



Board of Directors Regular Meeting December 12, 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, December 12, 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/82374938060?pwd=Gq0vLQe5w8b8mi3XT2nKHFSnArvQf.1>

Passcode: 677401

Or One tap mobile:+13462487799

Or Telephone:+1 346 248 7799

Webinar ID: 823 7493 8060

Passcode: 677401

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, December 11, 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 the Denton County Transportation Authority Equal Employment Opportunity (EEO) Policy and Program**
Action Item
Background Information: Memo
Exhibit 1: Equal Employment Opportunity Policy
Exhibit 2: Equal Employment Opportunity Program
- 2. Consider Approval of a Three-Year Contract with Segra for Fiber Based Communication Services in an Amount Not to Exceed \$167,400**
Action Item
Background Information: Memo
- 3. Consider Approval of Revision 1 to the Denton County Transportation Authority (DCTA) Chief Executive Officer (CEO) Evaluation Policy**
Action Item
Background Information: Memo
Exhibit 1: CEO Evaluation Policy (Original Language with Proposed Redline Changes)
- 4. Consider Approval of Regular Agenda Meeting Minutes dated October 24, 2024**
Action Item
Background Information: Exhibit 1: Regular Meeting Minutes dated October 24, 2024

REGULAR AGENDA

- 1. Consider Approval of Monthly Financial Statements for September 2024, Quarterly Grants Report for Quarter 4 – Fiscal Year 2024, and Receive an Update from the Chief Financial Officer Regarding Enterprise Resource Program (ERP) Implementation and Finance Operations**
Action Item
Background Information: Memo
Exhibit 1: Financial Statement – September 30, 2024
Exhibit 2: Quarterly Investment Report
Exhibit 3: Quarterly Grant Report

2. Discuss the Initial Work Plan for the A-train Enhancement Program

Discussion Item

Background Information: Memo

3. Authorize the Chief Executive Officer to Negotiate and Execute a Master Professional Services Agreement with HW Lochner for a 3-year initial term and up to two (2) one-year renewals for A-train Program Management

Action Item

Background Information: Memo

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

Discussion Item

Background Information: Memo

5. Discuss Update on the On-Demand / Transportation Network Company and Demand Response Requests for Proposal

Discussion Item

Background Information: Memo

6. Discuss Update on the Transportation Reinvestment Policy (TRiP)

Discussion Item

Background Information: Memo

7. Discuss Local and Regional Updates and Legislative Issues

Discussion Item

INFORMATIONAL REPORTS

1. Safety, Service, and Ridership Reports - October 2024

Background Information: Memo

Exhibit 1: Safety Performance – FY to Date

Exhibit 2: Service Performance – FY to Date

Exhibit 3: Ridership by Mode – October 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 – October 2024

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

2. Update on Landscaping Maintenance Contract Solicitation

Background Information: Memo



FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

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

Next Regular Board Meeting Date: January 23, 2025

Board of Directors Strategic Workshop: January 30 - 31, 2025

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 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 December 6, 2024 by 5pm.

Kisha Morris-Perkins
Executive Assistant & Board Process Manager



Board of Directors Memo

December 12, 2024

AGENDA ITEM: Consider Approval of the Denton County Transportation Authority Equal Employment Opportunity (EEO) Policy and Program

Recommendation

Staff recommends the Board approve the Denton County Transportation Authority Equal Employment Opportunity (EEO) Policy and Program

Background

DCTA recently onboarded and directly hired employees from the North Texas Mobility Corporation, taking DCTA’s employee headcount to over 100 employees. Therefore, the Agency must have an EEO Policy and EEO Program to meet Federal Transit Administration requirements. Additionally, the Federal Transit Administration circular 4704.1A requires the awareness of the responsibility that “all managers—from the supervisor of the smallest unit to the Board Chair or CEO/GM—bear responsibility for ensuring that agency EEO Program policies and programs are carried out.”

Previous Board Activity & Action

None.

Identified Need

Approval of this item ensures DCTA’s compliance with Federal Transit Administration EEO requirements.

Financial Impact

None.

Exhibits

Exhibit 1: Equal Employment Opportunity (EEO) Policy

Exhibit 2: Equal Employment Opportunity (EEO) Program

Submitted By: _____

Jackie Bronson, Vice President
Engagement & Administration

DENTON COUNTY TRANSPORTATION AUTHORITY

Human Resource Policies and Procedures

Distribution: All Employees		Subject: EQUAL EMPLOYMENT OPPORTUNITY	
Effective Date: June 30, 2024	Page No. 1	Pages Of 2	File Under Section: 1-3
Revision/Review Date:		Approved By: Human Resources	

POLICY

The Denton County Transportation Authority (DCTA) has a strong commitment to the community it serves and its employees. As an equal opportunity employer, DCTA strives to have a workforce that reflects the community it serves. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex or gender (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class by applicable federal, state, or local laws and ordinances.

DCTA's Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated. DCTA is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

The Vice President, Engagement & Administration maintains overall responsibility and accountability for DCTA's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, the CEO has appointed the Vice President, Engagement & Administration, as DCTA's EEO Officer. The Vice President, Engagement & Administration, will report directly to the CEO and acts with the CEO's authority with all levels of management, labor unions, and employees. If the actions of the Vice President, Engagement & Administration, are in question, the CEO would serve as the EEO Officer. Their contact information is listed below:

- Jackie Bronson, Vice President, Engagement & Administration, (972) 316-6107
- Paul Cristina, Chief Executive Officer, (972) 316-6113

All DCTA executives, management, and supervisory personnel, however, share in the responsibility for implementing and monitoring DCTA's EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. DCTA will evaluate its managers' and supervisors' performance on their successful implementation of RTA's

DENTON COUNTY TRANSPORTATION AUTHORITY

Human Resource Policies and Procedures

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policies and procedures, in the same way DCTA assesses their performance regarding its other goals.

DCTA is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timetables, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request.

The CEO is personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.



DENTON COUNTY TRANSPORTATION AUTHORITY

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

Due: Initial Program

Submitted: October 30, 2024

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Appendix IV:	US Census Bureau EEO Tabulation 2014-2018 (5-year ACS data)

Denton County Transportation Authority (DCTA) Equal Employment Opportunity (EEO) Policy

1. Policy Statement

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The Vice President, Engagement & Administration maintains overall responsibility and accountability for DCTA's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, the CEO has appointed the Vice President, Engagement & Administration, as DCTA's EEO Officer. The Vice President, Engagement & Administration, will report directly to the CEO and acts with the CEO's authority with all levels of management, labor unions, and employees. If the actions of the Vice President, Engagement & Administration, are in question, the CEO would serve as the EEO Officer. Their contact information is listed below:

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- Paul Cristina, Chief Executive Officer, (972) 316-6113

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DCTA is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timetables, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request.

I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.

Signed by:



Paul A. Cristina
Chief Executive Officer
Date: 07/22/2024

2. Dissemination of Plan

The Equal Employment Opportunity Policy Statement of the Agency will be disseminated to its employees, job applicants, and the general public using several communication techniques. The EEO Officer will be responsible for program implementation and will assure that the following are accomplished:

Internal Dissemination

1. **Written Communications:** The CEO has signed the policy statement which is issued to all to all employees reaffirming the agency's commitment to the EEO policy and program. A copy of this policy is found in the Human Resources Policies & Procedures and is provided to all employees at New Hire Orientation.
2. **Posting of Materials:** Official EEO materials, including Federal and state labor laws posters and the agency's policy statement, will be posted in prominent locations such as bulletin boards, near time clocks, in employee break rooms, and in the employment/personnel office.
3. **Inclusion in Manuals:** The EEO policy statement will be included in the agency's personnel manuals, employee handbooks, reports, and other official publications.
4. **Management Meetings:** Top management officials (e.g., from bus operations, human resources, planning, marketing, etc.) will meet at least semiannually to discuss the EEO Program and its implementation.
5. **Employee Meetings:** Regular meetings with all employees and affinity groups will be conducted to seek input on the program implementation and address any concerns or suggestions.
6. **Periodic Training:** EEO training will be provided for all employees to ensure they are aware of their rights and responsibilities under the EEO policy at New Hire Orientation. Managers and supervisors will receive additional training to help them effectively implement the EEO Program. Periodic training will also take place for all employees as a refresher on the program.
7. **Training for New Supervisors/Managers:** All new supervisors or managers will receive EEO training within 90 days of their appointment to ensure they understand their responsibilities and the importance of compliance.

External Dissemination

1. **Outreach to Recruitment Entities:** The agency will communicate its EEO policy to all recruitment entities, such as employment agencies, educational institutions, and minority and women organizations, during outreach or advertising efforts.
2. **Recruitment Ads:** All recruitment advertisements (e.g., in newspapers, magazines, websites, and social media) will include a statement that the agency "is an equal employment opportunity employer."
3. **Contractors and Vendors:** The EEO policy will be communicated to all contractors and vendors to ensure they understand the agency's commitment to equal employment opportunity and their responsibility to comply.

3. Designation of Personnel Responsibility

Jackie Bronson, Vice President, Engagement & Administration, has been designated as the EEO Officer. As the EEO Officer, Ms. Bronson will report directly and has direct access to the CEO. Although Ms. Bronson has oversight of the Human Resources Department, a conflict of interest does not exist. The role of the Human Resources Department in the Agency is advisory in nature with primary focus on staff development, succession planning and managing the processes by which candidates are

selected. The Human Resources staff additionally serves in an advisory capacity regarding the consistency and balance of disciplinary actions to include demotions, suspensions and discharges; however, these decisions are ultimately left to the individual departments.

When employees raise concerns about potential discrimination in any aspect of their employment, the matter is referred to the Vice President, Engagement & Administration, who performs internal investigations. However, if it is the action of the Human Resources Department that is in question, the matter is directed to the Agency's Chief Executive Officer, Paul Cristina, who additionally oversees the enforcement of our EEO policies.

All executives, managers, and supervisors share the responsibility to implement and monitor our EEO policies within their teams. The oversight personnel may be contacted at:

- Jackie Bronson, Vice President, Engagement & Administration, (972) 316-6107
- Paul Cristina, Chief Executive Officer, (972) 316-6113

Every employee is responsible for the prevention, enforcement, and response as it relates to the DCTA EEO program.

EEO Officer Responsibilities:

This position has primary responsibility for implementing the agency's EEO plan and is directly responsible to the Chief Executive Officer. To be effective, the EEO/Affirmative Action Officer must demonstrate:

1. Sensitivity to, and subject-matter expertise of, the varied ways in which discrimination occurs;
2. Total commitment to EEO Program goals and objectives;
3. Knowledge of civil rights laws, policies, rules, regulations, and guidelines; and
4. Sufficient authority and ability to work and communicate with others (such as department heads) to achieve EEO goals and objectives.

The EEO Officer's Program responsibilities include the following:

1. Developing the EEO policy statement and a written EEO program;
2. Assisting management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals;
3. Designing, implementing, and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where proactive action is needed;
4. Reviewing the Agency's nondiscrimination plan with all managers and supervisors to ensure that the policy is understood;
5. Concurring in the hiring and promotion process;
6. In conjunction with Human Resources, periodically reviewing employment practices policies (e.g., hiring, promotions, training), complaint policies, reasonable accommodation policies, performance evaluations, grievance procedures, and union agreements;
7. Reporting at least semiannually to the CEO on each department's progress in relation to the Agency's goals and on contractor and vendor compliance;
8. Serving as liaison between the Agency; Federal, state, county, and local governments; regulatory agencies; and community groups representing minorities, women, and persons with disabilities, and others;

9. Maintaining awareness of current EEO laws and regulations, and ensuring the laws and regulations affecting nondiscrimination are disseminated to responsible officials;
10. Investigating complaints of EEO discrimination;
11. Providing EEO training for employees and managers;
12. In conjunction with Human Resources, advising employees and applicants of available training programs and professional development opportunities and the entrance requirements; and
13. Auditing posting of the EEO policy statement to ensure compliance information is posted and up to date.

Supervisors and Managers Responsibilities:

Department heads, managers and supervisors are responsible for ensuring EEO and must not discriminate based on a protected class. They bear responsibility for ensuring that the Agency's EEO Program policies and program are carried out. They are expected to carry out the following responsibilities, as part of their job, in implementing the Agency's EEO program:

1. Participating actively in periodic audits of all aspects of employment to identify and remove barriers obstructing the achievement of specified goals and objectives;
2. Holding regular discussions with other managers, supervisors, employees, and affinity groups to ensure the Agency's policies and procedures are being followed;
3. In conjunction with the EEO Officer, maintaining and updating the personnel database for generating reports required for the nondiscrimination program;
4. Cooperating with the EEO Officer in review of information and investigation of complaints; and
5. Encouraging employee participation to support the advancement of the EEO Program (e.g. professional development and career growth opportunities, posting promotional opportunities, shadowing, mentoring).

4. Utilization Analysis

The Agency's utilization analysis will be based off on and comprised of:

1. Workforce Analysis: Perform a detailed statistical analysis of the workforce by department and job category, cross-referenced by sex and race.
2. Labor Market Comparison: Compare the composition of the agency's workforce with the relevant labor market to identify underrepresentation of protected classes. See Appendix I for current EEO Census Data for Denton County 2014-2018.
3. Availability Percentage: Identify the availability percentage for each job category and cross-reference by group.
4. Underutilization Identification: Determine the percentage of underutilization for each job category and cross-reference by group.
5. Goals and Timetables: Set specific and detailed percentage and numerical goals with timetables to correct any underutilization identified in the analysis.
6. Documentation: Document the findings and develop an action plan to address areas of underrepresentation.

Detailed Steps

1. Step 1: Collect Workforce Data
 - a. Identify Job Categories: List all job categories within your organization. Common categories include administrative, technical, professional, management, skilled crafts, and service/maintenance.
 - b. Gather Employee Data: Collect demographic information for all current employees within each job category. This should include data on race, sex, and ethnicity.
2. Step 2: Define Relevant Labor Market
 - a. Determine Labor Market Area: Define the geographic area from which your organization typically recruits employees for each job category. This could be local, regional, or national.
 - b. Source Labor Market Data: Obtain demographic data for the defined labor market area. This data can often be sourced from:
 - i. U.S. Census Bureau
 - ii. Local government agencies
 - iii. Industry associations
 - iv. Labor market studies
 - v. BLS
3. Step 3: Analyze Workforce Composition
 - a. Workforce Analysis: Calculate the percentage representation of each demographic group within each job category in your current workforce.
 - i. Example: If you have ten employees in a job category and two are women, the percentage of women is 20%.
 - ii. Labor Market Comparison: Calculate the percentage representation of each demographic group within the relevant labor market for each job category.
 1. Example: If the relevant labor market for a job category is 50% women, this becomes your benchmark.
4. Step 4: Identify Underutilization
 - a. Comparison: Compare the workforce composition percentages with the labor market percentages for each job category.
 - b. Underutilization Identification: Identify underutilization by noting where the representation of a demographic group in your workforce is significantly less than in the relevant labor market.
 - i. Example: If your workforce is 20% women but the relevant labor market is 50% women, women are underutilized in that job category.
5. Step 5: Set Goals and Timetables
 - a. Define Goals: Set specific, measurable goals to address underutilization. Goals should aim to increase the representation of underrepresented groups to reflect the relevant labor market.
 - i. Example: Increase the percentage of women in a specific job category from 20% to 35% within two years.
 - b. Create Timetables: Establish realistic timetables for achieving these goals. Include both short-term (annual) and long-term (3-5 years) goals.
 - i. Example: Increase the percentage of women in the job category by 5% each year over the next three years.

6. Step 6: Develop Action Plans
 - a. Recruitment Strategies: Implement targeted recruitment strategies to attract underrepresented groups. This might include outreach to minority organizations, partnerships with educational institutions, and job fairs in diverse communities.
 - b. Training Programs: Develop training and development programs to help current employees from underrepresented groups advance within the organization.
 - c. Policy Adjustments: Review and revise employment policies and practices that may be contributing to underutilization, such as biased recruitment or promotion practices.
7. Step 7: Monitor and Report Progress
 - a. Regular Monitoring: Establish a system to regularly monitor progress towards meeting your goals. This might include quarterly or biannual reviews.
 - b. Reporting: Report progress to top management and relevant stakeholders. Include statistical data and narrative explanations of the steps taken and their impact.
8. Step 8: Documentation
 - a. Maintain Records: Keep detailed records of all data collected, analysis performed, goals set, and actions taken. This documentation is essential for compliance and future reference.
 - b. Prepare Reports: Compile your findings, goals, and progress into formal reports for internal use and submission to regulatory bodies as required.

5. Action Plan & Goals

As part of our commitment to equal employment opportunity, we have developed this action plan to address any underrepresentation of protected classes identified through our utilization analysis. This plan outlines specific goals, timetables, recruitment strategies, training programs, policy adjustments, and monitoring procedures to ensure continuous progress towards a more diverse and inclusive workplace.

The initial current goals are established based on workplace demographics for work population established on 07/22/24.

1. Goals and Timetables

1.1 Specific Goals:

- Increase Representation of Women in Professional Positions:
 - o Current Representation: 20%
 - o Goal: 30% within four years
- Increase Representation of Minorities in Technical Roles:
 - o Current Representation: 15%
 - o Goal: 25% within four years

1.2 Timetables:

- Short-term Goals:
 - o Women in Professional Positions: Increase by 3% each year over the next four years.
 - o Minorities in Technical Roles: Increase by 3% each year over the next four years.
- Long-term Goals:
 - o Women in Management: Achieve 30% representation within four years.
 - o Minorities in Technical Roles: Achieve 25% representation within four years.

2. Recruitment Strategies

2.1 Targeted Outreach:

- Partnerships with Educational Institutions: Partner with local universities, community colleges, and technical schools to create internship and job placement programs for women and minorities.
- Community Engagement: Participate in job fairs and career events focused on diverse communities and collaborate with minority and women organizations to promote job opportunities at DCTA.

2.2 Diverse Recruitment Channels:

- Advertising: Place job advertisements in publications and on websites that cater to underrepresented groups, ensuring that all recruitment materials state that DCTA is an equal employment opportunity employer.
- Social media: Utilize social media platforms to reach a broader and more diverse audience, highlighting DCTA's commitment to diversity and inclusion.
- Participate in career days and job fairs. Specifically, attend the fairs in areas that have a large percentage of the underutilized target groups.

3. Training and Development

3.1 Mentorship/Growth Programs:

- Mentorship or growth opportunities for Underrepresented Employees: Establish a program that partners underrepresented employees with senior leaders to provide guidance, support, and career development opportunities.

3.2 Professional Development:

- Training Programs: Develop and implement training programs that focus on skill development, leadership training, and career advancement for underrepresented groups.
- Tuition Assistance: Offer tuition assistance and scholarships for employees seeking to further their education and skills relevant to their career paths at DCTA.

4. Policy Review and Adjustments

4.1 Comprehensive Policy Review:

- Promotion Criteria: Conduct a comprehensive review of promotion criteria to ensure they are fair, transparent, and do not unintentionally disadvantage any group.
- Hiring Practices: Review and revise hiring practices to ensure they are inclusive and free from bias.

4.2 Bias Training:

- Implicit Bias Training: Implement regular training sessions for all employees, especially those involved in recruitment and promotions, to raise awareness of implicit bias and how to mitigate its effects.

6. Assessment of Employment Practices

It is the policy of Denton County Transportation Authority to aggressively recruit the most qualified people to staff the Agency; and in doing so, it will afford equal opportunity for employment, selection, training, promotion, compensation, and benefits to all persons without regard to race, color, religion, national origin, sex (including gender identity and expression, sexual orientation, pregnancy, childbirth, breastfeeding or related medical condition), age (40 years of age and over), marital status, genetic

information, medical condition, disability (mental and physical), military and veteran status, or other protected class.

The Human Resources Manager shall be responsible for establishing recruitment, examination, and referral procedures and shall be responsible for all employment activity within DCTA. These employment practices will be assessed, using available data, to identify any practices that may have unintentionally resulted in a bias against women and minorities. The employment practices reviewed in this assessment are:

- Recruitment
- New Employee Hiring
- Promotions
- Disciplinary Actions
- Terminations
- Select Employee Benefits
- Training Opportunities

A. Recruitment

The recruitment process begins when the Human Resources Department receives a verbal or written request to fill a position. Human Resources staff in turn creates a personnel requisition within its on-line recruitment system. Data on the requisition identifies the position to be filled and provides other relevant information. All recruitment activity is preceded with a review of the job description to ensure specifications and requirements of the position are current, realistic, and necessary. The Vice President of Engagement & Administration approves requisitions.

The majority of DCTA applicants gain knowledge of job openings through the on-line advertisements, social media, freeway billboards, digital advertisements, DCTA website, and through the various organizations receiving a recruitment notice. Applicants may also "walk-in" to DCTA looking for employment. Professional, technical, and managerial applicants may also be the result of local and national advertising or respondents to recruitment notices sent to various transit properties or public agencies, to include those organizations representing underutilized populations.

On-line advertising may be placed on www.indeed.com, www.governmentjobs.com, www.transittalent.com, jobs.apta.com, www.ziprecruiter.com, and on the DCTA website, www.dcta.net.

B. New Employee Hiring

All internal and external applicants are required to complete an on-line DCTA application. Prior to the interview, the hiring manager and the Human Resources Manager or their designee meet to develop a program of questions to be used during the interview. The questions are derived from the job description. The applicant's answer to each question is scored on a scale of 1-5, with 5 being the highest score.

The Human Resources team screens all applications and select applicants who meet the minimum requirements of the positions as stated in the job description/job announcement. Assistance with screening is sought from the hiring manager when their subject matter expertise is needed. The most qualified applicants may submit to a job-related assessment and are interviewed by Human Resources staff, and the hiring department head and/or their designee. Interview panels are generally made up of three staff members.

For professional level positions and above, the interview panel refers one to two qualified candidates to participate in a second level interview with a member of the executive team, which is typically the CEO. The hiring manager selects the successful candidate after all interviews are completed.

Applicants may be rejected at any point during the recruitment and selection process and will receive written notification of such rejection. The Human Resources Department extends an offer to the selected candidate and once accepted performs a background investigation through a third-party vendor.

C. Promotions

Existing employees seeking promotions or transfers can apply on-line and submit any additional employment or educational experience not already contained in their personnel file. While internal applicants are given preference, the same process as described for new hires, is used for promotions. There are positions that have an established succession plan where promotions can occur without a recruitment having been established.

D. Disciplinary Actions

All administration (other than Bus Operators) employees hired to fill a regular, full-time positions serve an introductory period of six (6) months. The introductory period is a span of time during which an employee is evaluated by their supervisor on the performance of the duties of the position, and on those qualities that comprise the overall make-up of the employee including reliability, trustworthiness, etc. If problems begin to occur, the immediate supervisor will counsel the employee.

If at any time during the introductory period an employee is performing in an unsatisfactory manner, and it is determined that the performance cannot improve, the employee will be released without recourse. The reasons for separation will be placed in the employee's personnel file. If it is determined that the employee may be able to improve their performance, the introductory period may be extended as per the Employee Handbook.

If the evaluation indicates satisfactory performance at the end of the employee's introductory period, the employee will achieve regular status. If a regular employee begins to perform in an unsatisfactory manner, the immediate supervisor will discuss job performance with the employee. A performance improvement plan may be developed. The employee is given a period of time to improve their performance. The employee may be dismissed if no improvement is noted at the end of this period.

Administrative employees may be subject to disciplinary action related to performance and/or conduct. However, DCTA is an at-will employer and, as noted in the Employee Handbook, since the employment relationship is at-will, an employee may be terminated for any reasons so long as the reason is not unlawful.

Bus Operators disciplinary and termination procedures are described in the Bus Operator Wages, Hours of Work, and Conditions of Employment document subject to Board approval. This document outlines the disciplinary actions to be taken when dealing with verbal and written reprimands, suspensions, terminations, and loss of pay. These employees are subject to a 90-day introductory period, which can also be extended at the sole discretion of the Agency.

Disciplines are defined as warnings, written reprimands, and suspensions.

It is DCTA's practice to thoroughly investigate employee violations before issuing disciplinary action. In regard to Bus Operators, they are subject to due process and may challenge charges against them or discipline issued to them. As such through this process, when errors are discovered, when employee offers reasonable defense for their actions, or when applicable labor laws are identified which cause the Agency to dismiss charges, it does.

