

NTMC BOARD OF DIRECTORS MEETING

Wednesday, August 26, 2020 | 9:00 am

To be held by Video Conference

NOTICE IS HEREBY GIVEN that the members of the NTMC Board of Directors will be meeting via video conference link using Zoom. The meeting will be made available to the public at the following web address: <https://zoom.us/j/94797400764> or by joining via telephone by dialing the following number: +1 346 248 7799; Meeting ID: 947 9740 0764

CALL TO ORDER

PUBLIC COMMENT

This agenda item provides an opportunity for citizens to address the Board of Directors on any agenda item(s) or other matters relating to the NTMC. 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. Any person who wishes to address the Board of Directors regarding any item(s) may do so by utilizing the "raise hand" function of the Zoom meeting at this time. Citizens that are not able to connect to the Zoom meeting must email his or her public comment to bpedron@ntmc.com no later than 3:00 pm on Tuesday, August 25, 2020 to ensure the comment will be read. The Board of Directors is not permitted to take action on any subject raised by a speaker during Citizen Comments. However, the Board of Directors may have the item placed on a future agenda for action; refer the item to the NTMC Officers for further study or action; briefly state existing NTMC policy; or provide a brief statement of factual information in response to the inquiry.

1. CONSENT AGENDA

- a. Approval of Minutes from July 22, 2020 Board Meeting

2. REGULAR AGENDA

- a. Review Monthly Financial Statements for FY2020 Year to Date July 2020
- b. General Manager Report, Hendrickson Transportation Group
- c. Consider Approval of Implementation of COVID Pay for Operators
- d. Discuss COVID Pay for Non-Operators

3. NEXT BOARD MEETING – Discuss date options of September Board Meeting

4. FUTURE AGENDA ITEMS

NTMC Officers may discuss proposed future agenda items. Board members may request an item(s) to be added to the next Board meeting agenda.

5. CONVENE EXECUTIVE SESSION

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

- a. The Board reserves the right to go into closed executive session at any time during the meeting pursuant to the Texas Government Code § 551.071(2) to seek confidential legal advice from the Corporation's attorneys regarding any agenda item listed hereon.

6. RECONVENE OPEN SESSION

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

7. ADJOURN

BOARD MEMBERS:

Dean Ueckert, Chair
Richard Hayes, Vice Chair
Don Combs, Sara Hensley, Raymond Suarez

OFFICERS:

Kristina Holcomb, NTMC President
Nicole Recker, NTMC Vice President
Marisa Perry, NTMC Treasurer
Brandy Pedron, NTMC Secretary

***CERTIFICATE** – I certify that the above agenda giving notice of meeting was posted on the bulletin board at the Corporation's offices, which are also the offices of the Denton County Transportation Authority, on 8/21/2020 at 12:17 PM.*



Brandy Pedron, NTMC Secretary

MEETING MINUTES

THE BOARD OF DIRECTORS MEETING

July 22, 2020 | 9:00 am

This meeting was held by Video Conference using Zoom Meetings

The Board of Directors of the North Texas Mobility Corporation convened the Regular Meeting of the Board of Directors with Vice Chair Richard Hayes presiding on July 22, 2020 virtually.

ATTENDANCE

BOARD MEMBERS

Richard Hayes, Vice Chair
Don Combs
Sara Hensley

OFFICERS

Kristina Holcomb, President
Nicole Recker, Vice President
Marisa Perry, Treasurer
Brandy Pedron, Secretary

LEGAL COUNSEL

Joe Gorfida

OTHER ATTENDEES

Dianne Costa, DCTA Chair
RJ Garza, General Manager
Troy Raley
Sarah Hultquist
Mackenzie Armendariz
Rusty Comer
Amanda Riddle
Roy Latkowski
Carla Swagger
Brandi Bird
Mackenzie Armendariz

CALL TO ORDER – *The meeting is called to order by Vice Chair Hayes at 9:15 am*

PUBLIC COMMENT – *Vice Chair Hayes read a public comment emailed from Jim Owen.*

1. CONSENT AGENDA

- a. Approval of Minutes from May 28, 2020 Board Meeting
- b. Approval of Minutes from the June 25, 2020 Joint Workshop at the DCTA Board Meeting
 - **VOTE:** *Vice Chair Hayes called for a unanimous vote. The vote was unanimous.*

2. REGULAR AGENDA

- a. Review of Monthly Financial Statements for FY2020 Year to Date June 2020
 - *Treasurer Perry updated the Board on the Financial provided in the packet.*
 - *No questions were asked by the Board.*
- b. NTMC FY2021 Budget Workshop - *President Holcomb kicked off the budget workshop. Treasurer Perry guided the Board through the presentation slides including information on budget changes due to COVID, response measures, and changes in net positions. Vice President Recker led the Board through the Bus Operations presentation slides including information on how the Operations budget is built.*
 - *Sara Hensley asked about the Budget approval process with DCTA and the public hearing and if there was any anticipation of further decreases due to COVID. Vice Chair Recker replied that there may be increases if DCTA decides to add service, but we do not anticipate any further decreases.*
 - *Vice Chair Hayes asked what the year-to-date reduction is ridership. Vice Chair Recker directed the Board to the slide in the presentation showing the decrease in ridership. Treasurer Perry stated that the Budget is built around the decreased ridership. The operating expenses do not directly correlate to the decrease in ridership because there are fixed routes still in operation with less riders. Non-operator reduction in force was discussed and it was noted that some of the administration positions are vacant.*
 - *NCTC opted to let their contract between NCTC and DCTA expire and will regroup in September and the NTMC Board can expect to see a budget adjustment when that contract gets renewed. Vice Chair Hayes asked how much revenue NCTC brings in. Vice President Recker answered: \$280k in revenue.*
 - *DCTA approval of budget will occur in September and the DCTA Budget Public Hearing will be held in August.*
 - *DCTA needs to approve the budget first before NTMC because DCTA approves the funding for NTMC. NTMC will need to reschedule the September Board meeting to occur after the DCTA Board Meeting where the budget will be voted on by DCTA first.*
- d. NTMC Vision and Mission Statement
 - *Sara Hensley requested that this item be done jointly with the DCTA Board*
- e. Authorize the NTMC President to extend the General Manger Contract through December 2020.
 - *Sara Hensley requested this item to be moved up in the agenda.*
 - *Vice Chair Recker led the board through the materials provided in the packet.*
 - **VOTE:** *Sara Hensley motioned to authorize the NTMC President to extend the General Manager Contract through December 2020. Don Combs seconded the motion. All signified by saying "I". A roll-call vote was not needed because there were no "no" votes; the "I" vote was unanimous.*

