

NTMC BOARD OF DIRECTORS REGULAR MEETING

Wednesday, March 23, 2022 | 8:00 am

NOTICE IS HEREBY GIVEN that the members of the North Texas Mobility Corporation (NTMC) Board of Directors will hold a Regular Called Meeting at 8:00am at the Denton County Transportation Authority (DCTA) Administrative Offices located at 1955 Lakeway Drive, Suite 260, Lewisville, Texas, 75057 and by Zoom Conference at which time the following agenda will be discussed.

The public is allowed to use the ZOOM link below to participate in a Board Meeting. To join the meeting, please use the information below:

Join the Webinar:

<https://us06web.zoom.us/j/84586295783>

Passcode: 356484

Or One tap mobile: US: +1-346-248-7799

Or Telephone: Dial (for higher quality, dial a number based on your current location):

US: +1 346 248 7799

Webinar ID: 845 8629 5783

Passcode: 356484

The Board of Directors reserves the right to convene 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.

CALL TO ORDER

INTRODUCTIONS

No Introductions planned for this Board Meeting.

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 either completing a Request to Speak Card located in the DCTA Administrative Offices prior to the meeting or if participating virtually, by utilizing the "raise hand" function ensuring when called upon your camera is turned on and your name displayed.

Citizens that are not able to connect to the Zoom meeting must email his or her public comment to sspell@ntmc.com no later than 12:00 pm on Tuesday, March 22, 2022 to ensure the comment will be read.

The Board of Directors are 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. Consider Approval of Minutes:
January 26, 2022 – NTMC Regular Board Meeting
March 2, 2022 – NTMC Regular Board Meeting

2. **INFORMATIONAL REPORTS**

- a. Monthly Financial Statements: FY 2022 Year to Date January 2022
- b. Monthly Financial Statements: FY 2022 Year to Date February 2022
- c. FY23 Budget Calendar

3. **REGULAR AGENDA**

- a. Presentation of General Manager's Monthly Report

Presenters: Maurice Pearl, General Manager
Louise Francois, Assistant General Manager

Backup Information: Exhibit 1 – General Manager's Report
Talking Points: Mask Mandate Extension
Fixed Route Service Modification
NTMC Positions

Internal Procedures
Service Metrics
2022 Budget
Wellness Committee

Exhibit 2 – February 2022 Ticket Sales/ Daily Report

Exhibit 3 – February 2022 Staffing Roster Report

- b. Presentation of NTMC Staff Spotlight – Tim Bishop (2ND Shift Lead Mechanic)

Presenters: Maurice Pearl, General Manager
James Salzman, NTMC/ DCTA Maintenance Manager

4. **CONVENE EXECUTIVE SESSION**

The Board may convene the Regular Board Meeting into Closed Executive Session for the following: *No scheduled Executive Session for this agenda.*

5. **RECONVENE OPEN SESSION**

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

6. **FUTURE BOARD MEETINGS & AGENDA ITEMS**

NTMC Officers may discuss proposed future agenda items. Board members may discuss details of future meetings and request an item(s) to be added to the next Board Meeting Agenda. **Next Board Meeting Date:** April 27, 2022

7. **ADJOURN**

BOARD MEMBERS:

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

OFFICERS:

John Hendrickson, Interim NTMC President
Scott Lewis, NTMC Treasurer
Sean Spell, 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 (DCTA), on Friday, March 18, 2022 by 5:00pm.

Sean T. Spell

Sean T. Spell
NTMC Board Secretary

NTMC BOARD OF DIRECTORS REGULAR MEETING MINUTES

Wednesday, January 26, 2022 | 8:00 am

ATTENDANCE

Board Members

Chair Dean Ueckert

Vice-Chair Richard Hayes- virtual

Board Member Don Combs

Board Member Sara Hensley - virtual

Board Member Raymond Suarez

Officers

Interim NTMC President John Hendrickson

NTMC Treasurer – Scott Lewis – virtual

NTMC Secretary – Sean T. Spell

Legal Counsel

Joseph J. Gorfida, Jr.,

Nichols, Jackson, Dillard, Haggard, & Smith

CALL TO ORDER

Chair Ueckert called the meeting order at 8:00am. Chair Ueckert, Board Member Combs Board Member Suarez attended in-person while Vice-Chair Hayes and Board Member Hensley attended virtually.

