



Board of Directors Regular Meeting July 25, 2024 | 10:00 a.m.

NOTICE IS HEREBY GIVEN that the members of the Denton County Transportation Authority (DCTA) Board of Directors will hold a Regular Meeting on Thursday, July 25, 2024, at 10:00 a.m. at the DCTA Administrative Offices located at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057 and by ZOOM Video Conference at which time the following agenda will be discussed.

The public is allowed to use the ZOOM link below to view the Board Meeting. To view the meeting, please use the information below:

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/81840439055?pwd=XJUeHBSjNtQ2CI9v8P4PgwaQivahS3.1>

Passcode: 039381

Or One tap mobile: +13462487799

Or Telephone: +1 346 248 7799

Webinar ID: 818 4043 9055

Passcode: 039381

As authorized by Section 551-071 of the Texas Government Code, the Board of Directors may convene into Closed Executive Session for the purpose of seeking legal advice from Legal Counsel on any item on the agenda at any time during the meeting.

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

PUBLIC COMMENT

This agenda item provides an opportunity for citizens to address the DCTA Board of Directors on any agenda item(s) or other matters relating to DCTA. Each speaker will be given a total of three (3) minutes to address any item(s). Anyone wishing to speak shall be courteous and cordial.

Speakers making personal, impertinent, profane, or slanderous remarks may be removed from the meeting. Unauthorized remarks from the audience, stamping of feet, whistles, yells, clapping and similar demonstrations will not be permitted.

Citizens that are not able to participate in-person must email his or her public comment to kmorris-perkins@dcta.net no later than **3:00 pm on Wednesday, July 24, 2024**, to ensure the comment will be distributed to Board Members prior to the meeting.



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

CONSENT AGENDA

1. Consider Approval of Monthly Financial Statement – May 31, 2024

Action Item

Background Information: Memo

Exhibit 1: Year to Date Financial Statement – May 31, 2024

2. Consider Authorizing the Chief Executive Officer (CEO) to Execute a Contract with Texas Health Benefits (TXHB) for Medical, Dental and Vision Benefits beginning October 1, 2024 in the amount of \$1,674,786

Action Item

Background Information: Memo

3. Consider Approval of Interlocal Agreement with Texas Municipal League (TML) for Cyber Liability Coverage

Action Item

Background Information: Memo

4. Consider Authorizing the Chief Executive Officer (CEO) to Enter Agreement with LMC Corporation in an amount not to exceed \$76,000 for Fiscal Year 2024 Expanded Level Project (ELP) – Bus Operations and Maintenance Facility Fuel Tank Rehabilitation utilizing the Sourcewell cooperative contract number: TX-NT-GC-101619-LCM

Action Item

Background Information: Memo

Exhibit 1: FY24 Budget Workshop ELP Description

5. Consider Approval of Regular Meeting Minutes dated June 27, 2024

Action Item

Background Information: Exhibit 1: Regular Meeting Minutes dated June 27, 2024

REGULAR AGENDA

1. Consider Authorizing the Chief Executive Officer (CEO) to Award and Execute a Contract with Preferred Technologies, LLC for Electronic Security and Access Control in the amount of \$4,859,448.89 and Authorize a Contingency in the amount of \$242,972.44 for a Total Contract Award in an amount not to exceed \$5,102,421.33

Action Item

Background Information: Memo

2. Discuss and Consider Approval of the Fiscal Year 2025 Transportation Reinvestment Program (TRiP) Project Submissions

Action Item

Background Information: Memo

3. Discuss Proposed Fiscal Year 2025 Operating and Capital Budget and Reserve Policies

Discussion Item

Background Information: Memo

4. Discuss Update on Implementation of the Intermediate Service Plan (ISP)

Discussion Item

Background Information: Memo

5. Discuss Local and Regional Updates and Legislative Issues

Discussion Item

INFORMATIONAL REPORTS

1. Safety, Service, and Ridership Reports

Background Information: Memo

Exhibit 1: Safety Performance – FY to Date

Exhibit 2: Service Performance – FY to Date

Exhibit 3: Ridership by Mode – May 2024

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

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

Exhibit 6: Fixed-Route Ridership – May 2024

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

FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

Staff will discuss proposed future agenda items. Board members may request an informational item or action item to be added to the next Board meeting agenda.

Next Regular Board Meeting Date: August 22, 2024

REPORT ON ITEMS OF COMMUNITY INTEREST

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

CONVENE EXECUTIVE SESSION

No items scheduled for this agenda.



RECONVENE OPEN SESSION

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

ADJOURN

Board Members:

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

Alternates

Kristin Green, Lewisville
Jody Gonzalez, Denton County Seat 1
Pat Smith, Denton
Paul Stevens, Highland Village
Vacant, Denton County Seat 2

Non-Voting Board Members:

Jared Eutsler, Corinth
Dennie Franklin, Frisco
Jeremie Maurina, The Colony
Vacant, Flower Mound
Vacant, Little Elm
Vacant, Small Cities

Staff Liaison:

Paul Cristina, CEO

This notice was posted on July 18, 2024 by 5pm.

Kisha Morris-Perkins
Executive Assistant & Board Process Manager



Board of Directors Memo

July 25, 2024

AGENDA ITEM: Consider Approval of Monthly Financial Statement – May 31, 2024

Recommendation

Staff recommends the Board approve the financial statement for May 31, 2024.

Background

The financial statement is presented monthly to the Board of Directors for approval. The attached report is for the period ending May 31, 2024. This report provides a comparison of year-to-date budget vs. actual performance.

Previous Board Activity & Action

There has been no previous Board activity on this item.

Identified Need

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

Financial Impact

The financial impact of May 31, 2024 performance has been summarized within the respective document provided. Staff stands ready to answer any questions the Board may have regarding the financial performance.

Exhibits

Exhibit 1: Year-to-Date Financial Statement – May 31, 2024

Submitted by:

Sherrelle Evans-Jones, CPA
Chief Financial Officer



DENTON COUNTY TRANSPORTATION AUTHORITY

Statement of Revenue and Expenditures
Presented for the Period Ended May 31, 2024

(UNAUDITED)

	Prior Year Actual			FY 2024 - May 31, 2024					
	2021	2022	2023	YTD Budget	YTD Actual	Annual Budget	Actual %	Expected %	Notes
Revenue and Other Income									
Passenger Revenues	\$ 542,920	\$ 928,716	\$ 1,568,793	\$ 1,337,420	\$ 1,018,466	\$ 1,817,942	56.0%	73.6%	Budgeted passenger revenue has been adjusted to include new FY24 programs such as Collin County Rides. Revenue estimates from this program may require reductions as it was based upon data provided by predecessor transit authority; actual performance indicates lower revenue estimates. The revenue for this program will be included in subsequent quarterly updates.
Contract Service Revenues	2,969,330	3,718,416	4,233,303	4,584,218	3,385,861	6,606,086	51.3%	69.4%	Revenue estimates include much higher revenue expectations for new programs such as Collin County Rides. These revenue estimates were based on details provided by 3rd parties in the transition of service. Actual revenues are less than expected. Related expenditures are also less than expected.
Sales Tax Revenues	34,653,779	38,030,250	40,292,936	26,666,664	26,924,408	40,000,000	67.3%	66.7%	Sales tax revenue performing slightly ahead of budget.
Federal/State Grants - Capital	1,409,423	95,069	59,828	1,840,416	700,901	2,591,429	27.0%	71.0%	Capital grant revenue is based on reimbursable grant spending.
Federal/State Grants - Operating	15,858,885	19,028,351	9,431,745	9,715,520	2,749,087	14,573,299	18.9%	66.7%	The agency has billed approximately 28% of YTD budget. The decrease in billing compared to budget is largely a function of the reduced amount of billable expenses incurred through 05/31/24.
Total Revenues and Other Income	55,434,337	61,800,802	55,586,605	44,144,238	34,778,724	65,588,756			
Operating Expenses									
Salary, Wages and Benefits	3,903,858	4,002,824	3,787,792	4,403,135	3,173,066	6,500,200	48.8%	67.7%	First 6 months includes a focus on hiring new talent anticipated in FY24 budget. Hiring was materially complete as of March 2024, with small number of open positions remaining. However YTD Budget anticipated staffing for 12 months.
Outsourced Services and Charges	3,029,903	4,517,965	5,600,148	3,894,201	3,641,411	5,594,883	65.1%	69.6%	
Materials and Supplies	1,711,081	2,536,927	2,576,663	2,286,372	1,625,231	3,512,958	46.3%	65.1%	
Utilities	425,655	455,020	497,792	465,183	339,438	731,724	46.4%	63.6%	
Insurance	1,692,506	1,608,328	1,577,898	1,095,574	1,604,294	1,643,418	97.6%	66.7%	Includes April 24 pmt for Rail Liab Insurance, materially completing the annual insurance payments.
Transportation Reinvestment (TRiP)	29,798	1,332,493	345,473	-	379,591	10,429,152	3.6%	0.0%	\$379K represents TRiP Disbursement to the City of Highland Village
Purchased Transportation Services	9,810,849	19,146,955	22,348,013	17,172,196	13,135,416	25,059,495	52.4%	68.5%	
Employee Development	80,428	119,259	2,559,697	454,370	134,321	681,946	19.7%	66.6%	First 6 months was a focus on hiring and recruitment. Employee development expense expected to increase in subsequent quarters.
Leases and Rentals	215,069	132,033	142,445	105,391	115,565	156,595	73.8%	67.3%	
Depreciation	9,524,340	11,351,682	9,074,611	7,399,411	7,690,409	11,099,129	69.3%	66.7%	
Total Operating Expenses	30,423,487	45,203,487	48,510,532	37,275,833	31,838,742	65,409,500			

