DENTON COUNTY TRANSPORTATION AUTHORITY
1955 Lakeway Drive, #260, Lewisville, Texas 75057
972.221.4600 | RideDCTA.net

Board of Directors Regular Meeting
May 22, 2025 | 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, May 22, 2025 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:

Join from PC, Mac, iPad, or Android:
https://us06web.zoom.us/j/89680249291?pwd=ycBBMzCHFVUzqdGUr0i38gZvKWwj0x.1
Passcode:632982
Phone one-tap:+13462487799
Join via audio:+1 346 248 7799
Webinar ID: 896 8024 9291
Passcode: 632982

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 p.m. on Wednesday, May 21, 2025,** to ensure the comment will be distributed to Board Members prior to the meeting.

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

CONSENT AGENDA

1. **Consider Approval of Monthly Financial Statement for March 31, 2025**
   Action Item
   Background Information: Memo
   Exhibit 1: Year-to-Date Financial Statement – March 31, 2025

2. **Consider Approval of Quarterly Grants Report for Quarter 2 – Fiscal Year 2025**
   Action Item
   Background Information: Memo
   Exhibit 1: Investment Report
   Exhibit 2: Grants Report as of March 31, 2025

3. **Consider Approval of a Resolution Designating David Leininger as the Investment Officer**
   Action Item
   Background Information: Memo
   Draft Resolution

4. **Consider Approval of the Denton County Transportation Authority (DCTA) Drug and Alcohol Policy**
   Action Item
   Background Information: Memo
   Exhibit 1: Final Revised Policy

5. **Consider Approval of Regular Meeting Minutes dated April 24, 2025**
   Action Item
   Background Information: Exhibit 1: Regular Meeting Minutes Dated April 24, 2025

REGULAR AGENDA

1. **Discuss and Consider Approval of a Master Professional Services Agreement with AECOM Technical Services, Inc. (AECOM) for On-Call Planning Services for the period of June 1, 2025 through May 30, 2028 with up to Two Additional One (1) Year Periods**
   Action Item
   Background Information: Memo

2. **Discuss Update on the Old Town Lewisville Transit Oriented Development Project**
   Discussion Item
   Background Information: Memo

3. **Discuss and Consider Approval of a License Agreement for Roadway Infrastructure between Denton County Transportation Authority and the City of Lewisville to Construct and Maintain Public Infrastructure Including Streets, Sidewalks and Appurtenances Along the Eastern Boundary of the Property Owned by DCTA at the Old Town Station Site**
   Action Item
   Background Information: Memo

4. **Discuss Local and Regional Updates and Legislative Issues**
   Discussion Item

INFORMATIONAL REPORTS

1. **Safety, Service, and Ridership Reports – April 2025**
   Background Information: Memo
   Exhibit 1: Safety Performance – FY to Date
   Exhibit 2: Service Performance – FY to Date
   Exhibit 3: Ridership by Mode – April 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 – April 2025
   Exhibit 7: UNT Ridership Year-Over-Year by Month

FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

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

Next Regular Board Meeting Date: June 26, 2025

REPORT ON ITEMS OF COMMUNITY INTEREST

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

CONVENE EXECUTIVE SESSION
No Executive Session scheduled.

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
Stephen Christo, The Colony (alternate)
Vacant, Flower Mound
Vacant, Little Elm
Vacant, Small Cities

Staff Liaison
Paul Cristina, CEO

This notice was posted on May 16, 2025 by 5pm.

Kisha Morris-Perkins
Executive Assistant & Board Process Manager

DENTON COUNTY TRANSPORTATION AUTHORITY

Board of Directors Memo May 22, 2025

AGENDA ITEM: Consider Approval of Monthly Financial Statement for March 31, 2025

Recommendation
Staff recommends the Board approve the financial statement for March 31, 2025.

Background
The financial statement is presented monthly to the Board of Directors for approval. The attached report is for the period ending March 31, 2025. This report provides a comparison of year-to-date budget vs. actual performance.

Previous Board Activity & Action
There has been no previous Board activity on this item.

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

Financial Impact
The financial impact of March 31, 2025 performance has been summarized within the respective document provided. Staff stands ready to answer any questions the Board may have regarding the financial performance.

Exhibits
Exhibit 1: Year-to-Date Financial Statement – March 31, 2025

Submitted by: Sherrelle Evans-Jones

Sherrelle Evans-Jones, CPA
Chief Financial Officer

DENTON COUNTY TRANSPORTATION AUTHORITY

Statement of Revenue and Expenditures
Presented for the Period Ended March 31, 2025
(UNAUDITED)

	Prior Year Actual			FY 2025 - March 31, 2025					
	2022	2023	2024	YTD Budget	YTD Actual	Annual Budget	Actual %	Expected %	Notes
Revenue and Other Income									
Passenger Revenues	$ 928,716	$ 1,568,793	$ 1,987,021	$ 846,129	$ 766,920	$ 1,675,312	45.8%	50.5%	Passenger revenue trending behing budget by $80K or 9% due to outstanding information to enable revenue recognition.
Contract Service Revenues	3,718,416	4,233,303	4,670,687	2,200,308	$ 1,964,357	$ 4,400,615	44.6%	50.0%	
Sales Tax Revenues	38,030,250	40,292,936	40,592,222	20,499,996	$ 20,298,066	$ 41,000,000	49.5%	50.0%	Sales Tax trending behind budget by $202K or 0.9% due to a lower February and March 2025.
Federal/State Grants - Capital	95,069	59,828	914,989	2,159,904	$ 9,681	$ 4,319,818	0.2%	50.0%	Capital grants includes an estimate for PTC spending, which has not started as of March 2025.
Federal/State Grants - Operating	19,028,351	9,431,745	11,562,099	5,191,694	$ 5,322,070	$ 10,383,400	51.3%	50.0%	Operating Grants are recognized on a quarterly basis and will be included in the March 2025 report.
Total Revenues and Other Income	**61,800,802**	**55,586,605**	**59,727,018**	**30,898,031**	**28,361,094**	**61,779,145**			
Operating Expenses									
Salary, Wages and Benefits	4,002,824	3,787,792	10,318,001	7,146,963	6,253,605	12,862,606	48.6%	55.6%	
Outsourced Services and Charges	4,517,965	5,600,148	5,522,925	2,855,284	1,570,306	5,467,083	28.7%	52.2%	The FY25 budget for Outsourced Services and Charges included significant spending for several projects/initiatives. Some of these intiatives have commenced as of the March 2025 report. Some projects include Bus Stop Standards (Planning), Long Range Service Plan (Planning), A-Train Program (Planning), Intermediate Service Plan (Planning), Marketing consulting.
Materials and Supplies	2,536,927	2,576,663	2,521,986	1,733,182	852,828	3,370,897	25.3%	51.4%	The FY25 budget for Materials and Supplies includes estimates for IT spending for upgrades of hardware and other projects. This budget also includes estimates for spending for Bus Ops/Maintenance. In both areas, some spending in these areas have commenced, however not at the levels anticipated in the FY25 budget as of March 31, 2025.
Utilities	455,020	497,792	570,977	380,794	234,330	761,572	30.8%	50.0%	
Insurance	1,608,328	1,577,898	1,099,836	937,332	933,201	1,874,600	49.8%	50.0%	Insurance expenditures reflects a large payment of this annual premium which occurs at the beginning of the Fiscal year to pay all non-Rail coverages.
Transportation Reinvestment (TRiP)	1,332,493	345,473	379,591	-	-	40,355,070	0.0%	0.0%	
Purchased Transportation Services	19,146,955	22,348,013	24,862,290	12,526,782	9,906,187	25,053,458	39.5%	50.0%	Purchase Transportation is due to the timing of the vendor payments.
Employee Development	119,259	2,559,697	346,602	400,669	141,825	795,340	17.8%	50.4%	
Leases and Rentals	132,033	142,445	173,735	94,326	69,113	188,700	36.6%	50.0%	
Depreciation	11,351,682	9,074,611	11,293,387	5,416,038	5,081,173	10,541,895	48.2%	51.4%	
Total Operating Expenses	**45,203,487**	**48,510,532**	**57,089,330**	**31,491,370**	**25,042,569**	**101,271,221**			
Income Before Non-Operating Revenues and Expenses	**16,597,315**	**7,076,073**	**2,637,688**	**(593,339)**	**3,318,525**	**(39,492,076)**			

DENTON COUNTY TRANSPORTATION AUTHORITY

Statement of Revenue and Expenditures
Presented for the Period Ended March 31, 2025
(UNAUDITED)

	Prior Year Actual			FY 2025 - March 31, 2025					
	2022	2023	2024	YTD Budget	YTD Actual	Annual Budget	Actual %	Expected %	Notes
Income Before Non-Operating Revenues and Expenses	**16,597,315**	**7,076,073**	**2,637,688**	**(593,339)**	**3,318,525**	**(39,492,076)**			
Non-Operating Revenues/(Expense)									
Investment Income	462,425	4,434,145	7,861,832	1,099,998	2,355,335	2,200,000	107.1%	50.0%	
Gain (Loss) on Disposal of Assets	29,719	52,900	(6,700)	-	-	-	0.0%	0.0%	
Other Income/(Expense) - Miscellaneous	447,462	923,293	180,928	127,500	76,188	255,000	29.9%	50.0%	
Long Term Debt Interest/(Expense)		(212,684)	(210,002)	(85,908)	85,905	(171,811)	-50.0%	50.0%	
Total Non-Operating Revenues/(Expenses)	**939,606**	**5,197,654**	**7,826,058**	**1,141,590**	**2,517,427**	**2,283,189**			
Income (Loss) includes	**17,536,921**	**12,273,727**	**10,463,746**	**548,251**	**5,835,952**	**(37,208,887)**			
Transfers Out to NTMC	(5,926,669)	(5,577,506)	-						NTMC Line is retained for historical information. No NTMC expenditures included in FY25.
Total Transfers	**(5,926,669)**	**(5,577,506)**	**-**						
Change in Net Position	**$ 11,610,252**	**$ 6,696,221**	**$ 10,463,746**	**$ 548,251**	**$ 5,835,952**	**$ (37,208,887)**			

Board of Directors Memo May 22, 2025

AGENDA ITEM: Consider Approval of Quarterly Grants Report for Quarter 2 – Fiscal Year 2025

Recommendation
Staff recommends the Board approve the Quarterly Grants Report for Quarter 2, Fiscal Year 2025.

Background
Grants reports are provided on a quarterly basis. The attached reports are for the period ending March 31, 2025. These reports provide a comparison of year-to-date budget versus actual performance.

Previous Board Activity and Action
There has been no previous Board activity on this quarterly grants report.

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

Financial Impact
The financial impact of March 31, 2025 performance has been summarized within the respective documents provided.

Exhibits
Exhibit 1: Investment Report
Exhibit 2: Quarterly Grants Report – Q4 FY 2025

Submitted By: Sherrelle Evans-Jones

Sherrelle Evans-Jones, Chief Financial Officer

INVESTMENT REPORT

Denton County Transportation Authority

January 1 to March 31, 2025



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Market Recap

Treasury yields edged lower once again in March, despite Fed officials holding the overnight rate steady for the second straight FOMC meeting. The overriding theme of the quarter was the Trump tariffs, more specifically the uncertainty fueled by the on-again/off-again series of threats aimed primarily at our neighbors to the north and south. Those threats became reality on March 3rd when a 25% tax was imposed on goods imported from Mexico and Canada, while an additional 10% tax was placed on Chinese imports, doubling the previously imposed 10%. Two days later, Trump decided that Mexican and Canadian goods falling under the USMCA agreement he himself negotiated five years ago would be exempt. The next day, a tariff on Canadian dairy products and lumber was announced, followed by a 25% tax on all steel and aluminum imported into the United States. This seemingly random pattern repeated itself throughout the month, shaking up consumer and business confidence. Trade partners quickly retaliated by levying new tariffs and increasing existing duties on U.S. goods. Perhaps more importantly, foreign countries scrambled to forge new agreements amongst themselves, reducing barriers to promote free trade.

Stocks experienced a particularly volatile month in which in the S&P 500 lost nearly 6%, despite corporate profits reaching an all-time high in the prior quarter. Initial concerns over tariff-related inflation increasingly morphed into recession fears. Extreme uncertainty has likely stalled business investment and consumer spending. Very few of the economic releases in March reflected the rapidly evolving tariff situation, which makes the data less useful as a predictor of future activity, although still helpful to establish a base. Overall, employment held up well, while inflation generally moved lower and consumer spending weakened.

Nonfarm payrolls for February were roughly in line with forecasts at an acceptable +151k, while the unemployment rate ticked up from 4.0% to 4.1%, *still very near historical lows*. Both the overall CPI index and core CPI were up +0.2% in February, *a tenth below the +0.3% median forecasts*. On a year-over-year basis, headline CPI declined from +3.0% to +2.8% and the core decreased to +3.1%, which although still too high, was *a four-year low*. High visibility grocery prices were unchanged and prices at the gas pump were slightly lower. Headline retail sales, expected to bounce back from a weak January reading, rose just +0.2% in February, well below the +0.6% median forecast, while the previously reported January sales decline was revised even lower, from -0.9% to -1.2%. Weakness was widespread as 7 of 13 spending categories were lower.

Tariff concerns were more evident in the soft data releases as survey results were mostly terrible. The Conference Board's main consumer confidence gauge for March dropped 7.2 points to 92.9, while expectations for the next six months fell nearly 10 points to 65.2, *the lowest in 12 years and consistent with an economic downturn*. Pessimism about future business conditions and employment prospects sharply increased, with inflation expectations rising to 6.2% for the next 12 months. The University of Michigan consumer sentiment survey made headlines with long-term inflation expectations reaching a three-decade high.

The Fed, as expected, held rates steady at the March FOMC meeting. The updated summary of economic projections (the first since December) showed slightly higher inflation for 2025 and slightly lower GDP growth. The new dot plot continued to indicate two rate cuts in 2025, although with less conviction than in December. Powell's belief that tariff-related inflation would be temporary suggested that policymakers could cut sooner and more aggressively if the labor market and the economy weakened, even if inflation moved higher. . . as long as it was the tariffs that drove those price increases.

Although near-term recession is still unlikely, the Atlanta Fed's GDPNow measure for Q1 was -3.7% as of April 1st. In all likelihood, this will climb as the March economic numbers are tallied, but there's no denying the abrupt and seemingly severe Q1 slowdown. With few positive catalysts expected in the second quarter, especially if the global trade war worsens, the financial markets will continue bracing for weakness and lower rates.

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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

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Portfolio Overview

Portfolio Summary

	Prior 31 Dec-24	Current 31 Mar-25
Par Value	123,670,808.51	128,338,814.08
Original Cost	123,272,462.17	128,035,584.30
Book Value	123,469,070.86	128,203,104.84
Market Value	123,494,536.45	128,275,910.77
Accrued Interest	277,133.07	253,229.73
Book Value Plus Accrued	123,746,203.93	128,456,334.57
Market Value Plus Accrued	123,771,669.52	128,529,140.50
Net Unrealized Gain/(Loss)	25,465.59	72,805.93

Income Summary

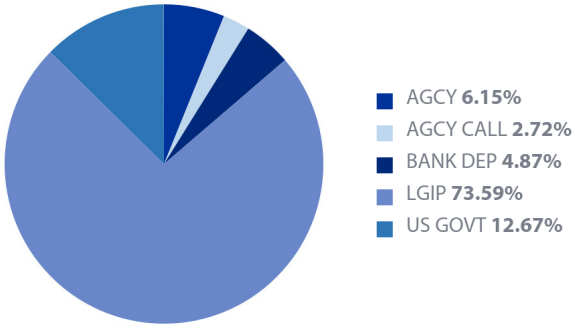
Current Period	1 Jan-25 to 31 Mar-25
Interest Income	1,257,645.39
Net Amortization/Accretion	66,028.41
Realized Gain/(Loss)	0.00
Net Income	1,323,673.80

Fiscal Year-to-Date	1 Oct-24 to 31 Mar-25
Net Income	2,736,980.71

Portfolio Characteristics

	Prior 31 Dec-24	Current 31 Mar-25
Yield to Maturity	4.511%	4.158%
Yield to Worst	4.511%	4.158%
Days to Final Maturity	105	80
Days to Effective Maturity	105	80
Duration	1.09	0.97

Asset Allocation



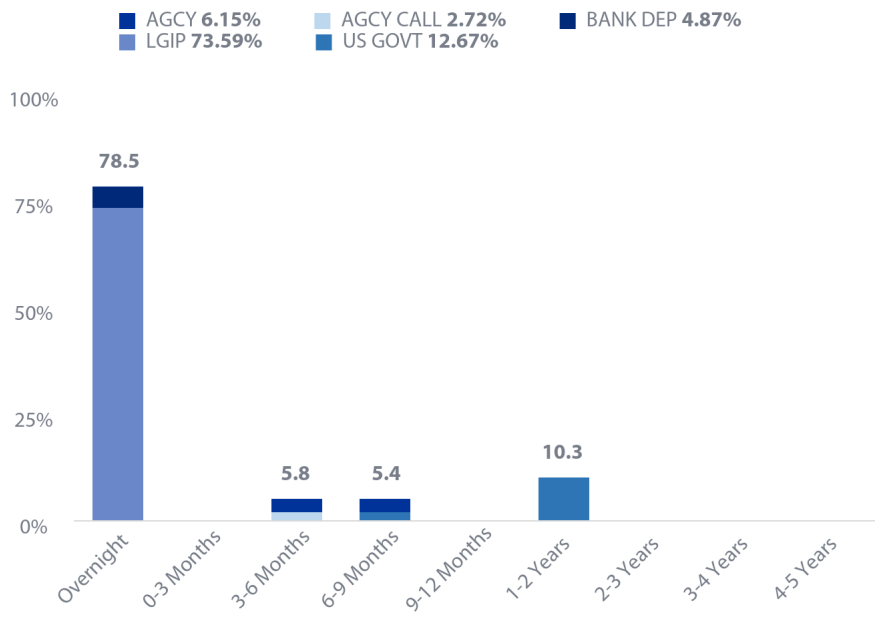
Transaction Summary

Transaction Type	Quantity	Principal	Interest	Total Amount	Realized Gain/Loss
Maturity	(3,000,000.00)	3,000,000.00	0.00	3,000,000.00	0.00
Coupon	0.00	0.00	280,156.25	280,156.25	0.00

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Portfolio Overview

Maturity Distribution by Security Type



Top Ten Holdings

Issuer	Allocation
TEXSTAR	73.59%
United States Department of The Treasury	12.67%
WF	4.87%
Federal Farm Credit Banks Funding Corporation	3.12%
Federal Home Loan Mortgage Corporation	3.03%
Federal Home Loan Banks	2.72%

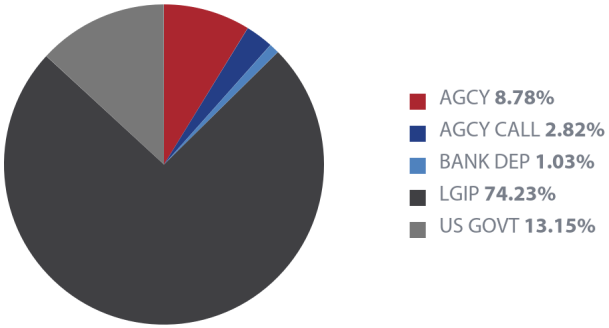
Maturity Distribution by Security Type

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	--	--	3,998,554.94	3,890,257.58	--	--	--	--	--	**7,888,812.52**
AGCY CALL	--	--	3,486,448.96	--	--	--	--	--	--	**3,486,448.96**
BANK DEP	6,249,743.19	--	--	--	--	--	--	--	--	**6,249,743.19**
LGIP	94,339,070.89	--	--	--	--	--	--	--	--	**94,339,070.89**
US GOVT	--	--	--	2,985,748.93	--	13,253,280.36	--	--	--	**16,239,029.28**
Total	**100,588,814.08**	**–**	**7,485,003.89**	**6,876,006.51**	**–**	**13,253,280.36**	**–**	**–**	**–**	**128,203,104.84**

