

NTMC BOARD OF DIRECTORS MEETING

Wednesday, September 30, 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/91465968401>

or by joining via telephone by dialing the following number: +1 346 248 7799; Meeting ID: 914 6596 8401

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, September 29, 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 August 26, 2020 Board Meeting

2. REGULAR AGENDA

- a. Review Monthly Financial Statements for FY2020 Year to Date August 2020
- b. Consider Approval of Implementation of COVID Pay for Non-Operators
- c. Consider Approval of Resolution 2020-N006 Approving FY2020 Budget Revision 2020-N003
- d. Consider Approval of Resolution 2020-N009 Adopting FY2021 Operating Budget
- e. General Manager Report, Hendrickson Transportation Group
- f. NTMC Officer Report

NEXT BOARD MEETING – The next NTMC Board meeting is currently scheduled for October 21, 2020 at 9:00 a.m.

3. 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.

4. 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.

5. RECONVENE OPEN SESSION

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

6. 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 9/25/2020 at 4:14 PM.*



Brandy Pedron, NTMC Secretary

MEETING MINUTES

THE BOARD OF DIRECTORS MEETING

August 26, 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 August 26, 2020 virtually.

ATTENDANCE

BOARD MEMBERS

Dean Ueckert, Chair
Richard Hayes, Vice Chair
Don Combs
Sara Hensley (departed @ 9:31)
Raymond Suarez

OFFICERS

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

LEGAL COUNSEL

Joe Gorfida

OTHER ATTENDEES

RJ Garza, NTMC General Manager
Louis Francois
Troy Raley
Mackenzie Armendariz
Rusty Comer
Amanda Riddle
Brandi Bird
Mackenzie Armendariz

CALL TO ORDER – *The meeting is called to order by Chair Ueckert at 9:03 am*

PUBLIC COMMENT – *Secretary Pedron read a public comment email from Jim Owen.*

1. CONSENT AGENDA

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

- **VOTE:** *Sara Hensley motioned to approve the July 22, 2020 minutes as presented. Don Combs seconded the motion. Chair Ueckert sustains. All signified by saying "I". A roll-call vote was not needed because there were no "no" votes; the "I" vote was unanimous.*

2. REGULAR AGENDA

- c. Consider Approval of Implementation of COVID Pay for Operators – *The Board agreed to address this item first on the agenda.*
- *Treasurer Perry updated the Board of DCTA Board's budget amendment approval for COVID pay for operators. The Board discussed the definition of COVID pay provided in the packet.*
 - ***VOTE:** Sara Hensley motioned to approve implementation of COVID Pay for Operators as presented. Raymond Suarez 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.*
- a. Review of Monthly Financial Statements for FY2020 Year to Date - July 2020
- *Treasurer Perry updated the Board on the Financial provided in the packet.*
 - *No questions were asked by the Board.*
- b. General Manager Report, Hendrickson Transportation Group - *RJ Garza, GM gave a report on the following:*
- *Recognition to Louis Francois. A recognition page will be posted on the NTMC website.*
 - *Standard report*
 - *Dashboard of Key Performance Measures*
 - *New service bid in August 2020*
 - *Currently 81 active operators*
- d. Discuss COVID Pay for Non-Operators
- *Treasurer Perry updated the Board with DCTA's budget approval discussions for Non-operator COVID pay and the NTMC discussed.*

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

- *To approve the FY2021 Budget after DCTA Board approval as required the September NTMC Board meeting will need to be moved to a later date. Secretary Pedron will send the Board a poll to hold the meeting on September 29 or September 30.*

4. FUTURE AGENDA ITEMS

- *Chair Ueckert requested the Board discuss the future of NTMC at an upcoming meeting.*
- *President Holcomb notified the Board that the DCTA Board will review and discuss the Interlocal Agreement with NTMC at their September Board Meeting. A possible joint meeting for DCTA and NTMC boards may be scheduled for October 2020.*

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 10:01 am.*

Dean Ueckert, Board Chair

ATTEST:

Brandy Pedron, NTMC Secretary



NORTH TEXAS MOBILITY CORPORATION
CHANGE IN NET POSITION
MONTH AND YEAR TO DATE AS OF AUGUST 31, 2020
(UNAUDITED)