Income Before Non-Operating Revenues and Expenses	25,010,851	16,597,315	7,076,073	6,868,405	2,939,982	179,256		
Non-Operating Revenues/(Expense)								
Investment Income	31,178	462,425	4,434,145	1,333,328	6,500,222	2,000,000	325.0%	FY24 Budget conservatively estimated Investement Income. Investment income continues to perform consistently with FY23 actuals.
Gain (Loss) on Disposal of Assets	42,344	29,719	52,900	-	-	-	0.0%	0.0%
Other Income/(Expense) - Miscellaneous	460,209	447,462	923,293	-	205,837	-	100.0%	100.0%
Long Term Debt Interest/(Expense)	(697,187)		(212,684)	(143,680)	(113,852)	(215,520)	52.8%	66.7%
Total Non-Operating Revenues/(Expenses)	(163,456)	939,606	5,197,654	1,189,648	6,592,207	1,784,480		
Income (Loss) before Transfers to NTMC	24,847,395	17,536,921	12,273,727	8,058,053	9,532,188	1,963,736		
Transfers Out to NTMC	(6,489,350)	(5,926,669)	(5,577,506)	(4,667,568)	(3,804,684)	(7,001,358)	54.3%	66.7%
Total Transfers	(6,489,350)	(5,926,669)	(5,577,506)	(4,667,568)	(3,804,684)	(7,001,358)		
Change in Net Position	\$ 18,358,045	\$ 11,610,252	\$ 6,696,221	\$ 3,390,485	\$ 5,727,505	\$ (5,037,622)		

Board of Directors Memo

July 25, 2024

AGENDA ITEM: Consider Authorizing the Chief Executive Officer (CEO) to Execute a Contract with Texas Health Benefits (TXHB) for Medical, Dental, and Vision benefits beginning October 1, 2024, in the amount of \$1,674,786

Recommendation

Staff recommends the Board authorize the Chief Executive Officer (CEO) to Execute a Contract with Texas Health Benefits (TXHB) for Medical, Dental, and Vision benefits beginning October 1, 2024, in the amount of \$1,674,786.

Background

DCTA leverages its contract with Holmes Murphy & Associates to market employee benefits, when necessary. DCTA's benefit years align with the fiscal year, running from October 1st to September 30th, with the Open Enrollment period beginning in early August, prior to implementation in October.

A Request for Proposal (RFP) was released by Holmes Murphy & Associates on behalf of DCTA on May 22, 2024, to receive competitive bids for the following benefits effective October 1, 2024, through September 30, 2025:

- Medical and Prescription
- Dental
- Flexible Spending Account (FSA) and COBRA Administration
- Life and Additional Death & Dismemberment (AD&D)
- Short Term Disability
- Long Term disability

These bids include the increased headcount at DCTA resulting from the transition of employees from NTMC to DCTA. Overall, these rates enable DCTA to provide the same benefits with no additional shared costs to employees on their medical and dental plans.

DCTA is currently receiving medical and dental benefits from TXHB. Final renewal numbers were received from United Healthcare and TXHB. United Healthcare came in at a 44% increase to match the current DCTA plan offering. TXHB, even with the significant increase in lives, came in at 11.6% a lower increase than the 16% that was provided in the FY2025 Budget Workshop.

DCTA requested a stand-alone dental quote from BCBS, which was a 6% increase over the current plan through TXHB with similar plan designs. Therefore, there were no changes to the dental renewal rates with TXHB. Vision rates, received a 20.2% increase.

Existing FY24 contracts for life, and accidental death & dismemberment, as well as short-term and long-term disability, were under fee guarantees through September 30, 2026. With the increase in participants, Holmes Murphy & Associates reached out and confirmed no increase to these rates at this time and DCTA will continue under these current rates through September 30, 2026.



Existing FY24 contracts for flexible spending accounts and COBRA administration remain under fee guarantees through September 30, 2026.

With the increase in participants, Holmes Murphy & Associates reached out and confirmed no increase to these rates at this time and DCTA will continue under these current rates through September 30, 2026. No action is needed for this coverage.

Previous Board Activity & Action

An informational item on this topic was provided in the June Informational Reports.

Identified Need

The current DCTA benefit rates are set to expire as of September 30, 2024. Board approval is required for renewal of medical and prescription, dental, and vision coverage. Open Enrollment will begin August 4, 2024, for benefit coverage effective October 1, 2024.

Financial Impact

The TXHB final renewal included an 11.6% increase to the Medical rate, equating to an annual total premium of \$1,674,786.00 based on eligible enrollment with the new workforce. The total amount is subject to change based on employee election changes and employee turnover throughout the year.

Exhibits

None.

Submitted By:

Jackie Bronson, Vice President
Engagement & Administration

Board of Directors Memo

July 25, 2024

SUBJECT: Consider Approval of Interlocal Agreement with Texas Municipal League (TML) for Cyber Liability Coverage.

Recommendation

Staff recommends that the Board of Directors approve the inter-local agreement with the Texas Municipal League (TML) to provide cyber liability coverage for the Denton County Transportation Authority (DCTA).

Background

In 2016, the TML Pool recognized its members' growing cyber liability exposure. Starting that year, complimentary coverage was provided to all Members with either General Liability or Real & Personal Property Coverage. Later, as the exposure increased, the Pool began charging a minimal amount for the coverage. Cyber claims have exponentially increased in both frequency and severity since that time.

Future cybercriminal activity is impossible to predict, which means neither the Pool nor any other insurer can rely on past patterns and trends to predict future losses. Accordingly, the TML Board of Trustees recently approved the Pool's formation of a new Cyber Fund and updated Cyber Liability and Data Breach Response Coverage ("Cyber Coverage"), effective October 1, 2024. DCTA has been covered by TML for this cyber liability insurance in previous years. This ILA is required to be signed by TML members in order to maintain cyber liability insurance coverage beginning October 1, 2024.

Denton County Transportation Authority is committed to safeguarding its digital infrastructure and the sensitive data of its employees, customers, and partners. With the increasing frequency and sophistication of cyber-attacks, it is crucial to ensure robust protection against potential cyber threats.

Texas Municipal League provides specialized insurance coverage to public entities, now including comprehensive cyber liability insurance. This coverage is designed to mitigate the financial and operational impacts of cyber incidents, including data breaches, ransomware attacks, and other forms of cybercrime.

Entering into an inter-local agreement with TML for cyber liability coverage offers several benefits to DCTA:

- Breach response, which includes access to computer experts, public relations specialists, attorneys, negotiators, and others with experience responding to cyberattacks - these experts help you lessen the damage from an attack.
- Network business interruption, which can help cover the loss of income and extra expenses (for a limited period) caused by an attack.
- Cyber extortion, which can help with ransom payments to recover data.

- Data recovery costs, which can help with costs to restore data that was damaged, corrupted, and/or deleted.
- Fraud protection, which can help (if certain conditions are met) with costs related to - for example - when an employee is tricked into sending money to a cybercriminal.

Previous Board Activity & Action

None

Identified Need

DCTA must maintain cyber liability coverage due to the rising threats targeting public transportation systems. As a custodian of sensitive personal and operational data, DCTA faces significant risks of data breaches and cyberattacks, which could disrupt services and damage its reputation. Cyber liability insurance provides crucial financial protection, ensuring compliance with data protection regulations, covering the costs of incident response, business interruption, and legal fees. This coverage is essential to safeguard DCTA's operations and maintain public trust in its services.

Financial Impact

No additional financial impact of signing ILA as cost of Cyber Liability Insurance is already factored in overall insurance rates included the Proposed FY 25 Operating and Capital Budget.

Exhibits

None.

Submitted By:



Joe Oerum
Senior Manager of Contracts & Procurement

Reviewed by:



Sherrelle Evans-Jones
Chief Financial Officer

Board of Directors Memo

July 25, 2024

AGENDA ITEM: Consider Authorizing the Chief Executive Officer (CEO) to Enter Agreement with LMC Corporation in an amount not to exceed \$76,000 for Fiscal Year 2024 Expanded Level Project (ELP) – Bus Operations and Maintenance Facility Fuel Tank Rehabilitation utilizing the Sourcewell cooperative contract number: TX-NT-GC-101619-LCM

Recommendation

Staff Recommends the Board Authorize the Chief Executive Officer (CEO) to Enter Agreement with LMC Corporation in an amount not to exceed \$76,000 for Fiscal Year 2024 Expanded Level Project (ELP) – Bus Operations and Maintenance Facility Fuel Tank Rehabilitation utilizing the Sourcewell cooperative contract number: TX-NT-GC-101619-LCM

Background

This project is dedicated to refurbishing the exterior of the fuel tanks and installing tank access platforms to ensure full compliance with safety regulations.