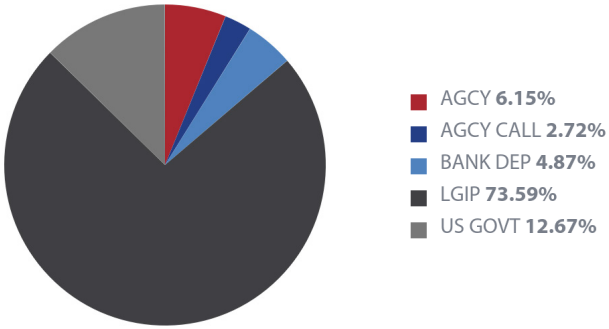
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Asset Allocation

Asset Allocation by Security Type as of 31-Dec-2024



Asset Allocation by Security Type as of 31-Mar-2025



Book Value Basis Security Distribution

Security Type	Prior Balance 31-Dec-24	Prior Allocation 31-Dec-24	Change in Allocation	Current Balance 31-Mar-25	Current Allocation 31-Mar-25	Yield to Maturity
AGCY	10,837,847.92	8.78%	(2.62%)	7,888,812.52	6.15%	4.566%
AGCY CALL	3,475,961.07	2.82%	(0.10%)	3,486,448.96	2.72%	5.251%
BANK DEP	1,271,060.62	1.03%	3.85%	6,249,743.19	4.87%	0.074%
LGIP	91,649,747.89	74.23%	(0.64%)	94,339,070.89	73.59%	4.339%
US GOVT	16,234,453.36	13.15%	(0.48%)	16,239,029.28	12.67%	4.245%
Portfolio Total	**123,469,070.86**	**100.00%**		**128,203,104.84**	**100.00%**	**4.158%**

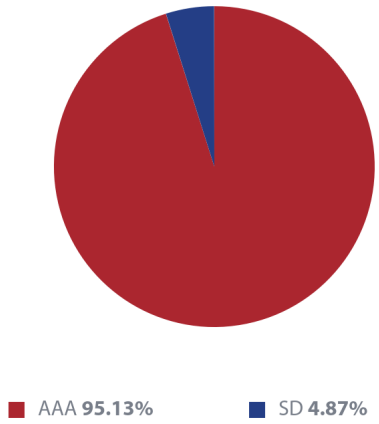
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Credit Rating Summary

Rating Distribution

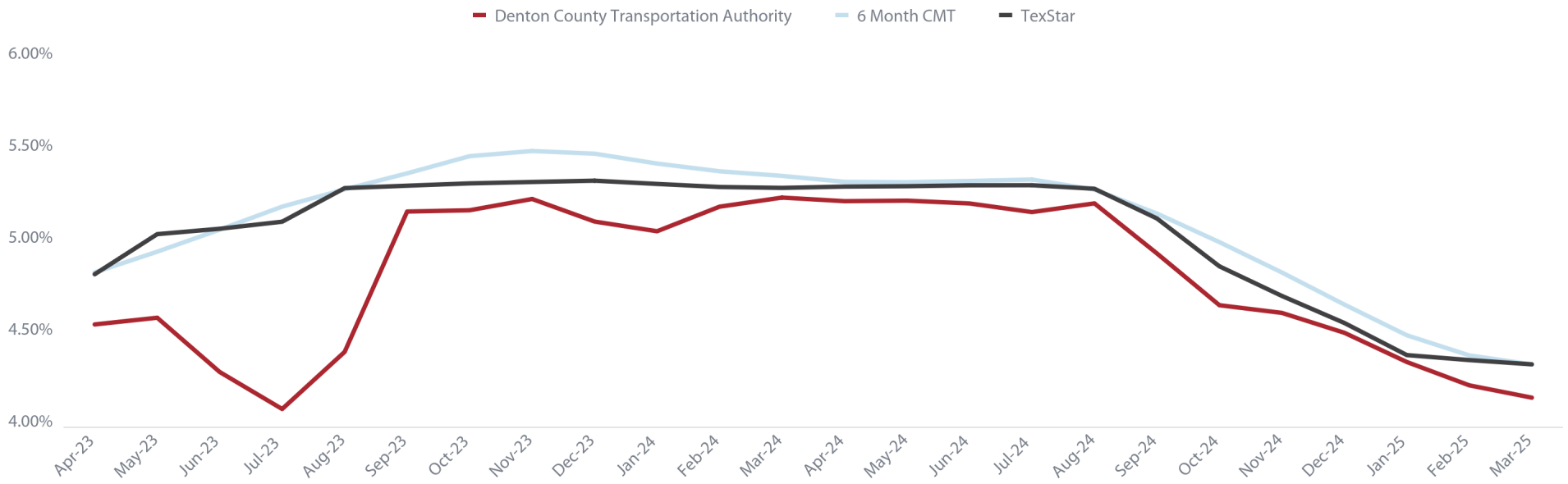
	Book Value	Portfolio Allocation
Secured Deposits (Insured or Collateralized)		
Demand Deposits	6,249,743.19	4.87%
Total Secured Deposits	**6,249,743.19**	**4.87%**
Local Government Investment Pools & Money Market Funds		
AAA	94,339,070.89	73.59%
Total Local Government Investment Pools & Money Market Funds	**94,339,070.89**	**73.59%**
Long Term Rating Distribution		
AAA	27,614,290.76	21.54%
Total Long Term Rating Distribution	**27,614,290.76**	**21.54%**
Portfolio Total	**128,203,104.84**	**100.00%**

Allocation by Rating



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Benchmark Comparison



Yield Overview

	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	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Denton County Transportation Authority	**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**	**4.66**	**4.62**	**4.51**	**4.35**	**4.23**	**4.16**
6 Month CMT	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	5.00	4.84	4.66	4.50	4.39	4.34
TexStar	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	4.87	4.71	4.56	4.39	4.36	4.34

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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	683,557.93	683,557.93	947.89	684,505.82	684,505.82	947.89	1	0.680%	0.680%
Additional Reserve Fund	1,533,683.20	1,533,683.20	16,558.63	1,550,241.83	1,550,241.83	16,558.63	1	4.339%	4.339%
Bond Fund	2,013,729.60	2,013,729.60	21,741.52	2,035,471.12	2,035,471.12	21,741.52	1	4.339%	4.339%
Operating Fund	587,502.69	587,502.69	4,977,734.68	5,565,237.37	5,565,237.37	0.00	1	0.000%	0.000%
Reserve Fund	19,515,477.40	19,528,280.48	(2,859,205.56)	16,660,131.44	16,669,074.92	199,779.04	100	4.447%	4.447%
Sales Tax Fund	99,135,120.04	99,147,782.55	2,623,597.16	101,707,517.26	101,771,379.71	1,084,646.72	85	4.356%	4.356%
Total	**123,469,070.86**	**123,494,536.45**	**4,781,374.32**	**128,203,104.84**	**128,275,910.77**	**1,323,673.80**	**80**	**4.158%**	**4.158%**

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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		03/31/25			684,505.82	100.000	684,505.82	684,505.82	100.000	684,505.82	1		0.680	0.680	SD
Total 2011 Bond Fund								**684,505.82**		**684,505.82**	**684,505.82**		**684,505.82**	**1**		**0.680**	**0.680**	
Additional Reserve Fund																		
TEXSTAR		LGIP	TexSTAR		03/31/25			1,550,241.83	100.000	1,550,241.83	1,550,241.83	100.000	1,550,241.83	1		4.339	4.339	AAA
Total Additional Reserve Fund								**1,550,241.83**		**1,550,241.83**	**1,550,241.83**		**1,550,241.83**	**1**		**4.339**	**4.339**	
Bond Fund																		
TEXSTAR		LGIP	TexSTAR		03/31/25			2,035,471.12	100.000	2,035,471.12	2,035,471.12	100.000	2,035,471.12	1		4.339	4.339	AAA
Total Bond Fund								**2,035,471.12**		**2,035,471.12**	**2,035,471.12**		**2,035,471.12**	**1**		**4.339**	**4.339**	
Operating Fund																		
WF-SWEEP		BANK DEP	Wells Fargo Sweep		03/31/25			5,565,237.37	100.000	5,565,237.37	5,565,237.37	100.000	5,565,237.37	1		0.000	0.000	SD
Total Operating Fund								**5,565,237.37**		**5,565,237.37**	**5,565,237.37**		**5,565,237.37**	**1**		**0.000**	**0.000**	
Reserve Fund																		
TEXSTAR		LGIP	TexSTAR		03/31/25			8,771,318.92	100.000	8,771,318.92	8,771,318.92	100.000	8,771,318.92	1		4.339	4.339	AAA
3133EPVY8	09/18/23	AGCY	FFCB	5.000	09/15/25			4,000,000.00	99.847	3,993,868.00	3,998,554.94	100.305	4,012,184.00	168		5.082	5.082	AAA
3134A2HG6	09/13/24	AGCY	FHLMC	0.000	12/11/25			4,000,000.00	95.149	3,805,969.12	3,890,257.58	97.139	3,885,572.00	255		4.036	4.036	AAA
Total Reserve Fund								**16,771,318.92**		**16,571,156.04**	**16,660,131.44**		**16,669,074.92**	**100**		**4.447**	**4.447**	
Sales Tax Fund																		
TEXSTAR		LGIP	TexSTAR		03/31/25			81,982,039.02	100.000	81,982,039.02	81,982,039.02	100.000	81,982,039.02	1		4.339	4.339	AAA
3130ASQF9	11/09/23	AGCY CALL	FHLB	4.000	07/25/25	04/25/25	Quarterly	3,500,000.00	97.972	3,429,022.94	3,486,448.96	99.880	3,495,786.00	116	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	2,985,748.93	99.906	2,997,187.50	259		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	3,994,492.88	99.547	3,981,875.00	410		3.752	3.752	AAA
91282CJC6	11/19/24	US GOVT	U.S. Treasury Note	4.625	10/15/26			5,000,000.00	100.559	5,027,929.69	5,022,877.16	100.984	5,049,218.75	563		4.314	4.314	AAA
91282CKA8	11/19/24	US GOVT	U.S. Treasury Note	4.125	02/15/27			4,250,000.00	99.602	4,233,066.41	4,235,910.31	100.359	4,265,273.44	686		4.311	4.311	AAA
Total Sales Tax Fund								**101,732,039.02**		**101,628,972.12**	**101,707,517.26**		**101,771,379.71**	**85**	**25**	**4.356**	**4.356**	

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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
Grand Total								128,338,814.08		128,035,584.30	128,203,104.84		128,275,910.77	80	25	4.158	4.158	

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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	947.89	947.89	0.00	0.00	0.00	0.00	947.89
Total 2011 Bond Fund			**0.00**	**947.89**	**947.89**	**0.00**	**0.00**	**0.00**	**0.00**	**947.89**
Additional Reserve Fund										
TEXSTAR	LGIP	TexSTAR	0.00	16,558.63	16,558.63	0.00	0.00	0.00	0.00	16,558.63
Total Additional Reserve Fund			**0.00**	**16,558.63**	**16,558.63**	**0.00**	**0.00**	**0.00**	**0.00**	**16,558.63**
Bond Fund										
TEXSTAR	LGIP	TexSTAR	0.00	21,741.52	21,741.52	0.00	0.00	0.00	0.00	21,741.52
Total Bond Fund			**0.00**	**21,741.52**	**21,741.52**	**0.00**	**0.00**	**0.00**	**0.00**	**21,741.52**
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										
3137EAEP0	AGCY	FHLMC	17,375.00	5,125.00	22,500.00	0.00	0.00	12,032.90	0.00	17,157.90
TEXSTAR	LGIP	TexSTAR	0.00	93,689.44	93,689.44	0.00	0.00	0.00	0.00	93,689.44
3133EPVY8	AGCY	FFCB	58,888.89	50,000.00	100,000.00	0.00	8,888.89	773.33	0.00	50,773.33
3134A2HG6	AGCY	FHLMC	0.00	0.00	0.00	0.00	0.00	38,158.37	0.00	38,158.37
Total Reserve Fund			**76,263.89**	**148,814.44**	**216,189.44**	**0.00**	**8,888.89**	**50,964.60**	**0.00**	**199,779.04**
Sales Tax Fund										
TEXSTAR	LGIP	TexSTAR	0.00	868,455.00	868,455.00	0.00	0.00	0.00	0.00	868,455.00
3130ASQF9	AGCY CALL	FHLB	60,666.67	35,000.00	70,000.00	0.00	25,666.67	10,487.89	0.00	45,487.89
91282CGA3	US GOVT	U.S. Treasury Note	5,604.40	29,670.33	0.00	0.00	35,274.73	4,909.07	0.00	34,579.40
91282CHB0	US GOVT	U.S. Treasury Note	18,825.97	36,049.72	0.00	0.00	54,875.69	1,190.73	0.00	37,240.45
91282CJC6	US GOVT	U.S. Treasury Note	49,553.57	57,177.20	0.00	0.00	106,730.77	(3,419.01)	0.00	53,758.19
91282CKA8	US GOVT	U.S. Treasury Note	66,218.58	43,230.66	87,656.25	0.00	21,792.99	1,895.13	0.00	45,125.79

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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
Total Sales Tax Fund			200,869.18	1,069,582.91	1,026,111.25	0.00	244,340.84	15,063.81	0.00	1,084,646.72
Grand Total			277,133.07	1,257,645.39	1,281,548.73	0.00	253,229.73	66,028.41	0.00	1,323,673.80

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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															
Coupon															
3137EAEP0	02/12/25	02/12/25	AGCY	FHLMC	1.500	02/12/25		0.00		0.00	22,500.00	22,500.00	0.00	--	--
3133EPVY8	03/15/25	03/15/25	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**	**122,500.00**	**122,500.00**	**0.00**		
Maturity															
3137EAEP0	02/12/25	02/12/25	AGCY	FHLMC	1.500	02/12/25		(3,000,000.00)	100.000	3,000,000.00	0.00	3,000,000.00	0.00	--	--
Total Maturity								**(3,000,000.00)**		**3,000,000.00**	**0.00**	**3,000,000.00**	**0.00**		
Sales Tax Fund															
Coupon															
3130ASQF9	01/25/25	01/25/25	AGCY CALL	FHLB	4.000	07/25/25	04/25/25	0.00		0.00	70,000.00	70,000.00	0.00	--	--
91282CKA8	02/15/25	02/15/25	US GOVT	U.S. Treasury Note	4.125	02/15/27		0.00		0.00	87,656.25	87,656.25	0.00	--	--
Total Coupon								**0.00**		**0.00**	**157,656.25**	**157,656.25**	**0.00**		

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Investment Transactions Totals

Transaction Type	Quantity	Principal Amount	Interest	Total Amount	Realized G/L	YTM	YTW
Total Maturity	(3,000,000.00)	3,000,000.00	0.00	3,000,000.00	0.00	5.104	5.104
Total Coupon	0.00	0.00	280,156.25	280,156.25	0.00		

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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										
3137EAEP0	03/14/24	AGCY	FHLMC	0.00	0.000	0.00	12,032.90	0.00	0.00	0.00
3133EPVY8	09/18/23	AGCY	FFCB	4,000,000.00	99.847	3,993,868.00	773.33	4,686.94	(1,445.06)	3,998,554.94
3134A2HG6	09/13/24	AGCY	FHLMC	4,000,000.00	95.149	3,805,969.12	38,158.37	84,288.46	(109,742.42)	3,890,257.58
Total Reserve Fund				**8,000,000.00**		**7,799,837.12**	**50,964.60**	**88,975.40**	**(111,187.48)**	**7,888,812.52**
Sales Tax Fund										
3130ASQF9	11/09/23	AGCY CALL	FHLB	3,500,000.00	97.972	3,429,022.94	10,487.89	57,426.02	(13,551.04)	3,486,448.96
91282CGA3	03/14/24	US GOVT	U.S. Treasury Note	3,000,000.00	98.840	2,965,195.31	4,909.07	20,553.62	(14,251.07)	2,985,748.93
91282CHB0	09/13/24	US GOVT	U.S. Treasury Note	4,000,000.00	99.793	3,991,718.75	1,190.73	2,774.13	(5,507.12)	3,994,492.88
91282CJC6	11/19/24	US GOVT	U.S. Treasury Note	5,000,000.00	100.559	5,027,929.69	(3,419.01)	(5,052.53)	22,877.16	5,022,877.16
91282CKA8	11/19/24	US GOVT	U.S. Treasury Note	4,250,000.00	99.602	4,233,066.41	1,895.13	2,843.90	(14,089.69)	4,235,910.31
Total Sales Tax Fund				**19,750,000.00**		**19,646,933.10**	**15,063.81**	**78,545.14**	**(24,521.76)**	**19,725,478.24**
Grand Total				**27,750,000.00**		**27,446,770.22**	**66,028.41**	**167,520.54**	**(135,709.24)**	**27,614,290.76**

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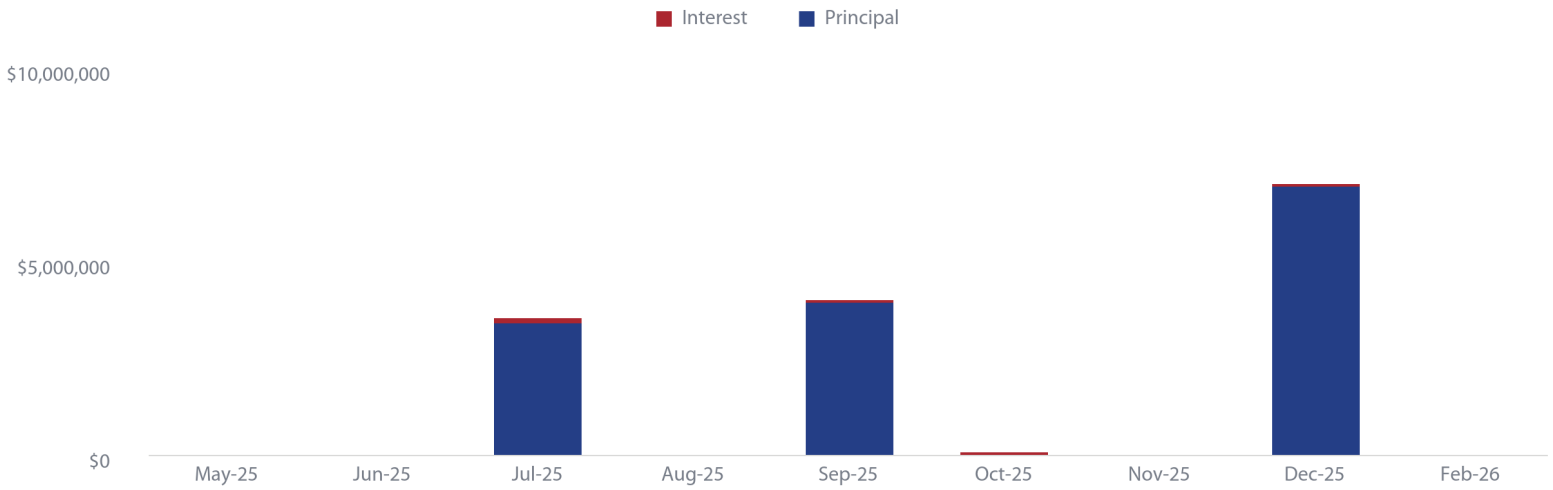
Projected Cash Flows