E. Terminations

Terminations will be evaluated over the period as outlined above in Disciplinary Actions.

F. Selected Employee Benefits

DCTA offers the benefits listed below to eligible employees and their dependents. Enrollment is processed consistently based on eligibility criteria, which includes, but is not limited to full-time/part-time status, date of employment with the Agency, and number of eligible dependents.

- Texas County & District Retirement System (TCDRS) membership.
- Medical insurance offered through Blue Cross Blue Shield of TX (BCBSTX) by way of Texas Health & Benefits (TXHB).
- Dental insurance offered through BCBSTX.
- Vision insurance offered through Eye Med.
- Life insurance offered through The Standard.
- Short-term and Long-term disability insurance offered through The Standard.
- 457 and deferred compensation plans through Mission Square.
- Paid time off benefits, to include vacation, floating holidays, and sick leave.
- Employee Assistance Program (EAP) offered through Curalinc and The Standard.
- Transportation passes for employees, eligible dependents and retirees to ride the DCTA system for free.
- Tuition reimbursement.
- Auto allowance.
- Cell Phone allowance.

Employees are informed of their benefit eligibility upon hire and upon change in employment status, which may make employee eligible or ineligible for benefits. Open enrollment for health benefits takes place once a year in August of each year, with an effective date of October 1st. Changes in health benefits can be made throughout the year when a life event occurs, such as birth of a child, loss of coverage, divorce, etc.

As indicated above DCTA offers tuition reimbursement for employees as outlined in the Agency's policy, where full-time employees may be reimbursed the actual cost of tuition or registration fees upon successful completion of a training course or courses towards a degree/designation designed to improve the employee's effectiveness in performing their assigned duties. Full-time employees with one year of service shall be eligible for tuition reimbursement for classes taken while attending an accredited college or university as a student, or work-related adult education classes. These tuition programs are offered on a voluntary basis.

7. Monitoring and Reporting

A. Monthly Reporting

On a monthly basis, information regarding the number of employees hired, promoted, resigned, retired, or terminated, etc., will be compiled by the EEO Officer. The data will be synthesized by race, sex, and job classification and will be shared with CEO and hiring officials.

B. Annual Review

An annual report will be prepared by the EEO Officer, which will include the information gathered in the monthly reports and an evaluation of the Equal Employment Opportunity Program and will be shared with CEO and hiring officials.

The evaluation process will highlight the policies and objectives that were accomplished, as well as pinpoint those areas in which the Agency failed to achieve the objectives within the timeframes that were set. The evaluation process will allow the EEO Officer to amend and reset the existing objectives as well as identify other areas of underutilization and develop new objectives with timeframes to remedy these deficiencies.

On an annual basis the DCTA EEO Officer or their trained designee will also conduct audits of its subrecipients and contractors, if any, by reviewing their EEO Programs for compliance and visit their facilities to ensure proper posting of the EEO Policy Statement and other related compliance postings.

D. Ongoing Review

Ongoing review of the Bus Operator Wages, Work Hours, and Conditions of Employment document will be conducted to ensure there is not a disparate impact.

C. EEO Complaint Tracking

The Human Resources Department will maintain a log of all discrimination complaints. The log will include complainant name, parties involved, date of incident/complaint, list of complaint(s) and current status. This log will be updated as complaints arise. Once a complaint is investigated the log is updated.

8. Policy Statement on Harassment

The Denton County Transportation Authority will not tolerate harassment of any kind or any other conduct of an intimidating, unprofessional or personally offensive nature.

Harassment on the basis of sex is a violation of Title VII of the Civil Rights Act and has been described as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature. The above acts constitute sexual harassment when:

1. Submission to such conduct is either explicitly or implicitly made a term or condition of the individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting the individual, or;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

However, courteous, mutually respectful, pleasant, non-coercive interactions between employees that are acceptable to both parties are not considered to be sexual harassment.

It shall be the policy of Denton County Transportation Authority to use prevention as the best tool for the elimination of harassment, including sexual harassment. The Agency will take all steps necessary to prevent harassment from occurring, such as affirmatively raising the subject, expressing strong disapproval, developing appropriate sanctions, informing employees of their rights to raise and how to raise the issue of harassment under Title VII and developing methods to sensitize all concerned.

RESPONSIBILITY OF THE AGENCY

An employer may be responsible for its acts and those of its agents and supervisory employees with respect to sexual harassment regardless of whether:

1. The specific acts complained of were forbidden by the employer, or;
2. The employer knew or should have known of the occurrence(s).

With respect to conduct between fellow employees, an employer may be responsible for acts of sexual harassment in the workplace where the employer (or its agent or supervisory employees):

1. Knows or should have known of the conduct, and;
2. Fails to take immediate and appropriate corrective action.

An employer may also be responsible for the acts of non-employees, with respect to sexual harassment of employees in the workplace where the employer (or its agents or supervisory employees):

1. Knows or should have known of the conduct, and;
2. Fails to take immediate and appropriate corrective action.

ACTIONS THAT MAY BE TAKEN AGAINST OFFENDER OF HARASSMENT

1. Verbal warning
2. Written warning
3. Suspension
4. Discharge

*Retraining at any level.

ACTIONS THAT MAY BE TAKEN FOR VICTIM OF HARASSMENT

1. Written apology and reaffirmation of anti-harassment policy
2. Shielding of victim from backlash
3. Retraction of improper adverse action
4. Paid or unpaid leave of absence
5. Counseling or employee assistance

It shall be the responsibility of the Vice President of Engagement & Administration to advise any employee who feels they have been harassed of the proper procedure for handling the complaint.

9. CONCLUSION

The realization of the Equal Employment Opportunity Program and Plan goals and objectives are established and are of vital importance to DCTA. This Equal Employment Opportunity Program is designed to address specifically the requirements of Executive Order 11246, and the implementing rules as set forth in Circular 4704.1A of the Urban Mass Transit Administration as well as the regulations of the Office of Federal Contract Compliance Programs. To this end, the efforts of all members of management are directed toward the accomplishment of these objectives.

The Denton County Transportation Authority's management is committed to this Equal Employment Opportunity Program and Plan goals and will strive for its successful implementation.

Future submissions will be able to show future reporting, details, and impact of program.

Appendix I

Utilization Analysis by Category

WORKFORCE DATA - JULY 2024

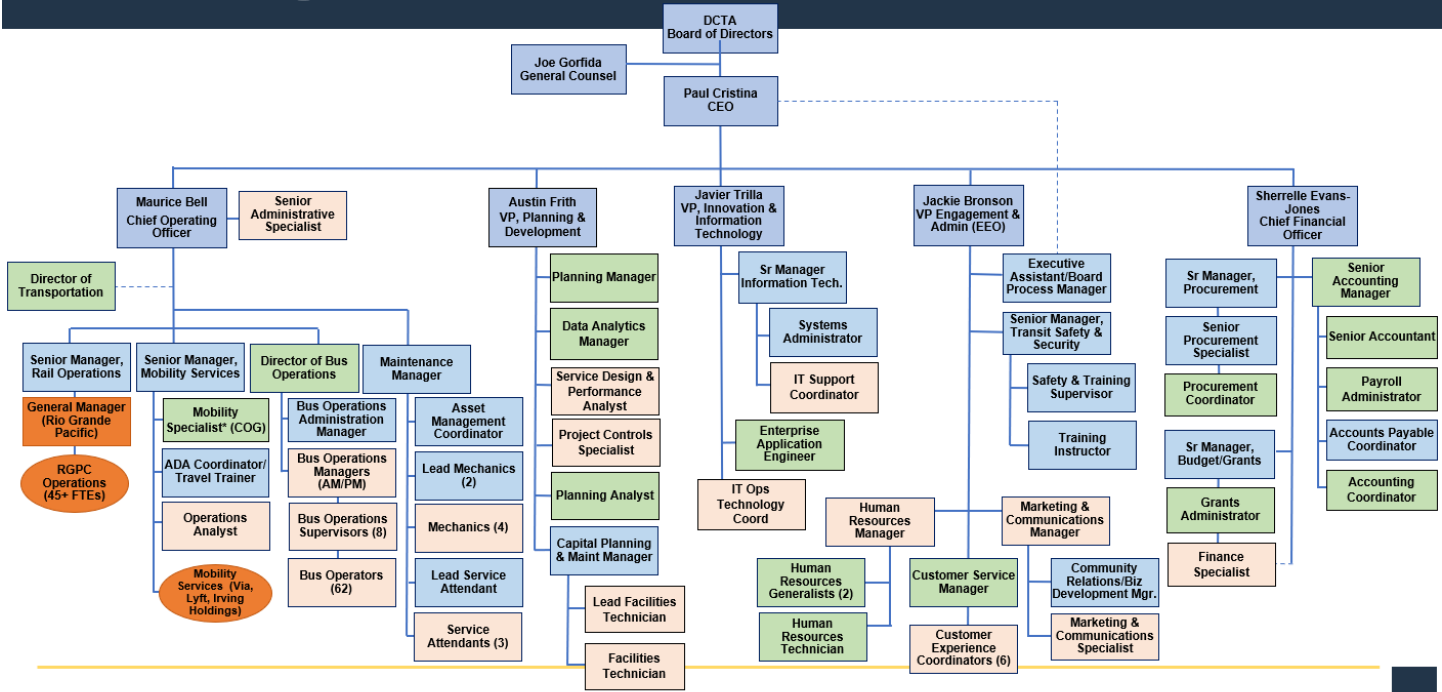
EEO-4 POSITION CLASSIFICATION	TOTAL EMPLOYEES	MALE							FEMALE						
		W	AI/AN	B	H/L	A	NHOPI	MULTI	W	AI/AN	B	H/L	A	NHOPI	MULTI
Officials & Administrators	22														
% in Category		40.9%	0.0%	9.1%	9.1%	0.0%	0.0%	0.0%	13.6%	0.0%	18.2%	9.1%	0.0%	0.0%	0.0%
**% Availability		43.7%	0.2%	3.4%	5.9%	2.6%	0.1%	0.7%	30.2%	0.2%	5.0%	5.5%	1.6%	0.0%	0.9%
Underutilized		YES	NO	NO	NO	YES	NO	NO	YES	NO	NO	NO	YES	NO	NO
Professionals	17														
% in Category		17.6%	0.0%	11.8%	11.8%	0.0%	0.0%	0.0%	35.3%	0.0%	23.5%	0.0%	0.0%	0.0%	0.0%
**% Availability		28.3%	0.2%	2.7%	3.6%	3.1%	0.0%	1.3%	44.9%	0.3%	5.5%	5.8%	3.2%	0.0%	1.3%
Underutilized		YES	NO	NO	NO	YES	NO	YES	YES	NO	NO	YES	YES	NO	YES
Administrative Support	10														
% in Category		10.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	40.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%
**% Availability		27.1%	0.1%	4.3%	6.0%	1.9%	0.0%	0.5%	40.3%	0.2%	6.8%	9.3%	1.9%	0.1%	1.5%
Underutilized		YES	NO	YES	YES	YES	NO	NO	NO	NO	NO	YES	YES	NO	YES
Service-Maintenance	58														
% in Category		17.5%	0.0%	15.8%	7.0%	0.0%	0.0%	0.0%	7.0%	0.0%	12.3%	5.3%	0.0%	0.0%	0.0%
**% Availability		32.2%	0.1%	7.7%	13.2%	1.4%	0.0%	1.4%	26.2%	0.2%	5.4%	9.6%	1.5%	0.0%	1.2%
Underutilized		YES	NO	NO	YES	YES	NO	YES	YES	NO	NO	YES	YES	NO	YES
Skilled Craft Workers	5														
% in Category		60.0%	0.0%	0.0%	20.0%	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
**% Availability		60.3%	0.4%	3.6%	22.6%	1.4%	0.2%	1.7%	5.5%	0.0%	0.9%	2.2%	1.0%	0.1%	0.3%
Underutilized		NO	NO	YES	YES	NO	NO	YES	YES	NO	NO	YES	YES	NO	NO

Appendix II
 Departmental Workforce by Job Category
 FY2024 Close

POSITION	DEPARTMENT	JOB CATEGORY	MALE	FEMALE	BM	BF	WM	WF	HM	HF	AM	AF	HPIM	HPIF	2+M	2+F	SALARY RANGE	TOTAL
ADMINISTRATIVE SUPPORT																		
Accounting Coordinator	Finance	Administrative Support	0	1				1									\$43,273-68,273	1
Accounts Payable Coordinator	Finance	Administrative Support	0	1		1											\$43,273-68,273	1
ADA Coordinator/Travel Trainer	Bus Operations	Administrative Support	0	1				1									\$37,939-49,483	1
Customer Experience Coordinator	Customer Service	Administrative Support	0	5		3				1							\$37,939-49,483	5
Human Resources Technician	Human Resources	Administrative Support	0	1				1									\$43,273-68,273	1
Mobility Specialist (COG Funded)	Collin County Rides (250)	Administrative Support	0	1		1											\$55,009-85,009	1
Procurement Coordinator	Procurement (190)	Administrative Support	1	0			1										\$43,273-68,273	1
OFFICIALS & ADMINISTRATORS																		
Bus Operations Administration Manager	Bus Operations	Officials & Administrators	0	1				1									\$76,624-111,624	1
Capital Planning & Maintenance Manager	Planning & Development	Officials & Administrators	1	0			1										\$96,845-136,845	1
Chief Executive Officer	President	Officials & Administrators	1	0			1										By Contract/Board	1
Chief Financial Officer	Finance	Officials & Administrators	0	1		1											\$185,825-235,825	1
Customer Service Manager	Customer Service	Officials & Administrators	0	1		1											\$76,624-111,624	1
Data Analytics Manager	Planning & Development	Officials & Administrators	1	0			1										\$96,845-136,845	1
Director of Bus Operations	Bus Operations	Officials & Administrators	1	0		1											\$119,081-169,081	1
Director of Transportation	Bus Operations	Officials & Administrators	0	1		1											\$119,081-169,081	1
Planning Manager	Planning & Development	Officials & Administrators	0	1						1							\$96,845-136,845	1
Senior Manager of Accounting	Finance	Officials & Administrators	0	1		1											\$96,845-136,845	1
Senior Manager of Budget	Finance	Officials & Administrators	0	1			1										\$96,845-136,845	1
Senior Manager of Contracts and Procurement	Procurement (190)	Officials & Administrators	1	0			1										\$96,845-136,845	1
Senior Manager of Information Technology	Information Technology	Officials & Administrators	1	0			1										\$96,845-136,845	1
Senior Manager of Mobility Services	GoZone	Officials & Administrators	1	0					1								\$96,845-136,845	1
Senior Manager of Rail Operations	Rail Administration	Officials & Administrators	1	0			1										\$96,845-136,845	1
Senior Manager of Transit Safety & Security	President	Officials & Administrators	1	0			1										\$96,845-136,845	1
Vice President of Innovation & Information Technology	Information Technology	Officials & Administrators	1	0					1								\$139,355-189,355	1
Vice President of Planning & Development	Planning & Development	Officials & Administrators	1	0			1										\$139,355-189,355	1
Vice President, Engagement & Administration	Human Resources	Officials & Administrators	0	1						1							\$139,355-189,355	1
PROFESSIONALS																		
Asset Management Coordinator	Bus Operations	Professionals	0	1				1									\$43,273-68,273	1
Enterprise Application Engineer	Information Technology	Professionals	1	0			1										\$96,845-136,845	1
Executive Assistant & Board Process Manager	President	Professionals	0	1		1											\$76,624-111,624	1
Finance Specialist	Finance	Professionals	0	1		1											\$55,009-85,009	1
Grants Administrator	Finance	Professionals	0	1			1										\$55,009-85,009	1
Human Resources Generalist	Human Resources	Professionals	0	2		1	1										\$76,624-111,624	2
Information Technology Support Coordinator	Information Technology	Professionals	1	0					1								\$43,273-68,273	1
Maintenance Manager	Maintenance	Professionals	1	0			1										\$76,624-111,624	1
Operations Manager	Bus Operations	Professionals	1	1			1	1									\$76,624-111,624	2
Operations Supervisor	Bus Operations Supervision	Professionals	2	2	2			2									\$55,009-85,009	4
Payroll Administrator	Finance	Professionals	0	1		1											\$55,009-85,009	1
Planning Analyst	Planning & Development	Professionals	1	0			1										\$76,624-111,624	1
Safety & Training Supervisor	Bus Operations	Professionals	1	0					1								\$55,009-85,009	1
Senior Accountant	Finance	Professionals	1	0					1								\$55,009-85,009	1
Senior Administrative Specialist	Bus Operations	Professionals	0	1		1											\$55,009-85,009	1
Senior Procurement Specialist	Procurement (190)	Professionals	0	1												1	\$55,009-85,009	1
Systems Administrator	Information Technology	Professionals	1	0												1	\$55,009-85,009	1
Training Instructor	Bus Operations	Professionals	1	0	1												\$55,009-85,009	1
SERVICE MAINTENANCE																		
CDL Bus Operator	FRDO Fixed Route	Service - Maintenance	31	18	13	9	13	5	4	4							\$44,405-54,124	49
Custodian	Planning & Development	Service - Maintenance	1	0			1										\$37,939-49,483	1
Lead Service Attendant	Maintenance	Service - Maintenance	1	0					1								\$37,939-49,483	1
NON-CDL Bus Operator	DRDO Demand Response	Service - Maintenance	5	5		5											\$40,361-50,106	5
Part-Time CDL Bus Operator	FRDO Fixed Route	Service - Maintenance	1	0	1												\$44,405-54,124	1
Service Attendant	Maintenance	Service - Maintenance	3	0	1		1		1								\$37,939-49,483	3
SKILLED CRAFT																		
Lead Mechanic	Maintenance	Skilled Craft	2	0			2										\$55,009-85,009	2
Mechanic I	Maintenance	Skilled Craft	2	0			1				1						\$43,273-68,273	2
Mechanic III	Maintenance	Skilled Craft	1	0					1								\$43,273-68,273	1

Organizational Chart FY2024

DCTA Organizational Structure



Appendix IV

US Census Data for Denton County

Denton County, Texas EEO-CIT06W - State/Local Government Job Groups by Sex and Race/Ethnicity for Worksite Geography (Universe: Civilian employed at work 16 years and over)

Note: Race categories with grey background indicate "Not Hispanic or Latino, One Race."

		Total All Groups	Hispanic or Latino	White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	Balance of not Hispanic or Latino
Officials/Administrators	Percent Total	100.0%	11.3%	73.9%	8.4%	0.4%	4.3%	0.1%	1.6%
Officials/Administrators	Percent Male	56.6%	5.9%	43.7%	3.4%	0.2%	2.6%	0.1%	0.7%
Officials/Administrators	Percent Female	43.4%	5.5%	30.2%	5.0%	0.2%	1.6%	0.0%	0.9%
Professionals	Percent Total	100.0%	9.4%	73.2%	8.2%	0.4%	6.2%	0.0%	2.5%
Professionals	Percent Male	39.1%	3.6%	28.3%	2.7%	0.2%	3.1%	0.0%	1.3%
Professionals	Percent Female	60.9%	5.8%	44.9%	5.5%	0.3%	3.2%	0.0%	1.3%
Technicians	Percent Total	100.0%	16.7%	62.3%	13.5%	0.3%	5.1%	0.4%	1.5%
Technicians	Percent Male	56.6%	8.3%	35.9%	8.9%	0.3%	2.3%	0.1%	0.9%
Technicians	Percent Female	43.4%	8.4%	26.5%	4.6%	0.1%	2.8%	0.3%	0.7%
Administrative support	Percent Total	100.0%	15.3%	67.4%	11.1%	0.3%	3.8%	0.1%	1.9%
Administrative support	Percent Male	40.0%	6.0%	27.1%	4.3%	0.1%	1.9%	0.0%	0.5%
Administrative support	Percent Female	60.0%	9.3%	40.3%	6.8%	0.2%	1.9%	0.1%	1.5%
Skilled craft	Percent Total	100.0%	24.8%	65.8%	4.5%	0.4%	2.3%	0.3%	2.0%
Skilled craft	Percent Male	90.0%	22.6%	60.3%	3.6%	0.4%	1.4%	0.2%	1.7%
Skilled craft	Percent Female	10.0%	2.2%	5.5%	0.9%	0.0%	1.0%	0.1%	0.3%
Service/Maintenance	Percent Total	100.0%	22.8%	58.3%	13.1%	0.3%	2.8%	0.1%	2.6%
Service/Maintenance	Percent Male	55.9%	13.2%	32.2%	7.7%	0.1%	1.4%	0.0%	1.4%
Service/Maintenance	Percent Female	44.1%	9.6%	26.2%	5.4%	0.2%	1.5%	0.0%	1.2%

Source: 2014-2018 ACS 5-Year EEO Estimates

Board of Directors Memo

December 12, 2024

AGENDA ITEM: Consider Approval of a Three-Year Contract with Segra for Fiber Based Communication Services in an Amount Not to Exceed \$167,400

Recommendation

Staff recommends the Board approve a Three-Year Contract with Segra for Fiber Based Communication Services in an Amount Not to Exceed \$167,400.

Background

Each DCTA facility currently utilizes two commercial fiber circuits to provide high-speed internet, redundant failover capability, and site connectivity in the event of a dark fiber outage. To optimize operations, staff has received a proposal from Segra (formerly Unite Private Networks) that would consolidate the agency's secondary internet circuits under one provider. The proposal also includes increased bandwidth for each location, upgrading current connections from 100Mbps to 1Gbps symmetrical speeds, and a dedicated 10Gbps Ethernet Private Line (EPL) to ensure secure and high-speed connectivity between DCTA's primary and disaster recovery datacenters.

Segra's proposal includes services for all DCTA sites and is based on a three-year term with an annual cost of approximately \$55,800, resulting in a total contract value not to exceed \$167,400. The three-year term will commence on a mutually agreed date between DCTA and Segra, contingent on the construction timeline and service acceptance. The FY2025 budget includes approximately \$60,000 allocated for secondary internet connections, which will cover the costs outlined in Segra's proposal.

According to Texas Transportation Code § 460.406(c)(3)(B), contracts for gas, water, and other utility services may be negotiated without competitive sealed bids or proposals.

Previous Board Action

None.

Identified Need

The proposed changes align with DCTA's strategic goals to enhance network reliability, increase operational efficiency, and provide resilient disaster recovery capabilities. By consolidating to a single provider, DCTA will streamline vendor management, improve service quality, and achieve symmetrical bandwidth upgrades across all facilities. Additionally, the dedicated EPL enhances data security and ensures seamless interconnectivity between critical data center operations.

Financial Impact

The annual fees identified in the background section are allocated within the approved FY2025 budget and will be appropriately budgeted in future years for this essential capability.

Exhibits

None.



Submitted By:

Kyle Hagler
Senior Manager of Information Technology

Approved By:

Javier Trilla
Vice President, Innovation and Information Technology

Board of Directors Memo

December 12, 2024

AGENDA ITEM: Consider Approval of Revision 1 to the Denton County Transportation Authority (DCTA) Chief Executive Officer (CEO) Evaluation Policy

Recommendation

Staff recommends the Board approve Revision 1 to the Denton County Transportation Authority (DCTA) Chief Executive Officer (CEO) Evaluation Policy.

Background

The Board of Directors created a CEO Evaluation Policy to outline the mechanism by which the Board of Directors and Chief Executive Officer engage in a formal performance management process. The original policy took effect on January 26, 2023.

During the FY2024 performance evaluation process, the Board of Directors requested the policy reflect four levels of performance rating for the CEO: "Far Exceeds Expectations," "Exceeds Expectations," "Meets Expectations," or "Not Meeting Expectations."

The Policy has been updated to reflect this change. The Policy has also been updated to have the Chair provide the Board Secretary with written instruction on forthcoming adjustments to the CEO's employment agreement, if any, following the conclusion of the annual review, if the new Employment Agreement is not immediately available.

Previous Board Action

None.

Identified Need

As described above.

Financial Impact

None.