Description	Month Ended August 31, 2020			Year to Date August 31, 2020			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expenses							
Salary, Wages and Benefits	\$ 333,859	\$ 525,762	\$ 191,903	\$ 6,526,793	\$ 6,943,685	\$ 416,892	\$ 7,531,382
Outsourced Services and Charges	23,789	22,220	(1,569)	149,963	239,409	89,446	261,629
Insurance	13,394	11,052	(2,342)	114,512	121,572	7,060	132,636
Employee Development	-	4,880	4,880	15,188	69,810	54,622	74,700
Total Operating Expenses	<u>371,042</u>	<u>563,914</u>	<u>192,872</u>	<u>6,806,455</u>	<u>7,374,476</u>	<u>568,021</u>	<u>8,000,347</u>
Income (Loss) before Transfers	(371,042)	(563,914)	192,872	(6,806,455)	(7,374,476)	568,021	(8,000,347)
Transfers In	<u>371,042</u>	<u>563,914</u>	<u>(192,872)</u>	<u>6,806,455</u>	<u>7,374,476</u>	<u>(568,021)</u>	<u>8,000,347</u>
Total Transfers	<u>371,042</u>	<u>563,914</u>	<u>(192,872)</u>	<u>6,806,455</u>	<u>7,374,476</u>	<u>(568,021)</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 AUGUST 31, 2020

(UNAUDITED)

	August 31, 2020	July 31, 2020	Change
Assets			
Operating Cash & Cash Equivalents	\$ 263,079	\$ 198,935	\$ 64,144
Accounts & Notes Receivable	1,294	1,294	-
Prepaid Expenses	13,360	26,754	(13,394)
Total Assets	277,733	226,983	50,750
Liabilities			
Accounts Payable and Accrued Expenses	277,733	226,983	50,750
Total Liabilities	277,733	226,983	50,750
Net Position			
Change in Net Position	-	-	-
Total Net Position	\$ -	\$ -	\$ -

Board of Directors Memo

September 30, 2020

SUBJECT: Consider Approval of Implementation of COVID Pay for Non-Operators

Denton County issued a Stay at Home order on March 24, 2020 in response to the COVID-19 pandemic. On July 23, 2020, the DCTA Board approved funding to provide COVID pay to NTMC operators for the period of March 22, 2020 through May 30, 2020 (pay dates 4/10/2020-6/5/2020) equal to \$150/week for each week in which an operator worked. This time period is a ten-week period aligning with Denton County’s Stay at Home order and Phases I and II of reopening the state. At the July meeting, the DCTA Board requested cost estimates to provide COVID pay to NTMC non-operators and DCTA staff.

On August 27, 2020, the DCTA Board approved funding to provide COVID pay to NTMC non-operators during the same ten-week period referenced above. The funding provides for employees to receive \$150/week for each week in which he/she worked on-site and \$75/week for each week in which he/she worked at least 50% on-site. Employees who are primarily teleworking are not be eligible to receive COVID pay. This proposed non-operator COVID pay is included in the budget amendment that was approved by the DCTA Board on September 24, 2020, thereby increasing DCTA’s funding to the NTMC budget. It is also reflected in the NTMC budget amendment that is proposed today as part of agenda item 2c.

As requested at the August 26, 2020 NTMC Board meeting, a breakdown of employees by department is included below.

<i>Department</i>	<i># Employees</i>	<i>Budgeted Funds for Wages + Employer Taxes</i>
Bus Service Administration (A)	4	\$ 7,449
Customer Service	8	\$ 14,898
Maintenance (B)	18	\$ 28,027
Supervisors/Dispatch	14	\$ 23,464
	44	\$ 73,838

(A) Includes Human Resources, Safety & Training, Office Administration

(B) Includes fleet maintenance, facilities maintenance, service attendants

Staff recommends the NTMC Board approve implementation of COVID pay in the amount not to exceed \$73,838 to provide additional compensation to NTMC non-operators for the period of March 22, 2020 through May 30, 2020.

**NORTH TEXAS MOBILITY CORPORATION
RESOLUTION NO. 2020-N006**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH TEXAS MOBILITY CORPORATION (“NTMC”) APPROVING FISCAL YEAR 2020 BUDGET AMENDMENT 2020-N003 AND REVISED OPERATING BUDGET ATTACHED HERETO AS EXHIBITS “1” AND “2” RESPECTIVELY; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the NTMC budget is a well calculated estimate as to what will be needed for expenses in the fiscal year; and

WHEREAS, budget estimates are often prepared months in advance of the actual expenses and the possibility that the actual amount of the expenses will be known in exact terms at the time of the budget preparation is unlikely; and

WHEREAS, during the fiscal year, it may become necessary to reforecast the annual expenses and modify the budget by amendment; and

WHEREAS, the Board of Directors of NTMC desires to amend the fiscal year 2020 Operating Budget as set forth in Exhibits “1” and “2”, respectively.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE NORTH TEXAS MOBILITY CORPORATION THAT:

SECTION 1. The Budget Amendment attached hereto as Exhibits “1” and “2”, respectively, be, and the same is hereby adopted and which shall amend the original budget adopted September 26, 2019, from and after the effective date of this Resolution.