The attached exhibit features the briefing slide on this item presented to the Board in the FY 24 Budget Workshop, presented in June 2023.

The following items are included in this scope of work:

- Sandblast, prime, paint, and mark both fuel tanks
- Add OSHA-compliant access stairs and platforms to both fuel tanks

The contractor is available to DCTA as a Job Order Contracting firm that manages a pool of contractors providing a wide range of services, including construction, painting, and flooring. They hold a contract with Sourcewell, a cooperative purchasing network that enables government and public agencies to utilize pre-awarded contracts for various services.

Previous Board Activity & Action

The Board of Directors received a briefing on this item in June 2023.

Identified Need

The fuel tanks have not been repainted since their installation over a decade ago, and the original construction did not include staircases with platforms for safe inspection and servicing of the tank tops. The contractor will sandblast to remove rust, apply primer and paint, and add required decals to meet regulatory standards. Additionally, staircases, railings, and working platforms will be installed on both tanks to ensure operational safety.

Financial Impact

The total estimated cost of this project is \$74,400.

Exhibits

None.

Submitted By:



Maurice Bell
Chief Operating Officer

ELP – Bus O & M Facility (Capital Project)

CA04 – Exhibit 1

Bus O&M Fuel Tanks: Sandblasting and staircase w/ platform installation



- **Cost Estimate: \$76,000**
- **Current State:**
 - Fuel tanks have not been repainted since installation 10+ years ago.
 - Initial construction did not include staircases with platforms to safely inspect and service the top of the tanks.
- **Scope:**
 - Contractor will sandblast to remove rust, prime, paint and add the necessary decals to enable compliance with regulations.
 - Staircases and railings for both tanks will be added with working platforms for safety.
- **Identified Need:**
 - This project is being requested to adequately maintain of the exterior of the fuel tanks and add tank access platforms



Board of Directors Regular Meeting Minutes

June 27, 2024 | 10:00 a.m.

The Board of Directors of the Denton County Transportation Authority (DCTA) convened a Regular Board of Directors Meeting with Chair TJ Gilmore presiding on Thursday, June 27, 2024 at 10:00am, located at the DCTA Administrative Offices, 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

Voting Members

Chair TJ Gilmore, City of Lewisville
Vice-Chair Cesar Molina, Denton County
Secretary Andy Eads, Denton County
Board Member Daniel Jaworski, City of Highland Village
Board Member Alison Maguire, City of Denton

Alternates

Board Member Jody Gonzalez, Denton County
Board Member Kristin Green, City of Lewisville
Board Member Pat Smith, City of Denton
Board Member Paul Stevens, City of Highland Village

Non-Voting Members

Board Member Dennie Franklin, City of Frisco
Board Member Jeremie Maurina, City of The Colony
Board Member Jared Eutsler, City of Corinth

Legal Counsel

Joe Gorfida, Nichols Jackson

DCTA CEO

Paul A. Cristina

CALL TO ORDER

Chair Gilmore called the meeting to order at 10:02am. All Board Members were present with the following exception: Board Member Smith arrived at 10:12am. In addition, the following should be noted: Chair Gilmore departed at 11:39am and Secretary Eads departed at 11:45am. There was a quorum present during the duration of the meeting.

INVOCATION

Secretary Eads provided the invocation.

PLEDGE OF ALLEGIANCE

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

INTRODUCTIONS

No introductions during this time.

PUBLIC COMMENT

No public comments during this time.

CONSENT AGENDA

1. Consider Approval of Monthly Financial Statement – April 30, 2024
2. Consider Authorizing the Chief Executive Officer (CEO) to Execute a New Interlocal Agreement (ILA) with Dallas Area Rapid Transit (DART) for the GoPass Mobile Ticketing and Trip Planning Platform, Effective October 1, 2024
3. Consider Authorizing Appointment of Vice Chair Cesar Molina to Represent Denton County Transportation Authority (DCTA) and Board Member Dan Jaworski as Alternate on the Regional Transportation Council (RTC)
4. Consider Approval of a Resolution Approving and Directing the Dissolution of the North Texas Mobility Corporation (NTMC) Effective August 9, 2024
5. Consider Approval of a Resolution Approving Budget Revision 2024-27 in the amount of \$268,000 towards the Rail Car Appearance Enhancement Initiative
6. Consider Approval of Special Called Meeting Minutes dated May 16, 2024 and Regular Meeting Minutes dated May 23, 2024

Motion by Board Member Maguire with a second by Vice-Chair Molina to approve the Consent Agenda as presented to include Resolution R24-07 approving and directing the dissolution of the North Texas Mobility Corporation (NTMC) effective August 9, 2024 and R24-08 Budget Revision 2024-27 in the amount of \$268,000 towards the Rail Car Appearance Enhancement Initiative. Motion passes 5-0.

REGULAR AGENDA

1. **Discuss Update on Emerging Opportunities: Frisco GoZone, Texas Woman's University Bus Route, and Span of Denton County Partnership**

CEO Paul Cristina presented to the Board requesting direction to proceed with concept development and potential Agreement formulation in according with DCTA Financial Policy for future Board approval:

- Frisco GoZone Concept
- Texas Woman's University Bus Route (Route 8)

- The Arch Denton and Redpoint (possible bus route to TWU campus)
- Route 8 (TWU) Costs
 - ✓ Frequency: 7am to 9am (20 minutes/weekdays)
 - ✓ Emerging Terms: Annual cost - \$1.6M, 3-year minimum contract, target date of August 2024
- DCTA staff are developing alternatives to meet the need.
- Partnership Opportunity: Span of Denton County and DCTA – Staff requested Board feedback and will provide updates as dialogue progresses.
 - Span of Denton County FY 2023 dataset shows high correlation of Span Trips interacting with DCTA Member Cities
 - Recent partnership has enabled:
 - ✓ DCTA to resume service to former Span customers on Member City to Member City Trips
 - ✓ Provide storage support for retired Span vehicles
 - Recent exhaustion of funding had potential to interrupt Span trips from DCTA Member Cities to Non-member Cities
 - NCTCOG and Span reached agreement to continue funding, enabling subject trips to continue from July 1, 2024 for 12 to 18 months
 - NCTCOG has suggested an interlocal agreement between DCTA and Span to ensure service continuity of those trips after summer 2025
 - DCTA, NCTCOG and Spa discussing path forward and potential options

Board discussion regarding possible Frisco connection with Lewisville and Highland Village and funding from the North Central Texas Council of Government (NCTCOG) and Frisco, the start of TWU classes, new bus stops and infrastructure, and collaboration with the City. The Board also expressed gratitude and appreciation for DCTA's forward thinking and collaborative conversations of solving transportation challenges long-term.

No Board action required at this time.

2. Discuss Proposed Fiscal Year 2025 Operating and Capital Budget and Reserve Policies

Discussion of the Proposed Fiscal Year 2025 Operating and Capital Budget and Reserve Policies were presented by the following individuals:

Paul Cristina, Chief Executive Officer
Sherelle Evans-Jones, Chief Financial Officer
Maurice Bell, Chief Operating Officer
Javier Trilla, VP of Innovation & Information Technology
Austin Frith, VP of Planning and Development
Jane Filarowicz, Senior Manager of Budget and Grants

Budget Workshop Outline

Executive Summary

- Budget Calendar
- Bus/GoZone – Rail Safety Performance – Year to Date
- Bus/GoZone - Service Performance – Year to Date
- DCTA Ridership Performance - Year to Date
- Anticipate Bus and A-train will continue to lead ridership growth in FY 2025
- Four-Year Outlook, Revenue vs. Expenses
- Budget Adjustment Drivers – Revenue and Expenses
- DCTA Budget Summary
- Capital Budget Summary
- Change in Net Position – DCTA (net depreciation)
- Change in Net Position – DCTA (includes depreciation)

Revenue

- Total FY2025 Proposed Revenue: \$64,234,145
- Operating Revenues – Bus, GoZone, Rail
- Non-Operating Revenues

Mobility Services/Purchased Transportation

- Operating Expenses – Mobility Services
- Purchased Transportation – Mobility Services
- GoZone Budget Details
- Operating Expenses – Rail
- Rail Purchased Transportation
- Rail Operating Expenses
- Historical and Long-Range Rail Maintenance (FY25 to FY30)
- ELP – FY25 Rail Major Maintenance Work Program (Capital)
- ELP – Migrate Wabtech TMDS to RailComm Dispatch (Capital)

Operating Expenses - Bus

- Bus Operations Salary, Wage and Benefits Increase Drivers
- Existing Operations Supervisor Schedule (6 Supervisors)
- Proposed Operations Supervisor Schedule (8 Supervisors)
- Service Miles and Fuel
- UNT Contract Details