PUBLIC COMMENT

There were no public comments during this time.

1. CONSENT AGENDA

a. Consider Approval of Minutes:

November 17, 2021 – NTMC Special Called Board Meeting

December 8, 2021 – NTMC Regular Board Meeting

Motioned by Board Member Combs a second by Board Member Hensley to approve Consent Agenda items as presented. Motion passes 5-0

2. REGULAR AGENDA

a. Presentation of General Manager's Monthly Report

Presenters: RJ Garza, General Manager
Louise Francois, Assistant General Manager

Backup Information: Exhibit 1 – General Manager's Report
Exhibit 2 – December 2021 Ticket Sales/ Daily Report
Exhibit 3 – December 2021 Staffing Roster Report

RJ Garza, General Manager briefed the Board Members on the Triannual Review the company is going currently through. He explained the processes of the review and said that all requested information has been turned over to the Reviewers. RJ Garza also briefed the Board Member about the pending agreement with the ATU over the new OSHA mandate. Chair Ueckert acknowledged the issue all companies are going through behind the new mandate and glad that most of it was overturned but knows they're some polices that will still have to be followed. GR Garza praised the facility maintenance team for all the hard work keeping all facilities sanitized and maintaining the facilities. Briefly spoke on the company organizational report stating the company's target number for operators is 62. Lastly RJ Garza spoke to the Board Members about opening a new position to assist with Human Resources and Recruiting. Chair Ueckert and Board Member Suarez agreed with RJ Garza's approach on covering multiple small positions with a single person.

b. Consider Approval of Resolution 2022-N001 Approving FY22 Budget Revision 2022-N001

Presenters: RJ Garza, General Manager
Scott Lewis, NTMC Treasurer

Backup Information: Resolution 2022-N001
Exhibit A – Budget Revision 2022-N001
Exhibit B – Change in Net Position

Scott Lewis, NTMC Treasurer, briefed the Board Members on the Budget Revision. Since only three routes were eliminated, the Budget had to be revised to cover the cost of the routes that were still left running. Scott Lewis also stated

Garza for his dedication and service to the company. Maurice Peal spoke briefly to the Board Members, he assured them that he's up to the task at hand and ready to get started. All Board Members welcomed Maurice Peal and offered any assistance he may need.

Motioned by Board Member Suarez a second by Board Member Hensley to approve the Appointment of Maurice Peal as General Manager of NTMC Item 3d. Motion passes 5-0

3. **CONVENE EXECUTIVE SESSION**

The Board did not convene into Executive Session.

4. **RECONVENE OPEN SESSION**

The Board did not convene into Executive Session; therefore, a reconvening into Open Session was not necessary.

5. **FUTURE BOARD MEETINGS & AGENDA ITEMS**

Next Board Meeting Date: February 23, 2022

Motioned by Board Member Combs a second by Board Member Hensley to approve the next Regular Board Meeting to March 2, 2022. Motion passes 5-0

6. **ADJOURN**

Board Meeting was adjourned at 8:46am.

Dean Ueckert, Chair

Sean T. Spell

Sean T. Spell
NTMC Board Secretary

NTMC BOARD OF DIRECTORS REGULAR MEETING MINUTES

Wednesday, March 2, 2022 | 8:00am

ATTENDANCE

Board Members

Chair Dean Ueckert

Vice-Chair Richard Hayes

Board Member Don Combs - virtual

Board Member Sara Hensley - virtual

Board Member Raymond Suarez

Officers

Interim NTMC President John Hendrickson

NTMC Treasurer – Scott Lewis

NTMC Secretary – Sean Spell

Legal Counsel

Joseph J. Gorfida, Jr.,

Nichols, Jackson, Dillard, Haggard, & Smith

CALL TO ORDER

Chair Ueckert called the meeting order at 8:00am. Chair Ueckert, Vice-Chair Hayes and Board Member Suarez attended in-person while Board Member Hensley and Board Member Combs attended virtually.