SECTION 2. That all provisions of the resolutions of the NTMC Board of Directors in conflict with the provisions of this Resolution be, and the same are hereby, repealed, and all other provisions not in conflict with the provisions of this Resolution shall remain in full force and effect.

SECTION 3. This resolution shall become effective immediately upon its passage and approval.

DULY PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF THE NORTH TEXAS MOBILITY CORPORATION THE 30TH DAY OF SEPTEMBER, 2020.

APPROVED:

Dean Ueckert, Chair

ATTEST:

Brandy Pedron, Secretary
(09-14-2020:TM 117935)

**Exhibit “1”
Operating Budget Revision
(to be attached)**

NORTH TEXAS MOBILITY CORPORATION
BUDGET TRANSFER / REVISION REQUEST

Number: 2020-N003

TRANSACTION TYPE: Transfer
 Revision

	Working Budget	Budget Revision Amount	Revised Budget
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BUDGET INCREASES

COVID Pay - Operators Salary & Benefits	\$ 3,204,220	\$ 130,000	\$ 3,334,220
COVID Pay - Non Operators Salary & Benefits	2,067,699	73,838	2,141,537

BUDGET REDUCTIONS

NCTC Service Reductions:			
Salary & Benefits	153,220	(82,775)	70,445
Workers Compensation Insurance	3,383	(2,107)	1,276

TRANSFERS IN / OUT

Transfers In	8,000,347	118,956	8,119,303
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Net Revision Impact \$ -

EXPLANATION: Please refer to Exhibit 2, Change in Net Position schedule for budget revision details.

DATE:	9.10.2020	REQUESTED BY:	<u><i>Amanda Riddle</i></u>
DATE:		TREASURER:	_____
DATE:		PRESIDENT:	_____

**Exhibit “2”
Change in Net Position
(to be attached)**

NORTH TEXAS MOBILITY CORPORATION
Change in Net Position (NTMC Only)

Description	NTMC FY 2020 Working Budget	NTMC September Revision (PROPOSED)	Total NTMC FY 2020 Revised Budget	REVISION DETAILS
OPERATING REVENUE				
Passenger Revenues (Bus Farebox)	\$ -	\$ -	\$ -	
Passenger Revenues (Rail Farebox)	-	-	-	
Contract Service Revenue	-	-	-	
Total Operating Revenue	-	-	-	
OPERATING EXPENSES				
Salary, Wages & Benefits	7,531,382	121,063	7,652,445	COVID Pay for Operators - \$130,000 COVID Pay for Non Operators - \$73,838 NCTC Service Savings - (\$82,775)
Outsourced Services & Charges	261,629	-	261,629	
Materials and Supplies	-	-	-	
Utilities	-	-	-	
Insurance, Casualties and Losses	132,636	(2,107)	130,529	NCTC service was terminated in March; reduction in insurance expenses associated with this service.
Purchased Transportation Services	-	-	-	
Employee Development	74,700	-	74,700	
Leases and Rentals	-	-	-	
Total Operating Expenses	8,000,347	118,956	8,119,303	
Operating Income / (Loss)	(8,000,347)	(118,956)	(8,119,303)	
NON-OPERATING REVENUE / EXPENSE				
Investment Income	-	-	-	
Misc. Revenues	-	-	-	
Sales Tax Revenue	-	-	-	
Federal Grants & Reimbursements	-	-	-	
State Grants & Reimbursements	-	-	-	
Long Term Debt Interest/(Expense)	-	-	-	
Total Non-Operating Revenue / Expense	-	-	-	
Income (Loss) Before Transfers	(8,000,347)	(118,956)	(8,119,303)	
Transfers Out	-	-	-	
Transfers In	8,000,347	118,956	8,119,303	* This amount reflects DCTA's funding of the NTMC operating budget. NTMC budgeted expenses are anticipated to increase by \$118,956; therefore, the Transfer In will be increased by this amount.
Total Transfers	8,000,347	118,956	8,119,303	
CHANGE IN NET POSITION				
Net Position - Beginning of Year:	-	-	-	
Net Position - End of Year:	-	-	-	
Transfer to Capital Projects	-	-	-	
Net Position After Capital Project Transfer	-	-	-	