- UNT Contract Evolution Concept
- UNT Agreement Overview
- Assessment: Total cost of service delivery of existing UNT Shuttle Service
- Consider Academic Year 2024 – 2025 Service Plan and Winter/Summer Schedules
- Two Components to Address: Hourly Rate and Full Year Schedule

Operating Expense: Safety and Facilities Maintenance

- Safety, Security and Facilities Maintenance Projects (Operating)

Expanded Level Projects

- Expanded Level Project Summary: Total requests: \$5.0M
 - Operating – Planning Department
 - ✓ Intermediate Service Plan (\$100K)
 - ✓ Long Range Service Plan (\$300K)
 - ✓ Bus Stop Standards Development (\$100K)
 - ✓ A-train Program Funding Support (\$400K)
 - Capital – IT, Bus, Rail
 - ✓ Fiber Optic Network – Locate and Improvements (\$278K)
 - ✓ Project Management Software & Implementation (\$112K)
 - ✓ Non-Revenue SUVs for IT and Bus (facilities) 2 vehicles (\$80K)
 - ✓ Migrate Wabtech TMDS to RailComm Dispatch (\$500K)
 - ✓ Rail Major Maintenance (\$3.1M)

Operating Expense: General and Administrative

- Key Changes within the FY25 Budget: Outsourced services (\$275K increase), Utilities (\$173K increase), Employee Development (\$61K increase)

Capital Improvement and Major Maintenance Plan

- Capital Budget Summary
- Capital Rollover Requests

Operating Expense: Debt Service

- Non-Operating Expense – 2020 & 2021 Sales Tax Refunding Bonds

Organization Structure Review

- DCTA Organizational Structure: FY24 Budget
- DCTA Organizational Structure: Year End FY24
- DCTA Organizational Structure: FY25 Proposed
- Proposed FY25 DCTA Staffing and Additional Requested Capabilities

Ms. Evans-Jones concluded the presentation of the proposed budget by informing the Board that staff will return in August for the Board's consideration on the Proposed FY2025 Budget similar to what has been presented with additional information on the Long-Range Service Plan and TRiP.

Board discussion regarding Access opportunities for growth due to possible increased demands for disabled transportation, additional revenue streams from Collin County Rides, inflation rate calculation for long-term rail maintenance, route planning, increase in Bus operating expenses due to overtime paid, the availability of Narcan (fast-acting medication to treat an opioid overdose) and Automated External Defibrillator (AED), and American Disabilities Act (ADA) compliance.

Overall, the Board did not request any changes to the budget as presented. In addition, the Board commended staff for their ambitious and thoughtful approach to this fiscal year's budget while prioritizing and managing the decisions being made to obtain successful results.

The Board recessed for lunch at 12:10pm and reconvened at 12:32pm.

3. Discuss and Consider Termination of the Member City Transit Oriented Development Study and the De-Obligation of Grant Funds to the Federal Transportation Administration (FTA) in the amount of \$83,819 for FTA Grant #2021-0520-00, Pilot Program for Transit-Oriented Development Planning

CEO Paul Cristina presented to the Board highlighting the following:

- TOD Planning Study
- Overview of Demonstration Area Plans
- Current Status and Next Steps

Motion by Board Member Maguire with a second by Board Member Gonzalez to approve as presented. Motion passes 5-0.

4. Discuss Update on the Public Transportation Agency Safety Plan

Steve Swanberg, Senior Manager of Transit Safety and Security presented to the Board highlighting the following:

- DCTA Safety Program – Safety Management System (SMS) Re-Cap
- DCTA Safety Program – FY 2024 Bus Incident Frequency Rate (IFR) Performance
- DCTA Safety Program – FY 2024 Bus Safety Risk Registry (and examples)
- DCTA Safety Program – FY 2024 GoZone IFR Performance

- DCTA Safety Program – FY 2024 Rio-Grande Pacific Corporation IFR Performance
- Safety Management System – Presentation Summary & Questions

Board discussion regarding AED training, First-Aid training skills for drivers, requested the availability of Narcan/training, and TxDOT approval for our safety plan.

No Board action required at this time.

5. Discuss Local and Regional Updates and Legislative Issues

CEO Paul Cristina indicated that staff continue to engage with North Central Texas Council of Governments (NCTCOG) regarding the Regional 2.0 initiative. DCTA staff recently met with Chair Gilmore, Michael Morris and his staff/consultants and have begun the process of compiling information. As the process continues, the Board will be updated.

INFORMATIONAL REPORTS

1. Safety, Service, and Ridership Reports
2. Update on Contract with Texas Health Benefits (TXHB) for Medical, Dental and Vision Benefits beginning October 1, 2024
3. Update and Consideration to Issue a Request for Proposal (RFP) for Federal Legislative Consulting Services

No Board action required. These reports are for information only.

FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

No requests at this time.

REPORT ON ITEMS OF COMMUNITY INTEREST

City of Denton

Saturday, June 29, 2024 – Liberty Run and Yankee Doodle Parade (Race begins at 7:30am. Parade begins at 9am)

Wednesday, July 3, 2024 – July Jubilee (Quakertown Park & Denton Civic Center) – 6pm to 11pm

CEO Paul Cristina shared his condolences to the families affected by the recent tornados and thanked the following staff members for their assistance during this time: Steve Swanberg, Troy Raley, Ashley Wood, Walter Herron, and Eric Rivera.



CONVENE EXECUTIVE SESSION

No items scheduled for this agenda.

RECONVENE OPEN SESSION

The Board did not convene into Executive Session.

ADJOURN

Motion by Board Member Gonzalez with a second by Board Member Maguire to adjourn the meeting at 1:00pm. Motion passes 5-0.

TJ Gilmore, Board Chair

Andy Eads, Board Secretary

Board of Directors Memo

July 25, 2024

AGENDA ITEM: Consider Authorizing the Chief Executive Officer (CEO) to Award and Execute a Contract with Preferred Technologies, LLC for Electronic Security and Access Control in the amount of \$4,859,448.89 and Authorize a Contingency in the amount of \$242,972.44 for a Total Contract Award in an Amount not to exceed \$5,102,421.33

Recommendation

Staff recommends the Board authorize the Chief Executive Officer (CEO) to Award and Execute a Contract with Preferred Technologies, LLC for Electronic Security and Access Control in the amount of \$4,859,448.89 and Authorize a Contingency in the amount of \$242,972.44 for a Total Contract Award in an amount not to exceed \$5,102,421.33

Background

On August 24, 2023, the Board of Directors approved the Fiscal Year 2024 budget, which included an Expanded Level Project for a four-year Electronic Security, Access Control and Passenger Signage project. This project's budget and scope resulted from an Electronic Security Assessment performed by AECOM in 2023.

On October 27, 2023, DCTA released a 30-day Request for Qualifications to obtain a list of bidders qualified to perform the scope of work outlined in the AECOM needs assessment report. This procurement methodology was used to screen bidders prior to releasing DCTA's confidential security assessment. Two proposers were identified through this process, and while performing due diligence on the vendors, one was identified on the Texas Department of Information Resources list of pre-negotiated contracts for technology products and services and demonstrated significant experience in the public transportation sector through agency examples and product certifications. The vendor, Preferred Technology, LLC (PREFtech), is a local security systems integrator who has recently performed work for local transit agencies such as Trinity Metro and Dallas Area Rapid Transit. In lieu of the RFP process, staff worked directly with PREFtech through the DIR contract process to obtain a proposal based on the Electronic Security Assessment.

Beginning April 15, 2024, DCTA staff began working with PREFtech to perform site surveys, discovery, and associated staff interviews to develop a proposal for the agency. PREFtech used the input from the 2023 Electronic Security Assessment in conjunction with its own design tools to prepare design documents, a project management plan, and price schedule for the associated products and installation. After approximately 90 days, PREFtech provided DCTA with a complete proposal for agency review and award. PREFtech's proposal has condensed the original four-year plan to two years based on their experience and project management plan. The proposal consists of the access control and network surveillance systems portion of the program, leaving passenger signage to another vendor to be determined at a later date. The proposal pricing for materials and labor is based on the Texas Department of Information Resources Contract DIR-CPO-4742 and includes a 5% contingency for changes that may arise during the implementation timeline. The estimated completion date for the program is September 2026, and assumes a notice to proceed following the July 25, 2024, Board of Directors meeting.

Staff also discussed, in the FY24 Budget Workshop, the need for temporary program support staff to assist in the implementation of the project. That resource has not yet been identified. However, it is advantageous to award this contract to begin front end work and hardware procurement processes. Staff anticipates a consent agenda item for program support staff in a future Board meeting once implementation is ready to start.

Previous Board Action

Previous board action has been outlined in the background section above.

Identified Need

The need to implement a system wide Electronic Security program was identified during the Electronic Security Assessment performed by AECOM in 2023.


Financial Impact

Funding for the Electronic Security, Access Control and Passenger Signage project was approved during the Fiscal Year 2024 budget process.

Exhibits

None.

