

## THE BOARD OF DIRECTORS MEETING

December 5, 2019 | 9:00 am

Offices of Denton County Transportation Authority | T&P Conference Room  
1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057

*NOTICE IS HEREBY GIVEN that there will be a NTMC Board of Directors Regular Meeting at the time and location above to consider the following:*

### CALL TO ORDER

### PUBLIC COMMENT

This agenda item provides an opportunity for citizens to address the Board of Directors on any agenda items or other matters relating to the NTMC. Anyone wishing to address the Board of Directors should complete a Citizen Comment Registration Card and submit it to the NTMC Secretary prior to the start of the Board meeting. There is a three (3) minute time limit for each citizen. Anyone wishing to speak shall be courteous and cordial. 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; or provide a brief statement of factual information in response to the inquiry.

### 1. CONSENT AGENDA

- a. Approval of Minutes from NTMC August 22, September 26, and November 14, 2019 Board Meetings

### 2. REGULAR AGENDA

- a. Consider Resolution 2019-N008 Designating Authorized Signatories for Contractual and Financial Documents
- b. Discussion regarding Employee Health Benefits

### NORTH TEXAS MOBILITY CORPORATION OPERATIONAL UPDATE

### FUTURE AGENDA ITEMS

### ADJOURN

BOARD MEMBERS:

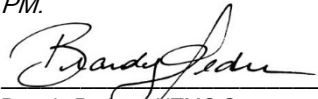
Raymond Suarez, Chair  
Dianne Costa  
Connie White

OFFICERS:

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

The Denton County Transportation Authority meeting rooms are wheelchair accessible. Access to the building and special parking are available at the main entrance. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by emailing bpedron@dcta.net or calling Brandy Pedron at 972.221.4600.

***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 11/26/2019 at 3:18 PM.*



Brandy Pedron, NTMC Secretary

## THE BOARD OF DIRECTORS MEETING

August 22, 2019 | 12:30 pm

Offices of Denton County Transportation Authority | Library Conference Room  
1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057

The Board of Directors of the North Texas Mobility Corporation convened the Regular Meeting of the Board of Directors with Raymond Suarez, Chair presiding on August 22, 2019 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

### ATTENDANCE

#### BOARD MEMBERS

Raymond Suarez, Chair  
Dianne Costa  
Connie White

#### OFFICERS

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

#### LEGAL COUNSEL

Joe Gorfida

#### OTHER ATTENDEES

Michelle Bloomer  
Paula Richardson, ATU 1338  
Jim Owen

CALL TO ORDER – *The meeting was called to order by Raymond Suarez, Chair at 12:30 pm*

#### 1. REGULAR AGENDA

- a. Discussion and Approval of the North Texas Mobility Corporation Operator Handbook – *Kristina Holcomb, President and Joe Gorfida, Legal Counsel opened the discussion regarding the Operator Handbook. NTMC obliged by the requirement of providing a 15-day notice before approval of the Handbook. NTMC is honoring the Collective Bargaining Agreement with ATU 1338.*

- *Issues raised by Jim Owen and Paula Richardson: Page 28 regarding Overtime; Workflow Sheet – items in possession needs the language refined*
- *VOTE: A motion to table the Operator Handbook until language is changed and feedback is received from the Union was made by Raymond Suarez, Chair. The motion was seconded by Dianne Costa. Item tabled until further notice.*

- b. Discussion and Approval of the North Texas Mobility Corporation Staff Handbook – *Kristina Holcomb, President recommends approval of the NTMC Staff Handbook*

- *VOTE: A motion to approve North Texas Mobility Corporation Staff Handbook was made by Dianne Costa. The motion was seconded by Connie White. Motion passed unanimously by the Board with no abstentions.*

- c. Discussion and approval of the Drug and Alcohol Policy – *Kristina Holcomb, President recommends approval of the Drug and Alcohol Policy presented to the Board.*
- *VOTE: A motion to approve the Drug and Alcohol Policy with clarifications was made by Dianne Costa. The motion was seconded by Connie White. Motion passed unanimously by the Board with no abstentions.*

ADJOURN – *The meeting was kept open until the adjournment of the DCTA Board of Directors meeting at 5:51 pm on August 22<sup>nd</sup> due to a quorum being present.*

- *VOTE: Motion passed unanimously*

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Raymond Suarez, Board Chair

ATTEST:

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Brandy Pedron, NTMC Secretary

# MEETING MINUTES

## THE BOARD OF DIRECTORS MEETING

September 26, 2019 | 11:00 am

Offices of Denton County Transportation Authority | T&P Conference Room  
1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057

The Board of Directors of the North Texas Mobility Corporation convened the Regular Meeting of the Board of Directors with Raymond Suarez, Chair presiding on September 26, 2019 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

### ATTENDANCE

#### BOARD MEMBERS

Raymond Suarez, Chair  
Dianne Costa  
Connie White

#### OFFICERS

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

#### LEGAL COUNSEL

Joe Gorfida

#### OTHER ATTENDEES

Michelle Bloomer  
Amanda Riddle

**CALL TO ORDER** – *The meeting was called to order by Raymond Suarez, Chair at 11:01 am*

**PUBLIC COMMENT** – *There was no public comment at this time*

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1. REGULAR AGENDA

- a. Consider Approval of Resolution 2019-N007 Adopting the North Texas Mobility Corporation FY2020 Annual Budget
- *Board member, Connie White asked that a footnote for what misc. items includes to be added to the Annual Budget.*
  - *VOTE: A motion to approve Resolution 2019-N007 Adopting the North Texas Mobility Corporation FY2020 Annual Budget with the requested footnotes added was made by Connie White. The motion was seconded by Dianne Costa. Motion passed unanimously by the Board with no abstentions.*