FISCAL YEAR 2021 PROPOSED OPERATING BUDGET

BOARD OF DIRECTORS BUDGET PRESENTATION

SEPTEMBER 30, 2020

AGENDA

- CHANGES TO OPERATING BUDGET SINCE JULY
- CHANGE IN NET POSITION
 - Operating Expenses
 - Transfer In from DCTA
- DISCUSSION/QUESTIONS

CHANGES TO OPERATING BUDGET SINCE JULY

- FIXED ROUTES 4, 7, 21 & 22 INCREASED (SERVICE CHANGE REQUESTED BY DCTA)
 - CLOSE TO PRE-COVID LEVELS
 - INCREASE IN OPERATING EXPENSES \$665K



ADDITIONAL FIXED ROUTE BUS SERVICE

- REDUCTION OF \$170K IN OPERATING EXPENSES



REMOVAL OF NCTC CONTRACT SERVICE

- ADDITIONAL \$179K IN BUS OPERATING EXPENSES FOR COVID-19 SAFETY MEASURES & EQUIPMENT PURCHASES
 - BASED ON ACTUALS APRIL – JULY (AVG \$36K/MO)
 - ANTICIPATE INSTALLING PERMANENT BARRIERS ON THE VEHICLES



ADDITIONAL COVID-19 EXPENSES-BUS

CHANGES TO OPERATING BUDGET SINCE JULY

ADDITIONAL UNT CONTRACT SERVICE

- UNT RECEIVED \$500K IN CARES ACT FUNDING
- ADDITIONAL SERVICE EXPENSE OF \$172,445
 - INCREASE IN SERVICE HOURS OF 5,551 = \$169,556
 - INCREASE IN UNIFORMS ALLOCATION = \$2,889

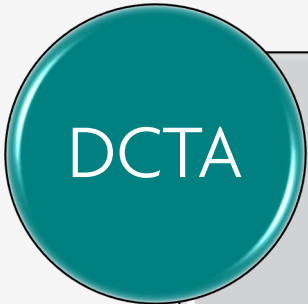
REMOVAL OF CCT CONTRACT SERVICE

- REDUCTION OF \$47K IN OPERATING EXPENSES
- SERVICE TERMINATED AFTER DECEMBER 2020

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CHANGE IN NET POSITION

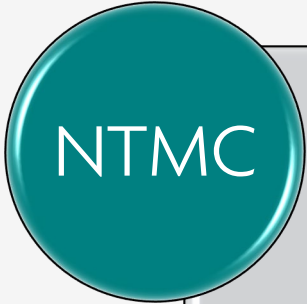
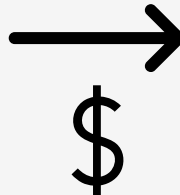
RELATIONSHIP BETWEEN DCTA & NORTH TEXAS MOBILITY CORPORATION



DCTA funds the operating budget of NTMC through a Transfer Out of funds from DCTA to NTMC

DCTA Budget Includes:

- Bus operation expenses related to DCTA assets:
 - Fuel
 - Auto Liability Insurance
 - Purchased Transportation Contracts
 - Facilities Maintenance
 - Maintenance Equipment & Supplies
 - Utilities Expenses



Detail of NTMC's budget is included to provide detail for how the transferred funds are programmed

NTMC Budget Includes:

- Bus operation expenses related to NTMC personnel:
 - Salary & Benefits
 - Outsourced Services related to employment (Recruitment advertising, payroll processing, pre-employment screenings, legal services)
 - Workers Compensation Insurance
 - Employee Development

FY2021 PROPOSED BUDGET

CHANGE IN NET POSITION

Description	NTMC FY 2019 Actuals (June-Sept 2019)	NTMC FY 2020 Working Budget (B)	NTMC FY 2021 Proposed Budget
OPERATING EXPENSES			
Salary, Wages & Benefits	2,685,968	7,652,445	7,451,314
Outsourced Services & Charges	28,449	261,629	399,919
Materials & Supplies	-	-	3,293
Utilities	-	-	-
Insurance, Casualties & Losses	42,105	130,529	118,878
Purchased Transportation Services	-	-	-
Employee Development	3,780	74,700	54,435
Leases & Rentals	-	-	-
Depreciation	-	-	-
Total Operating Expenses	2,760,302	8,119,303	8,027,839
Income (Loss) Before Transfers	(2,760,302)	(8,119,303)	(8,027,839)
Transfers Out	-	-	-
Transfers In	2,760,302	8,119,303	8,027,839
Total Transfers	2,760,302	8,119,303	8,027,839
CHANGE IN NET POSITION	\$ -	\$ -	\$ -