CUSIP	Security Description	Post Date	Interest	Principal	Total Amount
Reserve Fund					
3133EPVY8	FFCB	09/15/25	100,000.00		100,000.00
3133EPVY8	FFCB	09/15/25		4,000,000.00	4,000,000.00
3134A2HG6	FHLMC	12/11/25		4,000,000.00	4,000,000.00
Sales Tax Fund					
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
91282CKA8	U.S. Treasury Note	08/15/25	87,656.25		87,656.25
91282CJC6	U.S. Treasury Note	10/15/25	115,625.00		115,625.00
91282CHB0	U.S. Treasury Note	11/17/25	72,500.00		72,500.00
91282CGA3	U.S. Treasury Note	12/15/25	60,000.00		60,000.00
91282CGA3	U.S. Treasury Note	12/15/25		3,000,000.00	3,000,000.00
91282CKA8	U.S. Treasury Note	02/17/26	87,656.25		87,656.25
Grand Total			**725,937.50**	**14,500,000.00**	**15,225,937.50**

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Projected Cash Flows Totals

Month and Year	Interest	Principal	Total Amount
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
August 2025	87,656.25		87,656.25
September 2025	100,000.00	4,000,000.00	4,100,000.00
October 2025	115,625.00		115,625.00
November 2025	72,500.00		72,500.00
December 2025	60,000.00	7,000,000.00	7,060,000.00
February 2026	87,656.25		87,656.25
Total	**725,937.50**	**14,500,000.00**	**15,225,937.50**



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Board of Directors Memo May 22, 2025

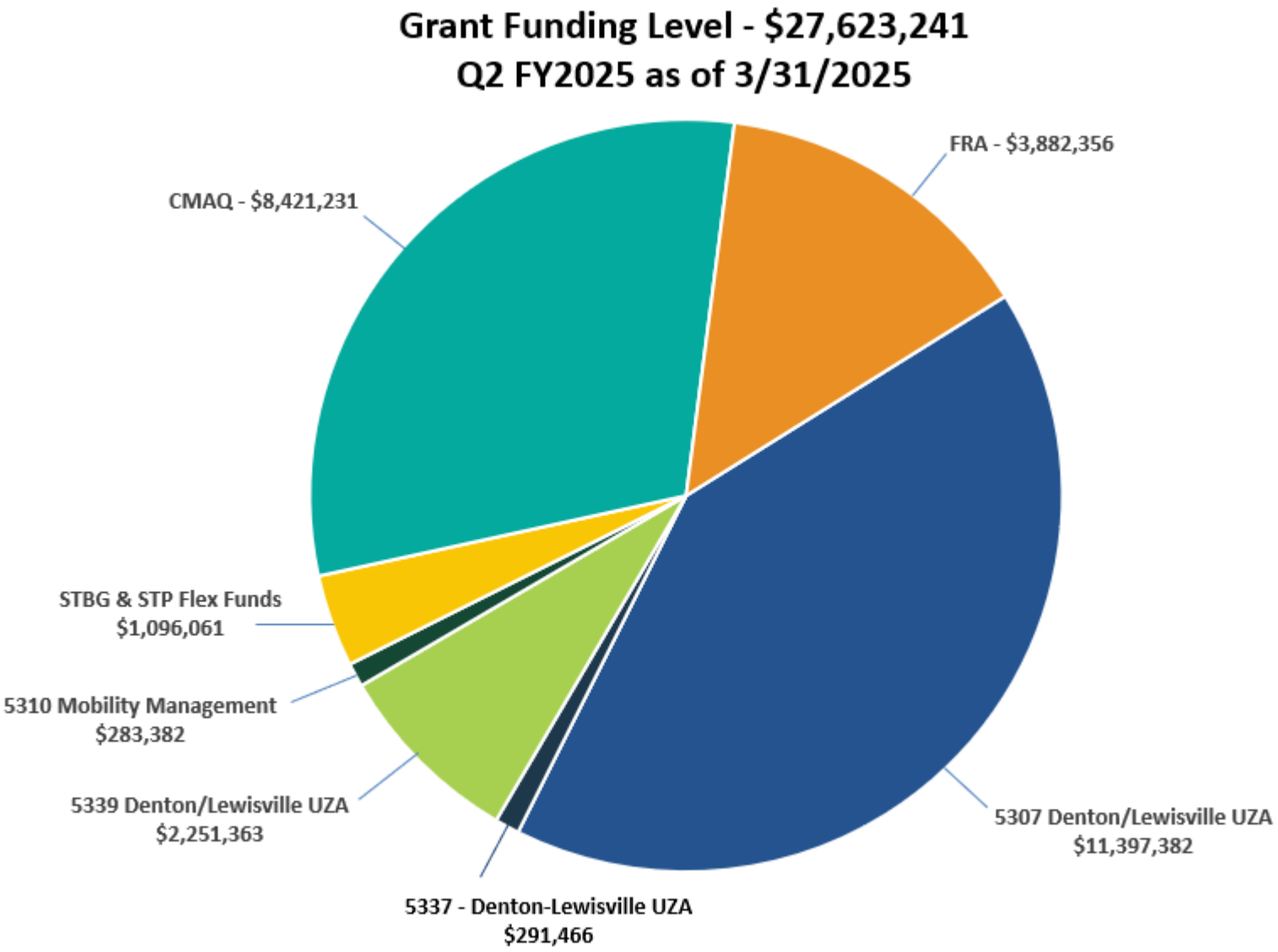
AGENDA ITEM: Grants Report as of March 31, 2025

Recommendation

Staff recommend the Board approve the grants report for FY2025 Q2 (as of 03/31/25).

Background

As of March 31, 2025, DCTA has fourteen (14) 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).



Program	Q1 FY25 Balance	Q2 FY25 Balance	Q2 FY25 Drawdown Amounts	Grant Activity
Denton-Lewisville UZA (5307)	$1,878,447	$11,397,382	$1,499,240	**Operating Assistance, Fleet Purchase, Bus Preventive Maintenance, Safety & Security, ADA Paratransit** FY24 Formula Funds grant executed in the amount of $10,889,549 and added in lapsing funds grant in the amount of $128,626.
Rail Preventive Maintenance (5337)	$1,119,002	$291,466	$827,536	**Rail Preventive Maintenance**
Bus and Bus Facilities (5339)	$1,339,023	$2,251,363	$0	**Fleet Purchase/Replacement, Facilities Maintenance & Electronic Displays (IT)**
Mobility Management – Collin Co Rides (5310)	$307,055	$283,382	$23,673	**Collin County Rides Mobility Manager**
STBG / STP-FLEX	$249,511	$1,096,061	$274,824	**Bus Preventive Maintenance & Vanpool** FY23 STP Flex Funds grant executed in the amount of $1,250,000 and moved lapsing 5307 funds in the amount of $128,626 to the correct line above.
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**
Total	**$17,196,625**	**$27,623,241**	**$2,625,273**	

Pending Funding and Other Grant Activity

Through March 31, 2025, DCTA has two (2) grants that are in the Initial Review/Concurrence stage with the FTA. These grants are expected to be executed and added to the Active grants prior to the end of the current fiscal year.

Program	Amount	Grant Activity	Funding Status
DCTA FY24 FHWA STBG - Bus Stop Enhancements	$1,000,000	Bus Stop Enhancements	Initial Review/Concurrence
DCTA FY20 Section 5307 Fleet Purchase (Lapsing Funds)	$126,366	Fleet Purchase	Initial Review/Concurrence
TOTAL	**$ 1,126,366**		

Available Funding
For this report, ***available*** status indicates funding amounts have been allocated to DCTA for which there is a grant application submitted to the FTA, but it is not yet an active grant.

Program	Amount	Grant Activity	Funding Status
FY23 Sec 5307 CMAQ Flex Funds	$3,000,000	A-train Enhancements	In-Progress
FY23 Sec 5307 - Capital & Operating	$7,214,216	Formula Funds	In-Progress
FY24 Sec 5337 Rail Preventive Maintenance	$3,572,801	Rail Preventive Maintenance	In-Progress
TOTAL	**$13,787,017**		

Previous Board Activity & Action
There has been no previous Board activity on this item.

Identified Need
Provides the Board of Directors with a status update 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 FY2025 budget.

Submitted by:

Dawn Jones
Grants Administrator

Final Review:

Sherrelle Evans-Jones, CPA
Chief Financial Officer

Board of Directors Memo

May 22, 2025

AGENDA ITEM: Consider Approval of a Resolution Designating David Leininger as the Investment Officer

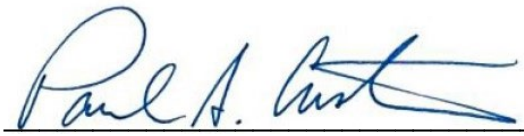
Recommendation
Staff recommends the Board approve a Resolution designating David Leininger as the Investment Officer

Background
DCTA's investment officers are the Chief Financial Officer (CFO) as the Investment Officer and the Chief Executive Officer (CEO) as the Alternate Investment Officer. Sherrelle Evans-Jones, CFO, resigned from DCTA effective May 27, 2025. David Leininger will begin serving as the Interim CFO effective June 1, 2025.

Identified Need
DCTA's Investment Policy specifies the CFO as the Investment Officer. With the resignation of the CFO, an investment officer needs to be designated.

Financial Impact
There is no financial impact associated with the designation of an Investment Officer.

Exhibits
Exhibit 1: Draft Resolution

Submitted By: 

Paul A. Cristina, Chief Executive Officer

DENTON COUNTY TRANSPORTATION AUTHORITY
RESOLUTION NO. R25-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY ("DCTA") APPOINTING DAVID LEININGER, DCTA INTERIM CHIEF FINANCIAL OFFICER, AS THE INVESTMENT OFFICER FOR DCTA; PROVIDING A REPEALING CLAUSE AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Sherrelle Evans-Jones' employment with DCTA shall end on May 27, 2025; and

WHEREAS, David Leininger has been named as the Interim Chief Financial Officer; and

WHEREAS, the Board of Directors desires to designate David Leininger as the Investment Officer.

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

SECTION 1. DCTA Interim Chief Financial Officer David Leininger is hereby designated as the Investment Officer.

SECTION 2. The Investment Officer is hereby authorized to engage in investment transactions on behalf of DCTA.

SECTION 3. The Investment Officer authorized by this resolution shall also be authorized to approve wire transfers used in the process of investing.

SECTION 4. The Investment Officer shall designate a liaison/deputy in writing in the event circumstances require timely action and the Investment Officer is unavailable.

SECTION 5. That all provisions of the resolutions of the Board of Directors of DCTA, in conflict with the provisions of this resolution be, and the same are hereby, repealed, and all other provisions not in conflict with the provisions of this resolution shall remain in full force and effect.

SECTION 6. This resolution shall become effective immediately upon its passage and approval.

DULY PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY ON THIS 22ND DAY OF MAY, 2025.

APPROVED:

_____
TJ Gilmore, Board Chair

ATTEST:

_____
Andy Eads, Board Secretary

Board of Directors Memo May 22, 2025

AGENDA ITEM: Consider Approval of the Denton County Transportation Authority Drug & Alcohol Policy

Recommendation
Staff recommends the Board approve the Denton County Transportation Authority Drug & Alcohol Policy

Background
In July 2024, DCTA onboarded and directly hired employees in the bus operations department in roles that are considered "safety-sensitive" per the Department of Transportation rule 49 CFR Part 40, which requires and directs the drug and alcohol program requirements for the Agency. Staff developed the initial Denton County Transportation Authority Drug & Alcohol Policy and implemented the required testing requirements. The Federal Transit Administration requires approval of such policy by the Board of Directors.

Since the initial Board approval in October 2024, the FTA made an onsite visit for a full audit of the Denton County Transportation Authority Drug & Alcohol Policy and its program. The audit concluded with a full report to the executives responsible on February 2, 2025, and overall, the Agency received great feedback on their program. One request made by FTA was an update to our policy to reflect current regulations that allow for oral sampling in addition to traditional urine sampling. The audit closed on May 5, 2025, with FTA approving this updated and revised policy which required a few changes for compliance given those regulation updates.

Previous Board Activity & Action
In October 2024, the Board approved the initial Denton County Transportation Authority Drug & Alcohol Policy.

Identified Need
Provides the Board of Directors with access to the drug and alcohol policy for review and awareness.

Financial Impact
None.

Exhibits
Exhibit 1: Final Revised Policy

Submitted By: _____
Jackie Bronson, Vice President
Engagement & Administration

DRUG AND ALCOHOL POLICY

The Denton County Transportation Authority (Agency) acknowledges a strong commitment to the health and well-being of its employees. Any employee or eligible dependents that may be experiencing the pressures and problems of substance abuse and/or related problems are urged to seek help through the Employee Assistance Program (EAP).

Questions concerning the Drug and Alcohol Policy should be directed to the Drug and Alcohol Program Manager (DAPM) or the Designated Employer Representative (DER). Their contact information is listed below:

DAPM: Jackie Bronson, Vice President, Engagement & Administration
DCTA, 1955 Lakeway Dr, Ste 260, Lewisville, TX 75057
972-316-6107

DER: Brittany Manyika, Human Resources Manager
DCTA, 1955 Lakeway Dr, Ste 260, Lewisville, TX 75057
972-316-6101

Date of CEO Approval/Effective Date
July 1, 2024
May 1, 2025
Board Adoption of Policy and Policy Revisions
October 24, 2024
PENDING

DRUG AND ALCOHOL POLICY

The Agency has a vital interest in providing its employees with safe and healthful working conditions and providing its riders and the public with high quality public transportation that is effective, safe and efficient. The Agency will not tolerate any drug or alcohol use which may affect the job performance or pose a hazard to the safety and welfare of the employee, the public, and other employees of the Agency. Illegal drug and alcohol use (whether on-duty or off-duty), which affects the employee's job performance, or jeopardizes Agency and public safety is, under *DCTA policy*, proper cause for disciplinary action up to and including dismissal.

Employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and drugs. Employees who abuse alcohol and drugs are a danger to themselves and to other employees. In addition, drug and alcohol abuse inflicts a terrible toll on the nation's productive resources and the health and well-being of American workers and their families.

The Agency is, therefore, committed to establishing and maintaining a safe and healthy work environment free from the influence of alcohol and drugs. With this objective in mind, the Agency has established the following Drug and Alcohol Policy (Policy) with regard to the use, possession, sale, manufacture, and distribution of alcohol or drugs.

This Policy is adopted pursuant to the Federal Transit Administration (FTA) regulation, 49 Code of Federal Regulation (CFR) Part 655, that mandates, under certain circumstances, drug testing and breath alcohol testing and the U.S. Department of Transportation (DOT) standards for the collection and testing of specimens for drug and breath alcohol tests, 49 CFR Part 40**,** as amended. In addition, the United States Congress enacted The Drug-Free Workplace Act of 1988 (DFWA), which required the establishment of drug-free workplace policies, and the reporting of certain drug related offenses to the appropriate federal agency (in this case, to the FTA). This policy incorporates those Federal requirements and State requirements**.**

I. RESPONSIBILITIES

Employees at all levels (administrative and safety-sensitive) are responsible for reading, understanding and adhering to this Policy. Each employee shall receive and sign for a copy of this Policy.

Managers and Supervisors will be held strictly accountable for the consistent application and enforcement of the Policy. Any Manager/Supervisor who knowingly disregards the requirements of this Policy, or who is found to deliberately misuse the Policy in regard to subordinates, shall be subject to discipline up to and including termination, in accordance with DCTA disciplinary policy.

Contractors may be subject to the requirements of DOT regulations if they provide services for DCTA consistent with a specific understanding or arrangement, which can be evidenced by a written agreement or an informal arrangement that reflects an ongoing relationship between the parties. As a result, DCTA will ensure that any contractors who perform safety sensitive functions within the scope of this policy and the regulations certify their compliance with the requirements of 49 CFR Part 655.

II. DEFINITIONS USED IN THE POLICY

The following phrases have specific meanings when used in the Policy:

Accident: Per 49 CFR Part 655.4 an occurrence associated with the operation of a vehicle. An "occurrence associated with the operation of a vehicle" means that the accident or incident must be directly related to the manner in which the driver applies the brake, accelerates, or steers the vehicle. Operation of a vehicle does include operation of the lift. An accident could be the result of a collision with another vehicle or pedestrian, or it could be associated with an incident that occurs on the vehicle without any contact with another vehicle (e.g., a passenger on the bus falls due to the manner in which the vehicle was operated).

ATF: Alcohol Test Form.

BAC: Breath Alcohol Concentration

BAT: Breath Alcohol Technician.

Covered Employee: An employee who is in a safety sensitive position including an applicant or transferee who is being considered for hire into a safety sensitive position.

CCF: Custody and Control Form.

DHHS: Department of Health and Human Services.

DOT: Department of Transportation.

Evidential Breath Testing (EBT) Device: Device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's Conforming Products List (CPL) of Evidential Breath Measurements Devices and identified on the CPL as conforming with the model specifications available from the NHTSA, Office of Alcohol and State Programs.

FTA: Federal Transit Administration.

Illegal Drug: Marijuana, cocaine, opioids, amphetamines or phencyclidine; a prescription drug that is not used for its prescribed purpose; or a prescription drug that is illegally obtained.

Legal Drug: Any drug prescribed by a physician for the employee or any over-the-counter drug that is being used for the purpose for which it has been prescribed or manufactured. **NOTE: While medical marijuana may be available as a legal drug in Texas, it is prohibited by Federal law for safety sensitive employees. Under *DCTA policy* it is also prohibited for those in non-safety sensitive positions.**

Medical Review Officer (MRO): A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

Positive Alcohol Test: In accordance with DOT and FTA standards the presence of alcohol in a body at a concentration higher than that allowed by this policy as measured by an Evidential Breath Testing (EBT) Device.

Positive Drug Test: In accordance with DOT and FTA standards any specimen that is chemically tested (screened and confirmed) which shows the presence at or above the cut off levels set forth of marijuana, cocaine, opioids, amphetamines or phencyclidine and is verified by the MRO as outlined in the regulations.

Safety Sensitive Position: Per 49 CFR Part 655, any position which entails any of the following duties related to the safe operation of the Agency's mass transportation service including: (a) operation of a revenue service vehicle, whether or not such vehicle is in revenue service; (b) operation of a nonrevenue service vehicle, when required to be operated by a holder of a Commercial Driver's License; (c) controlling dispatch or movement of a revenue service vehicle; (d) maintaining revenue service vehicles or equipment used in revenue service; or (e) carrying a firearm for security purposes. The positions currently classified as Safety Sensitive Positions are listed in Attachment A, which is subject to revision as needed. A safety sensitive employee shall mean an employee in a safety sensitive position.

Non-Safety Sensitive Position: A Non-Safety Sensitive Position is subject to drug and alcohol testing under *DCTA policy*. These positions include those that do not meet the definition of Safety Sensitive position, however where duties include the regular use or operation of heavy equipment, to include but not limited to Agency vehicles. They also include all employees whose main duties consist of office work. The positions currently classified as Non-Safety Sensitive are listed in Attachment A, which is subject to revision as needed. A non-safety sensitive employee shall mean an employee in a non-safety sensitive position.

Substance Abuse Professional (SAP): A licensed physician (medical doctor or doctor of osteopathy) or a licensed or certified psychologist, social worker, employee assistance professional, state-licensed marriage and family therapist, or drug and alcohol counselor certified by an organization listed at https://www.transportation.gov/odapc/sap, with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug related disorders, knowledge about the SAP function as it relates to employer interests in safety-sensitive duties, and knowledge of the DOT agency regulations applicable to the employers for whom evaluations of employees are completed, and the DOT SAP Guidelines and who keeps current on any changes to these materials.