Submitted By:



Javier Trilla, Vice President
Innovation and Information Technology

Board of Directors Memo

July 25, 2024

SUBJECT: Discuss and Consider Approval of FY2024 Transportation Reinvestment Program (TRiP) Project Submissions

Background

Through our Annual Call for Projects for FY2024, DCTA received six (6) TRiP funding requests totaling \$6,969,060 from the cities of Denton and Lewisville for the planning, design and/or construction of transit-supportive capital projects. The total value of the projects receiving TRiP funds represent over \$21.1 million dollars in transit-supportive infrastructure. These improvements will provide a safer means of travel for transit riders as they walk to and from employment, education, and entertainment areas in and around Denton and Lewisville.

Recommendation

DCTA recommends the Board approve the FY2024 Transportation Reinvestment Program (TRiP) Project Submissions

Staff Review Notes

DCTA staff found the applications thorough and complete. They meet the minimum project eligibility requirements for TRiP funding by supporting DCTA Long-Range Service Plan goals:

- Increase service efficiency and reliability;
- Increase service effectiveness for DCTA customers;
- Increase the visibility and elevate the image of DCTA;
- Expand DCTA services into areas where transit has a strong likelihood of success;
- Demonstrate sustainable development practices that support transit; and
- Strive for financial excellence by maintaining fiscally sound and sustainable financial plans and budgets that reflect community priorities and values.

These Long-Range Service Plan goal achievements are enumerated and described in the project applications.

DCTA staff also found that each proposed project met or exceeded key evaluation criteria, including:

- Achieves long-term vision: as noted above, the project supports key tenets of the anticipated DCTA Long-Range Service Plan.
- Safety & ADA: the improvements would increase safety for all users.
- Quality of Life: the improvements would increase the appeal and walkability of member city neighborhoods and activity centers.

Funding Sources: There are multiple funding sources associated with the proposed projects and TRiP funds would be one component.

Maintenance: The respective member cities are responsible for maintenance.



Previous Board Activity & Action

The Board authorized the TRiP Annual Call for Projects for FY24 at its January 25, 2024 meeting.

Financial Impact

The total cost of the projects is over **\$21.1 million** with \$6,969,060 million being requested through TRiP funds. The table below displays the amount of TRiP funds remaining upon commitment.

FY24 CALL FOR PROJECTS REQUESTED FUNDING						
			CITY OF DENTON	CITY OF HIGHLAND VILLAGE**	CITY OF LEWISVILLE	TOTAL
FY24 CALL FOR PROJECTS AVAILABLE FUNDING			\$ 5,876,029	\$ 1,486,924	\$ 7,060,473	\$ 14,423,426
(L6) The Standard TOD Public Street Construction - City of Lewisville					\$ 2,000,000	
(D19) McKinney Ave from Carrol Street to Loop 288 - City of Denton			\$ 1,519,060			
(D20) North South Woodrow Lane - McKinney Ave-Spencer - City of Denton			\$ 850,000			
(D21) Morse Street - Wye street to Wood Row Lane - City of Denton			\$ 850,000			
(D22) Riney Road – Bonnie Brae to North Elm Street - City of Denton			\$ 750,000			
(D23) Sidewalk and Pad Allowance for high priority multimodal connectivity locations - City of Denton			\$ 1,000,000			
FY24 CALL FOR PROJECTS REMAINING FUNDS			\$ 906,969	\$ 1,486,924	\$ 5,060,473	\$ 7,454,366

** FY 2022 Rollover for Highland Village is set to expire in FY 2025

Submitted By: 
 Karina Maldonado, AICP, Planning Manager



Board of Directors Memo

July 25, 2024

AGENDA ITEM: Discuss Proposed Fiscal Year (FY) 2025 Operating & Capital Budget and Reserve Policies

Recommendation

This item is included for discussion purposes only.

Background

Staff will present the Proposed FY2025 Operating & Capital Budget along with the Long-Range Financial Plan and Transportation Reinvestment calculations at the upcoming budget workshop.

Financial Impact

The FY2025 operating budget includes total revenues of \$62.7 million, expenses net depreciation of \$51.9 million, and capital outlay and major maintenance of \$26.4 million.

Submitted By:



Jane Filarowicz, Senior Manager of Budget

Final Review:



Sherrelle Evans-Jones, Chief Financial Officer

Board of Directors Memo

July 25, 2024

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

Recommendation

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

Background

The purpose of the Intermediate Service Plan is to generate data-driven alternatives which balance GoZone coverage and fixed-route service to increase ridership and improve efficiency, service, and cost outcomes.

In the May Board meeting, the DCTA Board approved a Connect network service alternative to increase frequency and hours of service on Routes 3, 6, and 7, intended to enable and promote fixed route rather than GoZone within the travel shed of Connect 3, 6, and 7.

In addition to the increased frequency, DCTA is moving forward with the implementation of 18 new bus stops along the same connect network to align with a consistent bus stop spacing of no more than ¼ mile between stops along these routes. These stops were identified in a previous study and presented to the Board in November of 2023. Finally, DCTA staff will relocate GoZone capacity to improve Key Performance Indicators (KPI) across the system.

This briefing will provide an update regarding implementation of the following elements of the ISP:

1. Connect route increased frequency
2. Bus stop Infrastructure
3. GoZone capacity relocation

Previous Board Activity

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

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

Identified Need

None.


Financial Impact

None.

Exhibits

None.

Submitted by:


Austin Frith, VP of Planning and Development



Board of Directors Memo

July 25, 2024

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

Recommendation

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

Introduction

Attached Exhibits 1-7 provide an overview of total monthly safety, service, and ridership trends across all DCTA services for June 2024.

Monthly Report

The month of June has seen total ridership up approximately 5.4% year over year. We are still seeing strong year over year performance on Bus and Rail, seeing increases of 16.8% and 10.5%, respectively.

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

Unlinked Passenger Trips Three-Month Trend						
	FY23	FY24				
	June	April	May	June	May-June % Change	June 2023- 2024 % Change
Bus*	35,864	212,481	82,141	41,890	-49.0%	16.8%
Rail	17,879	24,237	20,512	19,763	-3.7%	10.5%
GoZone	71,434	72,923	74,537	70,283	-5.7%	-1.6%
TOTAL	125,177	309,641	177,190	131,936	-25.5%	5.4%
* UNT, Connect, and Non-Connect Fixed Routes						

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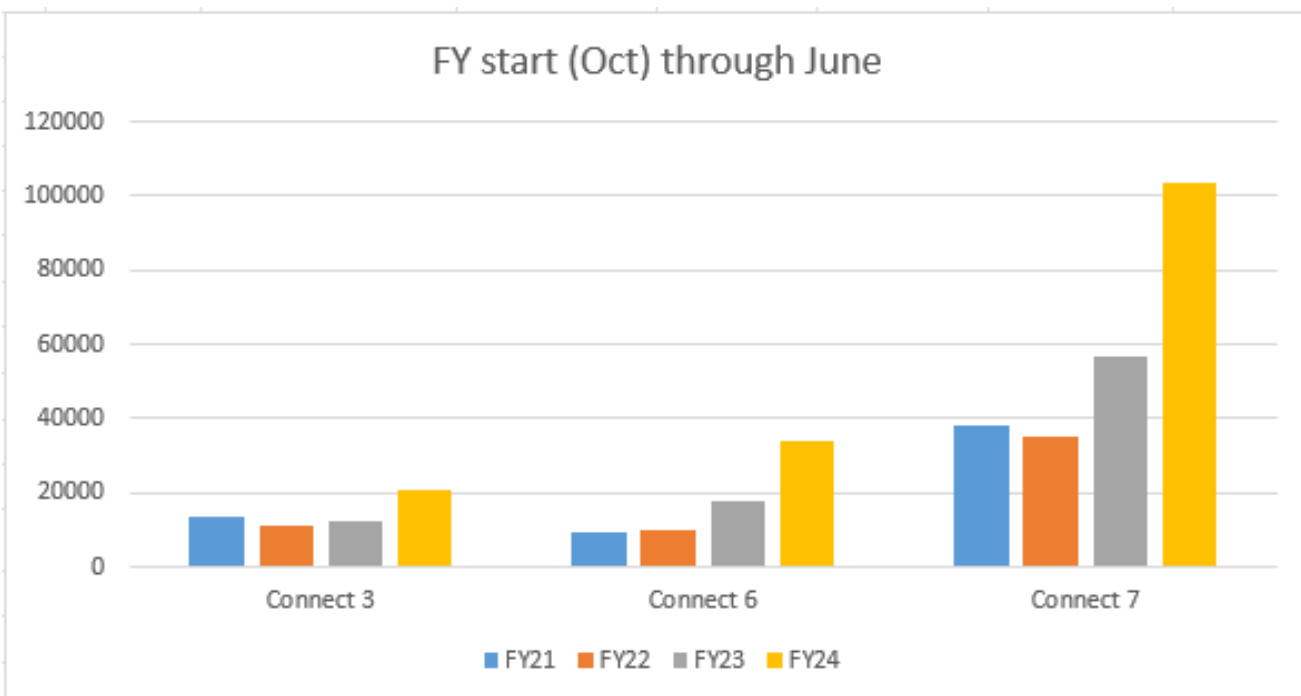
The following chart below presents a summary view of the overall ridership trend by mode from fiscal year start through June comparison for FY2021 to FY2024.