Exhibits

Exhibit 1: CEO Evaluation Policy (Original Language with Proposed Redline Changes)

Submitted By:



Paul A. Cristina, Chief Executive Officer

DENTON COUNTY TRANSPORTATION AUTHORITY

DCTA Board of Directors Policies and Procedures

Distribution: DCTA BOARD OF DIRECTORS		Subject: CHIEF EXECUTIVE OFFICER (CEO) PERFORMANCE EVALUATION POLICY	
Effective Date: TBD	Page No. 1	Pages Of 7	File Under Section: Section 0-1
Revision/Review Date: TBD		Approved By: DCTA BOARD OF DIRECTORS	

PURPOSE

This policy sets forth the roles, responsibilities, and procedures for the Denton County Transportation Authority Board of Directors (Board) to effectively evaluate the Chief Executive Officer (CEO).

POLICY STATEMENT

- A. Purpose. The purpose of this policy is to provide for the manner by which the Board conducts a comprehensive evaluation of the CEO to support that person’s development and effectiveness as the DCTA leader on an annual basis.
- B. Roles and Responsibilities. For purposes of this policy, only Voting Members of the DCTA Board of Directors formally evaluate CEO performance. Alternate Board Members may, but are not required to, participate in the process with input. Nonvoting Board Members do not participate in the process outlined by this policy.
- C. The goals for CEO evaluation are to:
 1. Provide an opportunity for the Board to reflect on the performance of the CEO and on the organization’s goals for that position.
 2. Hear how the CEO is experiencing their job, how they feel about their performance, what their concerns are about their own performance, and how they are being supported by the organization.
 3. Communicate clear and detailed feedback to the CEO about what they are doing well and areas for improvement.
 4. Review the job description and work plan and begin the process for making changes for the coming year.
 5. Document performance as a basis for reference or for disciplinary action.

**DENTON COUNTY TRANSPORTATION AUTHORITY
DCTA Board of Directors Policies and Procedures**

Distribution: DCTA BOARD OF DIRECTORS		Subject: CHIEF EXECUTIVE OFFICER (CEO) PERFORMANCE EVALUATION POLICY	
Effective Date: TBD	Page No. 2	Pages Of 7	File Under Section: Section 0-1
Revision/Review Date: TBD		Approved By: DCTA BOARD OF DIRECTORS	

POLICY

- A. A formal in-person evaluation of Chief Executive Officer (CEO) performance shall be carried out by the DCTA Board of Directors in Executive Session on a biannual basis in accordance with the Agency’s Fiscal Year calendar. The Mid-Year Performance Review shall occur in March and a Year-End Performance Review shall occur in September. Assessment criteria and standards will be specified prior to the appraisal in the form of a work plan with Business Goals and Business Objectives for the year.
- B. The Performance Evaluation Policy shall be maintained by the DCTA Human Resources Department and shall be updated as needed at the direction of the Board Chair, in collaboration with the CEO.
- C. The CEO will propose annual Business Goals and Business Objectives to the Board of Directors. The basis of CEO performance evaluation is the Business Goal, which can be comprised of several Business Objectives. The Board of Directors will issue 3-5 Business Goals and corresponding Business Objectives to the CEO for the upcoming Fiscal Year. These Goals and Objectives will be consistent with and address priorities identified by the Board of Directors.
- D. The CEO will commit to making every reasonable effort to achieve the Business Goals that are issued by the Board. The implementation may be affected by the limitations of both staff time and resources. It is understood the CEO may reallocate resources and/or reassign staff to achieve these Goals as long as changes are consistent with a reasonable interpretation of previous actions and existing policies approved by the Board.
- E. The Board of Directors has responsibility for reviewing accomplishments of the past year versus the Business Goals and for judging the extent to which the CEO and staff have been successful in achieving the Business Goals. The evaluation may consider these factors as performance is evaluated:
 - 1. Board Relations
 - 2. Operational Execution
 - 3. Strategic Thinking and Planning
 - 4. Administration

DENTON COUNTY TRANSPORTATION AUTHORITY

DCTA Board of Directors Policies and Procedures

Distribution: DCTA BOARD OF DIRECTORS		Subject: CHIEF EXECUTIVE OFFICER (CEO) PERFORMANCE EVALUATION POLICY	
Effective Date: TBD	Page No. 3	Pages Of 7	File Under Section: Section 0-1
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5. Financial Management
6. Communications and Public Relations
7. Personal Leadership Qualities
8. Leadership Skills
9. Interpersonal Skills

F. The process of proposing and setting annual Business Goals and Objectives is intended to align with the DCTA budget process, since Board priorities reflect budgeted funds. This policy assumes the budget proposed in the annual Budget Workshop, in June, generally reflects the budget the Board will adopt in September.

G. By necessity, this is a subjective process and one that requires a high degree of communication among all parties. To be effective, it depends on a relationship based on mutual trust and respect.

PROCEDURE

A. Identification of Business Goals and Business Objectives

1. CEO will propose Goals and Objectives for the following year and discuss with the Board of Directors in March.
2. The Board of Directors will issue Goals and Objectives in June based on the outcome of those discussions.
3. The CEO will define a work plan for the coming year based on the Goals and Objectives issued by the Board in June. This work plan is distributed to the Board in September.

B. Mid-Year Review

1. CEO completes a self-evaluation of performance against the Goals and submits it to the Chair no later than the second Thursday in February.
2. Chair forwards the self-evaluation to the Board.
3. The members of the Board review the self-evaluation and each Board Member prepares a response.
4. In February, the Board Members discuss the CEO's performance against the

DENTON COUNTY TRANSPORTATION AUTHORITY

DCTA Board of Directors Policies and Procedures

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Goals, what feedback should be given, and how to handle any concerns raised by the CEO.

5. In March, written feedback prepared by the Board is given to the CEO in a meeting with the Chair at least one (1) week in advance of the March Board meeting.
6. The Mid-Year Performance Review evaluation is discussed in the March Board meeting in Executive Session.

C. Year-End Review

1. CEO completes a self-evaluation of performance against the Goals and submits it to the Chair no later than the second Thursday in August.
2. Chair forwards the self-evaluation to the Board.
3. The members of the Board review the self-evaluation and each Board Member prepares a response.
4. In the August Board meeting:
 - i. The Board Members discuss the CEO's performance against the Goals, what feedback should be given, and how to handle any concerns raised by the CEO.
 - ii. The Board Members discuss recommendations on CEO compensation and benefits.
5. In September, written feedback, prepared by the Board, is given to the CEO in a meeting with the Chair at least one (1) week in advance of the September Board meeting.
6. In the September Board Meeting:
 - i. The Board Members discuss the CEO Year-End Performance Review Evaluation.
 - ii. The Board Members discuss recommendations on CEO compensation and benefits.
 - iii. The Board Members discuss with CEO the Board's evaluation of annual performance against the Goals. A performance rating shall be given for each goal and overall. The performance rating shall be either "Far Exceeds Expectations" "Exceeds Expectations," "Meets Expectations," or "Not Meeting Expectations."
 - iv. The Board Members discuss with CEO any adjustments to the CEO Employment Agreement and / or compensation and benefits.

**DENTON COUNTY TRANSPORTATION AUTHORITY
DCTA Board of Directors Policies and Procedures**

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- v. The Board Members vote in Open Session, if needed, on adjustments to the CEO Employment Agreement and / or compensation and benefits.
- v. Following the meeting, the Board Chair will sign an amended Employment Agreement. If an amended Employment Agreement is not available, the Board Chair or provide an email to the Board Secretary outlining any changes to the CEO's compensation and benefits that will be reflected in the amended Employment Agreement.

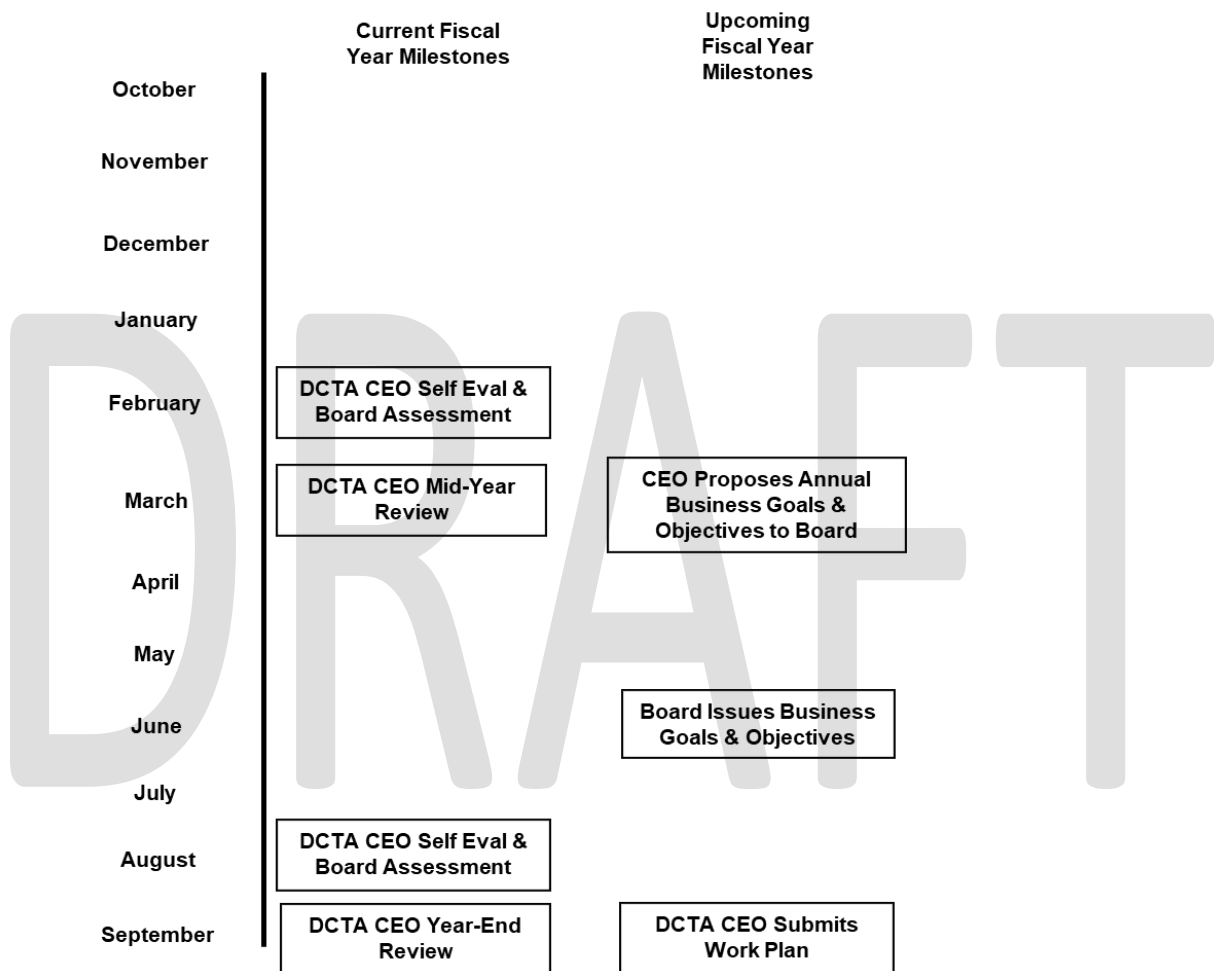
7. The exhibit below graphically depicts the procedure outlined in IV.A – IV.C:

DRAFT

DENTON COUNTY TRANSPORTATION AUTHORITY

DCTA Board of Directors Policies and Procedures

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CONCLUSION

DCTA Human Resources Department will maintain, on behalf of the Board, a confidential

**DENTON COUNTY TRANSPORTATION AUTHORITY
DCTA Board of Directors Policies and Procedures**

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personnel file which shall include the following regarding the CEO’s employment:

1. Employment Agreement.
2. Copy of current and previous position descriptions.
3. Copies of reviews, including the CEO's self-evaluation and summary of Board responses, and annual statement of goals and objectives.
4. Annual Board decisions regarding salary and benefits.
5. Copies of notes of any other performance-related discussions.

SIGNATURE, TITLE, AND DATE OF APPROVAL

Approved:

Board Chair: _____

Date Approved: _____

DRAFT



Board of Directors Regular Meeting Minutes October 24, 2024 | 10:00 a.m.

The Board of Directors of the Denton County Transportation Authority (DCTA) convened a Regular Board of Directors Meeting with Vice Chair Cesar Molina presiding on Thursday, October 24, 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

The Board Meeting was called to order at 10:01am. All Board Members were present except for Chair Gilmore. Vice Chair Molina chaired the meeting and Board Member Green represented the City of Lewisville in his absence.

INVOCATION

Secretary Eads provided the invocation.

PLEDGE OF ALLEGIANCE

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

INTRODUCTIONS

There were no introductions at this time.

PUBLIC COMMENT

No individuals wished to address the Board during this time.

CONSENT AGENDA

1. Consider Approval of Monthly Financial Statement – August 31, 2024
2. Consider Approval of Contract Amendment for Janitorial Services with CTJ Maintenance Inc. in an amount not to exceed \$97,000 for a total contract amount not to exceed \$169,848.60 for Janitorial Services at the Bus Operations and Maintenance Facility, Downtown Denton Transit Center, and the DCTA Administration Building beginning November 1, 2024 through September 30, 2027
3. Consider Approval of a Contract Amendment for the Swiftly Transit Data Platform with Vertosoft, LLC in the amount of \$231,161.50 for a total contract amount of \$1,192,654.62 through the period ending September 30, 2025
4. Consider Approval of a One-Year Contract with Smartsheet via Carahsoft Technology Corp in the amount of \$111,375 for the purchase of User Licensing and Implementation Fees for the period of November 1, 2024 through October 31, 2025
5. Consider Approval of the Denton County Transportation Authority Drug and Alcohol Policy
6. Consider Approval of Regular Agenda Meeting Minutes dated September 26, 2024

Motion by Board Member Maguire with a second by Board Member Green to approve the Consent Agenda as presented. Motion passes 5-0.

REGULAR AGENDA

1. Discuss and Consider Approval of State Legislative Agenda

Drew Campbell, President of Capitol Insights, provided a recap of the legislative agenda to the Board highlighting the following agenda for approval:

- Extend TXDot Mobility Fund Authority Beyond January 2027
- Advocate with TXDot for grade crossing elimination/grade separation on A-train corridor in Carrollton
- Support innovating funding methods at State level to expand rail and transit options within Denton County
- Support Public Transportation Statewide
- Oppose any restrictions to the Agency having representation before the State

Mr. Campbell also highlighted a key date: November 5 – Election Day

Motion by Board Member Maguire with a second by Board Member Jaworski to approve the legislative agenda as presented. Motion passes 5-0.

2. Discuss Update on New Member and Contracted Services Policy

Paul Cristina, CEO, provided an update to the Board highlighting the following:

- Frisco GoZone Concept
- Potential DCTA Board Policy Considerations (Contracted Services and Path to Membership)
 - Fees generated from such services generate incremental revenue that meaningfully offsets investment provided by Member Cities.
 - Non-member cities pay a premium for contracted service, and contracted services will be provided for some time frame.
 - Contracted services encourage new member cities to join DCTA and expand the agency service area.
 - Contracted services position DCTA as a regional leader in providing public transportation solutions.
- Initial Cost Model
CEO Cristina reviewed the following:
 - Member City Sales Tax Growth
 - Frisco Sales Tax Growth
 - Service Cost Growth
 - PTFA Revenue Growth
 - Indirect Cost of Services Cost Growth
 - Frisco Paratransit, FY 2025
 - Frisco Paratransit Admin Fee
 - Frisco Paratransit Ridership Growth
- Frisco path to Membership Considerations
 - Minimum tax increment identified by statute is ¼ cent, equaling \$17.1M annually for the City of Frisco (460.551, Subchapter H)
 - 1/8 cent increment in 2031 estimated at \$9.9M
 - Assumes new structure begins in FY 2025
 - Assumes GoZone expands to full city coverage in Year 6

Path Forward

- Modify draft of “New Member City Admission and Contracted Services” Policy provided in August Board packet to include language that reflects the presented financial model (with Board comments)
- Consider how financial model adapts to contracted service arrangements of different types (i.e. Corinth A-train station, new small-scale contracted service opportunities)
- December 12th Board Meeting: Discuss redlined policy draft
- Concurrent dialogues with City of Frisco and North Central Texas Council of Governments for input/interest

Board discussion regarding clarification on UZA funding, clarification of the process/discussions with the City of Frisco, transportation investment fund (future), connection of Frisco to the entire network, and metrics used to calculate non-members fees.

It was the consensus of the Board to move forward with the “Path Forward” presented setting goals as a regional leader while maintaining the financial health of the agency.

3. Discuss Update on City of Frisco Technology Based Transit Service

The presentation and discussion for Regular Agenda Items 2 and 3 were combined.

4. Discuss Update on Transportation Reinvestment Program (TRiP) Policy

CEO Paul Cristina and Planning Manager Karina Maldonado presented to the Board highlighting the following:

- TRiP Path Forward Options
 - Option 1 – Board approves extension of TRiP Policy as written
 - Option 2 – Board approves updated TRiP Policy
 - Option 3 – Board takes no action and allows TRiP Policy to expire after the FY 2025 Call For Projects
- TRiP Program Funding (FY2021-2024)
 - Total Annual Authorizations
 - Total Obligated FY 2021-2024 (Awarded by Board)
 - Total Executed/Spent (FY 2021-2021)
- TRiP Program Funding
- TRiP Project Status
- Considerations for TRiP Policy Update (Option 2)
- Next Steps
 - January – FY 2025 Final Allocations Determined and Call for Projects Opened (Current Policy)
Board Adopt New TRiP policy (if Option 2 directed)
 - June 2025 – FY 2025 CFP Discussion of Project Submittals
 - July 2025 – FY 2025 CFP Board Approval of Submittals
 - October 2025 – Revised TRiP Policy Takes Effect

Board discussion regarding TRiP Policy (historical), clarification of earmarked projects, authorizations and obligations, reimbursements, Board’s authority to establish the annual funding amount for the program, eligibility of land acquisition and project management costs, and spending timeframes.

No Board action required at this time.

5. Discuss Local and Regional Updates and Legislative Issues

The Board gave an update on transit issues discussed at the regional level and the Regional Transit Tour scheduled for October 30, 2024.



INFORMATIONAL REPORTS

1. Safety, Service, and Ridership Reports
2. Update on Solicitation for On-Call Architectural, Engineering, and Planning Services for Denton County Transportation Authority (DCTA)
3. Update on Signage Fabrication and Installation Solicitation
4. Update on Marketing and Communications Solicitation

No Board action required at this time. For informational purposes only.

FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

Combined November/December Board Meeting: December 12, 2024

Strategic Planning Work Session: January 30-31, 2024 – Denton County Courthouse

REPORT ON ITEMS OF COMMUNITY INTEREST

Denton Day of the Dead – October 25-27, 2024

Spooky Story Time – A-train: October 26, 2024

“Why I Ride” DCTA - Video

CONVENE EXECUTIVE SESSION

No Items for the agenda.

RECONVENE OPEN SESSION

No items were scheduled for Executive Session; therefore, the Board did not reconvene in Open Session.

ADJOURN

The meeting was adjourned at 12:04pm.

TJ Gilmore, Board Chair

Andy Eads, Board Secretary

Board of Directors Memo

December 12, 2024

AGENDA ITEM: Consider Approval of Monthly Financial Statements for September 2024, Quarterly Grants Report for Quarter 4 – Fiscal Year 2024, and Receive an update from the Chief Financial Officer Regarding Enterprise Resource Program (ERP) Implementation and Finance operations.

Recommendation

Staff recommends the Board approve the monthly financial statement for September 2024 and Quarterly Reports for Quarter 4 – Fiscal Year 2024.

Background

The financial statement is presented monthly to the Board of Directors for approval. Grants reports are provided on a quarterly basis. The attached reports are for the period ending September 30, 2024. These reports provide a comparison of year-to-date budget vs. actual performance.

Previous Board Activity & Action

There has been no previous Board activity on the September 2024 financial statement or quarterly grants report.

Identified Need

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

Financial Impact

The financial impact of September 30, 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: Financial Statement – September 30, 2024

Exhibit 2: Investment Report – September 30, 2024

Exhibit 3: Quarterly Grants Report – Q4 FY 2024

Submitted by:



Sherrelle Evans-Jones, CPA
Chief Financial Officer



DENTON COUNTY TRANSPORTATION AUTHORITY

Statement of Revenue and Expenditures
 Presented for the Period Ended September 30, 2024
 (UNAUDITED)

	Prior Year Actual			FY 2024 - September 30, 2024					Notes
	2021	2022	2023	YTD Budget	YTD Actual	Annual Budget	Actual %	Expected %	
Revenue and Other Income									
Passenger Revenues	\$ 542,920	\$ 928,716	\$ 1,568,793	\$ 1,817,942	\$ 1,987,021	\$ 1,817,942	109.3%	100.0%	<p>Passenger Revenue exceeded budget by \$169K or 9.3% largely due to the Agency exceeding 3.2M rides and returning to pre-Pandemic ridership. Contracted Services Revenue performed behind budget by \$1.9M or 29%. This is due to two primary reasons: 1) over budgeting of the Collin County Rides program and 2) the elimination of the Trinity Metro Zip Zone project.</p> <p>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.</p> <p>Revenues were included in the FY24 budget related to Alliance Zip Zone. During the year Trinity Metro assumed responsibility for this program, thereby reducing DCTA's revenue and related expenses.</p>
Contract Service Revenues	2,969,330	3,718,416	4,233,303	6,606,086	4,670,687	6,606,086	70.7%	100.0%	
Sales Tax Revenues	34,653,779	38,030,250	40,292,936	40,000,000	40,592,222	40,000,000	101.5%	100.0%	<p>\$40.6M represents the 12-month total. Total sales tax exceeded budget by \$592K or 1.5%.</p>
Federal/State Grants - Capital	1,409,423	95,069	59,828	2,591,429	914,989	2,591,429	35.3%	100.0%	<p>Capital Grants performed behind budget by \$1.6M or 65%. Capital grant revenue is based on reimbursable grant spending. \$1.6M of Annual Budget was planned for grant reimbursement of Positive Train Control expenditures; project not completed during FY24.</p>
Federal/State Grants - Operating	15,858,885	19,028,351	9,431,745	14,573,299	11,562,099	14,573,299	79.3%	100.0%	<p>Operating Grants performed behind budget by \$3M or 20%. The decrease in billing compared to budget is largely a function of the reduced amount of billable expenses incurred through 09/30/24.</p>
Total Revenues and Other Income	55,434,337	61,800,802	55,586,605	65,588,756	59,727,019	65,588,756			<p>\$3.6M of Annual Budget was planned for grant reimbursement for Rail Preventative Maintenance which exceed actual Rail PM expenditures, therefore will remain unbilled for FY24; grant funding carries forward to FY25 for Rail PM billing and revenue.</p>



DENTON COUNTY TRANSPORTATION AUTHORITY

Statement of Revenue and Expenditures
 Presented for the Period Ended September 30, 2024
 (UNAUDITED)

	Prior Year Actual			FY 2024 - September 30, 2024					Notes
	2021	2022	2023	YTD Budget	YTD Actual	Annual Budget	Actual %	Expected %	
Operating Expenses									
Salary, Wages and Benefits	3,903,858	4,002,824	3,787,792	13,058,083	10,318,001	13,058,083	79.0%	100.0%	COMBINED FINANCIAL STATEMENT CAPTION : 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	6,646,450	5,522,925	7,249,847	76.2%	91.7%	COMBINED FINANCIAL STATEMENT CAPTION
Materials and Supplies	1,711,081	2,536,927	2,576,663	3,548,040	2,521,986	3,548,040	71.1%	100.0%	COMBINED FINANCIAL STATEMENT CAPTION
Utilities	425,655	455,020	497,792	751,729	570,977	751,729	76.0%	100.0%	
Insurance	1,692,506	1,608,328	1,577,898	1,722,268	1,099,836	1,722,268	63.9%	100.0%	COMBINED FINANCIAL STATEMENT CAPTION. Insurance performed \$622K or 36% behind budget due to an unplanned credit on Rail Liability insurance premium.
Transportation Reinvestment (TRiP)	29,798	1,332,493	345,473	-	379,591	10,429,152	3.6%	0.0%	\$379K and \$421K represents cumulative TRiP Disbursement to the City of Highland Village and City of Denton, respectively.
Purchased Transportation Services	9,810,849	19,146,955	22,348,013	25,059,495	24,862,290	25,059,495	99.2%	100.0%	
Employee Development	80,428	119,259	2,559,697	728,809	346,602	732,225	47.3%	99.5%	COMBINED FINANCIAL STATEMENT CAPTION
Leases and Rentals	215,069	132,033	142,445	158,595	173,735	158,595	109.5%	100.0%	
Depreciation	9,524,340	11,351,682	9,074,611	11,099,129	11,293,387	11,099,129	101.8%	100.0%	
Total Operating Expenses	30,423,487	45,203,487	48,510,532	62,772,598	57,089,330	73,808,563			
Income Before Non-Operating Revenues and Expenses	25,010,851	16,597,315	7,076,073	2,816,158	2,637,688	(8,219,807)			
Non-Operating Revenues/(Expense)									
Investment Income	31,178	462,425	4,434,145	2,000,000	7,861,832	2,000,000	393.1%	100.0%	
Gain (Loss) on Disposal of Assets	42,344	29,719	52,900	-	(6,700)	-	0.0%	0.0%	
Other Income/(Expense) - Miscellaneous	460,209	447,462	923,293	-	180,928	-	100.0%	100.0%	
Long Term Debt Interest/(Expense)	(697,187)		(212,684)	(215,520)	(210,002)	(215,520)	97.4%	100.0%	
Total Non-Operating Revenues/(Expenses)	(163,456)	939,606	5,197,654	1,784,480	7,826,058	1,784,480			
Income (Loss) includes NTMC	24,847,395	17,536,921	12,273,727	-	-	3,993,825			
Transfers Out to NTMC	(6,489,350)	(5,926,669)	(5,577,506)						
Total Transfers	(6,489,350)	(5,926,669)	(5,577,506)						
Change in Net Position	\$ 18,358,045	\$ 11,610,252	\$ 6,696,221	\$ -	\$ -	\$ 3,993,825			

INVESTMENT REPORT

Denton County Transportation Authority

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July 1 to September 30, 2024



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Investment Management Team

Scott McIntyre

Senior Portfolio Manager

512.481.2009

Scott.McIntyre@HilltopSecurities.com

Greg Warner

Senior Portfolio Manager

512.481.2012

Greg.Warner@HilltopSecurities.com

Jodi Jones

Investment Reporting Manager

512.481.2076

Jodi.Jones@HilltopSecurities.com

Market Recap

Bond yields fell for the fifth straight month in September with the two-year Treasury note ending the quarter at its lowest point since September 2022. Continued progress on the Fed's inflation mandate has allowed committee members to shift their attention away from prices to the quickly softening labor market.

