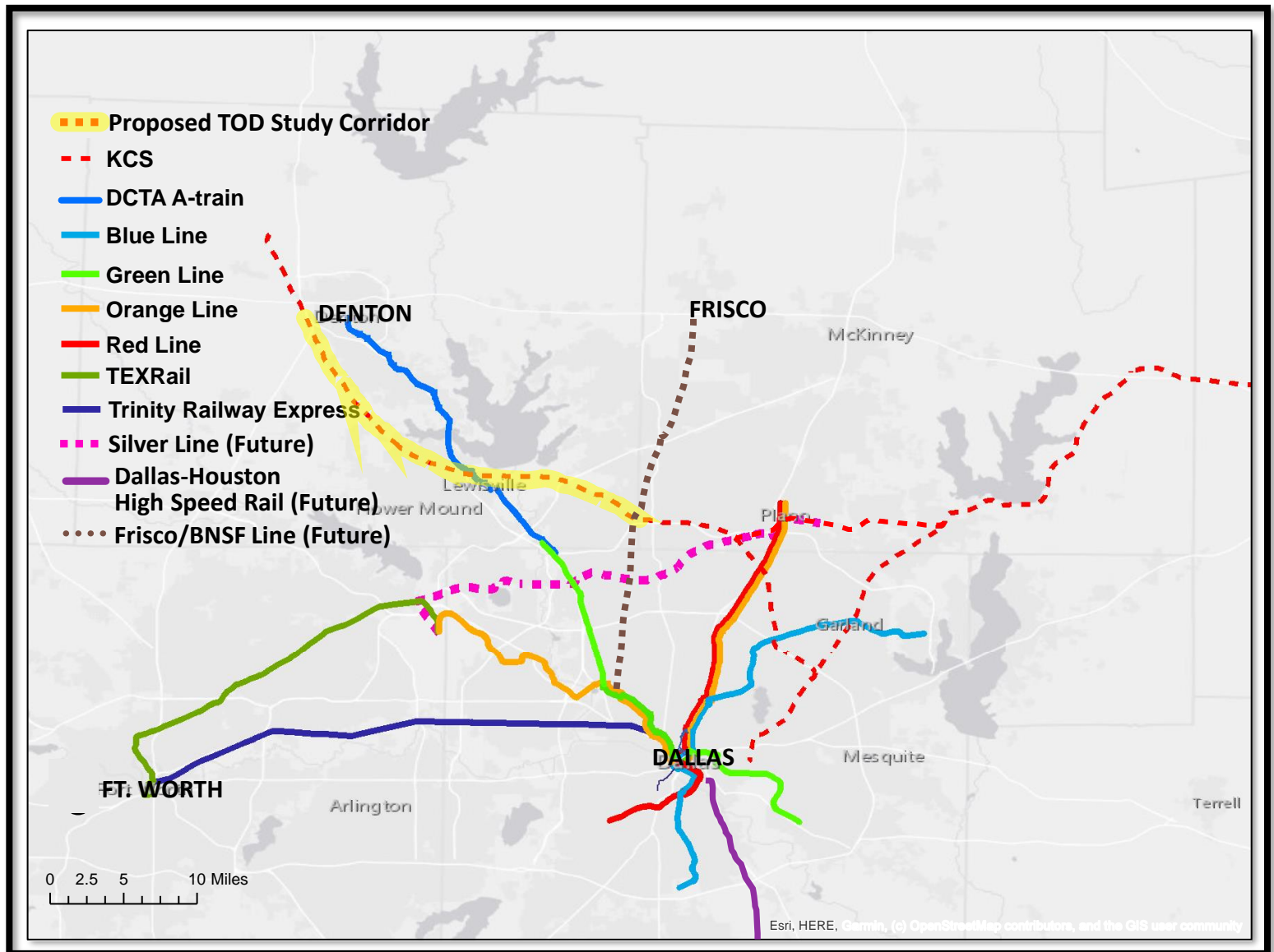
Kansas City Southern Rail Line: Denton County Future Corridor Rail Alignment and Potential TOD Study Areas