III. EMPLOYEE ASSISTANCE PROGRAM

The Agency maintains an Employee Assistance Program (EAP), which offers confidential, professional counseling to employees and family members. It provides a constructive way by which employees can deal with alcohol and/or drug-related problems before such problems impact job performance, family relations, and other areas of one's life. Employees experiencing personal or work performance problems associated with alcohol or drug use are urged to utilize the EAP. The EAP contact information can be found in Attachment C of this policy.

It is the responsibility of employees to seek assistance from the EAP before alcohol and/or drug problems lead to conduct which violates this policy and disciplinary action, which can include discharge for a first offense. Enrollment and participation in the EAP will not be used as the basis for disciplinary action and will not be used against the employee in any disciplinary proceeding. However, enrollment and participation in the EAP will not exempt an employee from discipline if that employee is found to have violated this Policy.

Provisions for leaves of absence for employees with alcohol and/or drug related problems that have not been found in violation of the Policy and who voluntarily have sought assistance through the EAP will be granted in accordance with Agency policy.

Any safety sensitive employee who tests positive for the presence of illegal drugs or alcohol at or above the cut off levels established by the DOT must be referred to a listing of SAPs to evaluate employee and make recommendations concerning education, treatment, follow-up testing and after-care. Additionally, an employee that refuses a drug or alcohol test, or an applicant that fails a pre-employment test, will be referred to a listing of SAPs.

The cost of any treatment or rehabilitation services may be covered by the medical insurance policy provided by the Agency, which may require a co-payment by the employee, paid directly by the employee or his/her insurance provider. The Agency will not cover any expenses on the employee’s behalf.

IV. DRUG FREE AWARENESS PROGRAM

To assist employees and their families to understand and to avoid the perils of drug and alcohol abuse, the Agency has developed a comprehensive Drug-Free Awareness Program. The Agency will use that program in an ongoing educational and training effort to prevent and eliminate drug and alcohol abuse that may affect the workplace.

The Drug-Free Awareness Program will include the display and distribution of informational material and will inform employees and their families about: (1) the dangers of alcohol and drug abuse in the workplace; (2) the consequences of drug and/or alcohol use on personal health, safety, and the work environment; (3) the manifestation and behavioral cues that may indicate drug and/or alcohol use and abuse; (4) the Agency's Drug and Alcohol Policy; (5) the availability of treatment and counseling service hotline telephone number for employee assistance; and (6) the sanctions the Agency will impose for violations of its Drug and Alcohol Policy.

Upon hire, safety and non-safety sensitive employees, to include supervisors and management personnel, will be issued the Drug and Alcohol Policy, reviewed with the employee and signed by the employee.

In addition to the training provided under the Drug Free Awareness Program, safety-sensitive employees and supervisors of safety-sensitive employees who are responsible for making reasonable suspicion determinations will complete training under the FTA regulations as follows: Safety-sensitive employees will complete one hour of training on drug use and up to one hour on alcohol misuse. Supervisors of safety-sensitive employees will complete a two-hour reasonable suspicion referral training session that provides one hour of training on drugs and one hour on alcohol. This training will include the physical, behavioral and performance indicators of drug use and alcohol misuse.

V. ON-THE-JOB USE, POSSESSION, SALE OR IMPAIRED BY ALCOHOL OR DRUGS

In compliance with FTA rules, the ingestion of prohibited drugs is prohibited at all times.

A. Alcohol

Under *DCTA policy*, the possession, use, consumption, sale, purchase, offer to sell, transfer, manufacture or distribution of any amount of alcoholic beverage by an employee while in an Agency facility, or in an Agency vehicle, or on Agency property, or while in an Agency uniform or while performing Agency business on duty, is strictly prohibited for all employees. No employee may report for duty or remain on duty when he or she is impaired by alcohol.

Covered employees must refrain from alcohol consumption within four (4) hours of performing safety-sensitive functions or during the hours that he/she is on-call and subject to duty. A safety sensitive employee must also refrain from alcohol use for eight (8) hours following an accident for which they will be required to test, unless the employee has undergone the post-accident testing, or has been released by the Agency. Under FTA rules, DCTA shall prohibit a covered employee, while having an alcohol concentration of 0.04 or greater, from performing or continuing to perform a safety-sensitive function.

B. Illegal Drugs

Under *DCTA policy*, the possession, use, consumption, sale, purchase, offer to sell, transfer, manufacture, or distribution of an illegal drug by any employee while in an Agency facility or in an Agency vehicle, or on Agency property or while in Agency uniform or while performing Agency business on duty, is strictly prohibited for all employees.

A covered employee may be randomly tested for prohibited drug use anytime while on duty. The presence of any amount determined to be a positive test result per DOT/FTA regulations of any illegal drug or its metabolites is strictly prohibited.

Under *DCTA policy*, it is also strictly prohibited for all employees while performing Agency business, in an Agency facility, in an Agency vehicle, on Agency property, while in Agency uniform or while on duty.

The five prohibited substances required to be tested by the DOT under 49 CFR Part 655 are:

1. Marijuana
2. Amphetamines
3. Opioids
4. Cocaine
5. Phencyclidine (PCP)

See Attachment D fact sheet for these drugs developed by the Federal Motor Carrier Safety Administration (FMCSA) which provides signs and symptoms information related to drug and alcohol use.

Under *DCTA policy*, it is prohibited for an employee to bring drug paraphernalia that is used in the storage, concealment, injection, ingestion or consumption of illegal drugs onto Agency premises or property or into Agency vehicles.

C. DCTA Prescription Drug Policy and Procedures

1. Policy

Under *DCTA policy* no safety or non-safety sensitive employee may work while taking prescription drugs that impair the employee's ability to perform their job duties in a safe manner.

2. Procedures

a. Employee Notification

Each employee must notify Human Resources immediately of any prescription drug that contains a label, or otherwise indicates that the medication may impair the employee's ability to perform their regular duties in a safe manner, or has been notified by a medical practitioner that the medication may impair the employee's ability to perform their regular duties.

b. Prescription Medication Form

In the event an employee may be impaired by a prescription drug, the employee and their prescribing physician must complete and sign the DCTA's Prescription Drug Notification Form and must submit the form to Human Resources prior to the employee working in a safety and non-safety sensitive position. Written notification from the prescribing physician on the physician's letterhead and signed by the physician that provides the information required in the Prescription Drug Notification Form may be acceptable in lieu of the Prescription Notification Form. Failure to comply with this provision will result in loss of wages and/or charge of counted absence(s) as the employee will be placed off work until required documentation is received. In addition, the employee will be subject to discipline outlined in Section X.

The employee's doctor, after consultation with the DAPM, may authorize the employee to work while taking a legal drug upon receipt of a fully completed and signed authorization form which states to the Agency's satisfaction that the employee will not be impaired in the performance of his/her duties.

3. Non-Prescription Medication

Employees are to use good judgment in the use of over-the-counter (non-prescription) drugs with respect to their work assignment. Employees should review potential physical effects of the over-the-counter drugs prior to reporting for duty. Employees are encouraged to consult with their physician to ensure they can perform their job duties while taking the drug(s). Employees taking non-prescription drugs which impairs the employee's ability to do his or her job safely will be subject to discipline outlined in Section X.

VI. ALCOHOL AND DRUG TESTING

The Agency will conduct alcohol and drug testing under the circumstances set forth in this Section VI when circumstances warrant or when required by applicable law or regulations or as required by DCTA. Any test conducted under *DCTA policy* will be conducted under the authority of DCTA and not of the FTA. Testing under DCTA authority will be conducted using non-Federal custody and control forms and alcohol testing forms. A positive result of a drug test, a breath alcohol concentration of 0.02 or greater, or a refusal to submit to a drug or alcohol test administered under the Policy is a violation of this Policy and will result in a disciplinary action, up to and including termination. *Any disciplinary action resulting from tests conducted under any authority, with the exception of the federal requirement of removal from safety-sensitive service and referral to SAPs following a DOT violation, are solely part of DCTA's policy and not that of the FTA.*

A. Testing Procedures

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). DOT testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. Non-DOT testing will use procedures equivalent to those applicable to federally covered employees. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result. Under no circumstance will a supervisor of the employee conduct testing. The Agency will take every possible step to ensure that testing can be completed and the employee can return to work prior to the end of the employee's shift, in order to accommodate the employee (off-duty schedules, including carpooling and other transportation concerns.)

The reasonable suspicion or random alcohol test may only be conducted just before, during or just after an employee performs a safety-sensitive function. The drug test can be conducted anytime while the safety-sensitive

employee is on duty. Under *DCTA policy*, the alcohol and drug test can be conducted anytime while non-safety sensitive employee is on duty.

1. Alcohol Testing

a. Screening and Confirmation Testing

Tests for alcohol concentration will be conducted at the Agency's expense utilizing an NHTSA-approved EBT device operated by a qualified BAT. If the initial test (the "screening test") indicates an alcohol concentration of 0.02 or greater, a second test will be performed (the "confirmation test"), no earlier than fifteen (15) minutes and no later than thirty (30) minutes after the screening test, to confirm the results of the screening test. The confirmation test result shall be deemed to be the final result upon which any action pursuant to this Policy shall be based. A confirmed alcohol concentration of 0.04 or greater will constitute alcohol misuse and a violation of this Policy. If the confirmed alcohol concentration is 0.04 or greater or if the confirmed alcohol concentration is 0.02 or greater but less than 0.04, employee will be removed from duty immediately, placed on paid relief status and, under *DCTA policy*, will be subject to discipline specified in Section X.

b. Inability to Provide Sample

If an employee is unable to provide an amount of breath sufficient to permit a valid breath test, the Agency shall direct the employee to obtain, at the Agency's expense, an evaluation from a licensed physician satisfactory to the Agency and the Union concerning the employee's medical ability to provide an adequate amount of breath. If the physician determines that a medical condition has, or with a high degree of probability could have, precluded the employee from providing an adequate amount of breath, the employee's failure to do so shall not be deemed a refusal to test. If the physician is not able to make such a determination, then the employee's failure to provide an adequate amount of breath shall be regarded as a refusal to test. In this case, the employee will be removed from duty immediately, and under *DCTA policy*, placed on paid relief status and will be subject to discipline specified in Section X.

c. Refusals

The following behaviors constitute a refusal to submit to a test: Any employee who:

i. Fail to appear for any test (except a pre-employment test)

within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a C/TPA (see §40.241(a));

ii. Fail to remain at the testing site until the testing process is complete. Provided that an employee who leaves the collection site before the testing process commences (see § 40.243(a)) for a pre-employment test is not deemed to have refused to test. The BAT or STT is not required to inform an employee that the failure to remain at the collection site is a refusal. If an employee leaves prior to the completion of the testing process, per § 40.355(i) the employer must decide whether the employee's actions constitute a refusal;

iii. Fail to provide a specimen. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.

iv. Fail to provide a sufficient breath specimen, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure (see §40.265(c));

v. Fail to undergo a medical examination or evaluation, as directed by the employer as part of the insufficient breath procedures outlined at §40.265(c);

vi. Fail to sign the certification at Step 2 of the ATF (see §§40.241(g) and 40.251(d)); or

vii. Fail to cooperate with any part of the testing process.

Employees who refuse to submit to a test as outlined herein, are in violation of this policy and will be removed from duty immediately, and *under DCTA policy*, placed on paid relief status and will be subject to discipline specified in Section X.

2. Drug Testing Procedures

a. Urine Screening and Confirmation Testing

Drug testing is a two-stage process utilizing a urine specimen. If it is positive for one or more drugs, a confirmation test is performed on a different aliquot of the primary specimen.

Pursuant to the DOT and FTA regulations the drugs or classes of drugs to be tested are marijuana, cocaine, opioids, amphetamines or phencyclidine.

The laboratory will release test results only to the Medical Review Officer (MRO). The Agency-approved MRO will review all test results, at the Agency's expense. If test results are positive, the MRO contacts the employee to determine if there is an alternate medical explanation for the drugs found. If the employee provides appropriate documentation, or if the MRO determines based upon all available information that there is a legitimate medical use, or other valid explanation, the test result is reported as negative. All test results, whether positive or negative, are reported only to the DAPM/DER, or in the DAPM/DER's absence, to a specified designee.

The employee may request the MRO to have the split specimen sent to another DHHS-certified laboratory for analysis at the employee's expense through payroll deduction. This request must be made directly to the MRO no later than seventy-two (72) hours after the MRO has notified the employee of a positive test result, which has been confirmed by the MRO. Split specimen testing is conducted without regard to the cutoff concentrations and the laboratory may use different techniques than the initial laboratory used on the original specimen.

If the initial test is positive the employee will be removed from duty immediately, and under *DCTA policy*, placed on paid relief status and will be subject to discipline specified in Section X.

The privacy of the employee shall be protected at all times. DCTA will adhere to all standards of confidentiality regarding employee testing.

The specimen collection site follows 49 CFR Part 40 guidelines, as amended, by providing a secure and private area for specimen collection for which access to water has been cut off and bluing agent has been added to the water in the toilet. In addition, the collection site also has a secure location for specimens and specimen collection materials. The supplies used to collect specimens conform to 49 CFR Part 40 guidelines, as amended.

b. Urine Dilute Specimen

If the MRO informs the Agency that a negative drug test was dilute, the employee will be required to submit to another test immediately. Such recollection must not be collected under direct observation, unless there is another basis for use of direct observation. The second test shall become the test of record.

c. Urine Inability to Provide Sample

The employee shall provide an oral fluid specimen or a minimum of 45 milliliters of urine for the split specimen collection. If the employee is unable to provide such a quantity of urine, the employee shall drink not more than 40 ounces of fluids and, after a period of up to three hours, again attempt to provide a complete sample. If the employee is unable to provide an adequate specimen, the specimen shall be discarded and testing discontinued. The employee will be advised of their responsibility to seek an acceptable physician to determine any medical explanation for an insufficient specimen collection. If the physician determines that a medical condition has, or with a high degree of probability could have, precluded the employee from providing an adequate urine sample, the employee's failure to do so shall not be deemed a refusal to test. If the physician is not able to make such a determination, then the employee's failure to provide an adequate urine sample shall be regarded as a refusal to test. In this case, employee will be removed from duty immediately, and under *DCTA policy*, placed on paid relief status and will be subject to discipline specified in Section X.

d. Directly Observed Collections

Directly observed collections will be conducted when any of the following occur. *Direct observations of non-safety sensitive employees will be conducted under DCTA authority, not FTA.*

i. The employee attempts to tamper with his or her specimen at the collection site. For example:
   - The specimen temperature is outside the acceptable range,
   - The specimen shows signs of tampering, such as unusual color, odor, characteristic, or
   - The collector finds an item on the employee's person which appears to be brought into the site to contaminate a specimen; or the collector notes conduct suggesting tampering.
   - Return to Duty and all Follow-up tests required by an SAP as part of the DOT-defined SAP process in section 40 subpart O.

ii. The MRO orders the direct observation because:
   - The employee has no legitimate medical reason for certain atypical laboratory results; or

   - The employee's positive or refusal (adulterated/substituted) test result had to be cancelled

because the split specimen test could not be performed (for example, the split was not collected).

The observer MUST be the same gender as the employee.

e. Refusals

The following behaviors constitute a refusal to submit to a test: Any employee who:

i. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a C/TPA (see §40.61(a));
ii. Fail to remain at the testing site until the testing process is complete. Provided that an employee who leaves the collection site before the testing process commences (see § 40.63(c) or § 40.72(d)(3), as applicable) for a pre-employment test is not deemed to have refused to test. The collector is not required to inform an employee that the failure to remain at the collection site is a refusal. If an employee leaves prior to the completion of the testing process, per § 40.355(i) the employer must decide whether the employee's actions constitute a refusal;
iii. Fail to provide a specimen for any drug test required by this part or DOT agency regulations. Provided that an employee who does not provide a specimen because he or she has left the testing site before the testing process commences (see § 40.63(c) or § 40.72(d)(3), as applicable) for a pre-employment test is not deemed to have refused to test. The collector is not required to inform an employee that the failure to remain at the collection site is a refusal. If an employee leaves prior to the completion of the testing process, per § 40.355(i) the employer must decide whether the employee's actions constitute a refusal;
iv. In the case of a directly observed or monitored urine collection in a drug test, fail to permit the observation or monitoring of an employee's provision of a specimen (see §§ 40.67(m) and 40.69(g));
v. Fail to provide a sufficient amount of specimen when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure (see § 40.193(d)(2));

vi. Fail or decline to take an additional drug test the employer or collector has directed you to take (see, for instance, § 40.197(b) as applicable);
vii. Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under § 40.193(c). In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment. If there was no contingent offer of employment, the MRO will cancel the test;
viii. Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector, fail to remove objects from mouth, fail to permit inspection of the oral cavity, or fail to complete a rinse when requested);
ix. For an observed urine collection, fail to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process;
x. Adulterated or substituted specimen verified by the MRO,
xi. Possess or wear a prosthetic or other device that could be used to interfere with the collection process; or
xii. Admit to the collector or MRO that you adulterated or substituted the specimen.

Following a contingent offer of employment, applicants who fail to appear for a pre-employment test or who fail to remain at the collection site prior to commencement of a pre-employment test are not considered to have refused a test.

Employees who refuse to submit to a test as outlined herein, are in violation of this policy and will be removed from duty immediately, and under *DCTA policy*, placed on paid relief status and will be subject to discipline specified in Section X.

B. Grounds for Drug and Alcohol Testing

1. Pre-Employment and Transfer to a Safety Sensitive Position Testing

The Agency will conduct pre-employment drug testing to prevent hiring persons who use illegal drugs.

Under DCTA policy, Pre-Employment physical examinations will also be conducted following a contingent offer of employment to prevent hiring persons potentially impaired or unsafe for essential job performance.

An individual who has applied for a safety sensitive position will not be hired unless the individual passes a drug test administered in accordance with this Policy. The test will be conducted within the two (2) weeks prior of the employee's date of hire. Per *DCTA policy*, if an applicant does not pass a drug test, he or she must wait twelve (12) months before reapplying and then must present evidence of completion of a drug rehabilitation program in line with Section 655.62 that is acceptable to the Agency before he/she is eligible to apply.

A non-safety sensitive employee who will be transferred to a safety sensitive position must first pass a drug test administered in accordance with this Policy. If the test results are positive for an illegal drug, then the actions specified in Section X. B. will apply.

When an employee has not performed a safety-sensitive function for 90 consecutive calendar days or more regardless of the reason, and the employee has not been in the employer's random selection pool during that time, the employer shall ensure that the employee takes a pre-employment drug test with a verified negative result before returning to safety-sensitive duties. If the test results are positive for an illegal drug, then the actions specified in Section X. B. will apply.

Anytime a test is canceled, in any of the above circumstances, the applicant or employee must retake and pass drug test before being hired or performing safety sensitive functions.

When a covered employee, if allowed per policy, or an applicant has previously failed or refused a pre-employment drug test administered under this part, the employee must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62.

2. Reasonable Suspicion Testing

DOT Testing: The Agency will require a drug and/or alcohol test of any safety sensitive employee who is reasonably suspected of using or being impaired by an illegal drug or alcohol. Reasonable suspicion shall be based upon the specific, contemporaneous and articulable observations concerning the appearance, behavior, speech, or body

odors of the employee by a supervisor trained in detecting signs and symptoms of drug use and alcohol misuse.

NON-DOT Testing: Under *DCTA policy*, any employee who is reasonably suspected of using or being impaired by an illegal drug or alcohol while on duty, in Agency vehicles, on Agency property, or in Agency uniform will require a non-DOT reasonable suspicion drug and/or alcohol test if DOT testing is not applicable.