Job openings for July slipped to a 3½ year low of roughly 7.7 million, down from over 12 million in March 2022. At the high point, the ratio of available jobs to job seekers was roughly 2 to 1; suddenly, it's 1.1 to 1. At this pace, it's not hard to imagine a shortage of jobs in the near future. The August employment report added to the concern with softer-than-expected job gains. Non-farm payrolls rose by +142k, slightly below forecast, while downward revisions to prior periods subtracted 86k. This combined to drag the three-month average down to +116k, less than half of the 2023 average monthly pace. However, the unemployment rate actually decreased from 4.3% to 4.2%, and hourly earnings came in a little warmer than expected, making for a mixed report.

On the inflation side, the overall consumer price index (CPI) rose +0.2% for the second straight month, matching the median forecast as lower energy prices pulled the headline down. Overall food prices were up by just +0.1%, with the price of groceries unchanged. When food and energy are excluded, core CPI was up +0.3%, above both the +0.2% median forecast and the +0.2% July gain. Shelter costs were the unfortunate outlier in August with a +0.5% increase, contributing roughly 70% of the core rise. On an annual basis, overall CPI held steady at +2.5%, *the lowest since February 2021* while core CPI was unchanged at +3.2%. The so-called "super-core rate," which strips out food, energy, and housing, took an unexpected step forward, increasing by +0.33% in August after a +0.21% rise in July. Like the employment report, CPI was mixed. The inflation rate is well below its peak, but it's still above the Fed's target and it remains unclear that the recent downtrend will continue unabated.

As the September 18th FOMC meeting approached, Fed officials had yet to make their policy intentions clear. There was no doubt that the committee would announce its first

policy move in 14 months and the first rate cut since March 2020, but whether it would be 25 or 50 basis points was essentially a coin flip. Arguments against the larger cut included appearing to favor the incumbent party just seven weeks before the election and conveying the idea that deteriorating economic conditions required a stronger response. In what felt like a surprise (only because Fed officials had not telegraphed it sooner) the committee announced a 50 bp reduction with a new overnight target range of 4.75% to 5.00%. In the press conference that followed, Chairman Powell managed to soothe concerns over a weakening economy while citing progress on inflation.

The first "dot plot" since June showed a 2024 yearend overnight target of 4.25% to 4.50%, implying quarter point cuts at each of the two remaining meetings this year. Committee member forecasts indicate reductions of another 100 bps in both 2025 and 2026 with a neutral rate of 2.875%.

The yield curve is indicating a more aggressive path with 75 basis points priced-in over the remainder of 2024 and another 125 basis points next year. Whether the Fed's dot plot, the futures market or some other rate path prevails will be determined entirely by upcoming data. If the economy proves resilient, job growth should pick up, giving the Fed pause, but if the economy weakens significantly, rate cuts could be fronted-loaded, driving yields still lower in the coming months. Adding to an already muddled economic picture is the upcoming presidential election, which promises anything but clarity.

Investment Officers' Certification

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

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

Investment Officers



Sherrelle Evans-Jones, CPA
Chief Financial Officer



Paul Cristina
Chief Executive Officer

Portfolio Overview

Portfolio Summary

	Prior 30 Jun-24	Current 30 Sep-24
Par Value	118,379,118.37	118,917,091.03
Original Cost	117,849,081.53	118,395,854.06
Book Value	118,152,195.38	118,607,997.61
Market Value	118,129,740.00	118,710,228.53
Accrued Interest	221,472.77	166,978.64
Book Value Plus Accrued	118,373,668.15	118,774,976.25
Market Value Plus Accrued	118,351,212.76	118,877,207.17
Net Unrealized Gain/(Loss)	(22,455.39)	102,230.92

Income Summary

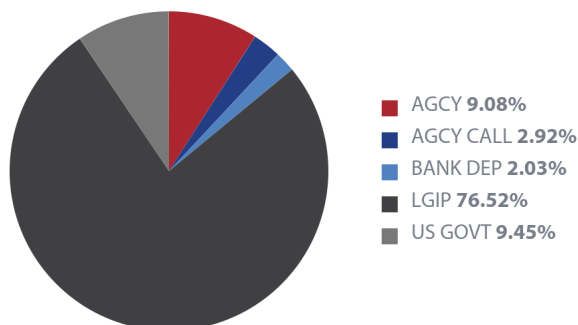
Current Period	1 Jul-24 to 30 Sep-24
Interest Income	1,415,269.79
Net Amortization/Accretion	120,141.70
Realized Gain/(Loss)	0.00
Net Income	1,535,411.49

Fiscal Year-to-Date	1 Oct-23 to 30 Sep-24
Net Income	6,002,280.80

Portfolio Characteristics

	Prior 30 Jun-24	Current 30 Sep-24
Yield to Maturity	5.214%	4.942%
Yield to Worst	5.214%	4.942%
Days to Final Maturity	56	71
Days to Effective Maturity	56	71
Duration	0.67	0.87

Asset Allocation

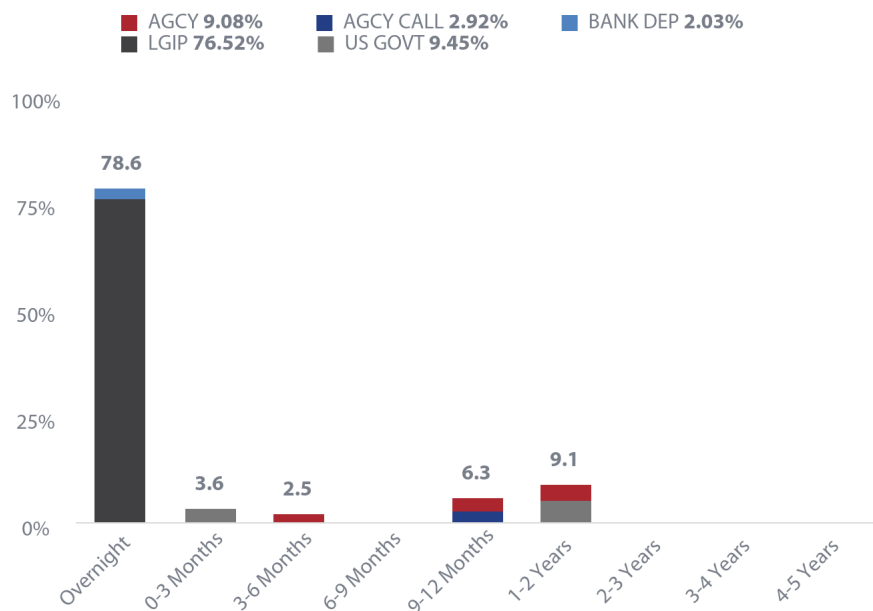


Transaction Summary

Transaction Type	Quantity	Principal	Interest	Total Amount	Realized Gain/Loss
Buy	8,000,000.00	(7,797,687.87)	(47,676.63)	(7,845,364.50)	0.00
Maturity	(8,000,000.00)	8,000,000.00	0.00	8,000,000.00	0.00
Coupon	0.00	0.00	297,500.00	297,500.00	0.00

Portfolio Overview

Maturity Distribution by Security Type



Top Ten Holdings

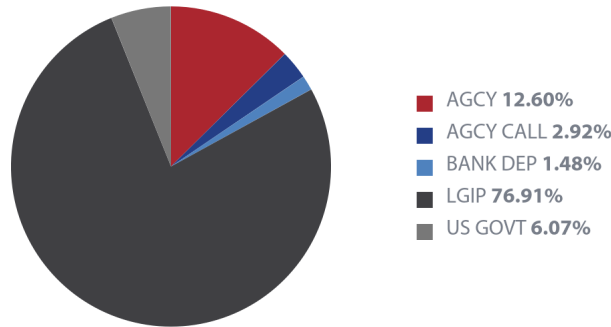
Issuer	Allocation
TEXSTAR	76.52%
United States Department of The Treasury	9.45%
Federal Home Loan Mortgage Corporation	5.71%
Federal Farm Credit Banks Funding Corporation	3.37%
Federal Home Loan Banks	2.92%
WF	2.03%

Maturity Distribution by Security Type

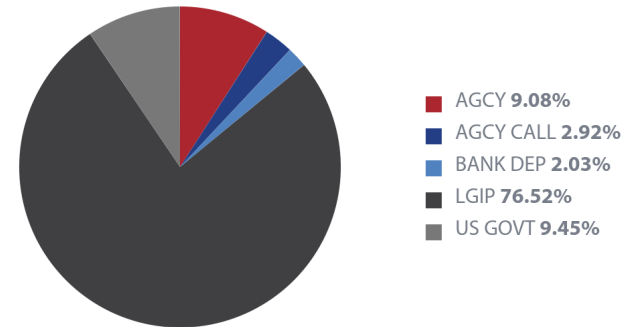
Security Type	Overnight	0-3 Months	3-6 Months	6-9 Months	9-12 Months	1-2 Years	2-3 Years	3-4 Years	4-5 Years	Portfolio Total
AGCY	--	--	2,961,609.33	--	3,996,992.38	3,813,479.70	--	--	--	10,772,081.41
AGCY CALL	--	--	--	--	3,465,569.80	--	--	--	--	3,465,569.80
BANK DEP	2,408,947.86	--	--	--	--	--	--	--	--	2,408,947.86
LGIP	90,758,143.17	--	--	--	--	--	--	--	--	90,758,143.17
US GOVT	--	4,235,324.55	--	--	--	6,967,930.82	--	--	--	11,203,255.37
Total	93,167,091.03	4,235,324.55	2,961,609.33	--	7,462,562.18	10,781,410.53	--	--	--	118,607,997.61

Asset Allocation

Asset Allocation by Security Type as of 30-Jun-2024



Asset Allocation by Security Type as of 30-Sep-2024



Book Value Basis Security Distribution

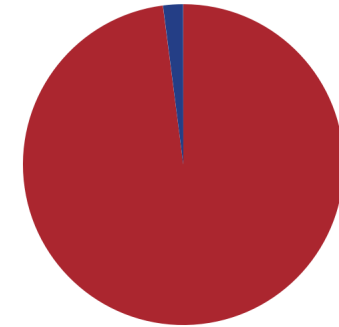
Security Type	Prior Balance 30-Jun-24	Prior Allocation 30-Jun-24	Change in Allocation	Current Balance 30-Sep-24	Current Allocation 30-Sep-24	Yield to Maturity
AGCY	14,891,475.75	12.60%	(3.52%)	10,772,081.41	9.08%	4.718%
AGCY CALL	3,455,218.84	2.92%	(0.00%)	3,465,569.80	2.92%	5.251%
BANK DEP	1,752,790.79	1.48%	0.55%	2,408,947.86	2.03%	0.263%
LGIP	90,876,327.58	76.91%	(0.40%)	90,758,143.17	76.52%	5.132%
US GOVT	7,176,382.42	6.07%	3.37%	11,203,255.37	9.45%	4.529%
Portfolio Total	118,152,195.38	100.00%		118,607,997.61	100.00%	4.942%

Credit Rating Summary

Rating Distribution

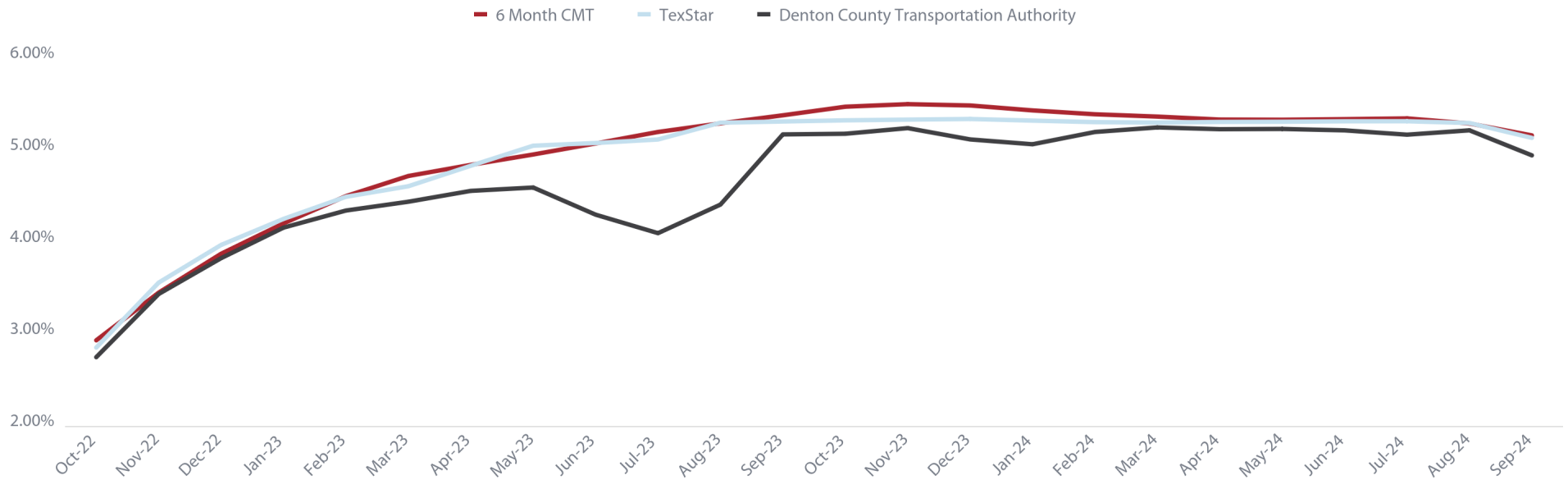
	Book Value	Portfolio Allocation
Secured Deposits (Insured or Collateralized)		
Demand Deposits	2,408,947.86	2.03%
Total Secured Deposits	2,408,947.86	2.03%
Local Government Investment Pools & Money Market Funds		
AAA	90,758,143.17	76.52%
Total Local Government Investment Pools & Money Market Funds	90,758,143.17	76.52%
Long Term Rating Distribution		
AAA	25,440,906.58	21.45%
Total Long Term Rating Distribution	25,440,906.58	21.45%
Portfolio Total	118,607,997.61	100.00%

Allocation by Rating



■ AAA 97.97% ■ SD 2.03%

Benchmark Comparison



Yield Overview

	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24
Denton County Transportation Authority	2.75	3.44	3.83	4.16	4.34	4.44	4.56	4.59	4.30	4.10	4.41	5.17	5.18	5.24	5.12	5.06	5.20	5.25	5.23	5.23	5.21	5.17	5.21	4.94
6 Month CMT	2.93	3.45	3.87	4.20	4.50	4.72	4.84	4.95	5.07	5.20	5.29	5.38	5.47	5.50	5.48	5.43	5.39	5.36	5.33	5.33	5.34	5.34	5.29	5.16
TexStar	2.85	3.56	3.97	4.25	4.49	4.61	4.83	5.05	5.08	5.11	5.30	5.31	5.32	5.33	5.34	5.32	5.30	5.30	5.31	5.31	5.31	5.31	5.29	5.13

Fund Overview

Fund Name	Prior Book Value	Prior Market Value	Changes to Market Value	Current Book Value	Current Market Value	Net Income	Days to Final Mty	YTM	YTW
2011 Bond Fund	680,699.66	680,699.66	1,771.35	682,471.01	682,471.01	1,771.35	1	0.930%	0.930%
Additional Reserve Fund	1,495,727.54	1,495,727.54	19,869.53	1,515,597.07	1,515,597.07	19,869.53	1	5.132%	5.132%
Bond Fund	931,824.12	931,824.12	12,378.53	944,202.65	944,202.65	12,378.53	1	5.132%	5.132%
Operating Fund	1,072,091.13	1,072,091.13	654,385.72	1,726,476.85	1,726,476.85	0.00	1	0.000%	0.000%
Reserve Fund	23,827,941.55	23,819,417.44	87,760.18	23,860,008.03	23,907,177.62	306,305.70	146	4.945%	4.945%
Sales Tax Fund	90,143,911.38	90,129,980.11	(195,676.78)	89,879,242.00	89,934,303.33	1,195,086.38	55	5.062%	5.062%
Total	118,152,195.38	118,129,740.00	580,488.53	118,607,997.61	118,710,228.53	1,535,411.49	71	4.942%	4.942%

Detail of Security Holdings

CUSIP	Settle Date	Security Type	Security Description	CPN	Maturity Date	Next Call Date	Call Type	Par Value	Purch Price	Original Cost	Book Value	Mkt Price	Market Value	Days to Mty	Days to Call	YTM	YTW	Rating	
2011 Bond Fund																			
WF-MANA		BANK DEP	Wells Fargo Managed Rate		09/30/24			682,471.01	100.000	682,471.01	682,471.01	100.000	682,471.01	1		0.930	0.930	SD	
Total 2011 Bond Fund								682,471.01		682,471.01	682,471.01		682,471.01	1		0.930	0.930		
Additional Reserve Fund																			
TEXSTAR		LGIP	TexSTAR		09/30/24			1,515,597.07	100.000	1,515,597.07	1,515,597.07	100.000	1,515,597.07	1		5.132	5.132	AAA	
Total Additional Reserve Fund								1,515,597.07		1,515,597.07	1,515,597.07		1,515,597.07	1		5.132	5.132		
Bond Fund																			
TEXSTAR		LGIP	TexSTAR		09/30/24			944,202.65	100.000	944,202.65	944,202.65	100.000	944,202.65	1		5.132	5.132	AAA	
Total Bond Fund								944,202.65		944,202.65	944,202.65		944,202.65	1		5.132	5.132		
Operating Fund																			
WF-SWEEP		BANK DEP	Wells Fargo Sweep		09/30/24			1,726,476.85	100.000	1,726,476.85	1,726,476.85	100.000	1,726,476.85	1		0.000	0.000	SD	
Total Operating Fund								1,726,476.85		1,726,476.85	1,726,476.85		1,726,476.85	1		0.000	0.000		
Reserve Fund																			
TEXSTAR		LGIP	TexSTAR		09/30/24			13,087,926.62	100.000	13,087,926.62	13,087,926.62	100.000	13,087,926.62	1		5.132	5.132	AAA	
3137EAEP0	03/14/24	AGCY	FHLMC	1.500	02/12/25			3,000,000.00	96.829	2,904,883.44	2,961,609.33	98.925	2,967,759.00	135		5.104	5.104	AAA	
3133EPVY8	09/18/23	AGCY	FFCB	5.000	09/15/25			4,000,000.00	99.847	3,993,868.00	3,996,992.38	100.867	4,034,680.00	350		5.082	5.082	AAA	
3134A2HG6	09/13/24	AGCY	FEDERAL HOME LOAN MORTGAGE CORP	0.000	12/11/25			4,000,000.00	95.149	3,805,969.12	3,813,479.70	95.420	3,816,812.00	437		4.036	4.036	AAA	
Total Reserve Fund								24,087,926.62		23,792,647.18	23,860,008.03		23,907,177.62	146		4.945	4.945		
Sales Tax Fund																			
TEXSTAR		LGIP	TexSTAR		09/30/24			75,210,416.83	100.000	75,210,416.83	75,210,416.83	100.000	75,210,416.83	1		5.132	5.132	AAA	
912828G38	12/06/23	US GOVT	U.S. Treasury Note	2.250	11/15/24			4,250,000.00	97.367	4,138,105.47	4,235,324.55	99.688	4,236,718.75	46		5.146	5.146	AAA	
3130ASQF9	11/09/23	AGCY CALL	FHLB	4.000	07/25/25	10/25/24	Quarterly	3,500,000.00	97.972	3,429,022.94	3,465,569.80	99.691	3,489,199.00	298	25	5.251	5.251	AAA	
91282CGA3	03/14/24	US GOVT	U.S. Treasury Note	4.000	12/15/25			3,000,000.00	98.840	2,965,195.31	2,975,937.34	100.141	3,004,218.75	441		4.693	4.693	AAA	
91282CHB0	09/13/24	US GOVT	U.S. Treasury Note	3.625	05/15/26			4,000,000.00	99.793	3,991,718.75	3,991,993.49	99.844	3,993,750.00	592		3.752	3.752	AAA	

Detail of Security Holdings

CUSIP	Settle Date	Security Type	Security Description	CPN	Maturity Date	Next Call Date	Call Type	Par Value	Purch Price	Original Cost	Book Value	Mkt Price	Market Value	Days to Mty	Days to Call	YTM	YTW	Rating	
Total Sales Tax Fund								89,960,416.83	89,734,459.30	89,879,242.00	89,934,303.33	55	25	5.062	5.062				
Grand Total								118,917,091.03	118,395,854.06	118,607,997.61	118,710,228.53	71	25	4.942	4.942				

Earned Income

CUSIP	Security Type	Security Description	Beginning Accrued	Interest Earned	Interest Rec'd/ Sold/Matured	Interest Purchased	Ending Accrued	Disc Accr/Prem Amort	Net Realized Gain/Loss	Net Income
2011 Bond Fund										
WF-MANA	BANK DEP	Wells Fargo Managed Rate	0.00	1,771.35	1,771.35	0.00	0.00	0.00	0.00	1,771.35
Total 2011 Bond Fund			0.00	1,771.35	1,771.35	0.00	0.00	0.00	0.00	1,771.35
Additional Reserve Fund										
TEXSTAR	LGIP	TexSTAR	0.00	19,869.53	19,869.53	0.00	0.00	0.00	0.00	19,869.53
Total Additional Reserve Fund			0.00	19,869.53	19,869.53	0.00	0.00	0.00	0.00	19,869.53
Bond Fund										
TEXSTAR	LGIP	TexSTAR	0.00	12,378.53	12,378.53	0.00	0.00	0.00	0.00	12,378.53
Total Bond Fund			0.00	12,378.53	12,378.53	0.00	0.00	0.00	0.00	12,378.53
Operating Fund										
WF-SWEEP	BANK DEP	Wells Fargo Sweep	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Fund			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reserve Fund										
3135G0ZR7	AGCY	FNMA	33,541.67	18,958.33	52,500.00	0.00	0.00	20,122.36	0.00	39,080.70
TEXSTAR	LGIP	TexSTAR	0.00	171,583.18	171,583.18	0.00	0.00	0.00	0.00	171,583.18
3137EAEP0	AGCY	FHLMC	17,375.00	11,250.00	22,500.00	0.00	6,125.00	26,118.54	0.00	37,368.54
3133EPVY8	AGCY	FFCB	58,888.89	50,000.00	100,000.00	0.00	8,888.89	762.70	0.00	50,762.70
3134A2HG6	AGCY	FEDERAL HOME LOAN MORTGAGE CORP	0.00	0.00	0.00	0.00	0.00	7,510.58	0.00	7,510.58
Total Reserve Fund			109,805.56	251,791.51	346,583.18	0.00	15,013.89	54,514.18	0.00	306,305.70
Sales Tax Fund										
3135G0ZR7	AGCY	FNMA	33,541.67	18,958.33	52,500.00	0.00	0.00	20,122.36	0.00	39,080.70
TEXSTAR	LGIP	TexSTAR	0.00	1,014,337.96	1,014,337.96	0.00	0.00	0.00	0.00	1,014,337.96
912828G38	US GOVT	U.S. Treasury Note	12,212.98	23,906.25	0.00	0.00	36,119.23	30,003.15	0.00	53,909.40
3130ASQF9	AGCY CALL	FHLB	60,666.67	35,000.00	70,000.00	0.00	25,666.67	10,350.95	0.00	45,350.95
91282CGA3	US GOVT	U.S. Treasury Note	5,245.90	30,163.93	0.00	0.00	35,409.84	4,876.31	0.00	35,040.24