LEGEND

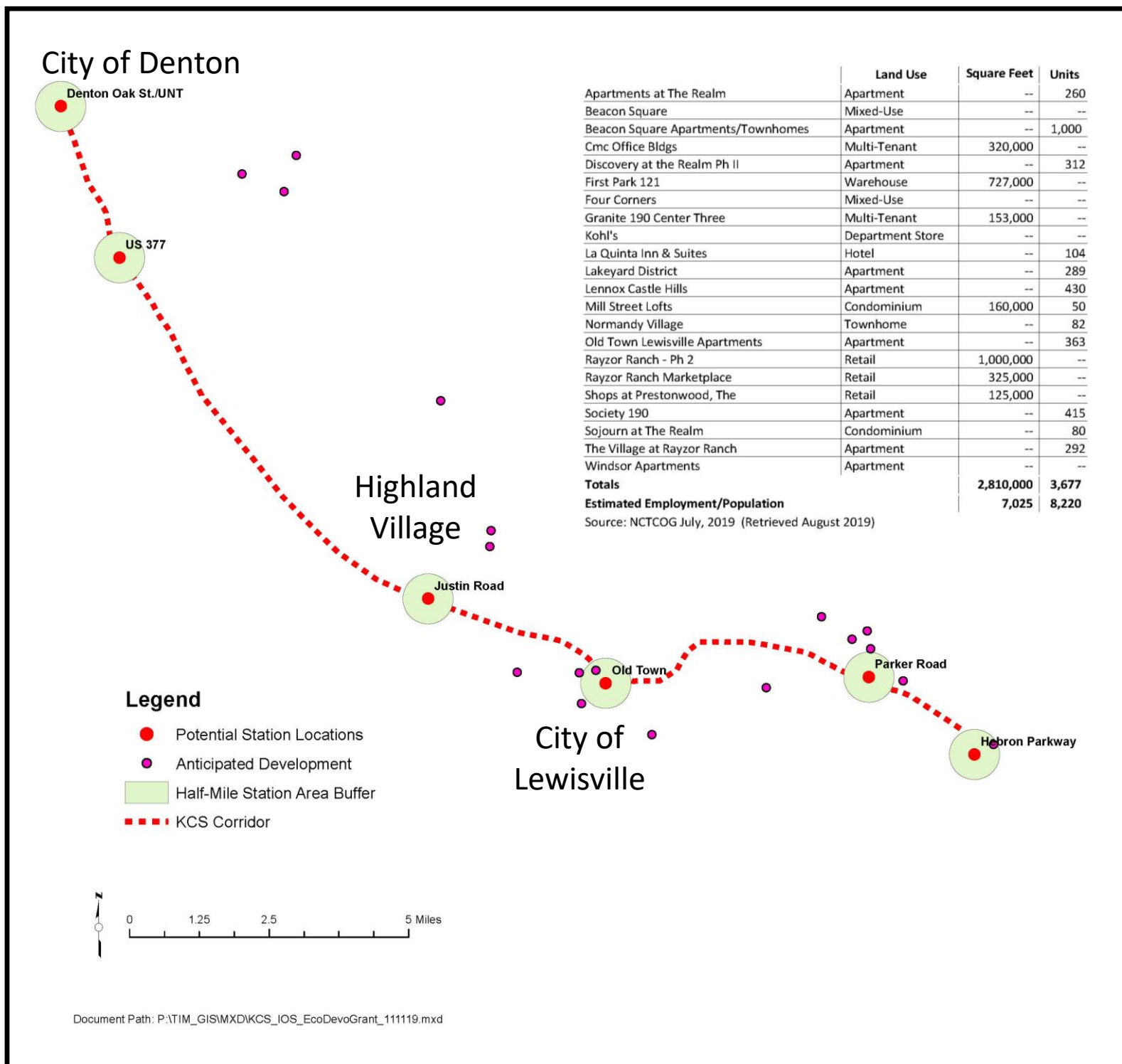
- KCS Existing Rail Alignment
- KCS Existing Rail Alignment – Proposed Project Corridor
- Potential TOD Study Areas / Potential Future Transit Stations
- Potential TOD Study Areas / Existing Transit Stations
- Existing DCTA's A-train Commuter Rail Line

Kansas City Southern Rail Line: Denton County Future Corridor Connections to Existing Passenger Rail Lines



The proposed TOD planning corridor is along the KCS Southern Rail Line. Commuter rail along this corridor will connect to DCTA's A-train, which provides a connection to DART's existing six passenger rail lines in addition to DART's funded Silver Line (under construction). A future expansion of the KCS corridor will allow for direct connections to the proposed Dallas-Houston High Speed Rail Line, once constructed.

Anticipated Development Within the KCS Corridor





Transit Oriented Development Planning Grant Partnership Agreement

THIS PARTNERSHIP AGREEMENT (the "Agreement") made and entered into this 14th day of November 2019 (the "Execution Date")

BETWEEN:

1. Denton County Transportation Authority (DCTA)
2. The City of Highland Village
3. The City of Lewisville
4. Denton County

(individually, the "Partner" and collectively the "Partners").

PURPOSE: The purpose of this partner agreement is to document initial partnerships for DCTA's effort to conduct a Transit Oriented Development (TOD) study of the Kansas City Southern (KCS) rail corridor between University of North Texas in Denton and the intersection of KCS and BNSF in eastern Denton County. This is a non-binding agreement created to show regional cooperation towards DCTA's proposed project, TOD Planning for the KCS Southern Rail Corridor: Denton County Future Spine.