3. Post-Accident Testing

An accident associated with the operation of an agency vehicle will result in an alcohol and drug test as set forth in this section:

a. In the event of a fatality;

b. Any time an individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or

c. One or more road vehicles incur disabling damage as a result of the occurrence and is transported away from the scene by a tow truck or other vehicle.

Following a fatal accident under part (a) above, drug and alcohol testing will be required of any safety-sensitive employees operating the vehicle at the time of the accident. The Agency will also test any other safety-sensitive employees whose performance could have contributed to the accident, as determined by the Agency, using the best information available at the time the decision to test is made. In addition, under *DCTA Policy*, following a fatal accident under part (a) above, drug and alcohol testing will be required of any non-safety sensitive employees operating a non-FTA-covered vehicle at the time of the accident and may be required for any employee post-accident involving any Agency vehicle where the above does not apply.

As soon as practicable, following a non-fatal accident under parts (b) and (c) above, drug and alcohol testing will be required of any safety-sensitive employees on duty, operating the vehicle at the time of the accident, unless the employer determines that the employee can be completely discounted as a contributing factor to the accident using the best information available at the time the decision to test is made. The Agency will also test any other safety-sensitive employees, whose performance could have contributed to the accident, as

determined by the Agency, using the best information available at the time the decision to test is made.

In addition, under *DCTA policy*, following a non-fatal accident under parts (b) and (c) above, drug and alcohol testing will be required of any non-safety sensitive employees on duty, operating the non- FTA-covered vehicle at the time of the accident and of those non-safety sensitive employees whose performance could have contributed to the accident, as determined by the Agency, using the best information available at the time the decision to test is made.

A decision as to whether to administer a drug and alcohol test is unnecessary after a fatal accident under part (a) above as it is understood that testing is a requirement and therefore automatic. A decision as to whether to administer a drug and alcohol test after a non-fatal accident will be made by a supervisor who was not involved in the accident and based on the best information available at the time. If the supervisor determines that testing is appropriate, because the employee's actions may have been a contributing factor to the accident, the employee(s) shall be tested immediately, but not to exceed eight (8) hours for alcohol testing and thirty-two (32) hours for drug testing. If testing is not completed within these time frames, then the Agency shall cease its attempts to test and will prepare a record stating the reasons the test was not performed. If the alcohol test is not administered within two hours following the accident, the supervisor shall prepare a record stating the reasons the alcohol test was not promptly administered. Covered employees are prohibited from using alcohol for eight (8) hours following an accident or until the post-accident testing is complete whichever occurs first.

Any employee(s) subject to post-accident testing who fails to remain readily available for such testing, including notifying the Agency of his or her location if he or she leaves the scene of the accident prior to the submission to such test, will be considered to have refused the test and will be subject to discipline in accordance with Section X of this Policy. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care. Under *DCTA policy*, employee will be placed on paid relief status until results are received by the Agency.

4. Return-to-Duty and Follow-up Testing

Under *DCTA's policy*, return-to-duty and follow-up testing would apply under circumstances where an employee has voluntarily entered into a substance abuse treatment program as specified in Section VIII.

Under *DCTA's policy*, non-federal return-to-duty and follow-up testing, an employee who is placed on a leave of absence following his/her entry into the Employee Assistance Program for substance abuse problems must pass a drug and alcohol test and must execute the Rehab Agreement (Attachment B) before he/she may return to duty. This contract allows Management the option to administer up to six (6) unannounced drug and/or alcohol tests per year for up to five (5) years after the employee returns to duty. This follow-up testing is separate from and in addition to the regular random testing of Safety Sensitive employees.

5. Random Testing

Only those employees who perform or whose job description includes the performance of safety-sensitive functions, as defined by 49 CFR Part 655, will be subject to random, unannounced and immediate testing using a computer-based random-number selection method in accordance with FTA regulations. Random testing may include an alcohol test, a drug screen or both so long as at least 10% of all safety-sensitive employees are tested for alcohol and at least 50% of all safety-sensitive employees are tested for drugs each year (or as otherwise required in order to meet the minimum annual percentage rates set by the FTA). Each such employee shall have an equal chance at selection and shall remain in the pool even after being tested. Random testing will be administered at random times during all days and hours throughout the year to avoid predictability.

Random testing for alcohol may only be conducted while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased to perform such functions.

VII. CONVICTION OF A DRUG-RELATED OFFENSE

Under *DCTA policy*, conviction of a felony for use, offer to sell, purchase or obtain possession, sale, manufacture, distribution or dispensation of illegal drugs, or for abuse of legal drugs, is grounds for immediate termination.

Employees arrested on such charges will be suspended without pay pending resolution of the criminal charges so long as no other policy violations are present.

Under *DCTA policy*, employees must notify their immediate supervisor immediately, or no later than two days with good and sufficient reason, of any arrest or conviction of a criminal drug statute and any arrest or conviction of a criminal statute relating to alcohol, including but not limited to driving while impaired. Failure to do so is grounds for immediate termination.

VIII. VOLUNTARY TREATMENT REQUIREMENTS

All employees are encouraged to make use of the available resources for treatment for alcohol misuse and illegal drug use problems. Under *DCTA's policy*, any employee who voluntarily discloses a substance abuse problem before a disciplinary matter develops and/or before notification for a required test, will be subject to return-to-duty and follow-up testing under *DCTA's policy* (using non-federal Custody and Control Forms) as specified in Section VI, B, 4. The purpose of the return-to-duty testing is to provide a degree of assurance that the employee is drug and alcohol free, i.e., the employee is able to return to work without undue concern of continued drug abuse or alcohol misuse.

Under *DCTA's policy*, the employee MUST be referred to EAP and evaluated by a qualified drug and/or alcohol professional and pass a return-to-duty test. A return-to-duty test will include both drug and alcohol testing as well as meet other return-to-duty requirements. The employee must have a verified negative drug test result and a breath alcohol test result of less than 0.02 before returning to his/her job. Once returned and as a condition of ongoing employment, the employee must follow the recommended frequency and duration of follow-up testing from the qualified professional. Any employee who refuses or fails to comply with requirements for treatment, after care, or return-to-duty/follow-up testing shall be subject to immediate termination.

Under *DCTA's policy* any recommended follow-up testing will be apart and in addition to participation in the random testing program.

Under *DCTA's policy*, employees must successfully complete any education and treatment program recommended by the qualified professional, and will be subject to follow-up testing if/when they return to duty.

Under *DCTA's policy*, the cost of any treatment or rehabilitation services will be paid for directly by the employee or their insurance provider. Employees will be allowed to take accumulated sick, vacation and floating holiday pay during leave to participate in the prescribed rehabilitation program.

IX. INSPECTIONS

Under *DCTA policy*, the Department Director/Manager or higher-level management personnel must authorize an inspection. Whenever possible, the searches should also be approved by the Director of Human Resources & Administration. Management personnel will conduct all Agency-owned property inspections with the employee and Human Resources present. All personal property will be inspected with law enforcement personnel present.

X. DISCIPLINARY ACTION FOR VIOLATIONS OF POLICY

Under FTA regulations, the employer shall determine discipline for Policy violations. Under *DCTA's policy***,** violation of any portion of this Policy may result in termination of employment, even for the first offense.

A. Refusal or Failure to Pass Pre-Employment Drug Test

An applicant whose pre-employment test results are positive or who refuses to submit to drug testing will not be hired.

An employee who has been off work 90 consecutive days or more and whose pre-employment test results are positive for an illegal drug or who refuses to submit to testing will be subject to immediate termination.

B. Refusal or Failure to Pass Transfer, Reasonable Suspicion, Post-Accident, Return-to-Duty, Follow-Up or Random Alcohol and/or Drug Test

1. Alcohol - FTA regulations state a confirmed Breath Alcohol Concentration (BAC) of 0.04 constitutes evidence of alcohol misuse.

a. A safety sensitive employee or non-safety sensitive employee whose test results are a confirmed BAC of 0.04 or greater will be removed from duty immediately and under *DCTA policy* will be

subject to disciplinary action up to and including termination. Employee shall also be referred to an SAP for evaluation. The SAP shall make a determination as to whether the employee requires rehabilitation.

b. A safety sensitive employee whose final test result as determined in accordance with DOT/FTA regulations and shows a BAC of .02 or greater but less than .04 shall be removed from duty immediately and shall not return to a safety-sensitive position for eight (8) hours or until a test result below .02 is obtained, whichever comes first**.** Under *DCTA policy*, the same applies to non-safety sensitive employees. Under *DCTA policy*, an employee whose BAC remains between .02 or greater but less than 0.04 is placed on unpaid relief status**.** If BAT is .02 or greater at any time, employee will be subject to disciplinary action up to and including termination.

c. Under *DCTA policy* any employee who refuses to submit to test, as outlined in Section VI, will be subject to disciplinary action up to and including termination.

2. Drugs

a. A safety sensitive employee who receives a verified positive drug test result as determined in accordance with DOT/FTA regulations will be removed from safety sensitive duty immediately and under *DCTA policy* will be subject to immediate termination. Employee must be referred to an SAP for evaluation. The SAP shall make a determination as to whether the employee requires rehabilitation. Under *DCTA policy*, the same applies to non-safety sensitive employees, however they would be referred to a substance abuse counselor.

b. Any employee whose test results are positive for any illegal drug will under *DCTA policy* be subject to immediate termination.

c. Under *DCTA policy* an employee who refuses to submit to test as outlined in Section V will be subject to disciplinary action up to and including termination.

C. Failure to Comply with the Prescription and Non-Prescription Drug Reporting Requirements.

An employee who fails to comply with the provisions outlined in Section V, C, will be subject to discipline up to and including termination.

XI. CONDITIONS OF EMPLOYMENT

Compliance with the Agency's Drug and Alcohol Policy is a condition of employment. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection or test, or follow any prescribed course of substance abuse treatment will be considered just cause for termination.

XII. CONFIDENTIALITY

The employer shall make every effort to assure confidentiality throughout the testing process and to protect the individual dignity and right to privacy of all employees. Personal data regarding the drug and alcohol testing results and EAP evaluations will be forwarded only to the MRO or the SAP and are confidential. Test results are received by the DER and are kept separately from other files in a locked cabinet. Except as required by law, or expressly authorized or required by the regulations, the employer shall not release any information from the records it is required to maintain under the regulations. The employee is entitled to obtain copies of any records pertaining to the employee's drug and alcohol testing.

ATTACHMENT A

*SAFETY SENSITIVE POSITIONS

(Satisfies 49 CFR Part 655 definition of safety sensitive positions)

	Subject to the following DOT Testing					
Employees:	**Pre-Employment**	**Random**	**Post-Accident**	**Reasonable Suspicion**	**Return-to-Duty**	**Follow-up**
Lead Mechanic	X	X	X	X	X	X
Mechanics	X	X	X	X	X	X
Service Attendants	X	X	X	X	X	X
Bus Operators (CDL)	X	X	X	X	X	X
Bus Operators (Non-CDL)	X	X	X	X	X	X
Operations Supervisors	X	X	X	X	X	X
Operations Managers	X	X	X	X	X	X
Maintenance Manager	X	X	X	X	X	X
Training Manager	X	X	X	X	X	X
Training Instructor	X	X	X	X	X	X

*NON-SAFETY SENSITIVE POSITIONS

(Non-Safety sensitive positions under *DCTA policy*)

	Subject to the following Non-DOT Testing					
Employee:	**Pre-Employment**	**Random**	**Post-Accident**	**Reasonable Suspicion**	**Return-to-Duty**	**Follow-up**
All other administrative employees not listed above.			X	X	X	X

*Positions are subject to revision as needed.

ATTACHMENT B

DENTON COUNTY TRANSPORTATION AUTHORITY

REHAB AGREEMENT

I understand that I will be allowed to continue my employment with the Denton County Transportation Authority (DCTA). I will participate and submit continuing documentation on a monthly basis of my participation in an Agency-approved substance abuse treatment program. Additionally, upon successful completion of said program, I will provide the necessary documentation of such.

I agree not to use prohibited drugs.

I agree not to use alcohol at prescribed times.

I understand that in order to return to my employment I must submit to additional alcohol/drug test(s).

I also understand that during the sixty (60) months following my return to work, I may be tested without prior notice and if there is any violation of this Policy, my employment with DCTA will be terminated. I also understand that refusal to submit to such a test will result in the termination of my employment.

Date: _____ _____
Employee (signature)

Date: _____ _____
VP, Engagement & Administration (signature)

Date: _____ _____
Chief Executive Officer (signature)

ATTACHMENT C

COLLECTION SITES, LABORATORY & SUBSTANCE ABUSE PROFESSIONAL

*COLLECTION SITE:

Nextcare – Lewisville
540 Surf Street
Lewisville, TX 75067

*MEDICAL REVIEW OFFICER (MRO):

D.R.S Medical Review Services
546 Franklin Ave.
Massapequa, NY 11758

*LABORATORY:

LabCorp Houston
7207 N. Gessner Road
Houston, TX 77040

*EMPLOYEE ASSISTANCE PROGRAM (EAP) &
SUBSTANCE ABUSE PROFESSIONAL (SAP):

Suzanne Lofton, LCDC, ADC, SAP
suzannelofton@gmail.com
817-917-9270

Clayton Sponhaltz, LCDC, NCAC I, SAP
http://saptx.com
210-846-1819

SupportLinc
1-888-881-5462
Text ‘SUPPORT’ to 51230
www.supportlinc.com

The Standard EAP
1-888-293-6948
Workhealthlife.com/Standard3

NAADAC’s Substance Abuse Professionals Directory
www.naadac.org

*Vendors are subject to change without notice.

ATTACHMENT D

Alcohol Fact Sheet

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

Signs and Symptoms of Use

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy or stuporous condition
- Slowed reaction rate
- Slurred speech

(Note: Except for the odor, these are general signs and symptoms of any depressant substance.)

Health Effects

The chronic consumption of alcohol (average of three servings per day of beer [12 ounces], whiskey [1 ounce], or wine [6 ounce glass]) over time may result in the following health hazards:

- Decreased sexual functioning
- Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed “alcoholic”)
- Fatal liver diseases
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma
- Kidney disease
- Pancreatitis
- Spontaneous abortion and neonatal mortality
- Ulcers
- Birth defects (up to 54 percent of all birth defects are alcohol related)

Social Issues

- Two-thirds of all homicides are committed by people who drink prior to the crime.

- Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.

- Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes.

- The rate of separation and divorce in families with alcohol dependency problems is 7 times the average.

- Forty percent of family court cases are alcohol problem related.

- Alcoholics are 15 times more likely to commit suicide than are other segments of the population.

- More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents, and 76 percent of private aircraft accidents are alcohol related.

The Annual Toll

- 24,000 people will die on the nation's highways due to the legally impaired driver.
- 12,000 more will die on the nation's highways due to the alcohol-affected driver.
- 15,800 will die in non-highway accidents.
- 30,000 will die due to alcohol-caused liver disease.
- 10,000 will die due to alcohol-induced brain disease or suicide.
- Up to another 125,000 will die due to alcohol-related conditions or accidents.

Workplace Issues

- It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.

- Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.

- A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.

Amphetamine Fact Sheet

Amphetamines are central nervous system stimulants that speed up the mind and body. The physical sense of energy at lower doses and the mental exhilaration at higher doses are the reasons for their abuse. Although widely prescribed at one time for weight reduction and mood elevation, the legal use of amphetamines is now limited to a very narrow range of medical conditions. Most amphetamines that are abused are illegally manufactured in foreign countries and smuggled into the U.S. or clandestinely manufactured in crude laboratories.

Description

- Amphetamine is sold in counterfeit capsules or as white, flat, double-scored "minibennies." It is usually taken by mouth.

- Methamphetamine is often sold as a creamy white and granular powder or in lumps, and is packaged in aluminum foil wraps or sealable plastic bags. Methamphetamine may be taken orally, injected, or snorted into the nose.

- Trade/street names include Biphetamine, Delcobese, Desotyn, Detedrine, Chetrol, Ritalin, Speed, Meth, Crank, Crystal, Monster, Black Beauties, and Rits.

Signs and Symptoms of Use

- Hyperexcitability, restlessness
- Dilated pupils
- Increased heart rate and blood pressure
- Heart palpitations and irregular beats
- Profuse sweating
- Rapid respiration
- Confusion
- Panic
- Talkativeness
- Inability to concentrate
- Heightened aggressive behavior

Health Effects

- Regular use produces strong psychological dependence and increasing tolerance to the drug.

- High doses may cause toxic psychosis resembling schizophrenia.
- Intoxication may induce a heart attack or stroke due to spiking of blood pressure.
- Chronic use may cause heart and brain damage due to severe constriction of capillary blood vessels

- The euphoric stimulation increases impulsive and risk-taking behaviors, including bizarre and violent acts.
- Withdrawal from the drug may result in severe physical and mental depression.

Workplace Issues

- Since amphetamines alleviate the sensation of fatigue, they may be abused to increase alertness because of unusual overtime demands or failure to get rest.

- Low-dose amphetamine use will cause a short-term improvement in mental and physical functioning. With greater use or increasing fatigue, the effect reverses and has an impairing effect. Hangover effect is characterized by physical fatigue and depression, which may make operation of equipment or vehicles dangerous.

Cocaine Fact Sheet

Cocaine is used medically as a local anesthetic. It is abused as a powerful physical and mental stimulant. The entire central nervous system is energized. Muscles are more tense, the heart beats faster and stronger, and the body burns more energy. The brain experiences an exhilaration caused by a large release of neurohormones associated with mood elevation.

Description

The source of cocaine is the coca bush, grown almost exclusively in the mountainous regions of northern South America.

- Cocaine Hydrochloride – “snorting coke” is a white to creamy granular or lumpy powder that is chopped into a fine powder before use. It is snorted into the nose, rubbed on the gums, or injected in veins. The effect is felt within minutes and lasts 40 to 50 minutes per “line” (about 60 to 90 milligrams). Common paraphernalia include a single-edged razor blade and a small mirror or piece of smooth metal, a half straw or metal tube, and a small screw cap vial or folded paper packet containing the cocaine.

- Cocaine Base – a small crystalline rock about the size of a small pebble. It boils at a low temperature, is not soluble in water, and is up to 90 percent pure. It is heated in a glass pipe and the vapor is inhaled. The effect is felt within 7 seconds. Common paraphernalia includes a “crack pipe” (a small glass smoking device for vaporizing the crack crystal) and a lighter, alcohol lamp, or small butane torch for heating.

- Trade/street names include Coke, Rock, Crack, Free Base, Flake, Snow, Smoke, and Blow.

Signs and Symptoms of Use

- Financial problems
- Frequent and extended absences from meetings or work assignment
- Increased physical activity and fatigue
- Isolation and withdrawal from friends and normal activities
- Secretive behaviors, frequent nonbusiness visitors, delivered packages, phone calls
- Unusual defensiveness, anxiety, agitation
- Wide mood swings
- Runny or irritated nose
- Difficulty in concentration
- Dilated pupils and visual impairment
- Restlessness
- Formication (sensation of bugs crawling on skin)
- High blood pressure, heart palpitations, and irregular rhythm
- Hallucinations
- Hyperexcitability and overreaction to stimulus

- Insomnia
- Paranoia
- Profuse sweating and dry mouth
- Talkativeness

Health Effects

- Research suggests that regular cocaine use may upset the chemical balance of the brain. As a result, it may speed up the aging process by causing irreparable damage to critical nerve cells. The onset of nervous system illnesses such as Parkinson's disease could also occur.

- Cocaine use causes the heart to beat faster and harder and rapidly increases blood pressure. In addition, cocaine causes spasms of blood vessels in the brain and heart. Both effects lead to ruptured vessels causing strokes or heart attacks.

- Strong psychological dependency can occur with one "hit" of crack. Usually, mental dependency occurs within days (crack) or within several months (snorting coke). Cocaine causes the strongest mental dependency of any known drug.