Earned Income

CUSIP	Security Type	Security Description	Beginning Accrued	Interest Earned	Interest Rec'd/ Sold/Matured	Interest Purchased	Ending Accrued	Disc Accr/Prem Amort	Net Realized Gain/Loss	Net Income
91282CHB0	US GOVT	U.S. Treasury Note	0.00	7,092.39	0.00	(47,676.63)	54,769.02	274.74	0.00	7,367.13
Total Sales Tax Fund			111,667.21	1,129,458.87	1,136,837.96	(47,676.63)	151,964.75	65,627.51	0.00	1,195,086.38
Grand Total			221,472.77	1,415,269.79	1,517,440.55	(47,676.63)	166,978.64	120,141.70	0.00	1,535,411.49

Investment Transactions

CUSIP	Trade Date	Settle Date	Security Type	Security Description	Coupon	Maturity Date	Call Date	Par Value	Price	Principal Amount	Interest Purchased/Received	Total Amount	Realized Gain/Loss	YTM	YTW
Reserve Fund															
Buy															
3134A2HG6	09/12/24	09/13/24	AGCY	FEDERAL HOME LOAN MORTGAGE CORP	0.000	12/11/25		4,000,000.00	95.149	3,805,969.12	0.00	3,805,969.12	0.00	4.036	4.036
Total Buy								4,000,000.00		3,805,969.12	0.00	3,805,969.12	0.00		
Coupon															
3137EAEPO	08/12/24	08/12/24	AGCY	FHLMC	1.500	02/12/25		0.00		0.00	22,500.00	22,500.00	0.00	--	--
3135G0ZR7	09/06/24	09/06/24	AGCY	FNMA	2.625	09/06/24		0.00		0.00	52,500.00	52,500.00	0.00	--	--
3133EPVY8	09/15/24	09/15/24	AGCY	FFCB	5.000	09/15/25		0.00		0.00	100,000.00	100,000.00	0.00	--	--
Total Coupon								0.00		0.00	175,000.00	175,000.00	0.00		
Maturity															
3135G0ZR7	09/06/24	09/06/24	AGCY	FNMA	2.625	09/06/24		(4,000,000.00)	100.000	4,000,000.00	0.00	4,000,000.00	0.00	--	--
Total Maturity								(4,000,000.00)		4,000,000.00	0.00	4,000,000.00	0.00		
Sales Tax Fund															
Buy															
91282CHB0	09/12/24	09/13/24	US GOVT	U.S. Treasury Note	3.625	05/15/26		4,000,000.00	99.793	3,991,718.75	47,676.63	4,039,395.38	0.00	3.752	3.752
Total Buy								4,000,000.00		3,991,718.75	47,676.63	4,039,395.38	0.00		
Coupon															
3130ASQF9	07/25/24	07/25/24	AGCY CALL	FHLB	4.000	07/25/25	10/25/24	0.00		0.00	70,000.00	70,000.00	0.00	--	--
3135G0ZR7	09/06/24	09/06/24	AGCY	FNMA	2.625	09/06/24		0.00		0.00	52,500.00	52,500.00	0.00	--	--
Total Coupon								0.00		0.00	122,500.00	122,500.00	0.00		
Maturity															
3135G0ZR7	09/06/24	09/06/24	AGCY	FNMA	2.625	09/06/24		(4,000,000.00)	100.000	4,000,000.00	0.00	4,000,000.00	0.00	--	--
Total Maturity								(4,000,000.00)		4,000,000.00	0.00	4,000,000.00	0.00		

Investment Transactions Totals

Transaction Type	Quantity	Principal Amount	Interest	Total Amount	Realized G/L	YTM	YTW
Total Buy	8,000,000.00	(7,797,687.87)	(47,676.63)	(7,845,364.50)	0.00	3.890	3.890
Total Maturity	(8,000,000.00)	8,000,000.00	0.00	8,000,000.00	0.00	5.464	5.464
Total Coupon	0.00	0.00	297,500.00	297,500.00	0.00		

Amortization and Accretion

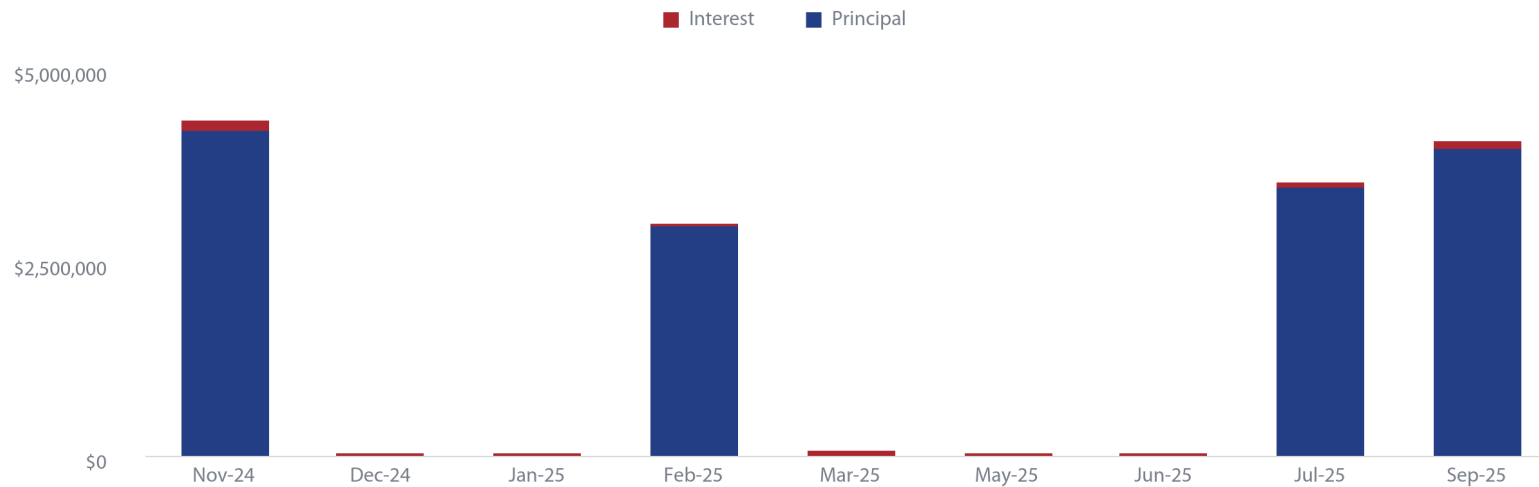
CUSIP	Settle Date	Security Type	Security Description	Purchase Qty	Orig Price	Original Cost	Amort/Accr for Period	Total Amort/Accr Since Purch	Remaining Disc/Premium	Ending Book Value
Reserve Fund										
3135G0ZR7	09/18/23	AGCY	FNMA	0.00	0.000	0.00	20,122.36	0.00	0.00	0.00
3137EAEP0	03/14/24	AGCY	FHLMC	3,000,000.00	96.829	2,904,883.44	26,118.54	56,725.89	(38,390.67)	2,961,609.33
3133EPVY8	09/18/23	AGCY	FFCB	4,000,000.00	99.847	3,993,868.00	762.70	3,124.38	(3,007.62)	3,996,992.38
3134A2HG6	09/13/24	AGCY	FEDERAL HOME LOAN MORTGAGE CORP	4,000,000.00	95.149	3,805,969.12	7,510.58	7,510.58	(186,520.30)	3,813,479.70
Total Reserve Fund				11,000,000.00		10,704,720.56	54,514.18	67,360.85	(227,918.59)	10,772,081.41
Sales Tax Fund										
3135G0ZR7	09/18/23	AGCY	FNMA	0.00	0.000	0.00	20,122.36	0.00	0.00	0.00
912828G38	12/06/23	US GOVT	U.S. Treasury Note	4,250,000.00	97.367	4,138,105.47	30,003.15	97,219.08	(14,675.45)	4,235,324.55
3130ASQF9	11/09/23	AGCY CALL	FHLB	3,500,000.00	97.972	3,429,022.94	10,350.95	36,546.86	(34,430.20)	3,465,569.80
91282CGA3	03/14/24	US GOVT	U.S. Treasury Note	3,000,000.00	98.840	2,965,195.31	4,876.31	10,742.03	(24,062.66)	2,975,937.34
91282CHB0	09/13/24	US GOVT	U.S. Treasury Note	4,000,000.00	99.793	3,991,718.75	274.74	274.74	(8,006.51)	3,991,993.49
Total Sales Tax Fund				14,750,000.00		14,524,042.47	65,627.51	144,782.70	(81,174.83)	14,668,825.17
Grand Total				25,750,000.00		25,228,763.03	120,141.70	212,143.55	(309,093.42)	25,440,906.58

Projected Cash Flows

CUSIP	Security Description	Post Date	Interest	Principal	Total Amount
Reserve Fund					
3137EAEPO	FHLMC	02/12/25	22,500.00		22,500.00
3137EAEPO	FHLMC	02/12/25		3,000,000.00	3,000,000.00
3133EPVY8	FFCB	03/17/25	100,000.00		100,000.00
3133EPVY8	FFCB	09/15/25	100,000.00		100,000.00
3133EPVY8	FFCB	09/15/25		4,000,000.00	4,000,000.00
Sales Tax Fund					
912828G38	U.S. Treasury Note	11/15/24	47,812.50		47,812.50
912828G38	U.S. Treasury Note	11/15/24		4,250,000.00	4,250,000.00
91282CHB0	U.S. Treasury Note	11/15/24	72,500.00		72,500.00
91282CGA3	U.S. Treasury Note	12/16/24	60,000.00		60,000.00
3130ASQF9	FHLB	01/27/25	70,000.00		70,000.00
91282CHB0	U.S. Treasury Note	05/15/25	72,500.00		72,500.00
91282CGA3	U.S. Treasury Note	06/16/25	60,000.00		60,000.00
3130ASQF9	FHLB	07/25/25	70,000.00		70,000.00
3130ASQF9	FHLB	07/25/25		3,500,000.00	3,500,000.00
Grand Total			675,312.50	14,750,000.00	15,425,312.50

Projected Cash Flows Totals

Month and Year	Interest	Principal	Total Amount
November 2024	120,312.50	4,250,000.00	4,370,312.50
December 2024	60,000.00		60,000.00
January 2025	70,000.00		70,000.00
February 2025	22,500.00	3,000,000.00	3,022,500.00
March 2025	100,000.00		100,000.00
May 2025	72,500.00		72,500.00
June 2025	60,000.00		60,000.00
July 2025	70,000.00	3,500,000.00	3,570,000.00
September 2025	100,000.00	4,000,000.00	4,100,000.00
Total	675,312.50	14,750,000.00	15,425,312.50



Disclosures & Disclaimers

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Board of Directors Memo

December 12, 2024

AGENDA ITEM: Quarterly Grants Report Q4 FY2024

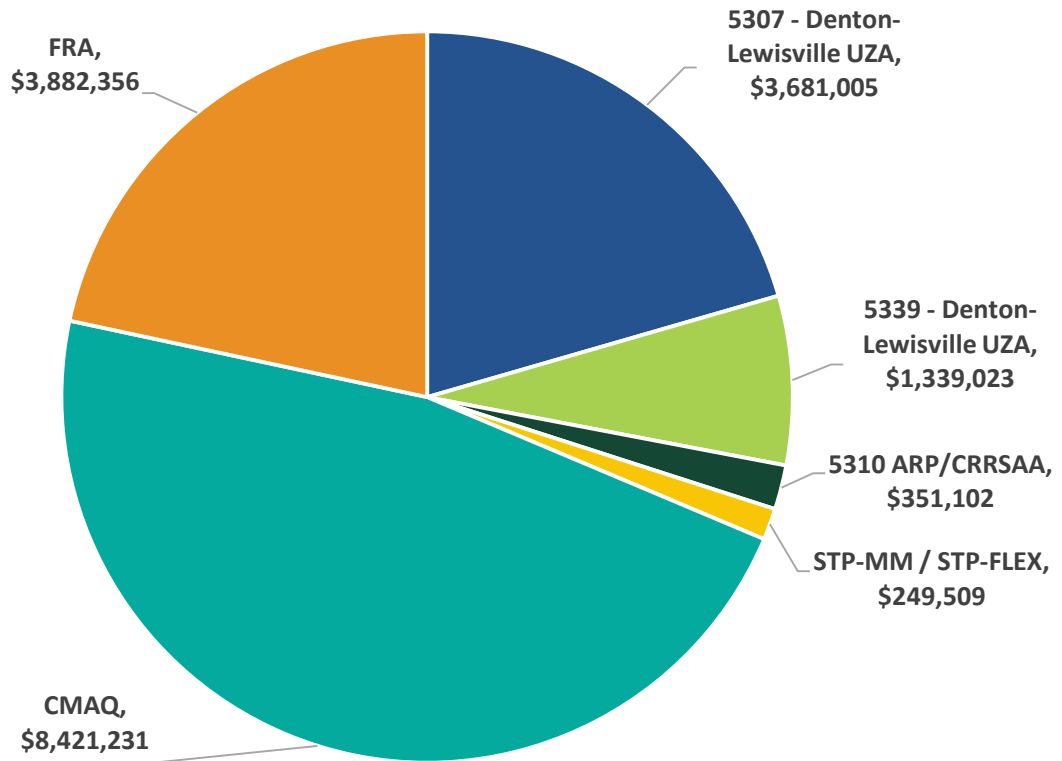
Recommendation

Staff recommends the Board approve the quarterly grants report for Q4 FY2024.

Background

As of September 30, 2024, DCTA has eleven (11) open, fully executed grants that provide reimbursements for capital projects, rail and bus preventive maintenance, operating assistance, and ADA paratransit service. The grant funding sources include the Federal Transit Administration (FTA) and the Federal Railroad Administration (FRA).

**Grant Funding Level - \$17,924,226
Q4 FY2024 as of 9/30/24**





Program	Q3 FY24 Balance	Q4 FY24 Balance	Variance (Q4 to Q3)	Grant Activity
Denton-Lewisville UZA (5307)	\$225,318	\$3,681,005	\$3,455,687	Operating Assistance, Fleet Replacement, Bus Preventive Maintenance, Safety & Security, ADA Paratransit. Added in FY22 formula funds in the amt of \$8,063,038 and processed drawdowns totaling \$4,607,351.
Bus and Bus Facilities (5339)	\$854,423	\$1,339,023	\$484,600	Fleet Replacement, Automated Fare Collection. In Q4 added in \$484,600 of lapsing funds towards fleet replacement.
ARP/CRRSA – Collin Co Rides (5310)	\$52,434	\$351,102	\$298,668	Collin County Rides Mobility Manager. In Q4 added in \$327,726 of lapsing funds and processed \$29,058 in drawdowns for Mobility Mgmt.
STP-MM / STP-FLEX	\$339,312	\$249,509	(\$89,803)	NCTCOG Funds (Bus PM) & Vanpool. In Q4, added in \$128,626 of lapsing funds for Bus PM and processed \$218,429 in drawdowns for Vanpool.
Congestion Mitigation & Air Quality (CMAQ)	\$8,421,231	\$8,421,231	\$0	Land Acquisition & Construction (Old Town)
Consolidated Rail Infrastructure and Safety Improvements (FRA)	\$3,882,356	\$3,882,356	\$0	PTC Enhancements
Transit Oriented Development	\$83,819	\$0	(\$83,819)	Kansas City Southern (KCS) Rail Corridor study. Funds de-obligated and grant closed.
Total	\$13,858,893	\$17,924,226	\$4,065,333	



Pending Funding and Other Grant Activity

Through September 30, 2024, DCTA had one (1) lapsing grant that was executed in Q4 and one (1) Rail Preventive Maintenance grant that was executed and fully expended during the fourth quarter.

Program	Amount	Grant Activity	Funding Status
DCTA FY19 Sec 5307 Lapsing Funds PM	\$ 128,626	Bus Preventative Maintenance	Active (Executed)
DCTA Sec 5337 FY22 Rail Preventive Maint	\$ 3,348,447	Rail Preventive Maintenance	Active (Closeout Requested)
TOTAL	\$ 3,477,073		

Available Funding

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

Program	Amount	Grant Activity	Funding Status
FY23 5307 STBG-Flex	\$1,000,000	Bus Stop Relocation	In-Progress
FY22 5339 Formula	\$464,598	Bus Preventive Maintenance	In-Progress
FY23 5339 Formula	\$447,742	Bus Preventive Maintenance	In-Progress
FY23 5337 Formula	\$3,190,609	Rail Preventive Maintenance	In-Progress
FY23 5337 CMAQ-Flex	\$3,000,000	A-train Enhancements	In-Progress
FY24 5307 STP-Flex	\$1,250,000	STP Flex Funds Vanpool	In-Progress
FY23 5307 Formula	\$7,765,711	Operating Assistance, ADA Paratransit, Preventive Maintenance, Safety & Security	Initial Review/Concurrence
TOTAL	\$17,118,660		

Previous Board Activity & Action

There has been no previous Board activity on this item.

Identified Need

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

Financial Impact

This item is included for informational purposes only; there is no financial impact associated with this item. Grant revenues were adopted as part of the FY2024 budget.

Submitted by:



Dawn Jones
Grants Administrator

Final Review:



Sherrelle Evans-Jones, CPA
Chief Financial Officer

Board of Directors Memo

December 12, 2024

AGENDA ITEM: Discuss the Initial Work Plan for the A-train Enhancement Program

Recommendation

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

Background

In March of 2024, DCTA staff presented the request for a program management consultant to support the delivery of the A-train enhancement program. Objectives of the consultant support include:

- Maintain alignment and communications on the vision, strategy, and execution among broad external stakeholder groups (cities, transit agencies, FTA, FRA, COG, other consultants)
- Provide technical expertise to aid decision-making regarding technologies, implementation strategies, funding strategies, and program delivery methods.
- Provide quality assurance in review of technical deliverables

The initial scope of services for this program management contract will be referenced as the “Initial Work Plan” and will include the following elements as a proposed first task order:

Curve and Speed Improvements

- Review and validate track design and simulation modeling for corridor improvements
- Confirm speed and runtime improvements
- Provide support on amendment to CRISI grant to align with project funding needs
- Oversee contractor construction of improvements

A- Train Enhancement Program outline support

- Define projects with milestone tasks/dates
- Develop comprehensive Project Management Plan
- Establish program controls
- Refine the existing cost estimates for the program

Program Funding and Delivery Strategy

- Define the funding strategy for each element of the program
- Develop and identify an appropriate delivery strategy for each element of the program
- Refine schedule based on inputs

Identify Initial Critical Elements to the Program

- Coordination with cities as needed, DGNO, and DART ILA
- Identify and address and utility conflicts and other areas of complexity
- Establish program controls
- Refine the existing cost estimates for the program

Previous Board Action

N/A

Identified Need

The Initial Work Plan for the A-train Enhancement Program identifies the need for targeted program management and technical expertise to establish a solid foundation for the program's delivery. This phase focuses on addressing immediate priorities and setting up systems, plans, and strategies to guide the program's progression effectively.

Financial Impact

None. This is a discussion item only.

Exhibits

None.

Submitted By:



Austin Frith, Vice President
Planning and Development



Board of Directors Memo

December 12, 2024

AGENDA ITEM: Authorize the Chief Executive Officer to Negotiate and Execute a Master Professional Services Agreement with HW Lochner for a 3-year initial term and up to two (2) one-year renewals for A-train Program Management

Recommendation

Staff recommends the Board approve a Master Professional Services Contract with HW Lochner for a 3-year initial term and up to two (2) one-year renewals for A-train Program Management.

Background

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

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

The three (3) main objectives of the program management consultant include:

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

Scope

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

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

This contract will be an indefinite delivery, indefinite quantity contract, with task orders being submitted for all required and requested work.

This Board briefing will review the recommended firm's qualifications and discuss the path forward for the first Task Order to be issued under the contract, which is anticipated to be brought to the Board for approval in the January regular board meeting.



Previous Board Activity

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

- March 2024 – Regular Agenda
- April 2024 – Informational Report

Identified Need

None.

Financial Impact

None.

Exhibits

None.

Submitted By:

Austin Frith, Vice President
Planning and Development



Board of Directors Memo

December 12, 2024

AGENDA ITEM: Discuss Update on Consolidated Denton County Transportation Authority (DCTA) Customer Service Function

Recommendation

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

Background

The DCTA Customer Service Department is the central hub for transit-related inquiries, handling calls through a centralized phone line and providing in-person support at the Downtown Denton Transit Center (DDTC). In October 2023, an initial briefing was conducted to explore opportunities for improving customer service functions. This effort coincided with hiring a new Customer Service Manager to lead these initiatives.

Key developments since then include the successful transition of NTMC customer service employees to DCTA, fostering a more integrated approach to customer service delivery. A refreshed data pull for FY24 has also provided updated insights to inform decision-making and service optimization.

The team has also explored consolidated service function options for the GoZone service to streamline operations and enhance the customer experience.

This discussion seeks to update the board on our progress and explore the potential benefits of a unified service model.

Identified Need

None.

Financial Impact

None.

Exhibits

None.

Submitted By:

Randi Trantham, Customer Service Manager



Board of Directors Memo

December 12, 2024

AGENDA ITEM: Discuss Update on the On-Demand/Transportation Network Company and Demand Response Requests for Proposal

Recommendation

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

Background

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

These contracts can be considered in two (2) service types:

- 1. On-Demand Rideshare Services (Microtransit)
- 2. On-Call Transit Services (Transit Network Companies / TNCs)

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

Staff will review the structure of the proposed requests for proposals that will be issued in December and the anticipated timeline for respondent proposals, staff review, and award recommendation.

Previous Board Action

The Board of Directors received briefings on this subject in the April and September 2024 Regular Board Meetings.

Identified Need

Contracts for these services are required to continue DCTA operations for GoZone and its contracted services portfolio.

Financial Impact

None. This is a discussion item only.

Exhibits

None.

Submitted By:



Paul A. Cristina, Chief Executive Officer



Board of Directors Memo

December 12, 2024

AGENDA ITEM: Discuss Update on the Transportation Reinvestment Program (TRiP) Policy

Recommendation

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

Background

On November 12, 2020, the Board approved the Transportation Reinvestment Program (TRiP) Policy, establishing a five-year capital-assistance program intended to enable partnerships between DCTA and its member cities for the development and implementation of transit-supportive projects consistent with DCTA’s Long-Range Service Plan and the Agency’s enabling legislation. The TRiP policy sets the program’s parameters for funding allocation, project eligibility, project award, and program management. The Policy also establishes an automatic expiration date after 5 years unless action by the Board is taken to extend the policy. The current date of expiration for the TRiP Policy is November 12, 2025. However, an update to the TRiP policy is well-placed in conjunction with the January 2025 call for projects to provide Member Cities with clarity on the future of the program prior to their FY2025 project requests.

This agenda item provides an update on the final TRiP Call for Projects under the current policy and the schedule for reviewing and approving an extension and update to the TRiP policy to ensure no interruptions to the program.