NORTH TEXAS MOBILITY CORPORATION OPERATIONAL UPDATE – *NTMC Officers gave an update on the status of the Operators Handbook; there is a meeting next week to get Union feedback and what changes they want made.*

FUTURE AGENDA ITEMS – *The NTMC Operator Handbook is scheduled to be on the October 23<sup>rd</sup> Board Meeting agenda.*

ADJOURN – *The meeting was kept open until the adjournment of the DCTA Board of Directors meeting at 4:56 pm on September 26<sup>th</sup> due to a quorum being present.*

- *VOTE: Motion passed unanimously*

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Raymond Suarez, Board Chair

ATTEST:

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Brandy Pedron, NTMC Secretary

# MEETING MINUTES

## THE BOARD OF DIRECTORS MEETING

November 14, 2019 | 9:00 am

Offices of Denton County Transportation Authority | T&P Conference Room  
1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057

The Board of Directors of the North Texas Mobility Corporation convened the Regular Meeting of the Board of Directors with Raymond Suarez, Chair presiding on November 14, 2019 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

### ATTENDANCE

#### BOARD MEMBERS

Raymond Suarez, Chair  
Dianne Costa  
Connie White

#### OFFICERS

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

#### LEGAL COUNSEL

Joe Gorfida

#### OTHER ATTENDEES

Troy Raley  
Jim Owen

**CALL TO ORDER** – *The meeting was called to order by Raymond Suarez, Chair at 9:00 am*

### PUBLIC COMMENT

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- *Jim Owen gave comment on PTO and Wages*
- *Jim Owen gave comment on the Operations Handbook*

1. REGULAR AGENDA

- a. Discuss and Consider Resolution 2019-N008 Authorizing NTMC President to Provide Management Oversight to the NTMC General Manager
  - *VOTE: A motion to approve Resolution 2019-N008 Authorizing NTMC President to Provide Management Oversight to the NTMC General Manager was made by Connie White. The motion was seconded by Dianne Costa. Motion passed unanimously by the Board with no abstentions.*
- b. Discuss and Consider Approval of the North Texas Mobility Corporation Operator Handbook
  - *VOTE: A motion to approve the North Texas Mobility Corporation Operator Handbook was made by Connie White. The motion was seconded by Dianne Costa. Motion passed unanimously by the Board with no abstentions.*

NORTH TEXAS MOBILITY CORPORATION OPERATIONAL UPDATE – *NTMC Officers gave an update on the following:*

- *Kristina Holcomb: Focus has been on the handbook, there will be service changes in the future that will affect bids, and we are in a transition process of other minor items. Connie White asked for bid clarification which Troy Raley, Raymond Suarez and Michelle Bloomer explained to the Board.*
- *Michelle Bloomer: NTMC is tackling maintenance issues right now and there is a need for drivers.*
- *Michelle Bloomer: the committee is holding monthly meetings with the ATU. At the latest meeting we collected feedback on paddles and schedules from NTMC drivers for a full week.*
- *Marisa Perry: Benefits are coming up and NTMC needs to set up signature authority.*

FUTURE AGENDA ITEMS

- a. Discuss the need for December 2019 meeting – *The committee agreed to hold a meeting on December 5, 2019 at 9:00 am.*

ADJOURN – *The meeting was adjourned at 10:07 am on November 14.*

- *VOTE: Motion passed unanimously*

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Raymond Suarez, Board Chair

ATTEST:

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Brandy Pedron, NTMC Secretary



**NORTH TEXAS MOBILITY CORPORATION  
RESOLUTION NO. 2019-N\_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH TEXAS MOBILITY CORPORATION DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL AND FINANCIAL DOCUMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the North Texas Mobility Corporation (“NTMC”) was formed pursuant to the provisions of Subchapter D of Chapter 431 of the Texas Transportation Code; and

**WHEREAS**, to ensure that all contractual and financial transactions of NTMC are appropriately administered, the NTMC Board of Directors desire designate official signatories charged with conducting these operations; and

**WHEREAS**, the NTMC Board of Directors desires to designate one signature, whether directly or electronically, be reflected on NTMC contractual and financial documents; and

**WHEREAS**, the NTMC Board of Directors desires to designate NTMC President Kristina Holcomb or her designee as authorized personnel of NTMC to effect such contractual and financial transactions;

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

**SECTION 1.** The NTMC Board of Directors designate Kristina Holcomb or her designee to be signatories on behalf of NTMC for all contractual transactions and to execute financial transactions on behalf of NTMC.

**SECTION 2.** That this Resolution shall take effect immediately from and after its passage, and it is, accordingly, so resolved.

**DULY PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF THE NORTH TEXAS MOBILITY CORPORATION THE 5<sup>th</sup> DAY OF DECEMBER, 2019.**

**APPROVED:**

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Raymond Suarez, Chairman

**ATTEST:**

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Brandy Pedron, Secretary  
(11-26-2019:TM 112446)