(B) Includes pending Budget Revision 2020-N005 being presented to the NTMC Board on 9/30/20 for approval

FY2021 PROPOSED BUDGET STAFFING LEVEL REVIEW

DIVISION SUMMARY

	FY 2019	FY 2020 Working Budget	FY 2021 Proposed Budget	Variance
Contracted Bus Services (NTMC)*				
<i>Bus Administration Department</i>	3.00	6.00	4.00	(2.00) (A)
<i>Customer Service Department</i>	10.00	10.00	10.00	-
<i>Supervisors/Dispatchers Department</i>	14.50	12.00	14.00	2.00 (A)
<i>Maintenance Department</i>	18.00	18.00	18.00	-
<i>Bus Operators</i>	94.00	91.00	69.00	(22.00) (B)
TOTAL CONTRACTED BUS SERVICES (NTMC)	139.50	137.00	115.00	(22.00)

*Contracted Bus Services FTE methodology is based on operator hours.

(A) SAFETY & TRAINING MANAGER + TRAINER MOVED TO SUPERVISORS/DISPATCH DEPARTMENT

(B) REDUCTION OF BUS OPERATORS (22 FTES) DUE TO 47K DECREASED SERVICE HOURS AS A RESULT OF MEASURES TAKEN DURING COVID-19 PANDEMIC

SERVICE HOURS

SERVICE NAME	SERVICE HOURS
Denton Fixed Route	40,028
Monsignor King Service	1,232
Lewisville Fixed Route	26,535
Denton Demand Response	8,967
Highland Village Demand Response	999
Lewisville Demand Response	8,845
University of North Texas	37,942
North Central Texas College	0
Frisco Demand Response	3,950
Collin County Transit Demand Response	475
North Texas Xpress	4,011
Total	132,984

»»» CONNECT SERVICE (FIXED ROUTE)

- DENTON CONNECT
 - ROUTES 1, 2, 3 & 6: 50-60 MINUTE FREQUENCY
 - ROUTES 4 & 7: 30 MINUTE FREQUENCY

- LEWISVILLE CONNECT
 - ROUTE 21: 35 MINUTE FREQUENCY
 - ROUTE 22: 30 MINUTE FREQUENCY

»»» ACCESS SERVICE (DEMAND RESPONSE)

- DOWN 20% COMPARED TO FY2019 ACTUALS

- ASSUMES ONGOING IMPACT OF COVID-19

OPERATING EXPENSES



NTMC TRANSFER IN FROM DCTA

NTMC FY2021 PROPOSED BUDGET	
SALARY, WAGES & BENEFITS	\$ 7,451,314
OUTSOURCED SERVICES & CHARGES	399,919
MATERIALS & SUPPLIES	3,293
INSURANCE	118,878
EMPLOYEE DEVELOPMENT	54,435
TOTAL OPERATING EXPENSES	\$ 8,027,839
TRANSFER IN FROM DCTA	\$ 8,027,839
CHANGE IN NET POSITION	\$ -

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DISCUSSION/QUESTIONS

**NORTH TEXAS MOBILITY CORPORATION
RESOLUTION NO. 2020-N009**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH TEXAS MOBILITY CORPORATION (“NTMC”) PROVIDING FOR ADOPTION OF THE NORTH TEXAS MOBILITY CORPORATION OPERATING BUDGET FOR FISCAL YEAR 2020-2021, BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; PROVIDING THAT EXPENSES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH THE BUDGET AS ADOPTED; ADOPTING CHANGE IN NET POSITION; PROVIDING A REPEALING CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the budget has been presented to the NTMC Board of Directors for review and comment; and

WHEREAS, after consideration, it is the consensus of the NTMC Board of Directors that the proposed FY 2020-2021 budget as hereinafter set forth, meets the legal and practical requirements of NTMC for the proper and sustained operation of NTMC services and should be approved as presented;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE NORTH TEXAS MOBILITY CORPORATION THAT:

SECTION 1. The NTMC Operating Budget for FY 2020-2021, including Change in Net Position, attached as Exhibit “1”, be adopted and approved in all respects, and that the sums of money indicated in the proposed budget be approved as listed, and that the estimate of income and financial support as shown be accepted as proper and sufficient to pay such expenses for the operating Budget.