Previous Board Activity

The Board approved Resolution 20-22 approving DCTA’s TRiP Policy on November 12, 2020. The Board discussed an update to the TRiP Policy in the October 2024 Regular Board Meeting

Identified Need

As noted above.

Financial Impact

None.

Exhibits

None.

Submitted by:



Karina Maldonado, Planning Manager

Reviewed by:



Paul A. Cristina, Chief Executive Officer

DENTON COUNTY TRANSPORTATION AUTHORITY

Policies and Procedures

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1. Policy Statement

The Denton County Transportation Authority (DCTA) Transportation Reinvestment Program (TRiP) policy objective is to provide financial assistance to DCTA member cities for transit-supportive projects consistent with and beneficial to DCTA’s Long-Range Service Plan goals.

TRiP funding will be apportioned to DCTA member cities in proportion to each city’s net half-cent sales and use tax collection for the previous fiscal year, as published by the Texas Comptroller’s Allocation Payment Detail. Total program funding levels and allocation formula are detailed in Section 3. DCTA will distribute funds to member cities for eligible projects consistent with DCTA’s enabling legislation, Chapters 431 and 460 of the Texas Transportation Code, and project selection criteria specified in Section 5.

2. Scope

~~TRiP is a five-year policy, with its first funding cycle was first authorized for the funding cycle beginning in 2021 and was enacted for a five-year period that expired in 2025. Each year, DCTA will established maximum available TRiP funding levels following an audit of the previous fiscal year’s net available balance and in accordance with the TRiP policy. DCTA will then issued a Call for Projects (CFP) in January of each calendar year. In the event the Board does not re-approve subsequent years, the policy will expire after the five years and any unobligated funds shall revert to DCTA cash reserves.~~

Effective with the approval of this policy, the TRiP program will continue in FY 2026 and will not expire.

Funds will be available to DCTA member cities, including Denton, Highland Village and Lewisville. A municipality which becomes a participating member of DCTA, under the provisions of Section 460.302 Texas Transportation Code, will become an eligible recipient of DCTA TRiP funding in the next fiscal year following collection of a transit sales and use tax.

3. Funding

The annual TRiP budget will be equal to not more than 15 percent of DCTA’s net available fund balance from the previous fiscal year. The DCTA Board shall establish such amount annually during the budget process for the upcoming fiscal year. ~~In addition, DCTA will authorize a one-~~

DENTON COUNTY TRANSPORTATION AUTHORITY

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~~time program startup amount of \$2,000,000 to be transferred from the Capital/Infrastructure Reserve to a dedicated TRiP project line within the FY2021 budget. Annual program contributions may be amended as necessary through Board amendment of the TRiP policy.~~

Funding for each member city will be allocated based on the following formula:

$$= 95\% \times \text{Annual Program Budget} \left(\frac{\text{Individual member city sales tax collection, prior FY}}{\text{Total all member cities sales tax collection, prior FY}} \right)$$

Actual cost up to and not to exceed five percent of the annual program budget shall be set aside for DCTA program administration, including project selection, monitoring and financial reporting, and 95 percent split among member cities proportional to sales and use tax receipts, as estimated by DCTA financial staff, for the previous fiscal year. Prior to award of the TRiP projects, DCTA staff will present anticipated TRiP administrative costs for Board approval. Unspent administrative budget shall be returned to TRiP reserve balances.

Multiple municipalities may pool their allocated amounts to allow more flexibility in financing larger, mutually beneficial projects. Member cities could accrue allocated funds each fiscal year in order to fund a larger project. Funds remain with DCTA, designated to each member city, until dispersed to an approved project. Funds will remain with DCTA until reimbursements have been made to the member city for an approved project. ~~Unobligated funds designated to each member city may rollover for up to three years.~~

4. Eligible Projects

To be eligible for TRiP funding, a project must be consistent with DCTA's enabling legislation, Chapters 431 and 460 of the Texas Transportation Code, and project selection criteria specified in Section 5. Projects funded through inter-local agreement must be authorized under and consistent with the provisions of Texas Local Government Code 791: Interlocal Cooperation Contracts.

A key provision of Chapter 460 regarding DCTA expenditures is that they be consistent with and beneficial to the locally adopted Long-Range Service Plan goals. Projects eligible for TRiP funding should demonstrate support of these formally adopted goals. Eligible projects are shown in Attachment A.

In addition to serving Long-Range Service Plan goals, projects eligible for TRiP funding should

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be clearly defined and financially sound. Well defined capital/expansion projects will facilitate a reliable design-build cost estimate. Cost estimates for maintenance of assets should be based on recent similar maintenance projects or bids/solicitations where available. Planning and preliminary design costs may also be eligible for certain projects identified in Table A that support DCTA's long range goals.

Eligible project types may be amended as necessary through a DCTA Board amendment of the TRiP policy. Adoption of an updated DCTA Long-Range Service Plan update may trigger Board action if amendments to TRiP project criteria are needed to ensure consistency with updated Long-Range Service Plan goals.

5. Project Selection

Eligible member cities must submit a written application for funding. The application shall include, at minimum: a project description, project limits and boundaries, proposed engineering-based capital cost estimates, requested funding amount, identification of additional funding sources (if applicable), proposed schedule for the project, and a description of how the project would support DCTA Long-Range Service Plan goals. A sample project application is provided in Attachment A.

Applications will be submitted within 90 days of the DCTA Call for Projects. However, member cities may submit their applications sooner. DCTA staff will have 30 days to review the application to determine minimum project eligibility or request more information. Subsequent to completing the review, if no additional information was requested, the application will be placed on the agenda for the next regularly scheduled DCTA Board of Directors meeting for consideration. Following the review of each application, the DCTA Board will lead the approval and award process.

In subsequent years, should a member city have a project that timing would necessitate an application prior to the call for projects, a city may submit an application for pre-award authority. Any cost difference between the member city's allocated funding for that year and the project cost would be borne by the member city.

DCTA staff will have 45 days to review the pre-award authority application to determine minimum project eligibility or request more information. Subsequent to completing the review, if no additional information was requested, the application will be placed on the agenda for the next regularly scheduled DCTA Board of Directors meeting for consideration. Following the review of each application, the DCTA Board will lead the approval and award process.

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At a minimum, projects must meet the following criteria to be eligible for DCTA funding:

- Project limits located primarily within the DCTA service area, the geographic boundaries of DCTA member cities, or within a quarter mile of any A-train Station or DCTA fixed bus route.
 - Projects that extend beyond this area should identify extra-territorial costs and alternate funding sources for the portion of costs not eligible for TRiP funding
- Clear and defensible nexus to DCTA Long-Range Service Plan goals
- Financially Sound
 - Requested capital funding does not exceed the member city’s TRiP allocation, or
 - Funding sources have been identified for project costs exceeding the requested amount

In the event a member city submits multiple projects for consideration whose total costs exceed the member city’s balance of available funds, additional project criteria may be considered to narrow the selection. These additional criteria may include percent cost sharing, ability to leverage additional federal funding, project timeframe, and demonstrated ability to meet multiple Long-Range Service Plan goals. Projects meeting minimum selection criteria may be deferred to a future year in the event of funding limitations.

6. Disbursement

Based on the requested funding amount, and as part of the Board approval packet, DCTA staff will recommend a schedule for TRiP funding disbursement which may be lump sum, quarterly, or annually.

Once approved by the DCTA Board, the approved funding becomes programmed to the project. That programmed amount is deducted from the available apportionment as an obligation. Funds will be allocated in accordance with the approved schedule, including lump-sum, quarterly or annually. In no case, will disbursements be made until the project eligibility requirements have been met and formal approval by the DCTA Board has been made. DCTA disbursement of payment to member cities for eligible project expenses will occur after an expense has been incurred as a reimbursement.

For capital assistance projects, member cities shall provide DCTA with a project status report and current financial records for each approved project. The status report shall be submitted on an annual basis (consistent with recommended disbursement schedule), and will include:

- Project identifier
- Approved project budget
- TRiP funds programmed for the project

DENTON COUNTY TRANSPORTATION AUTHORITY

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- Expenses incurred
- Percentage completion

At project completion, in the event that final project accounting or audit reveals that TRiP funding was not expended in a manner consistent with program requirements, or that the final project cost was less than the approved TRIP funding, those unspent funds shall be returned to DCTA and remain available in the apportionment for reprogramming to the eligible city. Unspent dollars shall be available to the eligible city up to three years for reprogramming and will be in addition to, any future allotments.

DCTA does not assume or incur any liability, obligation or financial responsibility for a contract between an eligible city and a contractor, employee or agent for an approved project or any liability for a result, occurrence, injury or damages resulting from or caused, directly or indirectly, by an approved project.

7. Performance Evaluation and Reporting

Eligible cities shall maintain accurate books and records of all approved projects. Cities will maintain separate records for each approved project including project budgets, budget amendments, revised budget balances, expenditures to date, change orders, cost to complete, and TRiP funding received to date. DCTA maintains the right to audit a city's books to ensure that TRiP funding is applied in accordance with the program criteria. Cities also maintain the right to audit DCTA's books to ensure that the funding allocations and disbursements are in accordance with these guidelines and other applicable laws.

In addition to financial records, member cities will provide ~~to~~ DCTA an annual status report for each funded project detailing the activities completed to date, schedule updates, and any foreseeable issues or challenges. Additional performance monitoring criteria may be established for larger disbursements or on-going programs funded through TRiP.

DCTA may reconfirm performance goals (established in coordination with the member cities) intended to demonstrate the project's ability to support Long-Range Service Plan goals. DCTA will report quarterly to the Board on the status of the TRiP fund, including amounts ~~apportioned~~ authorized, amounts ~~programmed~~ obligated, amounts ~~disbursed~~ reimbursed to member cities, and the amount remaining for each city. Quarterly staff reports will also include a summary of significant milestones and performance goals.

8. Ethics and Conflicts of Interest

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Officers and employees involved in the project selection process shall refrain from personal business activity that could conflict with the proper execution and management of the TRiP or that could impair the ability to make impartial decisions. Employees and Board members shall disclose any material interests potentially affected by any of the projects submitted.

Procedures when identifying a potential conflict of interest will comply with Chapter 171 of Texas Local Government Code regarding conflicts of interest. If an officer or employee involved in the project selection process has a substantial interest in a business entity or in real property, that person must file an affidavit stating the nature and extent of the interest and abstain from further participation.¹

9. Subject to Audit

DCTA shall establish a system of written internal controls which will be reviewed annually with the independent auditor of DCTA. The controls shall be designed to prevent loss of public funds due to error, misrepresentation, or oversight. A formal annual review of these internal controls as well as disbursements and receipts associated with the Transportation Reinvestment Program will be performed by an independent auditor. Results of the audit shall be reported to the Board.

10. Effective Date

This policy is effective as of [Effective Date] and will remain in effect until superseded by a revised policy.

¹ Legal exceptions and situations not requiring abstention should be reviewed and documented with DCTA counsel.

DENTON COUNTY TRANSPORTATION AUTHORITY

Policies and Procedures

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Revision/Review Date:		Approved By: DCTA Board of Directors	

**DENTON COUNTY TRANSPORTATION AUTHORITY
TRANSPORTATION REINVESTMENT PROGRAM (TRiP)**

ATTACHMENT A – SAMPLE PROJECT APPLICATION

PROJECT NAME:

PROJECT SPONSOR: Denton Lewisville Highland Village

PROJECT DESCRIPTION:

GEOGRAPHIC LIMITS/BOUNDARIES:

REQUEST FOR CAPITAL

LEVEL OF DESIGN:

PROJECT COST:

FUNDING REQUEST:

ESTIMATED PROJECT COMPLETION DATE:

ADDITIONAL INFORMATION:

DENTON COUNTY TRANSPORTATION AUTHORITY

Policies and Procedures

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**DENTON COUNTY TRANSPORTATION AUTHORITY
TRANSPORTATION REINVESTMENT PROGRAM (TRiP)**

IN THE SECTION BELOW, PLEASE INDICATE HOW THE PROPOSED PROJECT SUPPORTS DCTA LONG-RANGE SERVICE PLAN GOALS

<input type="checkbox"/> Increase service efficiency and reliability	
<input type="checkbox"/> Increase service effectiveness for DCTA customer	
<input type="checkbox"/> Increase the visibility and elevate the image of DCTA	
<input type="checkbox"/> Expand DCTA services into areas where transit has a strong likelihood of success	
<input type="checkbox"/> Coordinate with regional transportation providers	
<input type="checkbox"/> Pair transit facilities to existing and planned transit-supportive development	
<input type="checkbox"/> Advocate sustainable development practices that support transit	
<input type="checkbox"/> Strive for financial excellence by maintaining fiscally sound and sustainable financial plans and budgets that reflect community priorities and values	

DENTON COUNTY TRANSPORTATION AUTHORITY

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**DENTON COUNTY TRANSPORTATION AUTHORITY
TRANSPORTATION REINVESTMENT PROGRAM (TRiP)**

THIS SECTION TO BE COMPLETED BY DCTA STAFF

Transportation Reinvestment Program Project Identifier: _____

Meets minimum project eligibility requirements

Multiple project selection

Rank: _____

Initial Member City Transportation Reinvestment Program Balance: _____

Recommended Project FY _____ Programmed Amount: _____

Remaining Member City Balance: _____

Recommended Disbursement Schedule:

Lump Sum

Quarterly

Monthly

As defined through Inter-local Agreement

PLEASE ATTACH PROJECT COST BACKUP. ACCEPTABLE COST BACKUP FOR CAPITAL PROJECTS INCLUDES PROJECT DRAWINGS, DESIGN SHEETS, COST WORKBOOK, OR BID SHEET. FOR SERVICE REQUESTS, PLEASE INCLUDE A SUMMARY OF DISCUSSIONS WITH DCTA SERVICE PLANNING STAFF OR AN ESTIMATE FROM AN ALTERNATE TRANSPORTATION SERVICE PROVIDER.

DENTON COUNTY TRANSPORTATION AUTHORITY

Policies and Procedures

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ATTACHMENT A	
Improvement Type	Restrictions
Transit Stop Amenities	Along existing or planned DCTA fixed routes
Sidewalks	Within one mile and/or along existing or planned DCTA fixed routes/demand response zones
Crosswalks/Median Island	Within one mile and/or of planned DCTA fixed routes/demand response zones
Bike/Ped Trail Connections	Provides connection to existing or planned transit network
Bus Bulb Out/Turning Pocket	N/A
Transit Lane	N/A
Bike Lane (on-street)	N/A
Other Lane reconfiguration	Must serve a transit-related purpose
Traffic Calming	N/A
Landscaping/streetscaping	Along existing or planned route DCTA fixed routes/on-demand response zones
Street lighting/ Other public safety improvements	Along existing or planned DCTA fixed routes/on-demand response zones
Transit Signal Priority (TSP)	Along existing or planned DCTA fixed routes/on-demand response zones
Signal Timing	Along existing or planned DCTA fixed routes/on-demand response zones
Other Intersection improvements	Along existing or planned DCTA fixed routes/on-demand response zones
Street Improvements	Along existing or planned DCTA fixed routes/ on-demand response zones
Shared Parking, Kiss & Ride/Drop-off Zones	Within 500 feet of DCTA stations or facilities
Transit Oriented Development	Planning and site development activities
Transit Adjacent Development	Planning and site development activities
Wayfinding/Placemaking signage	N/A

Note: all improvements should be consistent with approved local and regional plans, including DCTA's Long Range Service Plan

DENTON COUNTY TRANSPORTATION AUTHORITY

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Table A. Project Types Eligible for Planning and Design Funding

Improvement Type	Requirements
Planning Activities	
Feasibility Studies	<ul style="list-style-type: none"> • New or expanded transit services identified in the Long-Range Service Plan (e.g., commuter rail, commuter bus); and/or • New A-Train Stations or Mobility Hubs
Transit Oriented Development Plans	<ul style="list-style-type: none"> • Focused on existing or proposed A-Train stations and/or Mobility Hubs, plus one-mile; and • Must demonstrate a commitment to integrate final adopted plans into local planning and development documents for implementation
Transit Adjacent Development Plans	<ul style="list-style-type: none"> • Focused on increasing connectivity to existing or proposed A-Train stations and/or Mobility Hubs from adjacent residential, commercial or mixed-use developments. • Primary focus shall be on identifying mobility and land use strategies that remove barriers from adjacent development to transit. • Must demonstrate a commitment to integrate final adopted plans into local planning and development documents for implementation
<ul style="list-style-type: none"> • Final Design & Construction Activities 	
Transit Stop Amenities	<ul style="list-style-type: none"> • Existing or new proposed stops along existing or planned DCTA fixed routes; and • Consistent with Bus Stop Design Guidelines

DENTON COUNTY TRANSPORTATION AUTHORITY

Policies and Procedures

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Table A. Project Types Eligible for Planning and Design Funding

Sidewalks / ADA Ramps	<ul style="list-style-type: none"> • Within a half-mile of existing or proposed transit stops, rail stations, or mobility hubs; • Along existing or planned DCTA fixed routes with at least one transit stop; and/or • Within a 1/4th mile of major transit destinations in a Demand Response zones when no other transit service is available
Crosswalks/Median Island	<ul style="list-style-type: none"> • Within a 1/4th mile of existing or proposed transit stops, rail stations, or mobility hubs; or • Within a 1/4th mile of major transit destinations in a Demand Response zones when no other transit service is available
Bike/Ped Trail Connections	<ul style="list-style-type: none"> • Must provide an extension to the A-Train Rail Trail; or • Must begin or terminate at an existing or proposed rail station or mobility hub
Bus Bulb Out/Turning Pocket	<ul style="list-style-type: none"> • Along existing or planned DCTA fixed routes and serve a high use key stop or greater; and • Consistent with Bus Stop Design Guidelines
Transit Lane	<ul style="list-style-type: none"> • Along existing or planned DCTA fixed routes; and • Must be limited to buses only during peak hours; or • May be shared with bicycles on low-speed roadways
Bike Lane (on-street)	<ul style="list-style-type: none"> • Within a one mile of existing or proposed transit stops, rail stations, or mobility hubs; • Along existing or planned DCTA fixed routes with at least one transit stop; and/or • Within a one mile of major transit destinations in a Demand Response zones when no other transit service is available
Other Lane reconfiguration	<ul style="list-style-type: none"> • Must be along existing or planned DCTA fixed routes with at least one transit stop; and

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Table A. Project Types Eligible for <u>Planning and Design</u> Funding	
	<ul style="list-style-type: none"> • Must be intended to increase fixed route operational efficiency or safety
Traffic Calming	<ul style="list-style-type: none"> • Must be along existing or planned DCTA fixed routes with at least one transit stop; and • Must be designed to accommodate bus widths and turning movements
Landscaping/streetscaping	<ul style="list-style-type: none"> • Existing or new proposed stops along existing or planned DCTA fixed routes; and • Consistent with Bus Stop Design Guidelines
Street lighting/ Other public safety improvements	<ul style="list-style-type: none"> • Within a 1/4th mile of existing or proposed transit stops, rail stations, or mobility hubs; or • Within a 1/4th mile of major transit destinations in a Demand Response zones when no other transit service is available
Transit Signal Priority (TSP)	<ul style="list-style-type: none"> • Existing or proposed traffic signals along existing or planned DCTA fixed routes
Signal Timing	<ul style="list-style-type: none"> • Existing or proposed traffic signals along existing or planned DCTA fixed routes
Other Intersection improvements	<ul style="list-style-type: none"> • Within a 1/4th mile of existing or proposed transit stops, rail stations, or mobility hubs; or • Within a 1/4th mile of major transit destinations in a Demand Response zones when no other transit service is available
Street Improvements	<ul style="list-style-type: none"> • Along existing or planned DCTA fixed routes; • Must be designed to accommodate bus widths and turning movements; and/or • Must accommodate area for future transit amenities, consistent with Bus Stop Design Guidelines
Shared Parking, Kiss & Ride/Drop-off Zones	<ul style="list-style-type: none"> • Within 500 feet of DCTA stations, facilities, and/or mobility hubs

DENTON COUNTY TRANSPORTATION AUTHORITY

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Table A. Project Types Eligible for Planning and Design Funding

Wayfinding/Placemaking signage	<ul style="list-style-type: none"> • Within a 1/4th mile of existing or proposed transit stops, rail stations, or mobility hubs
---------------------------------------	---



Board of Directors Memo

December 12, 2024

AGENDA ITEM: Safety, Service, and Ridership Reports – October 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 October 2024.

Monthly Report

RIDERSHIP

In October FY25, DCTA recorded a total of 314,369 unlinked passenger trips, reflecting a decrease of 20.1% (79,215 trips) compared to 393,584 trips in October FY24. While ridership declined overall, several service modes showed promising growth, and external factors such as ongoing detours and road construction in Denton have contributed to the temporary reduction in ridership. These infrastructure challenges, once resolved, are expected to improve accessibility and attract more passengers.

Mode-Specific Performance

1. UNT Services
 - Ridership: 160,690 (down 35.7% or 89,293 trips from FY24).
 - Road construction and operator shortages impacting performance. The cancellation of two UNT routes likely reduced trips by 11,500.
 - DCTA is collaborating with UNT to improve services and regain riders.
2. Connect Fixed Routes
 - Ridership: 24,535 (up 6.2% or 1,433 trips).
 - Growth reflects the success of the investment the Board made in increased frequency.
3. Non-Connect Fixed Routes
 - Ridership: 297 (up 49.2% from 199).
 - Although the numbers are small, the increase shows rising demand and potential for expansion.
4. Rail (A-train)
 - Ridership: 32,617 (up 25.1% or 6,543 trips).
 - Growth continues by providing a consistent and reliable mode and regional connectivity.
5. GoZone (On-Demand Services)
 - Ridership: 73,146 (up 4.4% or 3,062 trips).
 - Active management of capacity is providing a more consistent KPI outcome which is resulting in increased performance.
 - Reduction in some of UNT routes along with detours may be shifting rider choice on mode.
6. Access (Paratransit Services)
 - Ridership: 2,765 (up 15.9% or 379 trips).
 - Growth highlights the importance of these services for seniors and individuals with disabilities.

Ridership Trends and Observations (September–October FY25)

- Ridership increased by 7.06% from 293,650 in September to 314,369 in October, reflecting improved usage across multiple modes.

- Rail services saw the largest month-over-month increase (29.2%) between September and October, followed by Access (18.0%). Conversely, Vanpool experienced a slight decline of 2.85%. Historical Context (FY21–FY25).
- Ridership steadily increased from 83,421 trips in FY21 to a peak of 393,584 in FY24, showcasing the system’s resilience and ability to attract riders.
- In FY25, total ridership adjusted to 314,369, reflecting a decline of 20.1% year-over-year, influenced by ongoing road construction and detours impacting key service areas in Denton.