	Unlinked Passenger Trips - FY through June				FY23-FY24
	2021	2022	2023	2024	% Change
UNT	194,087	751,678	1,046,577	1,268,121	21.2%
Connect	153,218	91,367	92,489	157,635	70.4%
Non-Connect	3,250	10,637	3,084	1,832	-40.6%
A-train	75,923	129,197	165,519	190,922	15.3%
GoZone	-	411,971	635,760	651,081	2.4%
Access	11,583	16,513	19,122	18,379	-3.9%
Vanpool*	160,533	166,219	176,986	192,725	8.9%
TOTAL	598,594	1,577,582	2,139,537	2,480,695	15.9%

*Vanpool data lags by one month

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



Identified Need

None.

Financial Impact

None.

Exhibits

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

Final Review: 
Maurice Bell, Chief Operating Officer

Final Review: 
Austin Frith, Vice President
Planning and Development

Final Review: 
Steve Swanberg, Senior Manager
Safety and Security

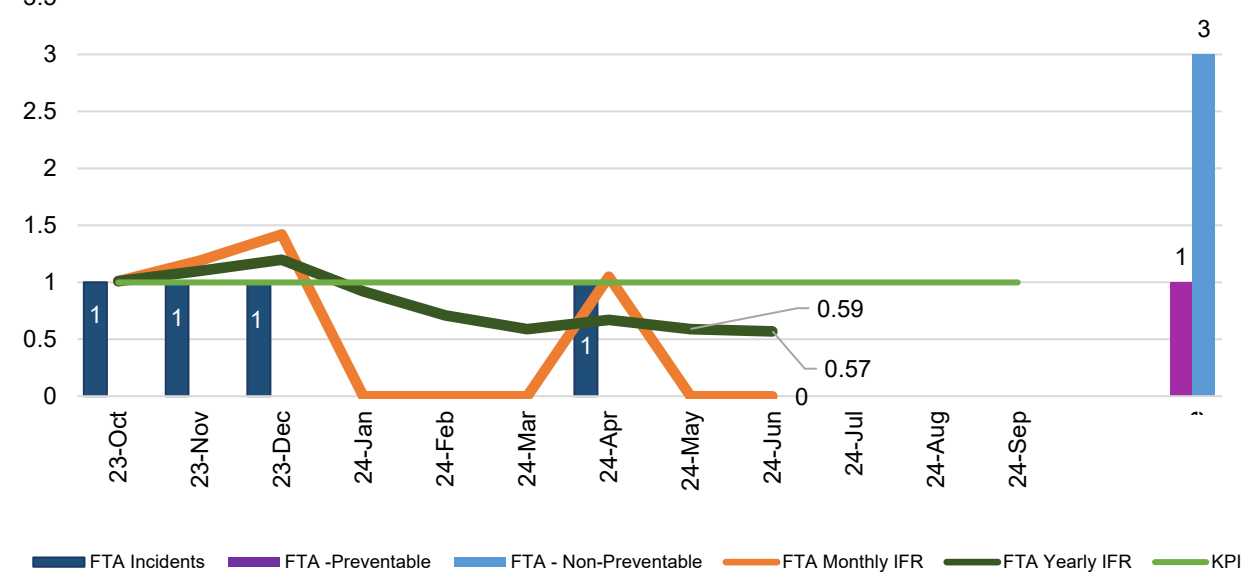
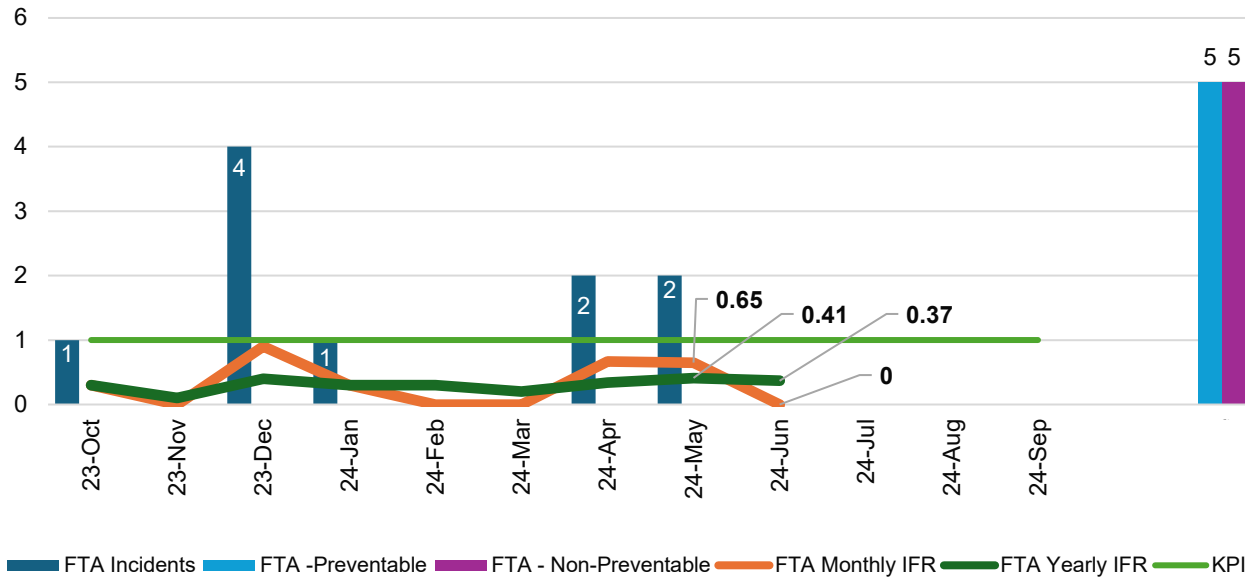
INFORMATIONAL REPORT 1 – SAFETY PERFORMANCE



FY 2024 FTA - Go-Zone Incident Frequency Rate (IFR)

Exhibit 1

FY 2024 FTA - Bus Incident Frequency Rate (IFR)



2023- IFR .43

Go Zone Operations	23-Oct	23-Nov	23-Dec	24-Jan	24-Feb	24-Mar	24-Apr	24-May	24-Jun
FTA Incidents	1	0	4	1	0	0	2	2	0
FTA Monthly IFR	0.3	0	0.9	0.3	0	0	0.67	0.65	0
FTA Yearly IFR	0.3	0.1	0.4	0.3	0.3	0.2	0.34	0.41	0.37

2023- IFR .84

Bus Operations	23-Oct	23-Nov	23-Dec	24-Jan	24-Feb	24-Mar	24-Apr	24-May	24-Jun
FTA Incidents	1	1	1	0	0	0	1	0	0
FTA Monthly IFR	1.01	1.19	1.42	0	0	0	1.05	0	0
FTA Yearly IFR	1.01	1.1	1.2	0.92	0.71	0.59	0.67	0.59	0.57

2023- IFR .25

FY 2024 FRA – Rio Grand Pacific Corp. Incident Frequency Rate (IFR)

Rio Grande Pacific Operations	23-Oct	23-Nov	23-Dec	24-Jan	24-Feb	24-Mar	24-Apr	24-May	24-Jun
FRA Incidents	0	1	0	0	0	0	1	0	0
FRA Monthly IFR	0	3.1	0	0	0	0	2.9	0	0
FRA Yearly IFR	0	1.5	1	0.76	0.61	0.5	0.86	0.85	0.67

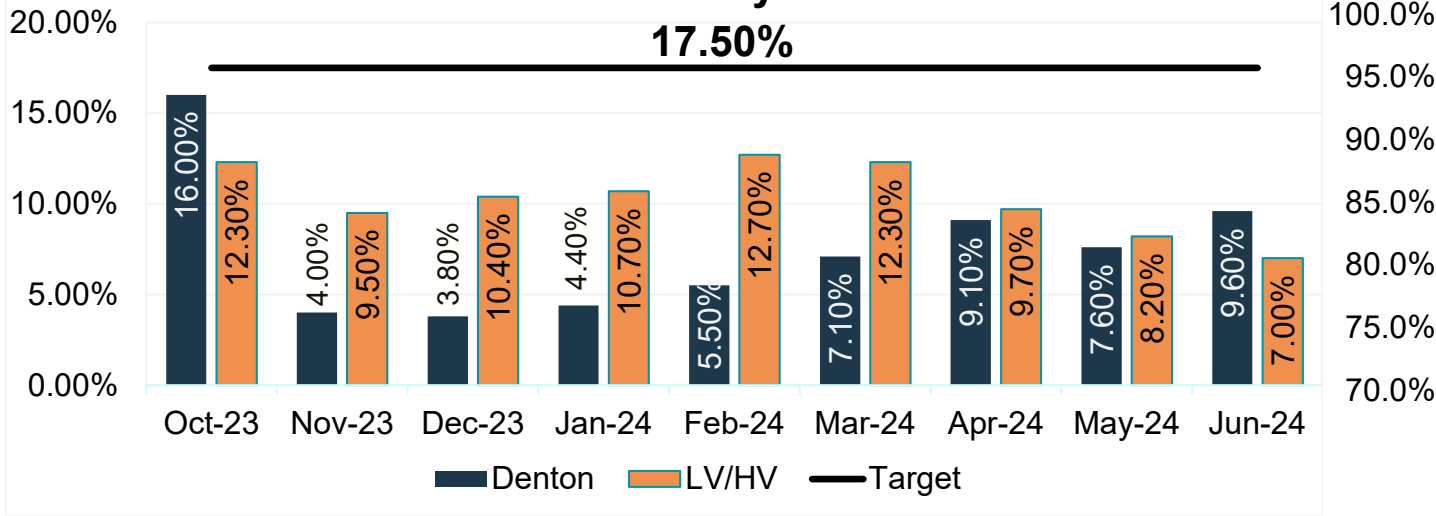
FRA Rail Crossing Reportable	0	1	0	0	0	0	0	0	0
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INFORMATIONAL REPORT 1 – SERVICE PERFORMANCE