SECTION 2. That all Budget amendments and transfers of appropriations budgeted from one account or activity to another within any individual activity for the fiscal year 2019-2020 are hereby ratified, and the budget for fiscal year 2020-2021, heretofore adopted by resolution of the NTMC Board of Directors, be and the same is hereby, amended to the extent of such transfers and amendments for all purposes.

SECTION 3. That all provisions of the resolutions of the NTMC Board of Directors in conflict with the provisions of this Resolution be, and the same are hereby, repealed, and all other provisions not in conflict with the provisions of this Resolution shall remain in full force and effect.

SECTION 4. This resolution shall become effective immediately upon its passage and approval.

DULY PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF THE NORTH TEXAS MOBILITY CORPORATION THE 30TH DAY OF SEPTEMBER, 2020.

APPROVED:

Dean Ueckert, Chair

ATTEST:

Brandy Pedron, Secretary
(09-16-2020:TM 117981)

**Exhibit “1”
Change in Net Position
(to be attached)**

NORTH TEXAS MOBILITY CORPORATION

FY21 Proposed Budget

Change in Net Position

Description	NTMC FY 2019 Actuals (June-Sept 2019)	NTMC FY 2020 Working Budget (B)	NTMC FY 2021 Proposed Budget
OPERATING REVENUE			
Passenger Revenues (Bus Farebox)	\$ -	\$ -	\$ -
Passenger Revenues (Rail Farebox)	-	-	-
Contract Service Revenue	-	-	-
Total Operating Revenue	-	-	-
OPERATING EXPENSES			
Salary, Wages & Benefits	2,685,968	7,652,445	7,451,314
Outsourced Services & Charges	28,449	261,629	399,919
Materials & Supplies	-	-	3,293
Utilities	-	-	-
Insurance, Casualties & Losses	42,105	130,529	118,878
Purchased Transportation Services	-	-	-
Employee Development	3,780	74,700	54,435
Leases & Rentals	-	-	-
Depreciation	-	-	-
Total Operating Expenses	2,760,302	8,119,303	8,027,839
Operating Income / (Loss)	(2,760,302)	(8,119,303)	(8,027,839)
NON-OPERATING REVENUE / (EXPENSE)			
Investment Income	-	-	-
Misc. Revenues	-	-	-
Sales Tax Revenue	-	-	-
Federal Grants & Reimbursements	-	-	-
State Grants & Reimbursements	-	-	-
Long Term Debt Interest/Expense	-	-	-
Total Non-Operating Revenue / (Expense)	-	-	-
Income (Loss) Before Transfers	(2,760,302)	(8,119,303)	(8,027,839)
Transfers Out	-	-	-
Transfers In	2,760,302	8,119,303	8,027,839
Total Transfers	2,760,302	8,119,303	8,027,839
CHANGE IN NET POSITION	\$ -	\$ -	\$ -

(B) Includes pending Budget Revision 2020-N005 being presented to the NTMC Board on 9/30/20 for approval

DENTON COUNTY TRANSPORTATION AUTHORITY
 FY21 Proposed Budget
 Change in Net Position - Combined Statement (DCTA & NTMC)