- Treatment success rates are lower than for other chemical dependencies.

- Cocaine is extremely dangerous when taken with depressant drugs. Death due to overdose is rapid. The fatal effects of an overdose are not usually reversible by medical intervention. The number of cocaine overdose deaths has tripled in the last 4 years.

Workplace Issues

- Extreme mood and energy swings create instability. Sudden noises can cause a violent reaction.

- Lapses in attention and ignoring warning signals greatly increase the potential for accidents.

- The high cost of cocaine frequently leads to workplace theft and/or dealing.

- A developing paranoia and withdrawal create unpredictable and sometimes violent behavior.

- Work performance is characterized by forgetfulness, absenteeism, tardiness, and missed assignments.

Cannabinoids (Marijuana) Fact Sheet

Marijuana is one of the most misunderstood and underestimated drugs of abuse. People use marijuana for the mildly tranquilizing and mood- and perception-altering effects it produces.

Description

- Usually sold in plastic sandwich bags, leaf marijuana will range in color from green to light tan. The leaves are usually dry and broken into small pieces. The seeds are oval with one slightly pointed end. Less prevalent, hashish is a compressed, sometimes tarlike substance ranging in color from pale yellow to black. It is usually sold in small chunks wrapped in aluminum foil. It may also be sold in any oily liquid.

- Marijuana has a distinctly pungent aroma resembling a combination of sweet alfalfa and incense.

- Cigarette papers, roach clip holders, and small pipes made of bone, brass, or glass are commonly used. Smoking “bongs” (large bore pipes for inhaling large volumes of smoke) can easily be made from soft drink cans and toilet paper rolls.

- Trade/street names include Marinol, THC, Pot, Grass, Joint, Reefer, Acapulco Gold, Sinsemilla, Thai Sticks, Hash, and Hash Oil.

Signs and Symptoms of Use

- Reddened eyes (often masked by eye drops)
- Slowed speech
- Distinctive odor on clothing
- Lackadaisical “I don’t care” attitude
- Chronic fatigue and lack of motivation
- Irritating cough, chronic sore throat

Health Effects

General

- When marijuana is smoked, it is irritating to the lungs. Chronic smoking causes emphysema-like conditions.

- One joint causes the heart to race and be overworked. People with undiagnosed heart conditions are at risk.

- Marijuana is commonly contaminated with the fungus Aspergillus, which can cause serious respiratory tract and sinus infections.

- Marijuana smoking lowers the body’s immune system response, making users more susceptible to infection.

Pregnancy Problems and Birth Defects

- The active chemical, tetrahydrocannabinol (THC), and 60 other related chemicals in marijuana concentrate in the ovaries and testes.

- Chronic smoking of marijuana in males causes a decrease in sex hormone, testosterone, and an increase in estrogen, the female sex hormone. The result is a decrease in sperm count, which can lead to temporary sterility. Occasionally, the onset of female sex characteristics including breast development occurs in heavy users.

- Chronic smoking of marijuana in females causes a decrease in fertility and an increase in testosterone.

- Pregnant women who are chronic marijuana smokers have a higher than normal incidence of stillborn births, early termination of pregnancy, and higher infant mortality rate during the first few days of life.

- In test animals, THC causes birth defects, including malformations of the brain, spinal cord, forelimbs, and liver and water on the brain and spine.

- Offspring of test animals who were exposed to marijuana have fewer chromosomes than normal, causing gross birth defects or death of the fetus. Pediatricians and surgeons are concluding that the use of marijuana by either or both parents, especially during pregnancy, leads to specific birth defects of the infant's feet and hands.

- One of the most common effects of prenatal cannabinoid exposure is underweight newborn babies.

- Fetal exposure may decrease visual functioning and causes other ophthalmic problems.

Mental Function

- Regular use can cause the following effects:
- Delayed decision-making
- Diminished concentration
- Impaired short-term memory, interfering with learning
- Impaired signal detection (ability to detect a brief flash of light), a risk for users who are operating machinery

- Impaired tracking (the ability to follow a moving object with the eyes) and visual distance measurements

- Erratic cognitive function
- Distortions in time estimation

- Long-term negative effects on mental function known as “acute brain syndrome,” which is characterized by disorders in memory, cognitive function, sleep patterns, and physical conditions

Acute Effects

- Aggressive urges
- Anxiety
- Confusion
- Fearfulness
- Hallucinations
- Heavy sedation
- Immobility
- Mental dependency
- Panic
- Paranoid reaction
- Unpleasant distortions in body image

Workplace Issues

- The active chemical, THC stores in body fat and slowly releases over time. Marijuana smoking has a long-term effect on performance.

- A 500 to 800 percent increase in THC concentration in the past several years makes smoking three to five joints a week today equivalent to 15 to 40 joints a week in 1978.

- Combining alcohol or other depressant drugs and marijuana can produce a multiplied effect, increasing the impairing effect of both the depressant and marijuana.

Opiates (Narcotics) Fact Sheet

Opiates (also called narcotics) are drugs that alleviate pain, depress body functions and reactions, and when taken in large doses, cause a strong euphoric feeling.

Description

- Natural and natural derivatives – opium, morphine, codeine, and heroin.
- Synthetics – meperidine (Demerol), oxymorphone (Numorphan), and oxycodone (Percodan)
- May be taken in pill form, smoked, or injected, depending upon the type of narcotic used.
- Trade/street names include Smack, Horse, Emma, Big D, Dollies, Juice, Syrup, and China White.

Signs and Symptoms of Use

- Mood changes
- Impaired mental functioning and alertness
- Constricted pupils
- Depression and apathy
- Impaired coordination
- Physical fatigue and drowsiness
- Nausea, vomiting, and constipation
- Impaired respiration

Health Effects

- IV needle users have a high risk for contracting hepatitis and AIDS due to the sharing of needles.
- Narcotics increase pain tolerance. As a result, people could more severely injure themselves or fail to seek medical attention after an accident due to the lack of pain sensitivity.
- Narcotics' effects are multiplied when used in combination with other depressant drugs and alcohol, causing increased risk for an overdose.

Social Issues

- There are over 500,000 heroin addicts in the United States most of whom are IV needle users.
- An even greater number of medicinal narcotic-dependent persons obtain their narcotics through prescriptions.

- Because of tolerance, there is an ever-increasing need for more narcotics to produce the same effect.

- Strong mental and physical dependency occurs.

- The combination of tolerance and dependency creates an increasing financial burden for the user. Costs for heroin can reach hundreds of dollars a day.

Workplace Issues

- Unwanted side effects such as nausea, vomiting, dizziness, mental clouding, and drowsiness place the legitimate user and abuser at higher risk for an accident.

- Narcotics have a legitimate medical use in alleviating pain. Workplace use may cause impairment of physical and mental functions.

Phencyclidine (PCP) Fact Sheet

Phencyclidine (PCP) was originally developed as an anesthetic, but the adverse side effects prevented its use except as a large animal tranquilizer. Phencyclidine acts as both a depressant and a hallucinogen, and sometimes as a stimulant. It is abused primarily for its variety of mood-altering effects. Low doses produce sedation and euphoric mood changes. The mood can change rapidly from sedation to excitation and agitation. Larger doses may produce a coma-like condition with muscle rigidity and a blank stare with the eyelids half closed. Sudden noises or physical chocks may cause a “freak out” in which the person has abnormal strength, extremely violent behavior, and an inability to speak or comprehend communication.

Description

- PCP is sold as a creamy, granular powder and is often packaged in one-inch square aluminum foil or folded paper “packets.”

- It may be mixed with marijuana or tobacco and smoked. It is sometimes combined with procaine, a local anesthetic, and sold as imitation cocaine.

- Trade/street names include Angel Dust, Dust, and Hog.

Signs and Symptoms of Use

- Impaired coordination
- Severe confusion and agitation
- Extreme mood shifts
- Muscle rigidity
- Nystagmus (jerky eye movements)
- Dilated pupils
- Profuse sweating
- Rapid heartbeat
- Dizziness

Health Effects

- The potential for accidents and overdose emergencies is high due to the extreme mental effects combined with the anesthetic effect on the body.

- PCP is potentiated by other depressant drugs, including alcohol, increasing the likelihood of an overdose reaction.

- Misdiagnosing the hallucinations as LSD induced, and then treating with Thorazine, can cause a fatal reaction.
- Use can cause irreversible memory loss, personality changes, and thought disorders.

- There are four phases to PCP abuse. The first phase is acute toxicity. It can last up to 3 days and can include combativeness, catatonia, convulsions, and coma. Distortions of size, shape, and distance perception are common. The second phase, which does not always follow the first, is a toxic psychosis. Users may experience visual and auditory delusions, paranoia, and agitation. The third phase is a drug-induced schizophrenia that may last a month or longer. The fourth phase is PCP-induced depression. Suicidal tendencies and mental dysfunction can last for months.

Workplace Issues

- PCP abuse is less common today than in recent years. It is also not generally used a workplace setting because of the severe disorientation that occurs.

Board of Directors Regular Meeting Minutes
April 24, 2025 | 10:00 a.m.

The Board of Directors of the Denton County Transportation Authority (DCTA) convened a Regular Board of Directors Meeting with Chair Gilmore presiding on Thursday, April 24, 2025 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 Stephen Christo, Alternate - City of The Colony
Board Member Jared Eutsler, City of Corinth

Legal Counsel
Joe Gorfida, Nichols Jackson

DCTA CEO
Paul A. Cristina

CALL TO ORDER
Chair Gilmore called the meeting to order at 10:02am. All Board Members were present except for Board Member Stevens, Board Member Christo, and Board Member Eutsler. Secretary Eads arrived at 10:04am and Board Member Maguire arrived at 10:05am. Board Member Gonzalez departed at 10:06am and returned at 10:11am. Vice Chair Molina departed at 10:21am and returned at 10:23am. Secretary Eads departed at 10:31am and returned at 10:33am. Board Member Jaworski departed at 10:49am and returned at 10:53am.

In the absence of Legal Counsel Joe Gorfida, Attorney Courtney Morris served as legal counsel for this meeting.

INVOCATION
Board Member Smith provided the invocation.

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

INTRODUCTIONS
Chair Gilmore announced Attorney Courtney Morris representing Nichols Jackson as the Legal Counsel for this meeting.

Austin Frith, VP of Planning and Development, introduced Jennifer Kiesel as the new Capital Planning & Maintenance Manager.

PUBLIC COMMENT
No public comment during this time.

CONSENT AGENDA

1. Consider Approval of Monthly Financial Statement for February 28, 2025
2. Consider Approval of the 2025 Title VI Policy and Approve a Resolution Adopting the Program
3. Consider Authorizing the Chief Executive Officer (CEO) to Execute a Contract Renewal with Holmes Murphy for the Employee Benefit Broker/Consultant Services in an amount not to exceed $35,000.00 for a Contract Term of August 1, 2025 through July 31, 2026
4. Consider Approval of Special Meeting (Strategic Planning Work Session) Minutes dated January 31, 2025 and Regular Meeting Minutes dated March 27, 2025

Motion by Secretary Eads with a second by Board Member Jaworski to approve the Consent Agenda as presented. Motion passes 5-0.

REGULAR AGENDA

1. **Discuss and Consider Approval of a Master Services Agreement with River North Transit, LLC dba Via Transportation for GoZone Demand Response Service for the period of October 1, 2025 through September 30, 2028 with Up to Two (2) Additional One (1) Year Periods**

   CEO Paul Cristina presented Regular Agenda Item 1 highlighting the following:
   - DCTA Mobility as a Service - Background
   - Contract Reset: On-Demand and Demand Response
     - Proposed Solicitations: Demand-Response Services vs On-Demand Services
   - Service Definition and RFP Timeline: Demand Response Service (i.e., GoZone)
     - Request for Proposal Timeline – DCTA received two (2) proposals for the service and both firms were interviewed.
   - Recommended Vendor
   - Via Transportation (dba River North Transit, LLC)
   - Cost/Structural Considerations
     - Annual Hourly Rate
     - Customer Service

Board discussion regarding other vendors who submitted information to the solicitation, (MV Transportation), clarification of whether DART GoLink system will work with Uber/Lyft, and concerns with seat unavailability increasing with Denton and Highland Village.

The Board appreciated all the conversations and asked that negotiations continue specifically answering questions such as the ability to split zones (the costs, challenges - GoZone systems independent and not connecting, and acceptable tolerances), the expansion into other cities and the development of a policy noting that demands could be different depending upon the zone.

Motion by Board Member Maguire with a second by Vice Chair Molina to approve Regular Agenda Item #1 as presented. Motion passes 5-0.

2. **Discuss and Consider Authorizing the Chief Executive Officer (CEO) to Negotiate and Enter into a Master Services Agreement for Transportation Network Company Services for the Period of June 1, 2025 through September 30, 2028 with Up to Two (2) Additional One (1) Year Periods**
    a. **Lyft**
    b. **Raiser, LLC (Uber)**
    c. **Onward Health, Inc.**
    d. **UZURV Holdings**

3. **Discuss and Consider Authorizing the Chief Executive Officer (CEO) to Negotiate and Enter into a Master Services Agreement for On-Demand Transportation Services for the Period of June 1, 2025 through September 30, 2028 with Up to Two (2) Additional One (1) Year Periods**
    a. **UZURV Holdings**
    b. **WHC DFW LLC, Dba zTrip**

CEO Paul Cristina presented Regular Agenda Items 2 and 3 highlighting the following:

- DCTA Mobility as a Service – Background (December 2024 Recap)
- Contract Reset: On-Demand and Demand Response
    - Proposed Solicitations (Demand-Response Services, On-Demand Services)
- Service Definitions and RFP Timeline (On-Demand Services)
    - On-Demand Services definitions
    - Transportation Network Company (TCN) Services definitions

  DCTA received six (6) proposals for the two (2) services. Five (5) proposers were recommended for Master Services Agreements.
    - On-Demand: UZURV Holdings, WHC DFW, LLC, dba zTrip
    - TNC: Lyft, Onward Health, Inc., Raiser, LLC (Uber), UZURZ Holdings
    - Proposer Profiles: Lyft, Onward Health, Inc., Raiser, LLC (Uber), UZURV, WHC DFW, LLC, dba zTrip
- Overall Summary and Next Steps
    - Confirm understanding of service offerings

- Complete rate negotiations and finalize Master Agreements
- Consider service offerings versus current and emerging needs
- Formulate task orders for Board approval as required
- RFP: There is no guarantee of a minimum award that may be given to any selected proposer.

Motion by Vice Chair Molina with a second by Board Member Jaworski to approve Regular Agenda Item #2 as presented. Motion passes 5-0.

Motion by Vice Chair Molina with a second by Board Member Maguire to approve Regular Agenda Item #3 as presented. Motion passes 5-0.

4. Discuss and Consider Approval of a Contract Amendment with Rio Grande Pacific to Exercise a Five (5) Year Option for A-train Operations and Maintenance Support with Positive Train Control Maintenance from October 1, 2025 through September 30, 2030

CEO Paul Cristina thanked Matthew Mattiza, Operations Services Director, for his attendance during the Board Meeting and then presented Regular Agenda Item 4, highlighting the following:

- Rio Grande Pacific A-train Operating Agreement Timeline (March 2016-September 30, 2025)
- Rio Grande Pacific Corporation – Corporate Overview
- What is the A-train O&M Contract?
- Performance Standards and Reporting
- Current Price Schedule Components
- Positive Train Control (PTC) System Maintenance Amendment
- Approval Request

Board discussion regarding potential tariffs on parts sourced from overseas.

Motion by Board Member Maguire with a second by Secretary Eads to approve Regular Agenda Item 4. Motion passes 5-0.

5. Discuss Update on Intermediate Service Plan Phase II

Vice President of Planning and Development, Austin Frith, presented Regular Agenda Item 5 highlighting the following:

- Intermediate Service Plan – Optimization Results (Denton/Lewisville)
- Intermediate Service Plan – Phase 1 New Stops Data (1-5)
  - EB Hickory @ Bernard
  - NB Heritage Trail @ Panhandle
  - NB Locust @ Coronado
  - SB Bonnie Brae @ Crescent
  - Winco Foods

- GoZone Capacity Management: 2 Stages (May 2024 Board Briefing)
- Intermediate Service Plan – Phase II
- Intermediate Service Plan – Buffer Zone Analysis
- Proposed Route Efficiencies Overview (14 existing routes, 9 proposed routes)
- Route Efficiencies – Centre Place – Fall 2025
- Route Efficiencies – Eagle Point – Fall 2025
- Route Efficiencies – North Texas – Fall 2025
- Intermediate Service Plan – A-train integration
- UNT Shuttle Contract Adjustment
- Intermediate Service Plan – Phase III (Look Forward)

Board discussion regarding clarification of geo-fencing data specifically in relation to the percentage of seat unavailability, public knowledge of geo-fencing and clarification of implementation timeframes.

No Board action required at this time.

6. Discuss Update on the Electronic Security and Access Control Program

Vice President of Innovation and Information Technology, Javier Trilla, presented to the Board highlighting the following:

- Electronic Security Technology Planning Assessment
- FY2024 ELP – Electronic Security and Digital Passenger Signage
- Electronic Security Program Review
- Electronic Security Program – Timeline Update (Project milestones and completion dates – December 2024 through September 2026)
- Laying the Groundwork (conduit work for DCTA Administrative office, Rail Operations and Maintenance Facility, Bus Operations and Maintenance Facility and the Downtown Denton Transit Center)
- Access Control Systems (Major completed milestones and upcoming major milestones)
- Genetec – Server Infrastructure
- Security Operations Center
- Electronic Surveillance – Phase 1
- Upcoming Phases – FY2026

Mr. Trilla outlined the upcoming phases of the project, which include the installation of security cameras on A-train station platforms and vehicles, as well as standardizing security cameras across the DCTA bus fleet. Additionally, network video recorders will be installed on both the bus fleet and A-train vehicles.

He emphasized the importance of ensuring a safe and secure experience for both operators and passengers. Once these security enhancements are deployed, DCTA will join 88% of public transit agencies, according to APTA statistics, that have equipped their bus fleets with security cameras.

Mr. Trilla also publicly acknowledged PrefTech for their outstanding work on the project, noting their professionalism and consideration in minimizing noise disruptions during business hours. He further expressed appreciation to the Board for their continued support of the initiative.

No Board action required at this time.

7. **Discuss Local and Regional Updates and Legislative Issues**
   The Board mentioned Early Voting begins on April 22, 2025 and Election Day is May 3, 2025. The Board also mentioned the potential impact of House Bill 3187.

INFORMATIONAL REPORTS

1. **Safety, Service, and Ridership Reports – March 2025**

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

FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

None at this time.

REPORT ON ITEMS OF COMMUNITY INTEREST

Lewisville Color Palooza
Saturday, April 25, 2025
10am until 5pm
Old Town Lewisville

CONVENE EXECUTIVE SESSION

The Board of Directors will convene into Closed Executive Session to Discuss the Duties of the Chief Executive Officer Pursuant to the Texas Government Code Section 551.074, Personnel Matters. Action as a Result of Executive Session

The Board convened into Closed Executive Session at 11:24am.

RECONVENE OPEN SESSION
The Board reconvened into Open Session at 12:20pm with no action taken.

ADJOURN
The meeting was adjourned at 12:21pm.

_____
Cesar Molina, Board Vice Chair

_____
Andy Eads, Board Secretary

Board of Directors Memo May 22, 2025

AGENDA ITEM: Discuss and Consider Approval of a Master Professional Services Agreement with AECOM Technical Services, Inc. (AECOM) for On-Call Planning Services for the period of June 1, 2025 through May 30, 2028 with up to Two Additional One (1) Year Periods

Recommendation

Staff recommends the Board approve a Master Professional Services Agreement with AECOM Technical Services, Inc. (AECOM) for On-Call Planning Services for the period of June 1, 2025 through May 30, 2028 with up to Two Additional One (1) Year Periods.