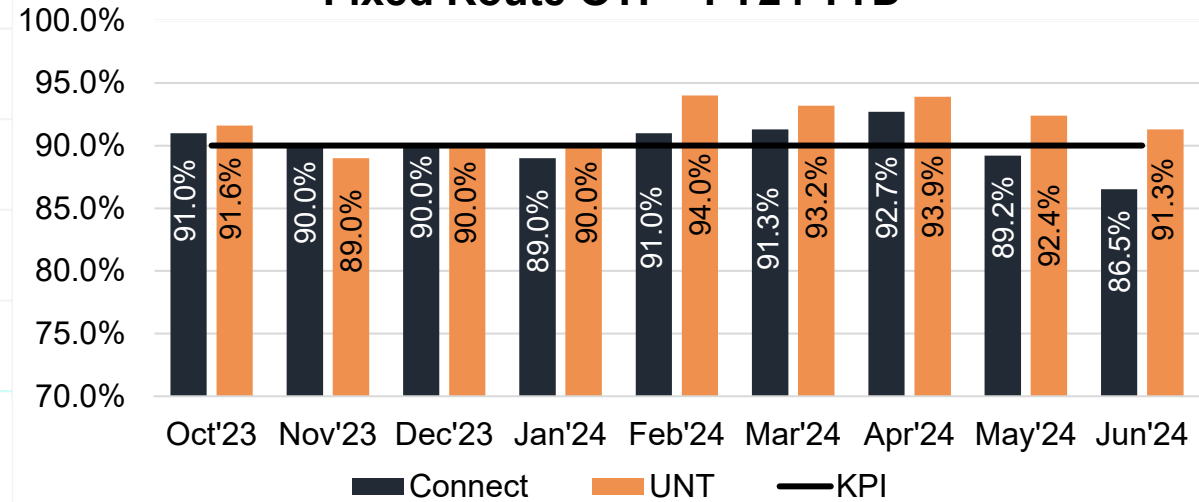


Exhibit 2

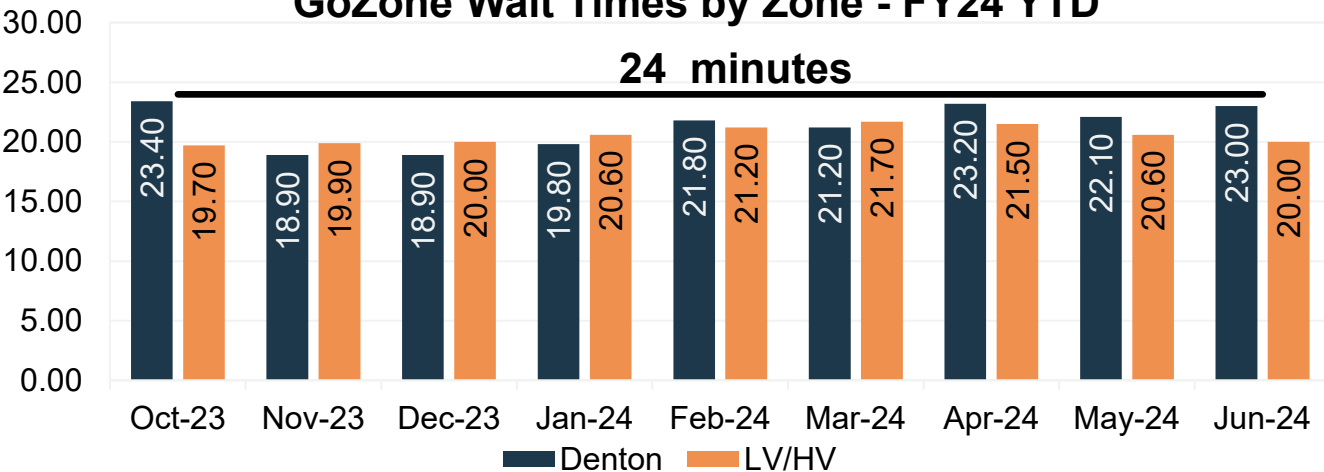
GoZone Seat Unavailable by Zone - FY24 YTD