Description	NTMC			DCTA			DCTA			NTMC		
	DCTA FY 2019 Actuals	FY 2019 Actuals (June-Sept 2019)	FY 2019 Actuals	FY 2020 Working Budget (A)	FY 2020 Working Budget (B)	FY 2020 Working Budget	FY 2021 Proposed Budget	FY 2021 Proposed Budget	FY 2021 Proposed Budget	FY 2021 Proposed Budget	FY 2021 Proposed Budget	FY 2021 Proposed Budget
OPERATING REVENUE												
Passenger Revenues (Bus Farebox)	\$ 613,408	\$ -	\$ 613,408	\$ 370,591	\$ -	\$ 370,591	\$ 331,712	\$ -	\$ 331,712			
Passenger Revenues (Rail Farebox)	744,283	-	744,283	421,578	-	421,578	248,579	-	248,579			
Contract Service Revenue	4,201,278	-	4,201,278	3,398,779	-	3,398,779	3,458,402	-	3,458,402			
Total Operating Revenue	5,558,969	-	5,558,969	4,190,948	-	4,190,948	4,038,693	-	4,038,693			
OPERATING EXPENSES												
Salary, Wages & Benefits	9,681,725	2,685,968	12,367,693	4,670,896	7,652,445	12,323,341	4,193,211	7,451,314	11,644,525			
Outsourced Services & Charges	6,173,872	28,449	6,202,321	4,031,877	261,629	4,293,506	3,955,959	399,919	4,355,878			
Materials & Supplies	2,445,770	-	2,445,770	2,452,919	-	2,452,919	2,917,735	3,293	2,921,028			
Utilities	445,809	-	445,809	490,988	-	490,988	506,668	-	506,668			
Insurance, Casualties & Losses	1,655,084	42,105	1,697,189	1,752,329	130,529	1,882,858	1,681,336	118,878	1,800,214			
Purchased Transportation Services	9,755,585	-	9,755,585	10,185,808	-	10,185,808	10,732,539	-	10,732,539			
Employee Development	278,188	3,780	281,968	245,515	74,700	320,215	241,304	54,435	295,739			
Leases & Rentals	221,903	-	221,903	229,633	-	229,633	238,468	-	238,468			
Depreciation	9,813,483	-	9,813,483	10,612,052	-	10,612,052	10,489,375	-	10,489,375			
Total Operating Expenses	40,471,418	2,760,302	43,231,720	34,672,017	8,119,303	42,791,320	34,956,595	8,027,839	42,984,434			
Operating Income / (Loss)	(25,098,967)	(2,760,302)	(27,859,269)	(30,481,069)	(8,119,303)	(38,600,372)	(30,917,902)	(8,027,839)	(38,945,741)			
NON-OPERATING REVENUE / (EXPENSE)												
Investment Income	597,793	-	597,793	325,000	-	325,000	100,000	-	100,000			
Misc. Revenues	228,499	-	228,499	52,000	-	52,000	-	-	-			
Sales Tax Revenue	28,735,383	-	28,735,383	26,805,374	-	26,805,374	26,624,124	-	26,624,124			
Federal Grants & Reimbursements	9,146,240	-	9,146,240	15,750,649	-	15,750,649	22,601,232	-	22,601,232			
State Grants & Reimbursements	1,706,197	-	1,706,197	438,548	-	438,548	-	-	-			
Long Term Debt Interest/Expense	(972,668)	-	(972,668)	(909,480)	-	(909,480)	(841,080)	-	(841,080)			
Total Non-Operating Revenue / (Expense)	39,441,444	-	39,441,444	42,462,091	-	42,462,091	48,484,276	-	48,484,276			
Income (Loss) Before Transfers	14,342,477	(2,760,302)	11,582,175	11,981,022	(8,119,303)	3,861,719	17,566,374	(8,027,839)	9,538,535			
Transfers Out	(2,760,302)	-	(2,760,302)	(8,119,303)	-	(8,119,303)	(8,027,839)	-	(8,027,839)			
Transfers In	-	2,760,302	2,760,302	-	8,119,303	8,119,303	-	8,027,839	8,027,839			
Total Transfers	(2,760,302)	2,760,302	-	(8,119,303)	8,119,303	-	(8,027,839)	8,027,839	-			
CHANGE IN NET POSITION	\$ 11,582,175	\$ -	\$ 11,582,175	\$ 3,861,719	\$ -	\$ 3,861,719	\$ 9,538,535	\$ -	\$ 9,538,535			
Net Position - Beginning of Year:						\$ 327,800,795			\$ 324,313,275			
Net Position - End of Year:						\$ 331,662,514			\$ 333,851,810			
Transfer to Capital Projects						\$ (7,349,239)			\$ (14,140,628)			
Net Position After Capital Project Transfer						\$ 324,313,275			\$ 319,711,182			

(A) Includes pending Budget Revision 2020-09 being presented to the DCTA Board on 9/24/20 for approval

(B) Includes pending Budget Revision 2020-N005 being presented to the NTMC Board on 9/30/20 for approval

General Manager's – Board of Director's Bi-Weekly Report

(September 25, 2020)

EXECUTIVE SUMMARY

Since the reopening of the DDTC lobby that became effective September 21, 2020, from 7 am – 6 pm, Monday – Friday (Saturday/Sunday Closed), we have seen a few walk-in traffic to purchase tickets or to receive route information.

COVID-19: Added Precautions

NTMC staff recently completed installing touchless hand sanitizer dispensers on all DCTA vehicles. DCTA provided the dispensers and arrangements were made to finalize the install. This effort is to help keep passengers and employees safe during the coronavirus (COVID-19) pandemic.