Background

In 2020, Denton County Transportation Authority (DCTA) entered into two (2) Master Professional Services Agreements with two (2) firms for on-call transit and transportation planning services with AECOM Technical Services, Inc. and Kittelson and Associates, Inc. Both master agreements expired in March 2025, although five (5) task orders issued prior to the contract expiration date are ongoing to support the development of bus stop design and amenities guidelines, Intermediate Service Planning and data analytics support, Transit Oriented Development (TOD) joint development assistance, bicycle and pedestrian safety analysis, and general planning support.

To facilitate continued progress of planning efforts, DCTA engaged the market in a competitive RFP process in early 2025 to identify a qualified firm to support on-call transit and transportation planning services. The RFP solicitation was released on January 24, 2025 on BidSync and closed on March 10, 2025. DCTA received a total of seven (7) complete proposals from the following firms:

- AECOM Technical Services, Inc.
- Alvarez & Marsal
- CP&Y Inc. (dba STV Infrastructure)
- HDR Engineering, Inc.
- Huitt-Zollars
- Kittelson & Associates, Inc.
- WSP USA Inc.

Staff conducted an initial evaluation of all proposals received. Following the initial evaluation, interviews were scheduled with three of the seven firms: AECOM Technical Services, Inc., CP&Y Inc. (dba STV Infrastructure), and HDR Engineering, Inc.

As a result of the initial evaluations and the interviews, Staff recommends approval of an agreement with AECOM Technical Services, Inc as DCTA's on-call planning consultant. The initial term of the agreement is three (3) years with the option to extend for up to two (2) additional one (1) year terms. The initial term will commence on June 1, 2025 through and including May 30, 2028. If both options are exercised, the two 1-year terms would extend the contract through May 30, 2030.

Scope

The scope of services for this professional services contract will include, but is not limited to:

- Intermediate Service Planning and bus stop design standards
- Innovative Service Design and Delivery, including microtransit analysis, multimodal connectivity, and route efficiency studies
- Ridership forecasting and data analytics management, including setting and monitoring KPIs and cost of service analysis
- Long Range service planning, including the update of the Long-Range Service Plan
- Bus route and bus network planning and optimization
- TOD policy development and Joint Development Support
- Fare policy and fee structure studies
- Low- and No-Emission Fleet Transition Planning
- Public and stakeholder engagement
- Federal compliance documents, such as Title VI and Transit Asset Management

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 cost evaluation.

Previous Board Activity
The Board received a briefing on this item in the following meeting:
- April 25, 2024 – Informational Report
- October 2024 – Informational Report

Identified Need
The proposed agreement supports DCTA's development of a robust, equitable, customer-centric transportation system.

Financial Impact
The proposed contract is a Master Professional Services Agreement. There is no impact to the FY2025 budget. Task orders will be drafted and approved by the Board through the annual budget process to provide services this year and in future fiscal years.

Exhibits
None.

Submitted By: _____
Karina Maldonado, Planning Manager

Reviewed By: _____
Austin Frith, Vice President of Planning and Development

Board of Directors Memo

May 22, 2025

AGENDA ITEM: Discuss Update on the Old Town Lewisville Transit Oriented Development Project

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

Background
In the Board's Strategic Planning Work Session in January 2024, DCTA Staff shared information on Transit Oriented Development (TOD) policy development, the City of Lewisville's Master Plan for Old Town, progress towards that vision, and the opportunity before DCTA to "make the market" for TOD in Old Town Lewisville with a bold vision. This approach would challenge the development market sector to think outside the box in creating a transit development as a major focal point and destination hub that connects different modes seamlessly. Additionally, the Old Town Lewisville TOD creates an opportunity for DCTA to establish administrative headquarters along the A-train rail line.

In May 2024, the DCTA Board established an Old Town Lewisville TOD Working Group to work in partnership with City of Lewisville staff to develop the vision for development. This agenda item provides an update on the progress of the Old Town Lewisville TOD including:

- Proposed Land Use Program and Conceptual Site Plan
- Potential Program Schedule
- Next Steps

This agenda item will be accompanied by Regular Agenda Item 3 relating to approval of a License Agreement with the City of Lewisville to enable adjacent development.

Previous Board Action
May 23, 2024 – Appointment of DCTA Board Members to the Old Town Lewisville TOD Working Group

Identified Need
Provide the Board with an update on progress of the Old Town Lewisville TOD project and outline the proposed scope and timeline.

Financial Impact
None. This is a discussion item only.

Exhibits
None.

Submitted By: _____
Karina Maldonado, Planning Manager

Reviewed By: _____
Austin Frith, Vice President of Planning and Development

Board of Directors Memo

May 22, 2025

AGENDA ITEM: Discuss and Consider Approval of a License Agreement for Roadway Infrastructure between Denton County Transportation Authority (DCTA) and the City of Lewisville to Construct and Maintain Public Infrastructure Including Streets, Sidewalks and Appurtenances Along the Eastern Boundary of the Property Owned by DCTA at the Old Town Station Site

Recommendation

Staff recommends the Board approve a License Agreement for Roadway Infrastructure between DCTA and the City of Lewisville to construct and maintain public infrastructure including streets, sidewalks and appurtenances along the eastern boundary of the property owned by DCTA at the Old Town Station Site.

Background

In Spring 2024, the developer (Ojala Partners, LP) to the east of DCTA's Old Town Lewisville Station reached out to staff to share an update on their proposed development plans and request a Temporary Construction Easement on the eastern boundary of the property. The Temporary Construction Easement (TCE) would allow the developer and their contractor temporary access to DCTA's property to stage construction vehicles and equipment while public improvements on the Ojala property are constructed. Due to its limited scope, this easement was considered as an Incidental use and not a permanent conveyance of property, allowing the Chief Executive Officer to execute the temporary easement in February 2025.

As part of DCTA's ongoing coordination with the City of Lewisville and Ojala for the Old Town Lewisville Transit Oriented Development (TOD) project, it was identified that the proposed public street, sidewalks, and underground stormwater infrastructure along the western boundary of the Ojala development was to be partially located on the property owned by DCTA. While the typical development process by the City of Lewisville requires right-of-way dedication by DCTA for these types of improvements, DCTA is subject to Federal Transit Administration (FTA) requirements for the conveyance of property since it was purchased with federal funds and retains federal interest. Per FTA Circular 5010.1F, the dedication or formal conveyance of property for public use is subject to the federal disposition process and would require the sale of property to the City of Lewisville at fair market value. Therefore, in collaboration and cooperation with the City of Lewisville, DCTA is proposing to enter into a licensing agreement to retain the property while allowing the developer and City to construct and maintain public infrastructure as an incidental use on DCTA's property, for one-time fee of $10.

Identified Need

The construction and maintenance activities permitted by the proposed licensing agreement ensure that critical public infrastructure intended to service both the adjacent development and DCTA's future Old Town Lewisville Station development can proceed without delay while ensuring DCTA remains compliant with all federal requirements.

Financial Impact

The proposed licensing agreement will allow incidental use of DCTA property, as defined by the FTA. DCTA will collect a one-time licensing fee of $10 for use of the property by the City of Lewisville. There is no impact on the FY2025 budget.

Exhibits
None.

Submitted By: _____
Karina Maldonado, Planning Manager

Reviewed By: _____
Austin Frith, Vice President of Planning and Development

Board of Directors Memo

May 22, 2025

AGENDA ITEM: Safety, Service, and Ridership Reports – April 2025

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 April 2025.

Monthly Report

In April 2025, DCTA experienced a strong systemwide rebound with total ridership increasing 13.1% over March. Bus services led this growth with a 24.5% increase, reflecting a seasonal uptick as spring arrives and services stabilize following spring break. A-train ridership also remained strong, up 7.0% month-over-month and 3.5% year-over-year. While GoZone saw a modest 4.2% decline from the prior month, its year-over-year ridership remains stable and in line with expected seasonal patterns.

Overall, April marked a positive shift with fixed-route services showing clear signs of ridership adoption and increased demand across several modes. The three-month trend of passenger trips on major modes is presented in the following table.

Unlinked Passenger Trips Three-Month Trend

	FY24	FY25				
	April	February	March	April	March-April % Change	April 2024-2025 % Change
Bus*	212,481	167,635	146,900	182,866	24.5%	-13.9%
Rail	24,237	20,808	23,438	25,075	7.0%	3.5%
GoZone	72,923	67,659	73,587	70,508	-4.2%	-3.3%
Access	2,065	2,372	2,554	2,716	6.3%	31.5%
Van Pool**	22,889	19,839	20,560	20,814	1.2%	-9.1%
TOTAL	**334,595**	**278,313**	**267,039**	**301,979**	**13.1%**	**-9.7%**

*** UNT, Connect, and Non-Connect Fixed Routes**

****Vanpool data lags by one month**

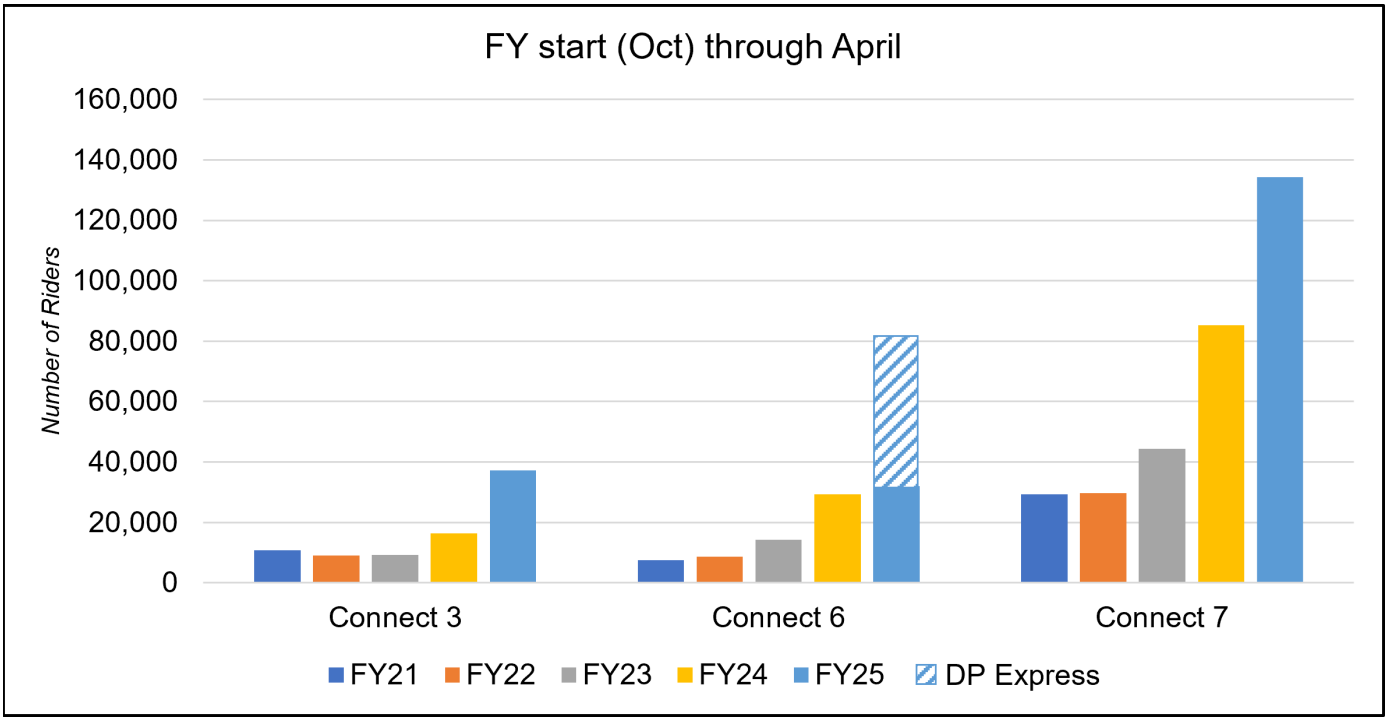
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The following chart below presents a summary view of the overall ridership trend by mode from fiscal year start through April comparison for FY2021 to FY2025.

	Unlinked Passenger Trips - FY through April					FY24-FY25
	2021	2022	2023	2024	2025	
UNT	178,895	679,879	950,679	1,171,195	885,210	-24.4%
Connect	119,374	78,566	73,358	130,803	203,518	55.6%
Non-Connect	2,632	8,184	2,911	1,559	1,476	-5.3%
A-train	57,605	101,147	128,444	150,647	166,249	10.4%
GoZone	-	290,242	487,316	506,261	490,833	-3.0%
Access	8,750	12,589	14,438	14,297	17,507	22.5%
Vanpool*	121,742	125,826	136,754	147,207	144,112	-2.1%
TOTAL	488,998	1,296,433	**1,793,900**	**2,121,969**	**1,908,905**	**-10.0%**
***Vanpool data lags by one month**						

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



Identified Need
None.

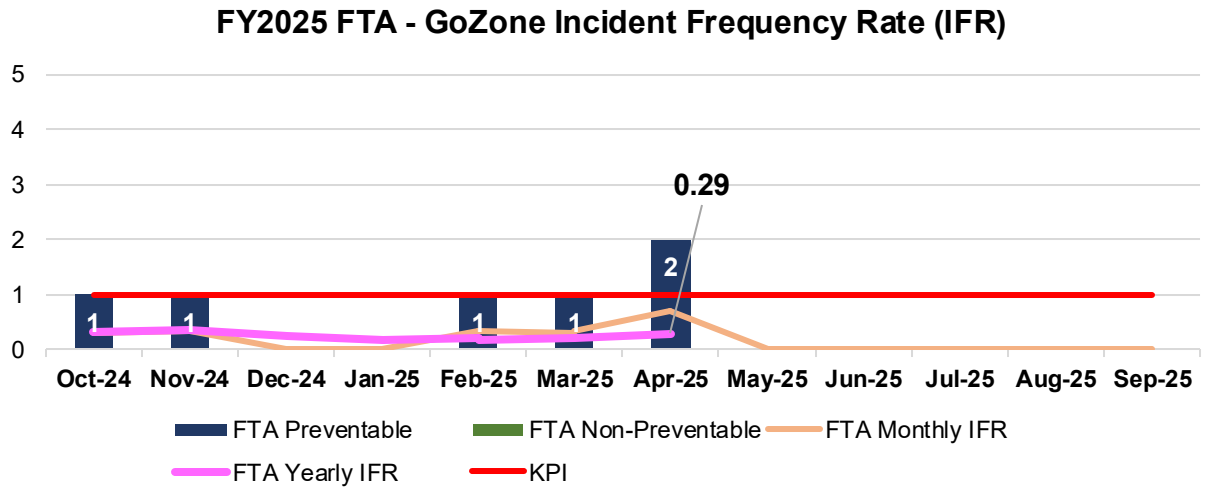
Financial Impact
None.

Exhibits
Exhibit 1: Safety Performance – FY25 to Date
Exhibit 2: Service Performance – FY25 to Date
Exhibit 3: Ridership by Mode – April 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 – April 2025
Exhibit 7: UNT Ridership Year-Over-Year by Month

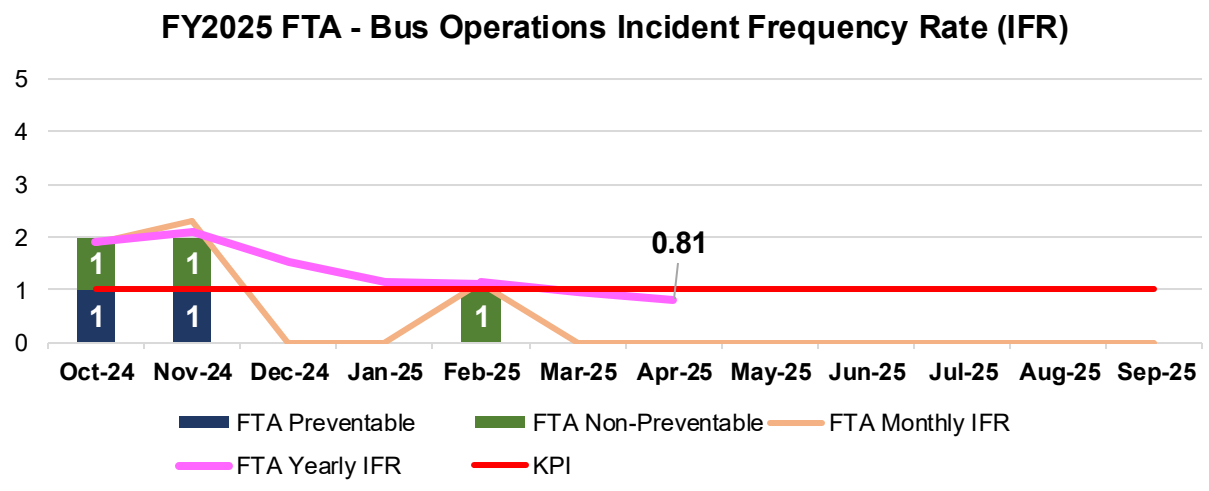
Final Review: _____
Austin Frith, Vice President
Planning and Development

Final Review: _____
Lisa Taylor, Vice President of Operations

SAFETY PERFORMANCE



FY2024 IFR : 0.30



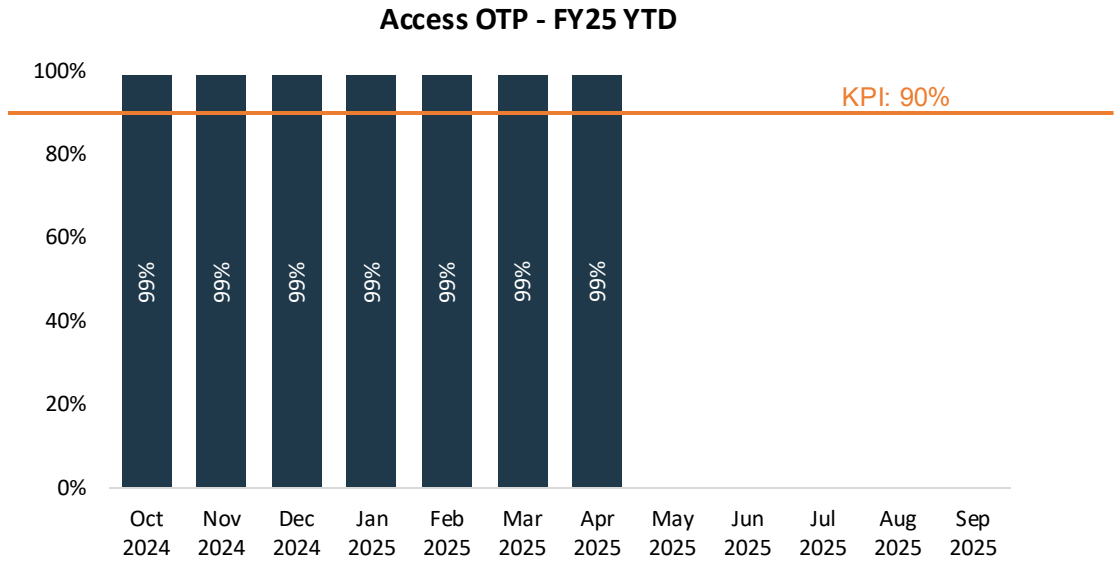
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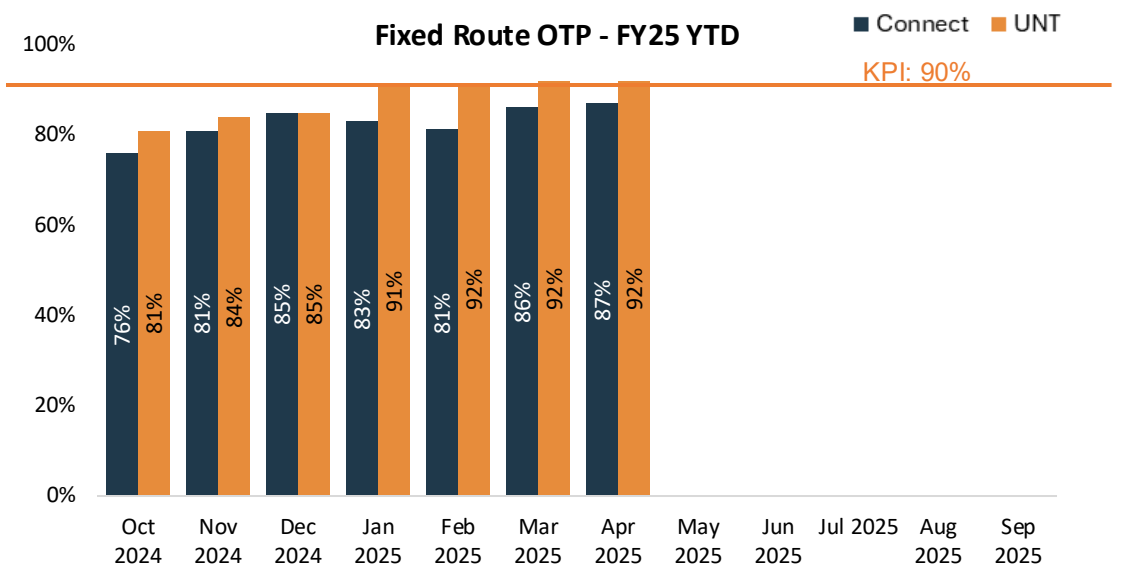
Rail