PUBLIC COMMENT

There were no public comments during this time.

1. CONSENT AGENDA

None Currently

2. INFORMATIONAL REPORTS

None Currently

3. **REGULAR AGENDA**

a. Presentation of General Manager's Monthly Report

Presenter(s): Maurice Pearl, General Manager
Louise Francois, Assistant General Manager

Backup Information: Exhibit 1 – General Manager's Report
Exhibit 2 – January 2022 Ticket Sales/ Daily Report
Exhibit 3 – January 2022 Staffing Roster Report

Maurice Pearl, General Manger opened his monthly report by remembering Mr. Jim Owen, a Bus Operator and Union Stewart. All Board Members remembering Mr. Owen, memorialized him as great asset to NTMC and the ATU. Prayers and well wishes went out to Mr. Owen and his family. Maurice Pearl spoke about his trip to the Transit Association EXPO and the wealth of knowledge he gained by attending. Maurice Pearl also covered the staffing shortage that we are facing and what his intent is going forward as far as hiring an Office Coordinator and mor Bus Operators.

No Action Required

b. Discuss and Consider Approval of the COVID Leave & Vaccination Pay Agreement

Presenters: Maurice Pearl, General Manager
Cameron Springer, Human Resource Manager

Backup Information: Agreement
Exhibit A – COVID Leave & Vaccination Pay Agreement
Exhibit B – COVID Cost Spreadsheet Operators
Exhibit C- COVID Cost Spreadsheet Hourly Employees

Chair Ueckert spoke to the Board Members regarding the new COVID Policy. He acknowledged that the policy is the better way of accomplishing what we're required to do and taking care of our teammates. Board Member Hensley agreed with Chair Ueckert that it does look out for the employees. Board Member Suarez ask Maurice Pearl if this would be additional funding and Maurice Pearl said it would be. Chair Ueckert brought up the fact that this was an unforeseen expense, and we need to look to put more funding in the budget for this, since it's

a mandated issue. Board Member Suarez felt it would be an issue for DCTA to approve the funding since we are typically under budget. Board Member Suarez also feels it will be ready to present to the DCTA Board the last Thursday in March 2022.

Motioned by Board Member Hensley and second by Board Member Combs for approval. Motion passed 5-0

c. NTMC Staff Spotlight – Dan Skinner (Access Driver)

Presenter: Maurice Peal, General Manager
Louise Francois, Assistant General Manager

Assistant General Manager Francois highlighted and recognized and praised Dan Skinner for dedication to the company for over 13 years. Dan Skinner's selfless service and willingness to go the extra mile for his riders proves that he truly loves and believes in his job as an Access Driver. All the Board Members echoed Louise Francois sentiment toward Dan Skinner and thank him for dedication to Access.

4. **CONVENE EXECUTIVE SESSION**

The Board did not convene into Executive Session.

5. **RECONVENE OPEN SESSION**

The Board did not convene into Executive Session; therefore, a reconvening into Open Session was not necessary.

6. **FUTURE BOARD MEETINGS & AGENDA ITEMS**

The Appointment of David Gains as a new NTMC Board Member.
The next NTMC Board Meeting is scheduled for March 23, 2022.

7. ADJOURN

Motion by Board Member Hensley with a second by Board Member Combs to adjourn the meeting at 8:22am. Motion passes 5-0.