Unlinked Passenger Trips Three-Month Trend						
	FY24	FY25				
	October	August	September	October	September October % Change	October 2024-2025 % Change
Bus*	273,284	135,714	178,950	185,522	3.7%	-32.1%
Rail	26,074	23,906	25,251	32,617	29.2%	25.1%
GoZone	70,084	72,263	66,191	73,146	10.5%	4.4%
Access	2,386	2,452	2,343	2,765	18.0%	15.9%
Van Pool**	21,756	20,251	20,915	20,319	-2.8%	-6.6%
TOTAL	393,584	254,586	293,650	314,369	7.1%	-20.1%
* UNT, Connect, and Non-Connect Fixed Routes						
**Vanpool data lags by one month						

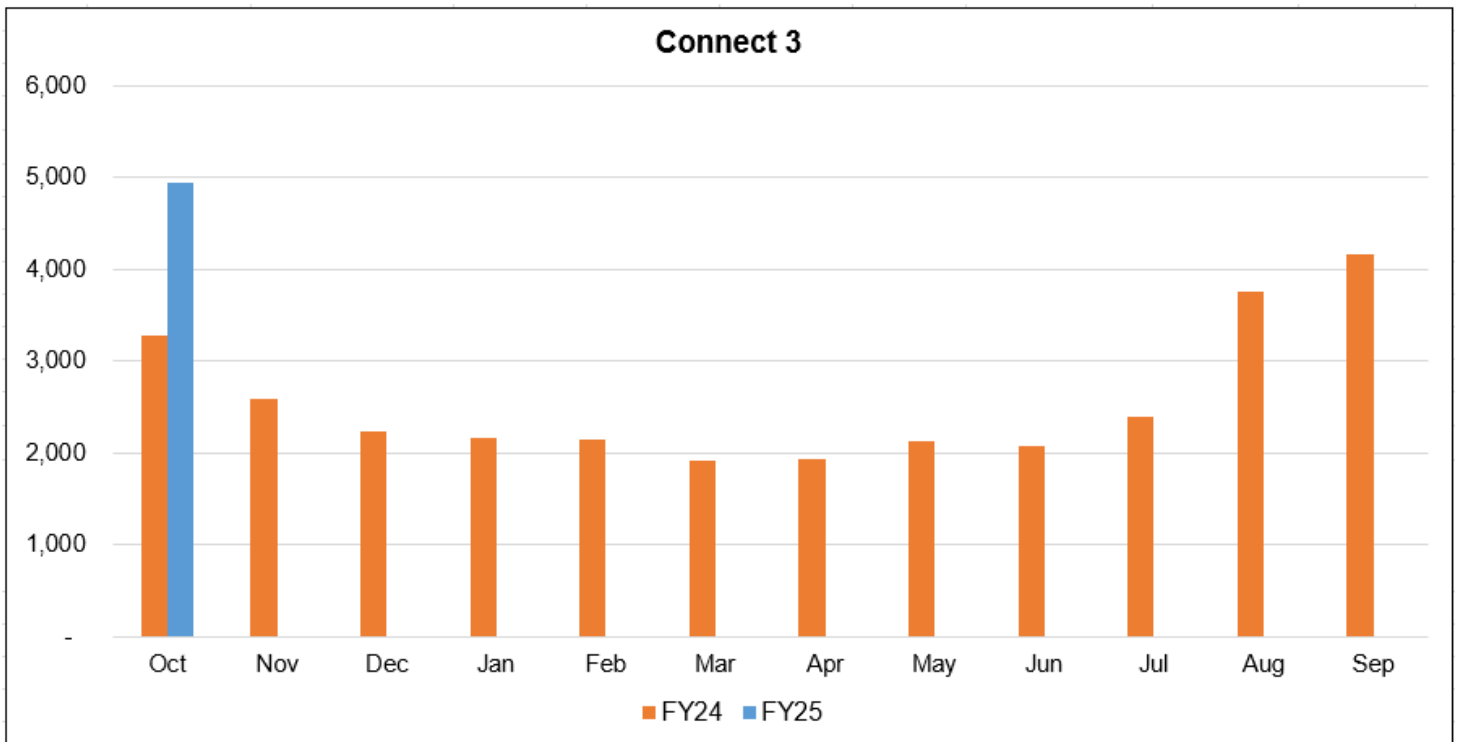
The three-month trend of passenger trips on major modes is presented in the following table.

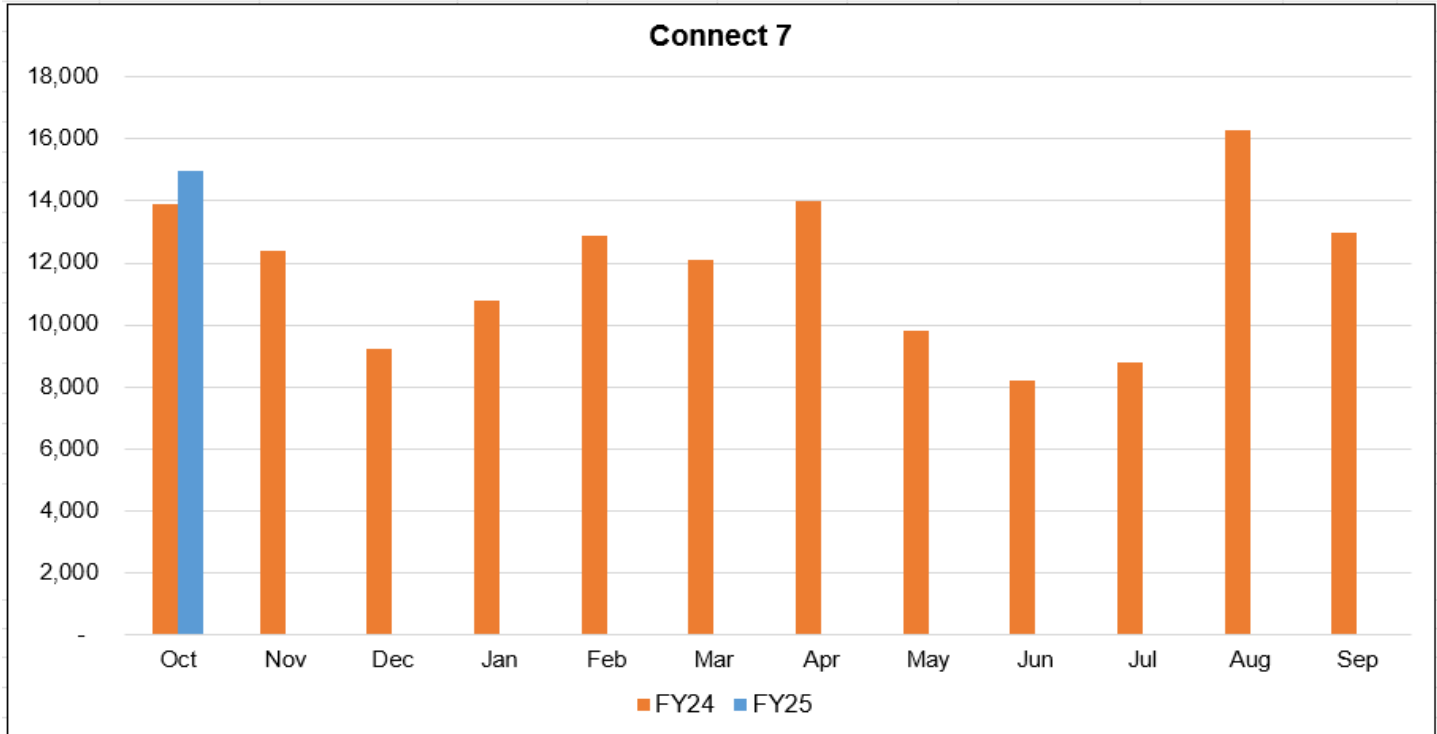
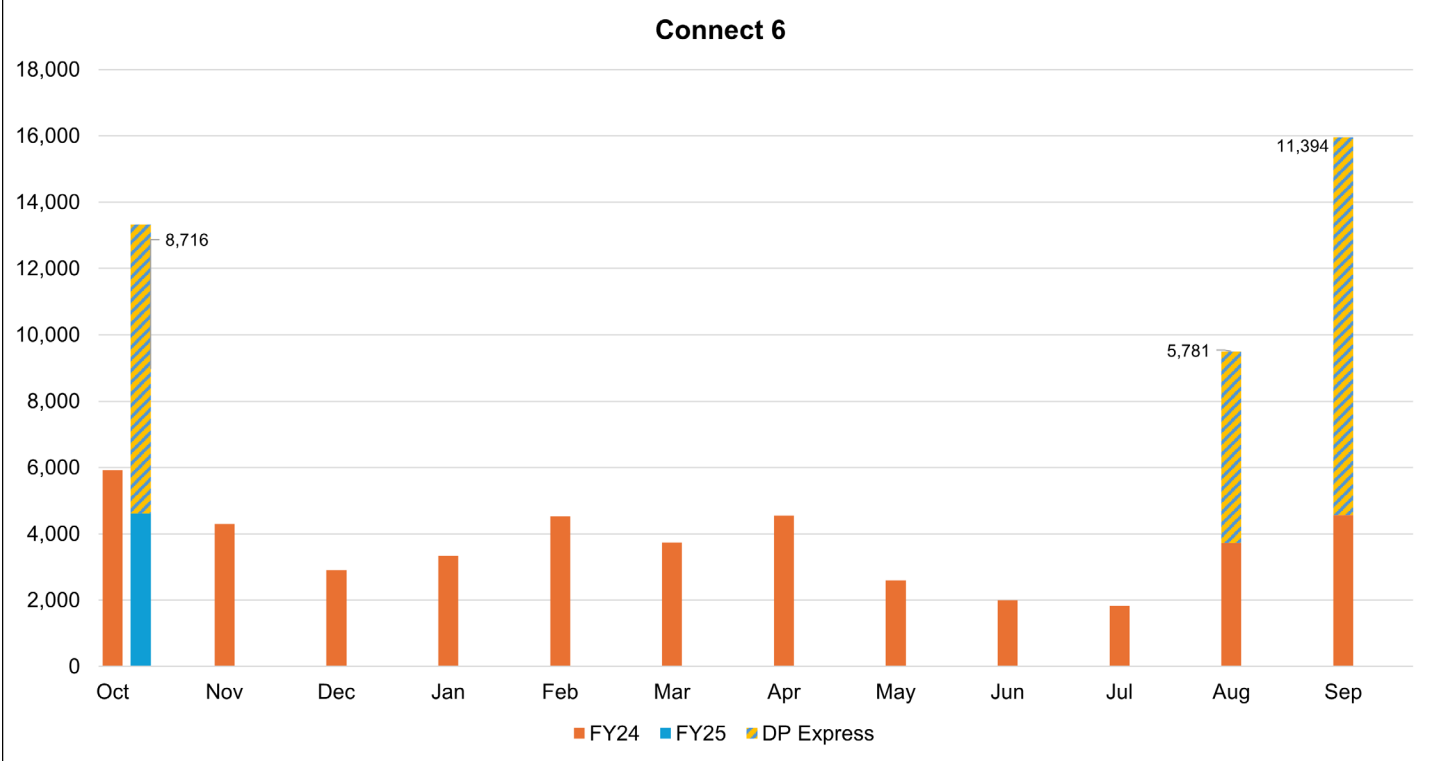
Unlinked Passenger Trips Three-Month Trend						
	FY24	FY25				
	October	August	September	October	September October % Change	October 2024-2025 % Change
UNT	249,983	111,753	156,910	160,690	2.4%	-35.7%
Connect	23,102	23,748	21,704	24,535	13.0%	6.2%
Non-Connect	199	213	336	297	-11.6%	49.2%
Rail	26,074	23,906	25,251	32,617	29.2%	25.1%
GoZone	70,084	72,263	66,191	73,146	10.5%	4.4%
Access	2,386	2,452	2,343	2,765	18.0%	15.9%
Van Pool**	21,756	20,251	20,915	20,319	-2.8%	-6.6%
TOTAL	393,584	254,586	293,650	314,369	7.1%	-20.1%
* UNT, Connect, and Non-Connect Fixed Routes						
**Vanpool data lags by one month						

S:\STRATEGIC PLANNING\SERVICE PLANNING & SERVICE DATA\Monthly Board reporting\12. December 2024\FY19-FY25Compare_Dec 24.xlsx\Memo_Tables

The following chart below presents a summary view of the overall ridership trend by mode from fiscal year start comparison for FY2021 to FY2025.

	Unlinked Passenger Trips - FY through October					FY24- FY25
	2021	2022	2023	2024	2025	
UNT	35,428	148,560	192,791	249,983	160,690	-35.7%
Connect	18,603	17,885	11,996	23,102	24,535	6.2%
Non-Connect	475	1,025	1,124	199	297	49.2%
A-train	9,018	18,455	23,085	26,074	32,617	25.1%
GoZone	-	30,871	69,708	70,084	73,146	4.4%
Access	1,214	1,725	2,070	2,386	2,765	15.9%
Vanpool*	18,683	17,416	20,126	21,756	20,319	-6.6%
TOTAL	83,421	235,937	320,900	393,584	314,369	-20.1%
*Vanpool data lags by one month						





SAFETY

Safety performance across modes saw varied in results for the first month of Fiscal Year 2025. The Bus Operation experienced a 1.89 IFR with 2 FTA-reportable incidents. GoZone experienced one FTA incident this month, bringing the IFR to .33. RGPC has had zero incidents for FY2025. Dialogue with Via and RGPC on implementation of DCTA's Safety Management System in their operations has been continuing, and DCTA has set appropriate expectations which has been received and implementations are ongoing.

SERVICE

On time Performance/KPIs

The bus service achieved 79.2% of trips on time, 16.4% late, and 4.4% early in October. This data underscores the need to continue focusing on service reliability, training new operators, and the continued collaboration with the City of Denton on upcoming road closures and detours.

To address these challenges and enhance OTP, Bus Operations has implemented the following strategies:

1. Improve Off-the-Lot Pullout: Monitor and increase pullout efficiency, aiming for a 100% target.
2. Deploy Service Protection Buses to provide operational flexibility and get service back on-time faster.
3. Support and Recognize Operators: Deliver targeted coaching for operators with the lowest OTP and celebrate the top 10 performers on a recurring basis.
4. Enhance Midshift Supervision: With nearly-full staffing in the supervisor ranks, establish a midshift supervisor schedule to monitor OTP and help operators stay on track.

With 7 out of 8 Operations Supervisor positions now filled, Bus Operations is well-equipped to implement these measures and drive meaningful improvements in OTP.

GoZone service results continue see shifts this month due to the implementation of Phase 1 of the Intermediate Service Plan. Seat unavailability across the network decreased to 10.6% in Denton and 11.4% in Highland Village / Lewisville, versus the KPI of 17.5%. Wait times also decreased to 23.5 minutes in Denton and 21.9 minutes in Highland Village / Lewisville.

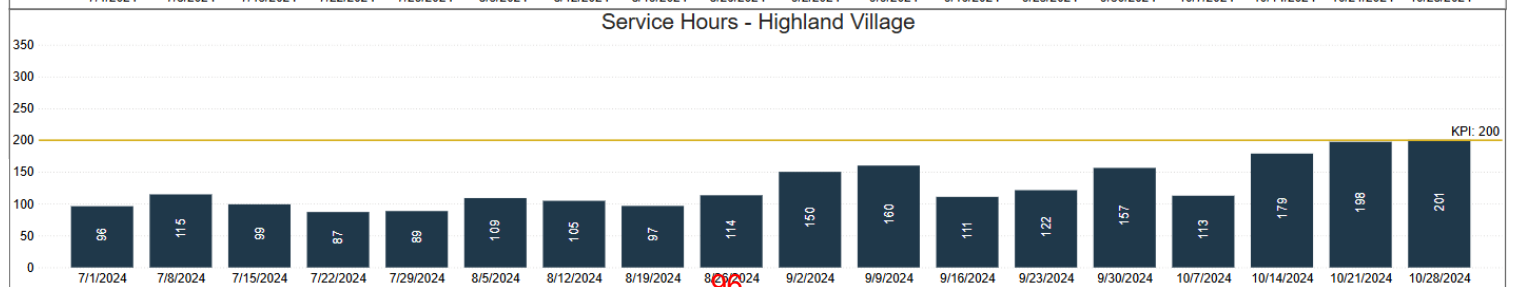
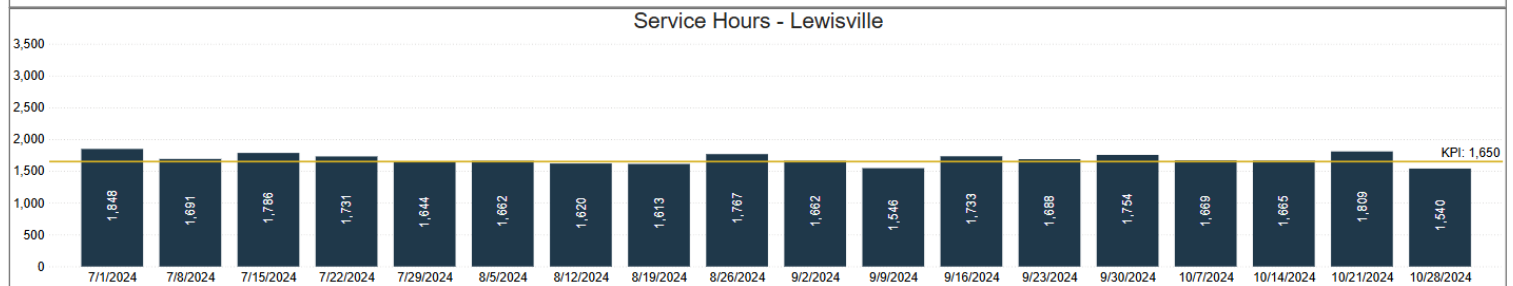
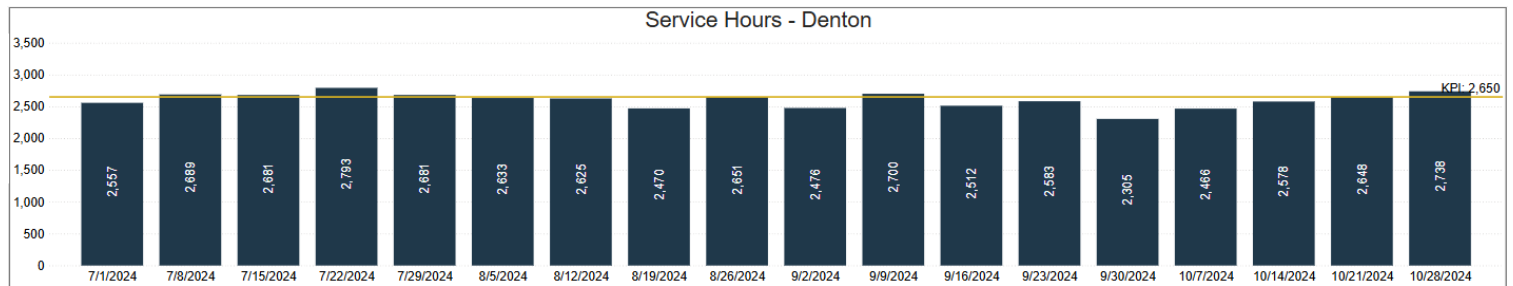
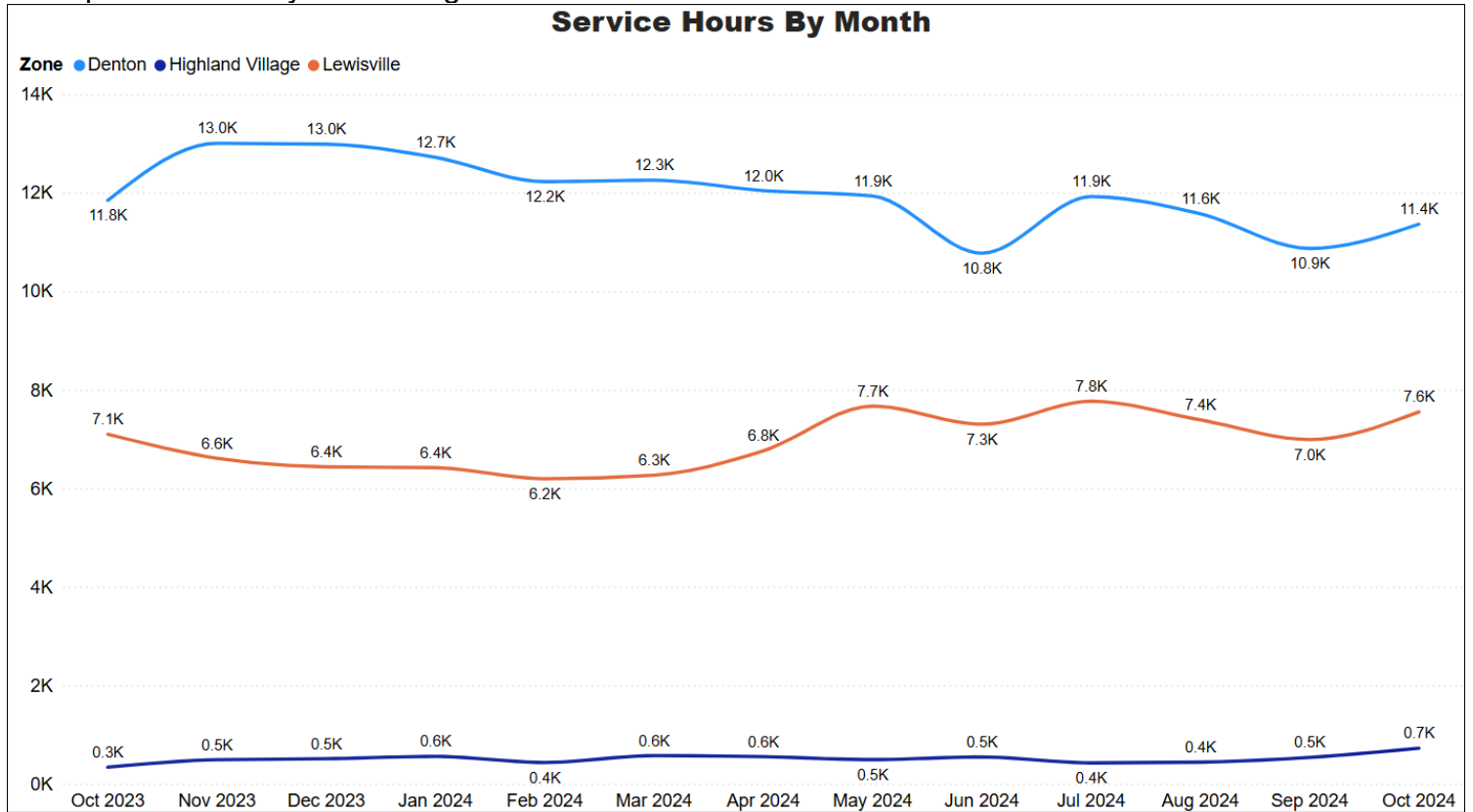
The graphs below illustrate service hours deployed across the system on a week-by-week basis from FY2023 through FY2025 to date. Staff anticipates using these graphs or similar views to manage and illustrate, over time, the shift in deployed service hours between the two zones.

Overall Trends

The analysis of service hours across GoZone and Connect services (Connect 3, Connect 6, and Connect 7) highlights strategic adjustments in resource allocation to align with demand patterns and operational priorities.



This service hour analysis reflects DCTA's commitment to flexibility and efficiency, enabling the agency to respond effectively to evolving transit demands.





Identified Need

None.

Financial Impact

None.