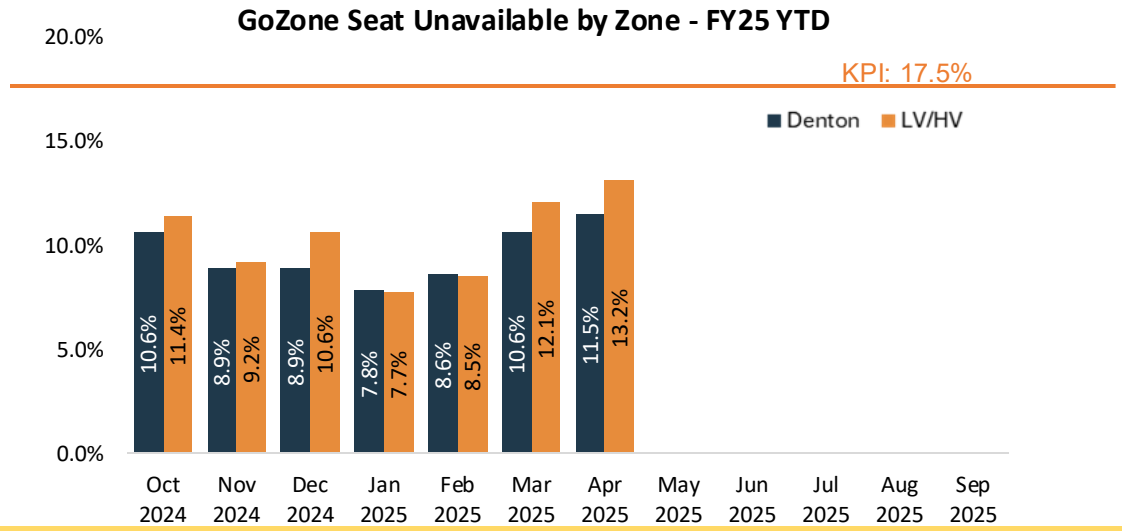
Rio Grande Pacific Operations	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25
FRA Incidents	0	0	0	0	0	0	0					
FRA Monthly IFR	0	0	0	0	0	0	0					
FRA Yearly IFR	0	0	0	0	0	0	0					
FRA Preventable	0	0	0	0	0	0	0					
FRA Non-Preventable	0	0	0	0	0	0	0					
FRA Rail Crossing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

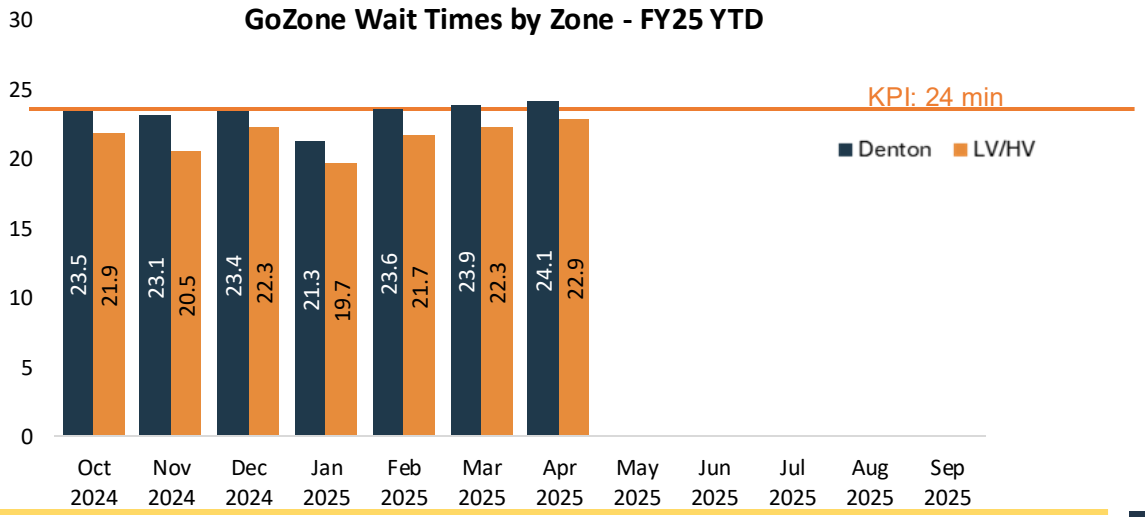
FY2024 IFR : 0.76

SERVICE PERFORMANCE









RIDERSHIP

DENTON COUNTY TRANSPORTATION AUTHORITY

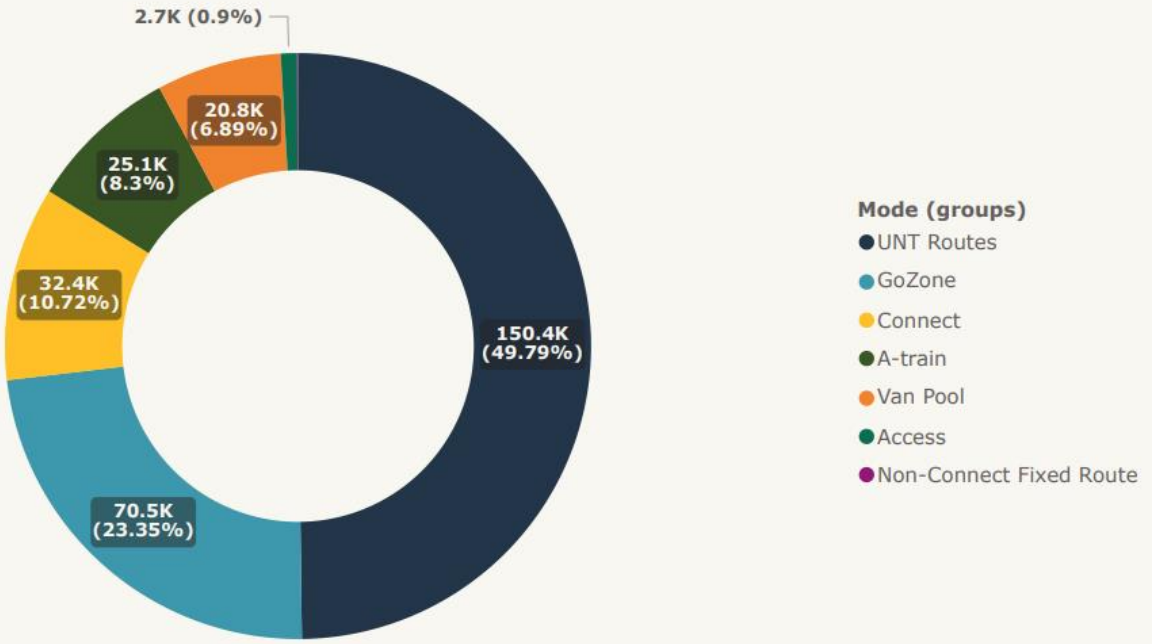
Total Ridership - Apr 2025

302.0K

Total Ridership FYTD

1.9M

Ridership by Travel Mode - Apr 2025



DENTON COUNTY TRANSPORTATION AUTHORITY

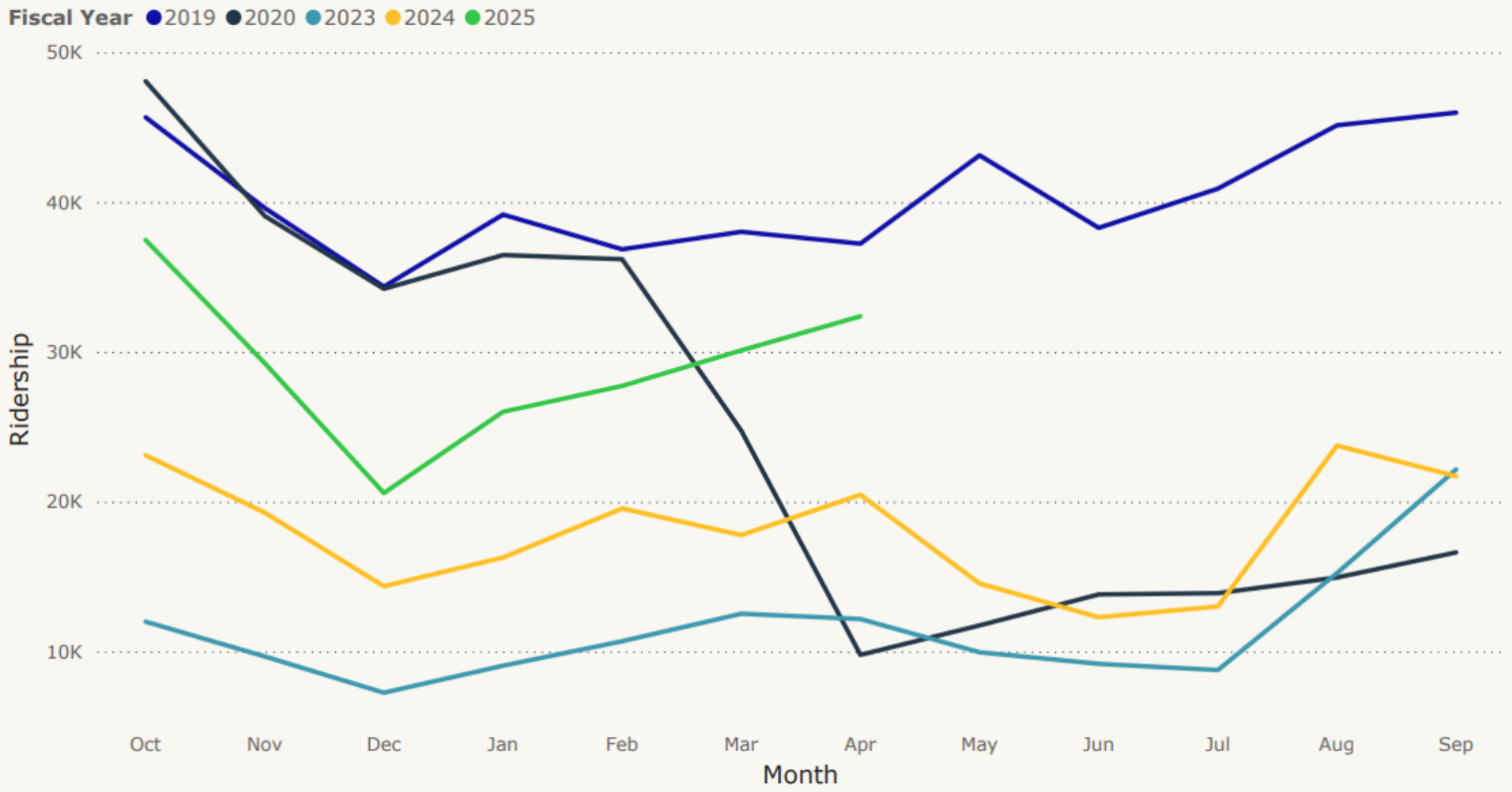
Total Ridership - Apr 2025

302.0K

Total Ridership FYTD

1.9M

Ridership by Month and Fiscal Year - Connect



A-TRAIN

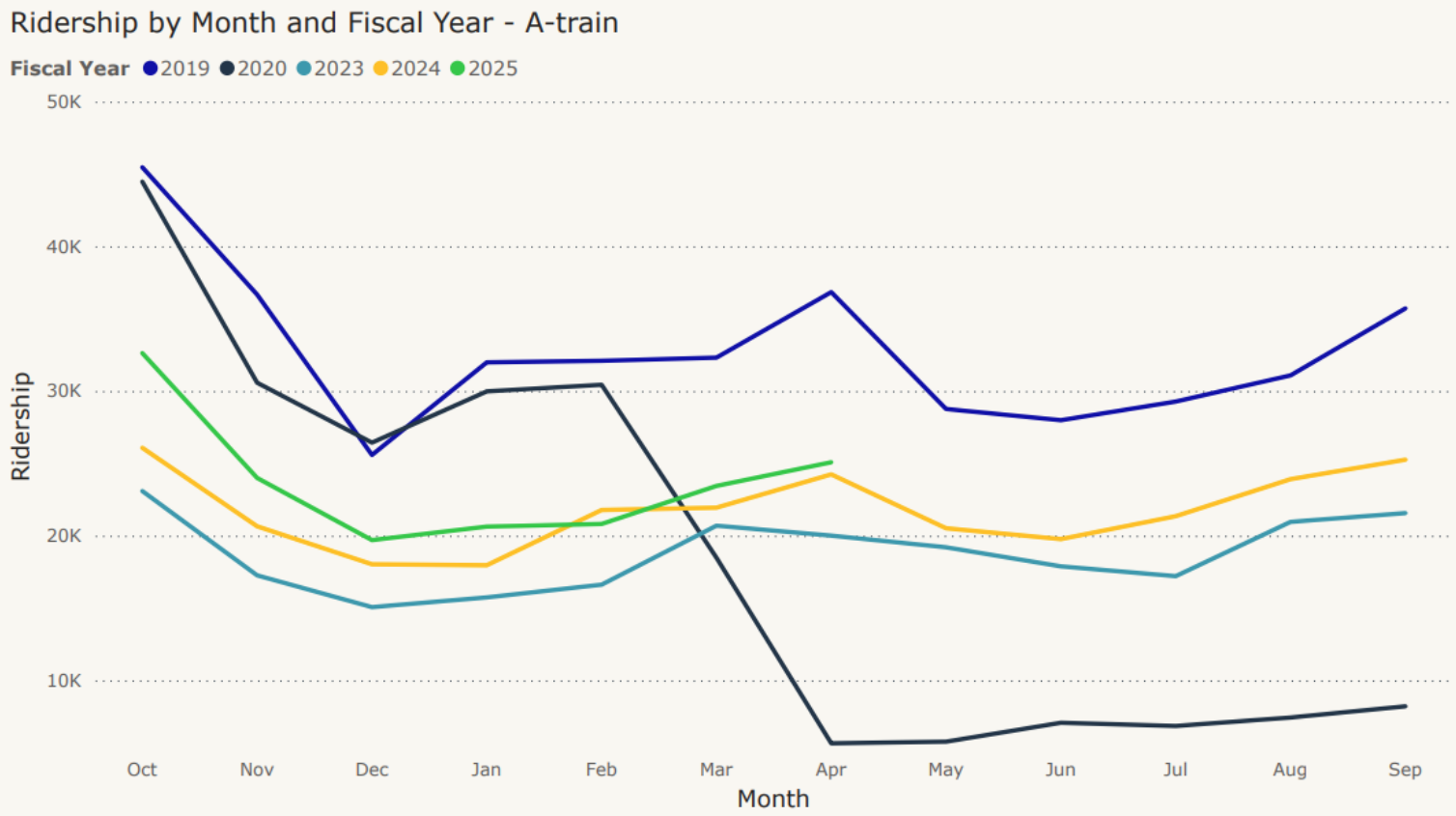
DENTON COUNTY TRANSPORTATION AUTHORITY

Total Ridership - Apr 2025

302.0K

Total Ridership FYTD

1.9M



Fixed Route

DENTON COUNTY TRANSPORTATION AUTHORITY

Total Ridership - Apr 2025

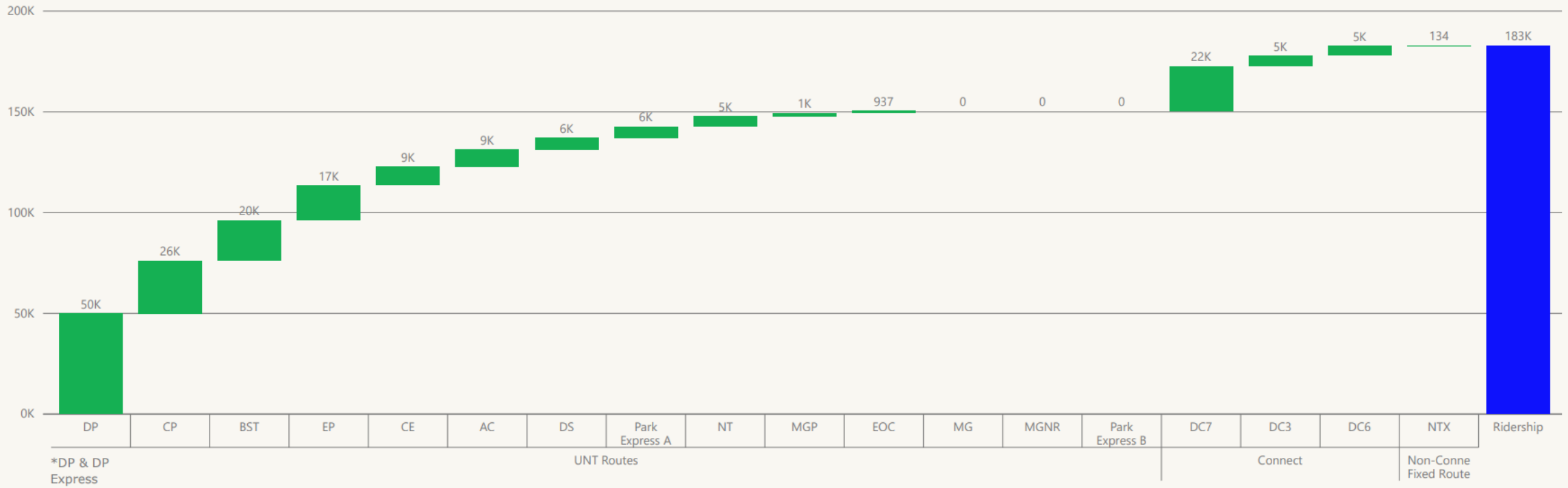
302.0K

Total Ridership FYTD

1.9M

Mode (groups)	Ridership
Connect	32,379
Non-Connect Fixed Route	134
UNT Routes	150,353
Total	**182,866**

Fixed-Route Ridership Waterfall



UNT (ALL)

DENTON COUNTY TRANSPORTATION AUTHORITY

Total Ridership - Apr 2025

302.0K

Total Ridership FYTD

1.9M