[Sara Hensley left the meeting at 10:03 am. Quorum is no longer present.]

- f. General Manager Report, Hendrickson Transportation Group – *RJ Garza, GM gave a report on the following:*
- *Gave kudos to driver George Watson*
 - *Drivers are being asked to wear masks while on duty for safety*
 - *Most passengers have been wearing masks and NTMC has extra on the buses if passengers need one.*
 - *Joint Management meetings with DCTA regarding staffing levels, maintenance training, DDTC security, customer complaints and key performance indicators for Board review next month.*
 - *Fare process*
 - *COVID Impacts on fixed routes: up by 3/5% in July and to-date this month ridership is up by 14.1%.*
 - *New bid is scheduled for August 24, 2020*
 - *Vacation bids are being finalized*
 - *President Holcomb added that there are zero (0) positive COVID cases in bus operations to date and Vice President Recker added that DCTA/NTMC is the only agency in Texas without positive cases.*
3. NEXT BOARD MEETING – The next NTMC Board meeting is currently scheduled for June 24, 2020 at 9:00 a.m.
4. FUTURE AGENDA ITEMS – *No future agenda items at this time.*
5. CONVENE EXECUTIVE SESSION – *The Board did not convene into executive session.*
6. RECONVENE OPEN SESSION – *Not applicable.*
7. ADJOURN – *The meeting was motioned to adjourn at 10:16 am.*

Richard Hayes, Board Vice Chair

ATTEST:

Brandy Pedron, NTMC Secretary



NORTH TEXAS MOBILITY CORPORATION

CHANGE IN NET POSITION

MONTH AND YEAR TO DATE AS OF JULY 31, 2020

(UNAUDITED)

Description	Month Ended July 31, 2020			Year to Date July 31, 2020			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expenses							
Salary, Wages and Benefits	\$ 545,073	\$ 495,553	\$ (49,520)	\$ 6,192,933	\$ 6,417,923	\$ 224,990	\$ 7,531,382
Outsourced Services and Charges	17,982	22,220	4,238	126,174	217,189	91,016	261,629
Insurance	13,394	11,052	(2,342)	101,118	110,520	9,402	132,636
Employee Development	204	4,880	4,676	15,188	64,930	49,742	74,700
Total Operating Expenses	<u>576,653</u>	<u>533,705</u>	<u>(42,948)</u>	<u>6,435,413</u>	<u>6,810,562</u>	<u>375,149</u>	<u>8,000,347</u>
Income (Loss) before Transfers	(576,653)	(533,705)	(42,948)	(6,435,413)	(6,810,562)	375,149	(8,000,347)
Transfers In	<u>576,653</u>	<u>533,705</u>	<u>42,948</u>	<u>6,435,413</u>	<u>6,810,562</u>	<u>(375,149)</u>	<u>8,000,347</u>
Total Transfers	<u>576,653</u>	<u>533,705</u>	<u>42,948</u>	<u>6,435,413</u>	<u>6,810,562</u>	<u>(375,149)</u>	<u>8,000,347</u>
Change in Net Position	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



NORTH TEXAS MOBILITY CORPORATION

STATEMENT OF NET POSITION

AS OF JULY 31, 2020

(UNAUDITED)

	<u>July 31, 2020</u>	<u>June 30, 2020</u>	<u>Change</u>
Assets			
Operating Cash & Cash Equivalents	\$ 198,935	\$ 276,905	\$ (77,970)
Accounts & Notes Receivable	1,294	1,725	(431)
Prepaid Expenses	26,754	29,216	(2,462)
Total Assets	<u>226,983</u>	<u>307,846</u>	<u>(80,863)</u>
Liabilities			
Accounts Payable and Accrued Expenses	226,983	307,846	(80,863)
Total Liabilities	<u>226,983</u>	<u>307,846</u>	<u>(80,863)</u>
Net Position			
Change in Net Position	-	-	-
Total Net Position	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

COVID Pay - Cost Estimate Calculations

** Funding up to \$130k approved by DCTA Board 7/23/2020

						Total Cost
Pay Period	4/10/2020	4/24/2020	5/8/2020	5/22/2020	6/5/2020	4/10/2020 - 6/5/2020
Dates Worked	3/22/20 - 4/4/20	4/5/20 - 4/18/20	4/19/20 - 5/2/20	5/3/20 - 5/16/20	5/17/20 - 5/30/20	3/22/20 - 5/30/20
# Operators	92	89	90	87	87	96
# Operators with Hours Worked	82	78	77	75	75	85
Total Cost:						
\$150/week	\$ 26,568	\$ 25,272	\$ 24,948	\$ 24,300	\$ 24,300	\$ 125,388