Exhibits

- Exhibit 1: Safety Performance – FY25 to Date
- Exhibit 2: Service Performance – FY25 to Date
- Exhibit 3: Ridership by Mode – October 2025
- Exhibit 4: Connect Ridership Year-Over-Year by Month
- Exhibit 5: A-train Ridership Year-Over-Year by Month
- Exhibit 6: Fixed-Route Ridership – October 2025
- Exhibit 7: UNT Ridership Year-Over-Year by Month

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

Final Review: 
Steve Swanberg, Senior Manager
Safety and Security

Final Review:
Lisa Taylor

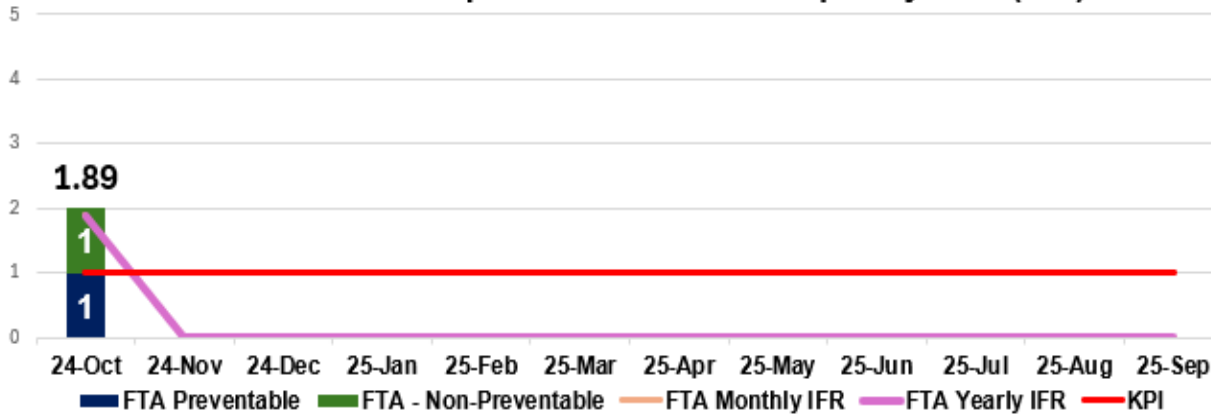
Lisa Taylor, Vice President of Operations

INFORMATIONAL REPORT 1 – SAFETY PERFORMANCE



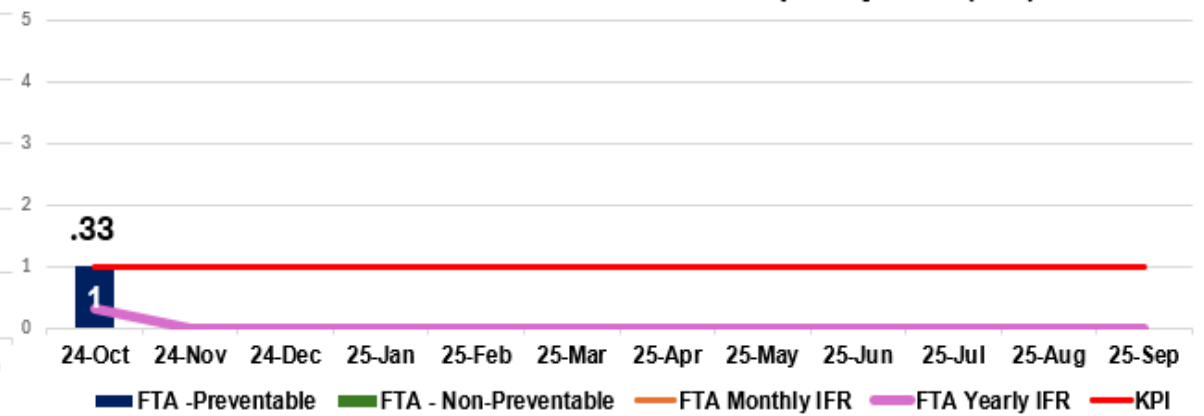
Exhibit 1

FY2025 FTA - Bus Operations Incident Frequency Rate (IFR)



2024 IFR - 0.30

FY2025 FTA- GoZone Incident Frequency Rate (IFR)



2024 IFR - .42

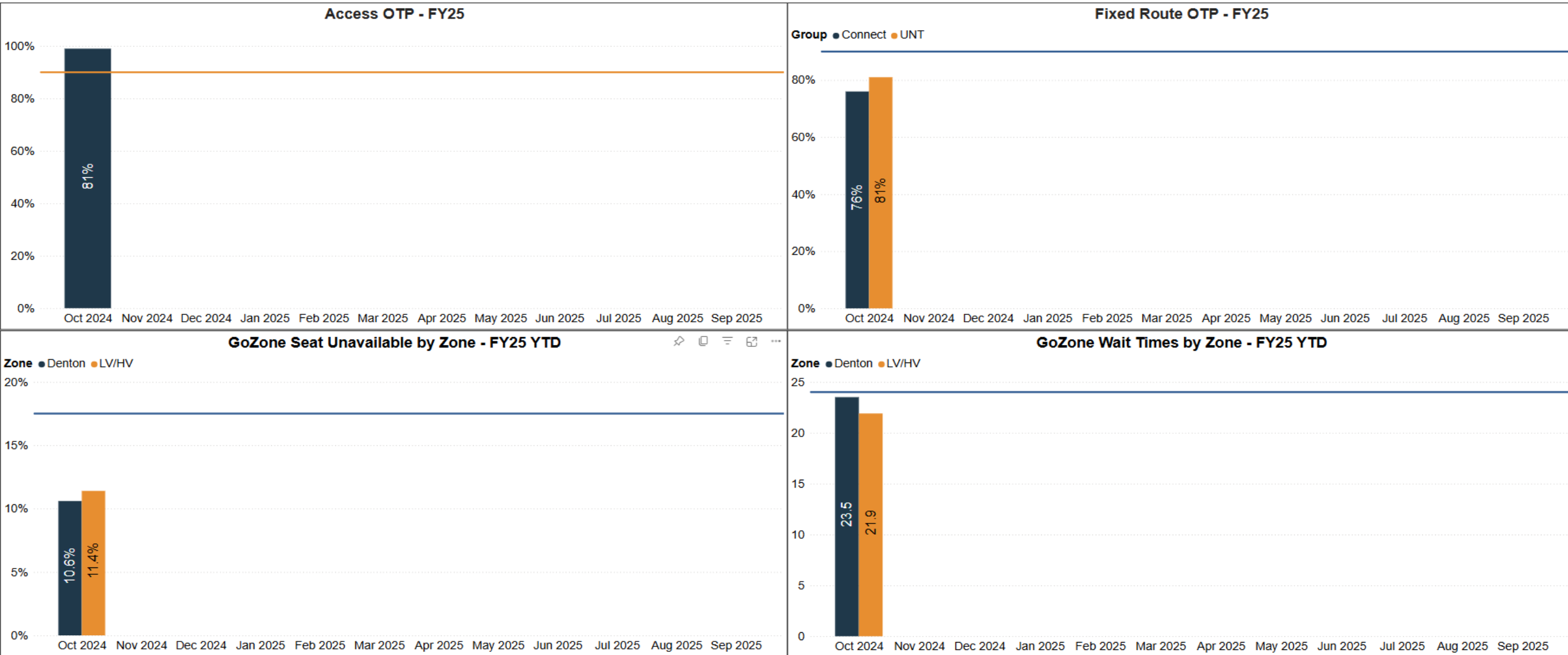
Rio Grande Pacific Operations	24-Oct	24-Nov	24-Dec	25-Jan	25-Feb	25-Mar	25-Apr	25-May	25-Jun	25-Jul	25-Aug	25-Sep
FRA Monthly IFR	0											
FRA Yearly IFR	0											
FRA Preventable	0											
FRA Non-Preventable	0											
FRA Rail Crossing Reportable	0											

2024 IFR - .76

INFORMATIONAL REPORT 1 – SERVICE PERFORMANCE



Exhibit 2



INFORMATIONAL REPORT 1 – EXHIBIT 3: RIDERSHIP



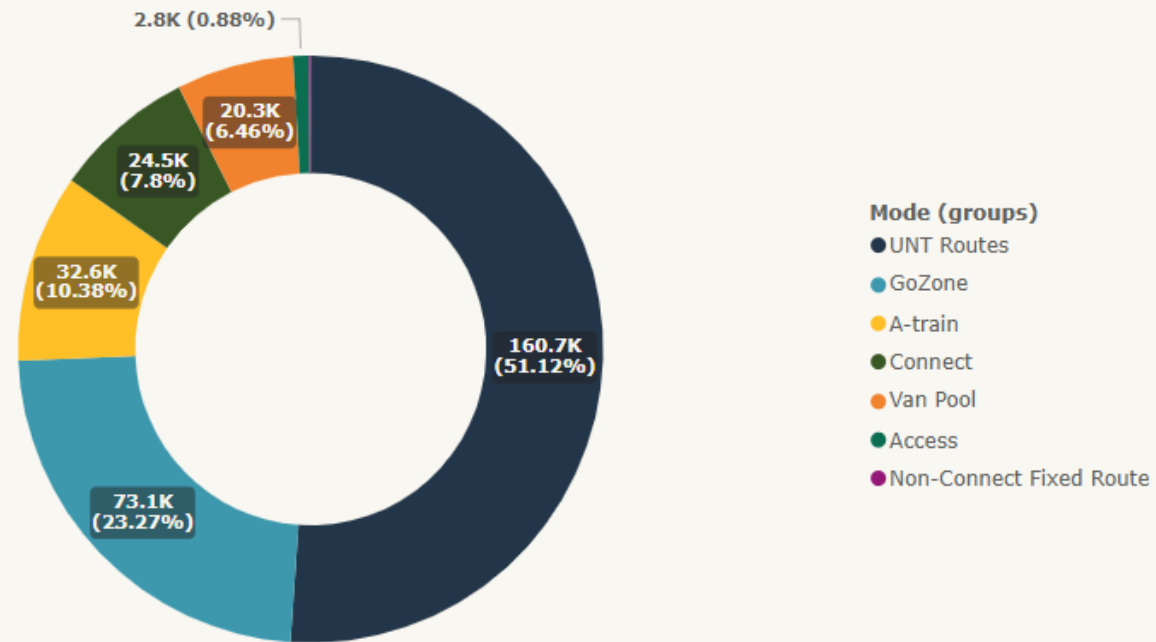
Total Ridership - Oct 2024

314.4K

Total Ridership FYTD

314.4K

Ridership by Travel Mode - Oct 2024



INFORMATIONAL REPORT 1 – EXHIBIT 4: CONNECT



Total Ridership - Oct 2024

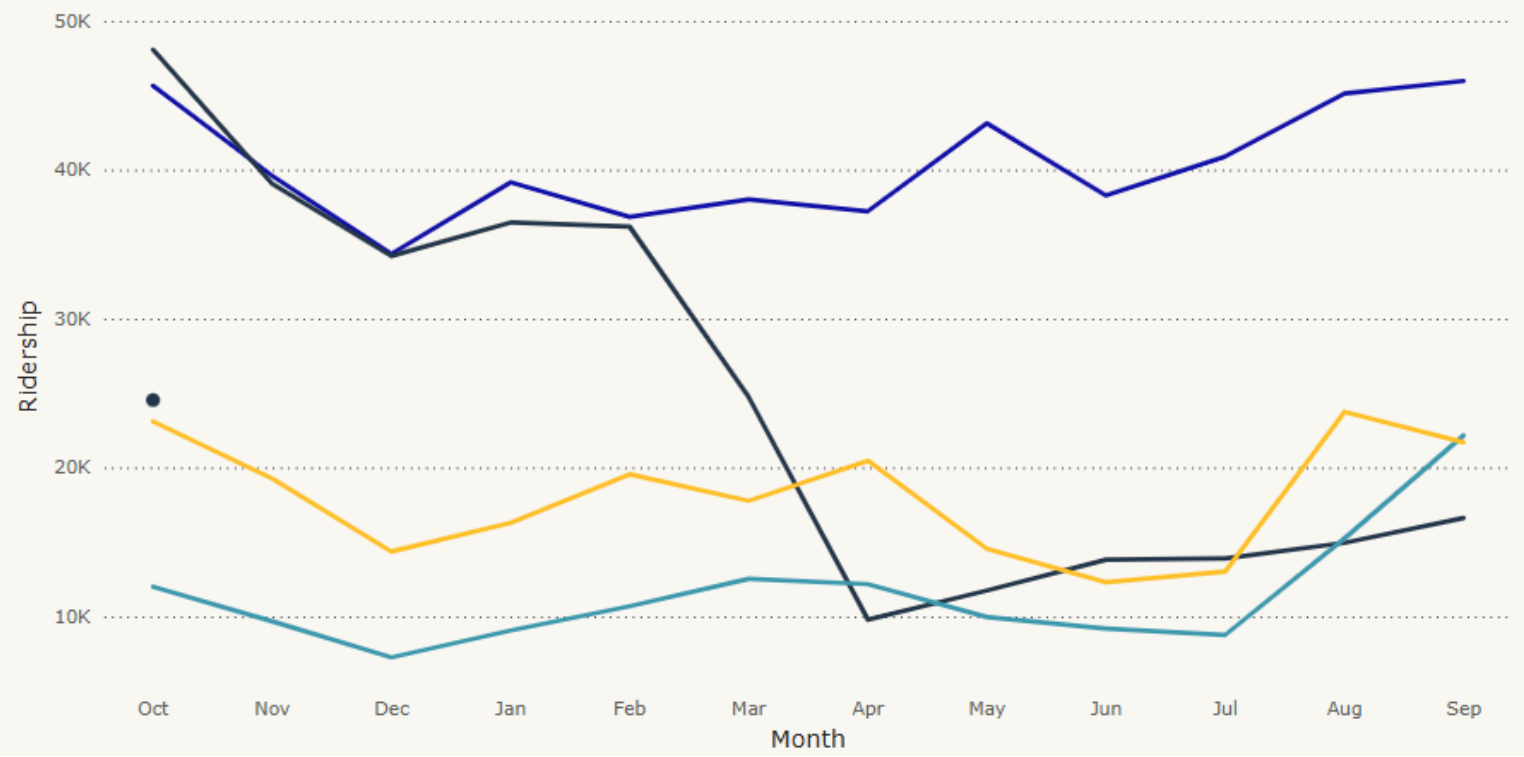
314.4K

Total Ridership FYTD

314.4K

Ridership by Month and Fiscal Year - Connect

Fiscal Year ● 2019 ● 2020 ● 2023 ● 2024 ● 2025



INFORMATIONAL REPORT 1 – EXHIBIT 5: A-TRAIN



Total Ridership - Oct 2024

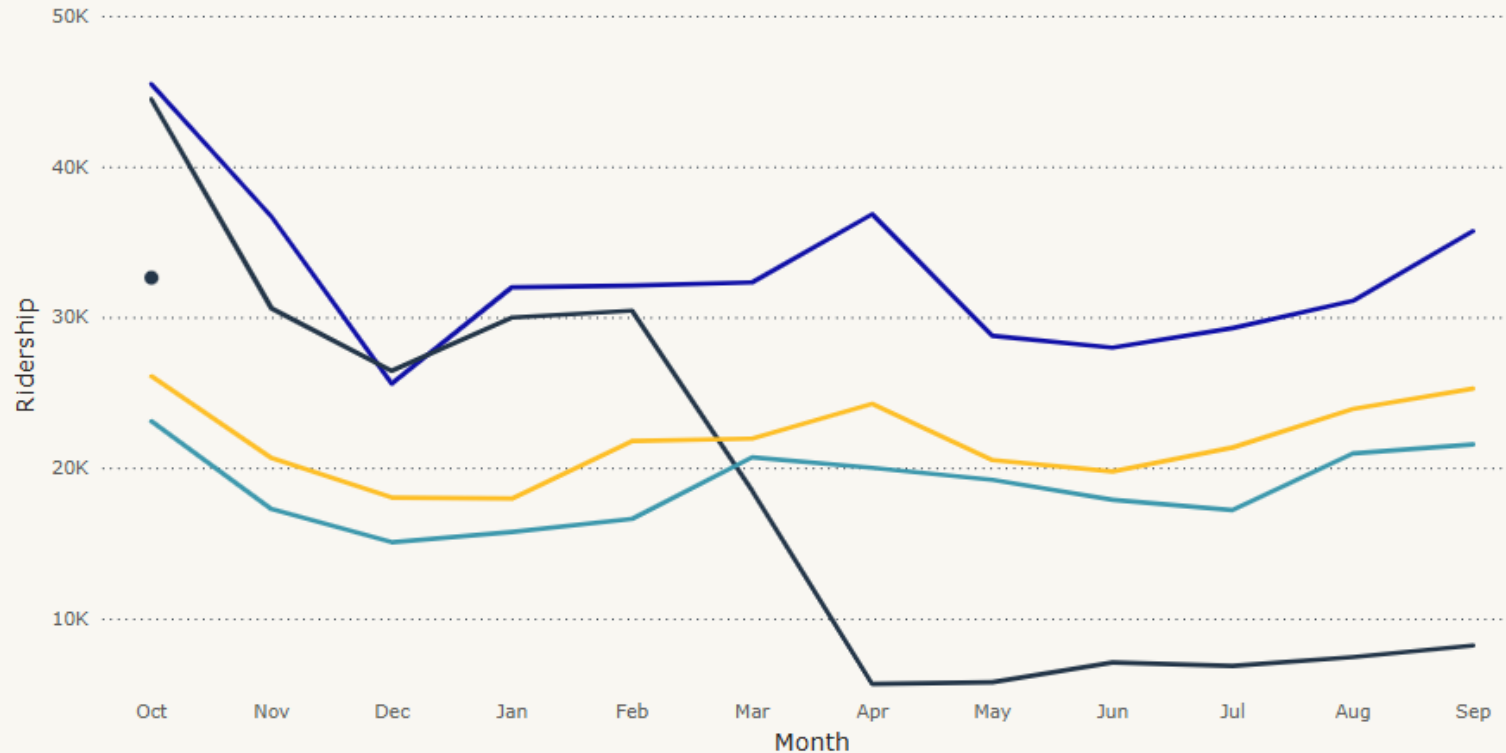
314.4K

Total Ridership FYTD

314.4K

Ridership by Month and Fiscal Year - A-train

Fiscal Year ● 2019 ● 2020 ● 2023 ● 2024 ● 2025



INFORMATIONAL REPORT 1 – EXHIBIT 6: FIXED ROUTE



Total Ridership - Oct 2024

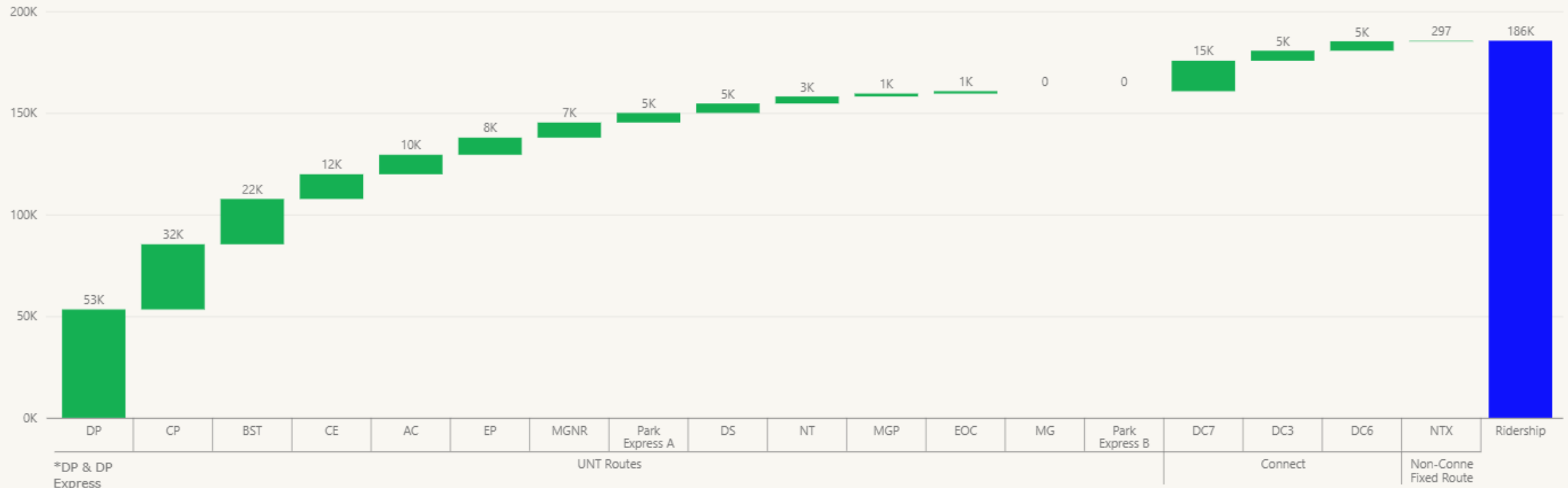
314.4K

Total Ridership FYTD

314.4K

Mode (groups)	Ridership
Connect	24,535
Non-Connect Fixed Route	297
UNT Routes	160,690
Total	185,522

Fixed-Route Ridership Waterfall



INFORMATIONAL REPORT 1 – EXHIBIT 7: UNT (ALL)



Total Ridership - Oct 2024

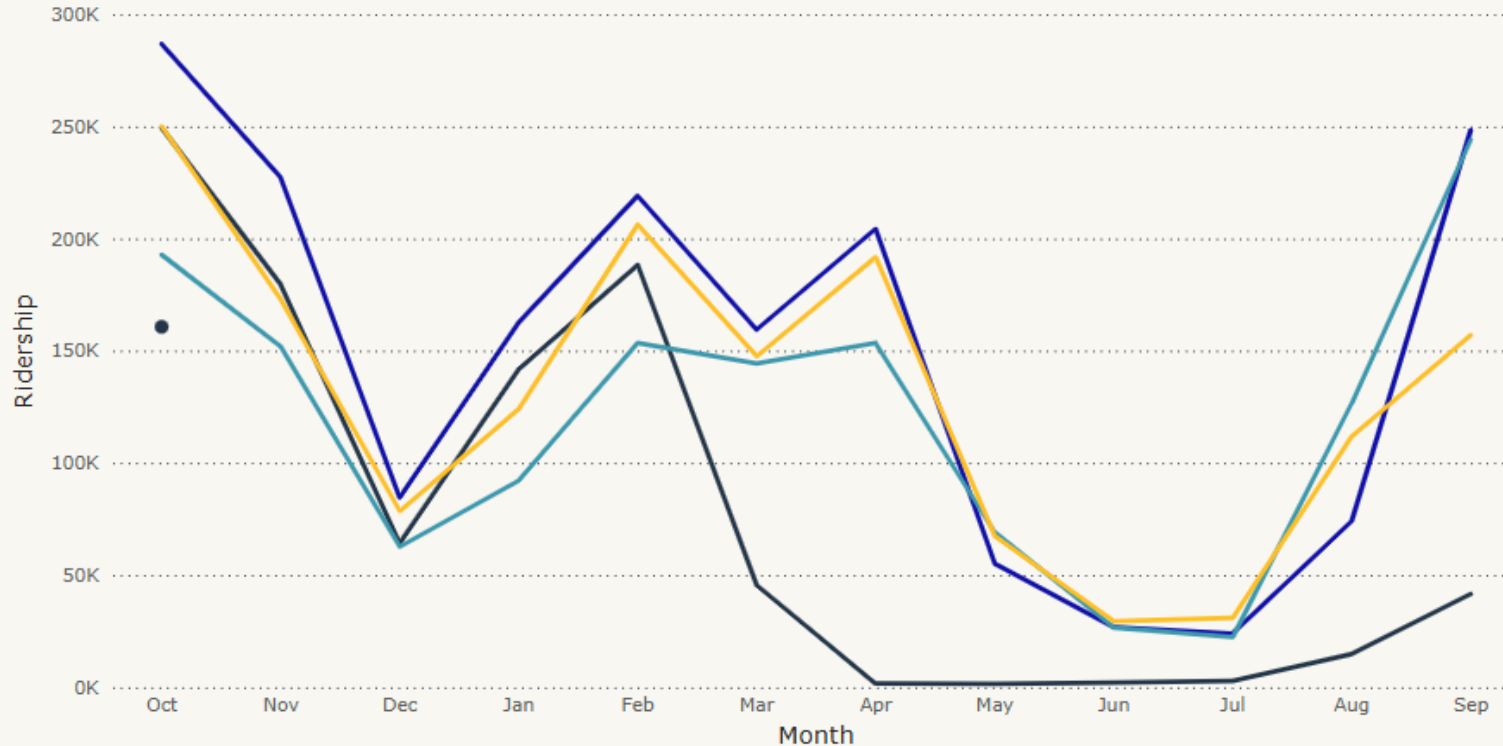
314.4K

Total Ridership FYTD

314.4K

Ridership by Month and Fiscal Year - UNT

Fiscal Year ● 2019 ● 2020 ● 2023 ● 2024 ● 2025



Board of Directors Memo

December 12, 2024

AGENDA ITEM: Update on Landscape Maintenance Contract Solicitation

Recommendation

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

Background

The Denton County Transportation Authority (DCTA) is seeking proposals for a new landscape maintenance contract to cover its five (5) rail stations and adjacent parking areas. A replacement is needed ahead of the spring and summer seasons of 2025. The new contract will prioritize bringing the stations up to a baseline DCTA standard for appearance and maintaining that standard moving forward. DCTA is partnering with a design consultant to develop updated landscape and hardscape design standards that emphasize minimal irrigation, native plants, and simplified hardscape elements to reduce long-term maintenance needs. This contract will support the implementation of these standards as directed by DCTA staff.

Scope

- General Maintenance: Routine mowing, edging, pruning, litter removal, pre-emergent application, and hardscape care.
- Initial Assessment: Document pre-existing conditions within 30 days of contract start.
- Implementation of landscape and hardscape as required:
 - Use native, drought-tolerant, and pollinator-friendly plants.
 - Use of hardscape elements that provide accents to landscape.
- Accessibility: Ensure pathways and clear from vegetation and/or litter and accessible.
- Waste Management: Handle litter and green waste sustainably.
- Reporting & Monitoring:
 - Submit monthly maintenance reports.
 - Follow a consistent service schedule.
 - Post clear signage for herbicide applications.
- Quality Assurance:
 - Conduct regular inspections with DCTA staff.
 - Provide quality assurance reports and performance metrics.
- Optional Services:
 - Shrub replacement and seasonal plantings.
 - Potential implementation of smart irrigation systems.

Previous Board Action

None.

Identified Need

None.

Financial Impact

None. This is an informational report only. Future work under this contract will be accomplished within allocated budget.

Exhibits

None.

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

Submitted By:

Austin Frith, VP of Planning and Development