BACKGROUND:

- A. DCTA is applying to the Federal Transit Administration (FTA) for the Pilot Program for Transit Oriented Development Planning.
- B. Preliminary research shows opportunity to prepare the KCS rail corridor for future development that will promote multi-modal transportation.
- C. A required component of FTA's Pilot Program for Transit Oriented Development grant application is documentation of a partnership between the transit project sponsor and the entities in the project corridor with land use planning authority to conduct the comprehensive planning work.
- D. DCTA's application is for funds to complete a TOD planning study. A consultant will be hired to perform the work. A sample of recommendations could include:
 - a. Corridor specific planning strategies
 - b. Zoning codes review for TOD
 - c. Financial tools to encourage TOD implementation
 - d. Policies that encourage TOD projects
 - e. Future station locations and projected ridership

TOD Planning Study for the KCS Corridor

DENTON COUNTY
TRANSPORTATION
AUTHORITY

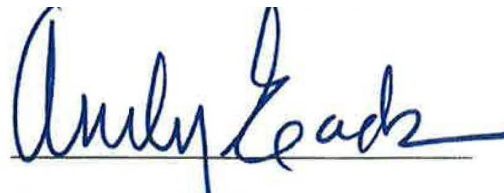
Roles:

- A. DCTA: DCTA will apply for the Pilot Program for TOD Planning funds. If awarded, DCTA will also be the project manager.
- B. Other Partners: If awarded grant funds, the City of Denton, the City of Highland Village, the City of Lewisville, and Denton County will work with DCTA and its selected consultant to provide necessary data. Financing for this agreement, if awarded, shall be funded with eighty (80%) federal and twenty percent (20%) local.

IN WITNESS HEREOF, by their signatures below, the Key Partners each have approved and execute this Agreement as of the effective date first set forth above.



Denton County Transportation Authority



The County of Denton



The City of Highland Village



The City of Lewisville



Attachment C

November 15, 2019

The Honorable Elaine L. Chao
US Secretary of Transportation
1200 New Jersey Avenue, SE
Washington, DC 20590

**RE: LOCAL MATCH COMMITMENT LETTER
Federal Transit Administration's 2019 Pilot Program for Transit-Oriented Development Planning
Denton County Transportation Authority**

Dear Madam Secretary:

The Denton County Transportation Authority (DCTA) is eager to submit its application for the Federal Transit Administration's 2019 Pilot Program for Transit-Oriented Development (TOD) Planning to fund comprehensive TOD planning on the Kansas City Southern (KCS) Rail Corridor in Denton County, Texas.

Please accept this letter as evidence of DCTA's commitment to provide the required 20 percent local match based on the total project cost. DCTA's local match commitment is \$150,000 based on the estimated total project cost of \$750,000 (the federal grant request is \$600,000)

The proposed project, "**TOD Planning for the KCS Rail Corridor: Denton County Future Corridor**," will guide and encourage future development within proximity to premium transit stations along the corridor. The Plan will coordinate transit and development for the benefit of the region, including cities located along the rail corridor, and identify strategies to bring together people, jobs, and services. Our effort is designed to spur economic development and provide efficient, safe, and convenient multi-modal travel including train, bus, bicycle, and pedestrian throughout North Texas.

Sincerely,

Raymond Suarez, CEO
Denton County Transportation Authority

Board of Directors Memo

December 5, 2019

SUBJECT: Consider the Elimination of the Denton Enterprise Airport Zone Service

Background

A recommendation of the Comprehensive Operational Analysis (COA) was to extend Route 8 from Presbyterian Hospital to Airport Road, to serve the commercial and industrial area west of Interstate 35E. In lieu of implementing fixed route service, the Denton Enterprise Airport Zone was implemented in August 2018 as the first on-demand, microtransit pilot project to serve this area.

Service is available Monday through Friday from 6:00 am to 9:30 pm and on Saturdays from 8:30 am – 7:00 pm. Trips are provided anywhere within the designated zone, as well as from the University of North Texas (UNT) Fouts Field to locations within the zone. Customers can connect to the Denton Enterprise Airport Zone by utilizing other DCTA services, including Denton Connect Routes 7 and 8, North Texas Xpress, and UNT campus shuttle routes (Mean Green, Eagle Point, and North Texan).

In January 2019, the service transitioned from a pilot project to regular service. In May 2019, the zone was expanded to include the residential area south of Interstate 35E and west of Fort Worth Drive.

Identified Need

Ridership on the Denton Enterprise Airport Zone has not developed and does not support continuation of the service.

Financial Impact

The FY20 budget includes operating funds associated with providing the Denton Enterprise Airport Zone service. If discontinued, funds budgeted for this service would no longer be required and/or could be reprogrammed for other projects/services.