The Solution:

I'm very pleased our staff was able to accomplish this within a reasonable timeframe. The Hand Sanitizer Dispensers will provide passengers an easy, convenient, and safe way to keep their hands clean when boarding and deboarding DCTA buses. NBC 5 featured a brief story announcing the installation, which can be viewed on this link: <https://app2.cision.com/#/articles/15000941383814>. DCTA marketing team did a great job putting a story together.



Training New Hires: Customer Service Manager, Operations Manager, and Transit Operator

Scheduling training requirements and materials for new hires is an important part of NTMC's plan in providing new hires a thorough insight of their required day-to-day responsibilities. Their success is our success so it's critical that they feel well trained before starting their new role with NTMC.

The Solution:

Our training program begins with an orientation overview, a new hire packet, PowerPoint presentations, a staff handbook, a tour of the facility, and an outline of federal regulatory requirements. This program is a group effort in providing new hires all they need to know. The training assists with helping them understand the policies & procedures, the organizational culture, and most importantly providing excellent customer service.

NTMC: Reorganization

A plan has been developed primarily due to the decrease in the level of services as a result of the pandemic. A briefing will be provided during our regular NTMC board meeting.

The Solution:

The objectives of the plan are to maximize each employee's work contributions, reduce the full-time equivalent (FTE) number of employees required with the current reduced level of services, maximize efficiencies, organizing the employees' roles and responsibilities, and reduce the overall impact of the budget.

Operations & Maintenance: Fleet Requirements

Due to several open run assignments coupled with operators being out due to illness, workers comp., or other leave of absence reasons we are required to fill operator vacancy positions.

The Solution:

Three (3) new hire Operators will begin September 8, 2020 and will commence training for bus operations. The training process usually takes from 4– 5 weeks to assure the operator is prepared prior to starting a route. They must become as familiar with the proper procedures & policies, equipment, schedules, personnel, and protocols as necessary to be successful.

DCTA & NTMC: Joint Management Meeting

A joint management meeting has been established to provide responsiveness and collaborative dialogue regarding the bus operations and maintenance business. This meeting will be held regularly with Nicole Recker, Troy Raley, Rusty Comer, John Hendrickson, and RJ Garza.

The Solution:

Jointly the Management Group exchanged discussions regarding upcoming events, reporting guidelines, safety measures, bus operations, fleet maintenance, staffing, and future impacts.

Progress Update:

- Active recruitment efforts were established to encourage more candidates for the Shop Foreman position vacancy; three (3) candidates are selected for interviews scheduled for next week (Sept. 30th, Oct. 1st & 2nd).
- Hired a Dispatcher & one (1) additional operator; leaving four (4) operator vacancies; having 87 operators is our target number.
- The reorganizational plan is pending analysis from DCTA.
- New hire training is on-going; more updates will be provided on progress.
- GM working on a Master Plan of Standard of Operating (SOP) development for each division of the organization.
- Remove front passenger seat from min-vans to acquire more space for wheelchairs; this was completed.
- Posted vacancy positions required in dispatch, and street supervision departments.

Maintenance: Daily Fleet Assignments for Fixed-Routes & Access

The Contract Manager and GM set up a meeting to discuss upcoming fleet assignments to become effective October 1, 2020, due to removing older units no longer required. The challenge here will be to have enough units readily available to meet pull-out.

The Solution:

HTG has provided recommendations on spare-ratio requirements based on the current service level. GM developed a spreadsheet to assure vehicles are appropriately assigned based on the DCTA's route scheduling plan, as follows:

- **Fixed-Route unit requirement (large buses): 23 units required; 7 spares**
- **Routes 1, 4, 21, 22 (small cutaways): 12 units required; 3 spares**
- **Demand Response (Access): 8 units required; 2 spares; also, 5 mini-vans available**

Other Focus Points:

- Weekly Managerial Staff Leadership Meetings have been reinstated;
- Increase the line of communication among all employees; & union officials;
- Establishing a new culture that encourages Team effort, Trust, Respect, and Accountability;
- Continue to provide employees necessary Personal Protective Equipment (PPE) to minimize exposure in our fight against COVID-19, tracking the issuance of masks to passengers;
- Reviewed fleet hold list – waiting on parts, body repairs, etc.
- Reviewed and updated all work schedules for every department;
- The parking lot was recently restriped;
- Revising several forms and SOP's;
- Monitoring concrete repairs near fuel island;

Robert J. Garza, "RJ"
Interim General Manager