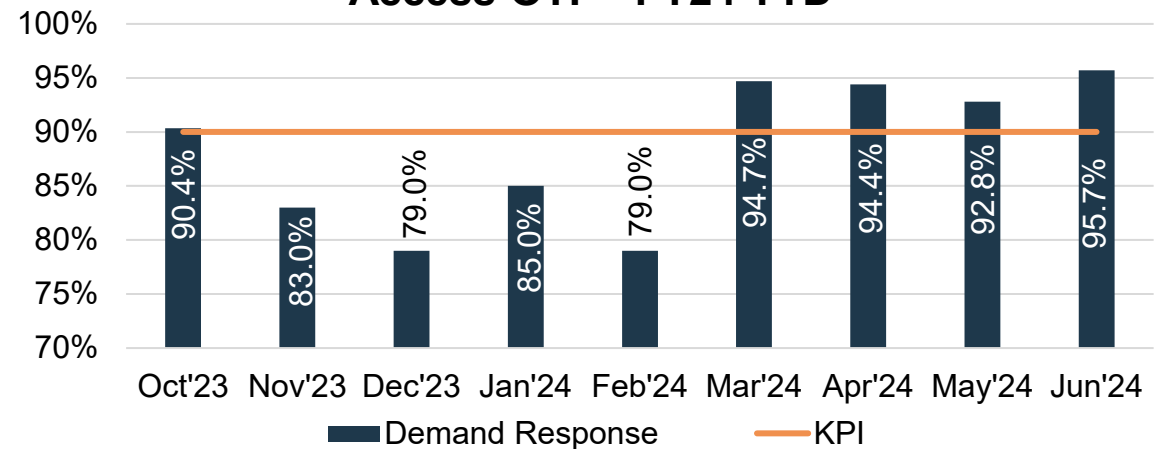
Fixed Route OTP - FY24 YTD



GoZone Wait Times by Zone - FY24 YTD



Access OTP - FY24 YTD



INFORMATIONAL REPORT 1 – EXHIBIT 3: RIDERSHIP



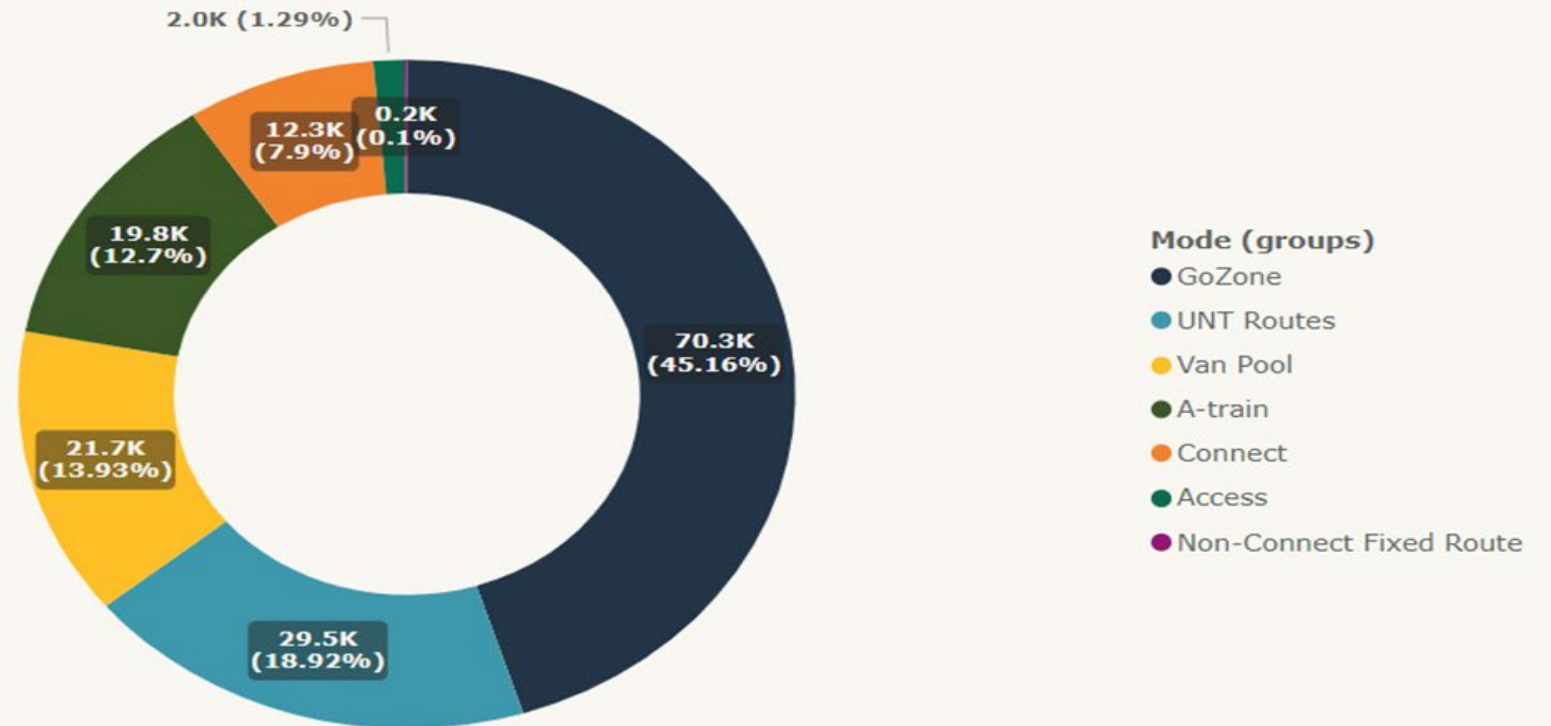
Total Ridership - Jun 2024

155.6K

Total Ridership FYTD

2.5M

Ridership by Travel Mode - Jun 2024



INFORMATIONAL REPORT 1 – EXHIBIT 4: CONNECT



Total Ridership - Jun 2024

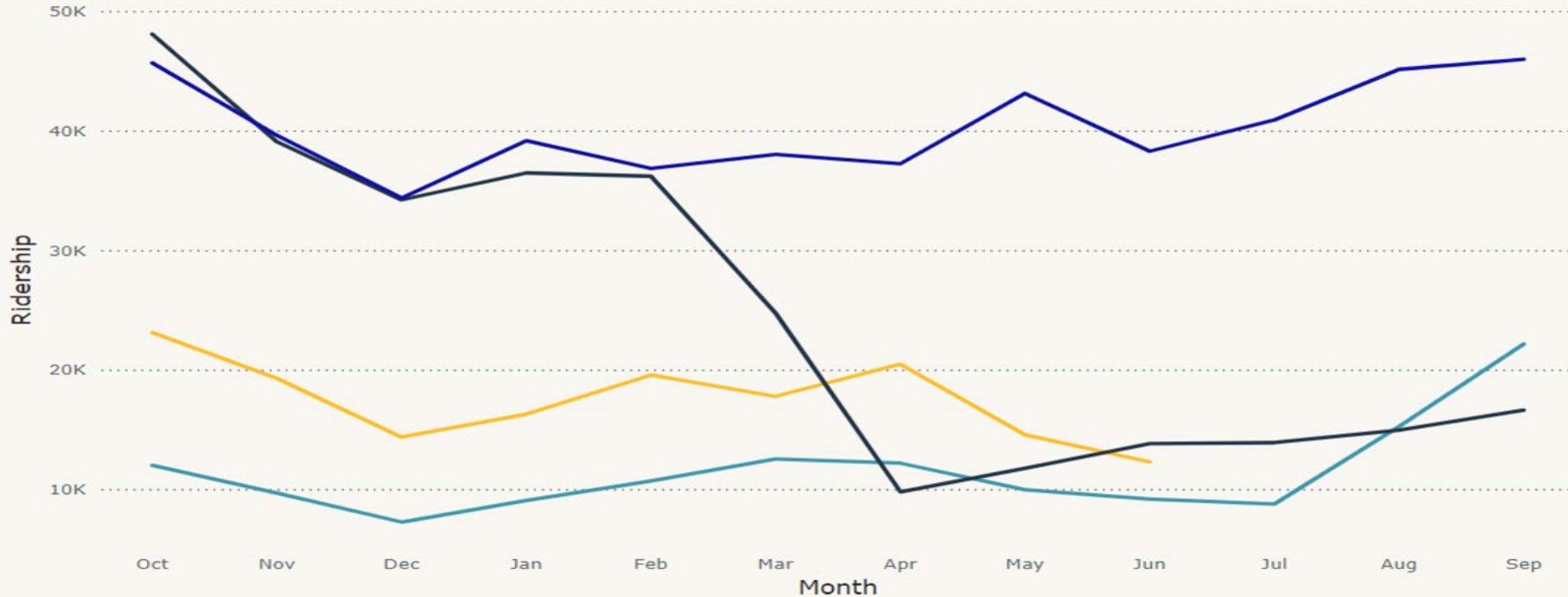
155.6K

Total Ridership FYTD

2.5M

Ridership by Month and Fiscal Year - Connect

Fiscal Year ● 2024 ● 2023 ● 2020 ● 2019



INFORMATIONAL REPORT 1 – EXHIBIT 5: A-TRAIN



Total Ridership - Jun 2024

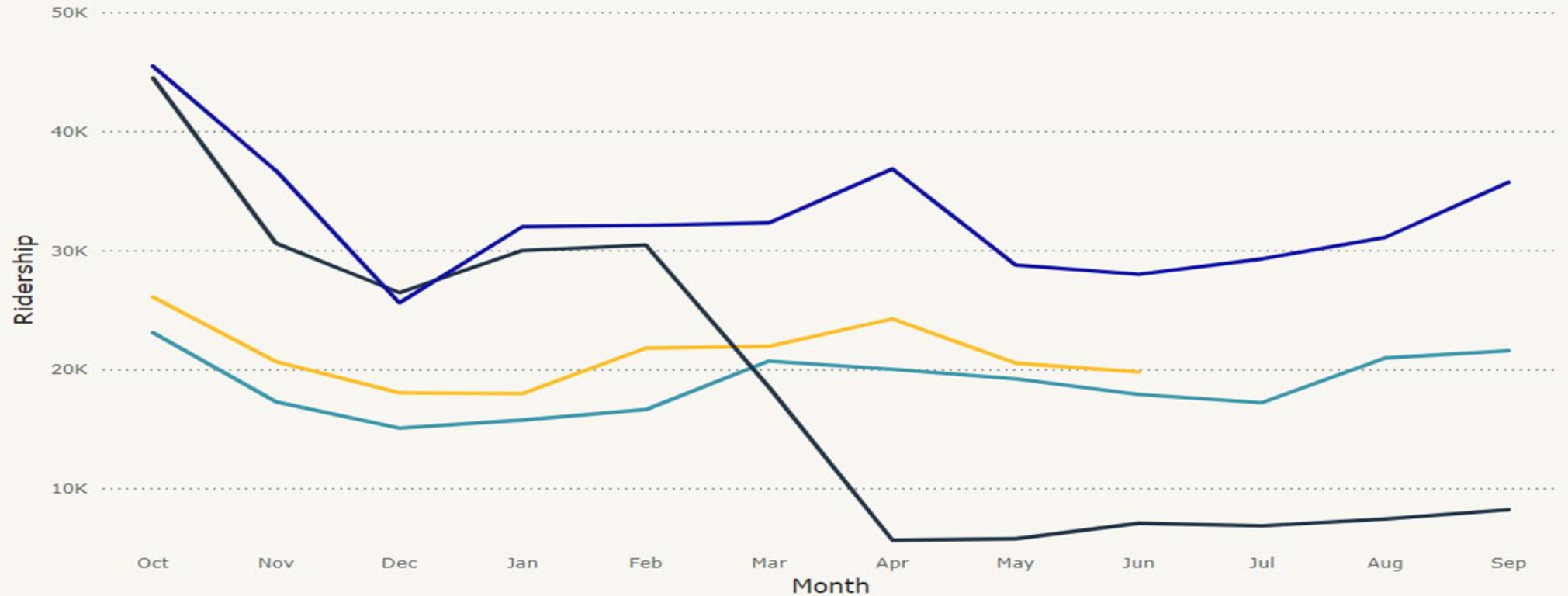
155.6K

Total Ridership FYTD

2.5M

Ridership by Month and Fiscal Year - A-train

Fiscal Year ● 2024 ● 2023 ● 2020 ● 2019



INFORMATIONAL REPORT 1 – EXHIBIT 6: FIXED ROUTE



Total Ridership - Jun 2024

155.6K

Total Ridership FYTD

2.5M

Mode (groups)	Ridership
Connect	12,289
Non-Connect Fixed Route	151
UNT Routes	29,450
Total	41,890

Fixed-Route Ridership Waterfall



INFORMATIONAL REPORT 1 – EXHIBIT 7: UNT (ALL)



Total Ridership - Jun 2024

155.6K

Total Ridership FYTD

2.5M

Ridership by Month and Fiscal Year - UNT

Fiscal Year ● 2024 ● 2023 ● 2020 ● 2019