Dean Ueckert, Chair

Sean T. Spell

Sean T. Spell
NTMC Board Secretary



NORTH TEXAS MOBILITY CORPORATION

STATEMENT OF NET POSITION

AS OF JANUARY 31, 2022

(UNAUDITED)

	<u>January 31, 2022</u>	<u>December 31, 2021</u>	<u>Change</u>
Assets			
Operating Cash & Cash Equivalents	\$ 147,606	\$ 241,462	\$ (93,857)
Accounts & Notes Receivable	-	-	-
Prepaid Expenses	55,853	62,835	(6,982)
Total Assets	<u>203,459</u>	<u>304,297</u>	<u>(100,838)</u>
Liabilities			
Accounts Payable and Accrued Expenses	<u>203,459</u>	<u>304,297</u>	<u>(100,838)</u>
Total Liabilities	<u>203,459</u>	<u>304,297</u>	<u>(100,838)</u>
Net Position			
Change in Net Position	<u>-</u>	<u>-</u>	<u>-</u>
Total Net Position	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

FY 2023 BUDGET CALENDAR

April '22						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	NTMC B	DCTA B	29	30

April 4: FY23 Goals/Objectives Due (Staff)

May '22						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	NTMC B	DCTA B	27	28
29	H	31				

May 9: FY23 Budget Projections Due (Staff)
**Revenues, Operating & Capital*
 May 16-20: FY23 Budget Reviews (Staff)

June '22						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	DCTA B	17	18
19	20	21	NTMC B	DCTA B	24	25
26	27	28	29	30		

June 16: Budget Workshop with DCTA Board
 June 22: Budget Workshop with NTMC Board

July '22						
Su	M	Tu	W	Th	F	Sa
					1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	NTMC B	DCTA B	29	30
31						

July 27: NTMC Budget Workshop Part II
**If needed*
 July 28: DCTA Budget Workshop Part II (9-10am)
**If needed; prior to Board Mtg*

August '22						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	NTMC B	DCTA B	26	27
28	29	30	31			

August 24: NTMC BOD FY23 Budget Presentation
 August 25: DCTA BOD FY23 Budget Presentation & Public Hearing
 Sept 22: DCTA BOD FY23 Budget Adoption
 Sept 28: NTMC BOD FY23 Budget Adoption

September '22						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	H	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	DCTA B	23	24
25	26	27	NTMC B	29	30	

October '22						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	NTMC B	DCTA B	28	29
30	31					

October 14: FY22 Performance Measure Results Due (Staff)

November '22						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	H	H	26
27	28	29	30			

Nov 7: FY23 Budget Document to Graphic Design

December '22						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	H	27	28	29	30	31

Dec 16: GFOA Budget Award Submission Deadline

H	DCTA Holidays		Budget Materials Due (Staff)
B	Board of Director Meetings		Budget Meetings with Board
	Budget Reviews (Staff)		



NORTH TEXAS MOBILITY CORPORATION

STATEMENT OF NET POSITION

AS OF FEBRUARY 28, 2022

(UNAUDITED)

	<u>February 28, 2022</u>	<u>January 31, 2022</u>	<u>Change</u>
Assets			
Cash & Cash Equivalents	\$ 160,591	\$ 147,606	\$ 12,985
Receivables	-	-	-
Prepaid Expenses	48,871	55,853	(6,982)
Total Assets	<u>209,462</u>	<u>203,459</u>	<u>6,004</u>
Liabilities			
Accounts Payable	-	-	-
Accrued Liabilities and Other	209,462	203,459	6,004
Total Liabilities	<u>209,462</u>	<u>203,459</u>	<u>6,004</u>
Net Position			
Change in Net Position	-	-	-
Total Net Position	<u>-</u>	<u>-</u>	<u>-</u>

ORGANIZATIONAL CHART

VACANCIES

- Service Attendant- 1
- Custodian - 1
- Road Supervisor- 1
- Lead Dispatcher- 1
- Dispatcher- 2
- Mobility Service Representative- 2
- Operations Trainer- 1
- HR Recruiter/Assistant- 1
- Operators- 9