Recommendation

DCTA staff recommends the Board of Directors approve elimination of the Denton Enterprise Airport Zone effective Sunday, February 2, 2020.

Submitted by: 
Michelle Bloomer, VP of Operations

Approval: 
Raymond Suarez, CEO



Board of Directors Memo

December 5, 2019

SUBJECT: DCTA 2020 Board Meeting Calendar

Staff will provide a proposed calendar to discuss and confirm Board Meeting date for calendar year 2020.

Exhibits

Exhibit 1: DCTA 2020 Board Meeting Calendar

Submitted By: 
Brandy Pedron
Executive Administrator

Final Review: 
Kristina Holcomb
Deputy CEO

2020 BOARD MEETING CALENDAR

JANUARY							FEBRUARY							MARCH							APRIL							MAY													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
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JUNE							JULY							AUGUST							SEPTEMBER							OCTOBER													
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28	29	30					26	27	28	29	30	31		30	31						27	28	29	30				25	26	27	28	29	30	31							
NOVEMBER							DECEMBER							<div>[B] BOARD MEETING Time: TBD JANUARY 23RD FEBRUARY 27TH MARCH 26TH APRIL 23RD MAY 28TH JUNE 25TH JULY 23RD</div> <div>This calendar shows only the regularly scheduled meetings. Special called meetings may be added during the year.</div> <div>[H] DCTA HOLIDAY</div>																											
S	M	T	W	T	F	S	S	M	T	W	T	F	S																												
1	2	3	4	5	6	7	1 2 3 4 5																																		
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*Date and meeting times subject to change to accommodate holiday schedules.

**Denton County Transportation Authority
Washington, DC Appointments
November 5-6, 2019**

Tuesday, November 5

- 10:30am** Bryan Bashur, Legislative Correspondent
Office of Senator Ted Cruz
127A Russell Senate Office Building
(202) 224-5922
- 1:00pm** Jane Williams, Acting Administrator
Federal Transit Administration
1201 4th Street SE, Suite E57-300
Once at FTA, call (202) 366-4040
- 2:30pm** Jacob Smith, Legislative Assistant
Office of Senator John Cornyn
517 Hart Senate Office Building
(202) 224-2934
- 3:00pm** Jen Deci (Rep.) and Homer Carlisle (Dem.), Professional Staff Members
Senate Committee on Banking (*jurisdiction over public transit)
534 Dirksen Senate Office Building
(202) 224-5790

Wednesday, November 6

- 9:30am** Finch Fulton, Deputy Assistant Secretary for Transportation Policy
U.S. Department of Transportation
1200 New Jersey Avenue SE
Scheduler: Veronica Ford, (202) 366-4540
- 11:00am** Rachel Huggins, Legislative Director
Office of Representative Michael Burgess
2161, Rayburn House Office Building
(202) 225-7772
- 11:30am** Ken Nealy, Legislative Director
Office of Representative Eddie Bernice Johnson
2306 Rayburn House Office Building
(202) 225-8885
- 12:30pm** Stephen Stadius (Dem.) and Alison Graab (Rep.), Professional Staff Members
Senate Committee on Commerce (*jurisdiction over railroads)
427 Hart Senate Office Building
(202) 224-1251
- 1:30pm** Ronald Batory, Administrator
Federal Railroad Administration
1200 New Jersey Ave SE
Call Perrin Bradley at (202) 816-2625

DCTA Board Agenda Outlook DRAFT

As of 11.26.2019

JANUARY 23, 2020	FEBRUARY 27, 2020	MARCH 26, 2020
<p>Discussion Topics</p> <ul style="list-style-type: none"> - Access Service Overview <p>Guest Presentation</p> <ul style="list-style-type: none"> - Christof Spieler, Innovative Transit Planning Presentation (<i>Not Confirmed</i>) - Russell Laughlin, Hillwood – Deloitte Initiative Presentation (<i>Confirmed</i>) <p>Information</p> <ul style="list-style-type: none"> - November & December Financial Reports - Transformation Initiative RFP Update <p>Action</p> <ul style="list-style-type: none"> - November & December Financials - NTMC Board Appointment Resolution - Lyft Task Order 7 Rev 3 – Alliance - Lyft Highland Village Task Order & Budget Amount 	<p>Discussion Topics</p> <ul style="list-style-type: none"> - New Member Policy Workshop <p>Information</p> <ul style="list-style-type: none"> - Citizen’s Advisory Team Recap Report (in packet) <p>Action</p> <ul style="list-style-type: none"> - Transformation Initiative Consultant Selection - Transformation Initiative Consultant Task Order #1 	<p>Discussion Topics</p> <ul style="list-style-type: none"> - New Member Policy <p>Information</p> <p></p> <p>Action</p> <ul style="list-style-type: none"> - Transformation Initiative Task Order #2