

North Texas Mobility Corporation (NTMC)
Board of Directors Regular Meeting
Wednesday, March 29, 2023 | 9:00 am

NOTICE IS HEREBY GIVEN that the members of the North Texas Mobility Corporation (NTMC) Board of Directors will hold a Regular Called Meeting on Wednesday, March 29, 2023, at 9:00 am 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 view the Board Meeting. To join the meeting, please use the information below:

<https://us06web.zoom.us/j/89398659301?pwd=WGFRNkg0YldnSGRvcINUN2hES1Awdz09>

Passcode: 560111

One tap mobile: US: +13462487799

Or Telephone: US: +1 346 248 7799

Webinar ID: 893 9865 9301

Passcode: 560111

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

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 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.

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 connect to the Zoom meeting must email his or her public comment to kmorris-perkins@dcta.net no later than 12:00 noon on Tuesday, March 28, 2023, to ensure the comment will be distributed to Board Members prior to the meeting.

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.

CONSENT AGENDA

1. Consider Approval of Regular Meeting Minutes dated February 16, 2023

Backup Information: Exhibit 1: February 16, 2023 - Meeting Minutes

INFORMATIONAL REPORTS

1. Monthly Financial Statements: FY2022 Year to Date – December 2022

REGULAR AGENDA

1. Consider Fiscal Year (FY) 2023 Election Officers

- NTMC President
- NTMC Treasurer
- NTNC Secretary

2. Discuss and Consider General Manager's Evaluation Policy and Goals & Objectives

Backup Information: Exhibit 1: Draft General Manager Evaluation Policy

3. Presentation of the General Manager's Monthly Report

Backup Information: Exhibit 1: Organization Chart
Exhibit 2: Ticket Sales
Exhibit 3: Driver's Recruitment Status
Exhibit 4: Key Performance Indicators
Exhibit 5: PTASP Updates

4. Discuss North Texas Mobility Corporation (NTMC) Fiscal Year (FY) 2024 Operating Budget Process

5. Presentation of the North Texas Mobility Corporation (NTMC) Staff Spotlight

6. Recognition of Hendrickson Transportation Group and Employees

FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

Staff will discuss proposed future agenda items. Board members may request an informational item or action item be added to the next Board Meeting agenda. **Next Regular Board Meeting Date:** April 18, 2023

CONVENE EXECUTIVE SESSION

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

RECONVENE OPEN SESSION

Reconvene and take necessary action on items discussed during Closed Executive Session.

ADJOURN

BOARD MEMBERS

Paul Cristina, Chair
Fred Busche, Vice Chair
Gina McGrath
Cassey Ogden

OFFICERS

John Hendrickson, Interim NTMC President
Scott Lewis, NTMC Treasurer
Sean T. Spell, NTMC Secretary

I certify that the above agenda giving notice of the 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 24, 2023 by 5:00pm.


Kisha Morris-Perkins
Executive Assistant | Board Process Manager

NTMC BOARD OF DIRECTORS REGULAR MEETING MINUTES

Thursday, February 16, 2023 | 9:00 am

ATTENDANCE

Board Members

Chair Paul Cristina

Vice-Chair Fred Busche

Board Member Gina McGrath

Board Member Cassady Ogden

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 Cristina called the meeting order at 9:00 am. Vice-Chair Bushie, Board Member McGrath, and Board Member Odgen attended in person.

INTRODUCTIONS

Cassey Ogden (City of Denton)

Maurice Bell (Chief Operation Officer)

Sherrelle Evan-Jones (Chief Financial Officer)

PUBLIC COMMENT

There were no public comments during this time.

1. CONSENT AGENDA

Consider Approval of Minutes:

October 26, 2022 – NTMC Regular Board Meeting

December 8, 2022 – NTMC Regular Board Meeting

Motioned by Vice-Chair Busche and second by Board Member McGrath.

Motion passed 4-0

2. **Informational Reports**

- a. Monthly Financial Statements: FY 2022 Year to Date November 2022

No Board action is required at this time, as the items presented are for informational purposes only.

3. **Regular Agenda**

- a. Consider the Fiscal Year 2023 Election of Board Officers (Chair, Vice-Chair)

Motioned by Board Member McGrath and second by Board Member Ogden for Paul Cristina to Chair the NTMC Board and Fred Busche to Vice-Chair the NTMC Board.

Both Motions Passed 4-0

- b. Consider Revisions to the North Texas Mobility Corporation (NTMC) Bylaws
After a brief discussion over the changes to the Bylaws by Chair Cristina, the Board moved for approval of the changes.

Motioned by Board Member McGrath and second by Board Member Ogden

Motioned Passed 4-0

- c. Consider Authorizing the Board Chair to Negotiate and Execute an Employment Agreement for the position of General Manager with the North Texas Mobility Corporation (NTMC).

Chair Cristina spoke to the Board Members about the processes they took to hire the new General Manager Mr. Bertram DeSha and thanked everyone for their efforts in making this happen. The new General Manager will be starting on March 1, 2023.

Motioned by Vice-Chair Busche and second by Board Member McGrath.

Motioned passed 4-0

d. Presentation of General Managers' Monthly Report

Presenter: Maurice Pearl

Backup information: Exhibit 1 – General Manager’s Report
NTMC - Organization Chart
NTMC - Ticket Sales
NTMC Driver Recruitment Status

General Manager’s Report

Mr. Pearl briefed the Board Members on all currently open positions throughout the organization. Mr. Pearl did mention the hiring of one Service Attendant and one CDL Bus Operator. With several positions still open, Vice-Chair Busche asked if it was a bad time for hiring. Mr. Pearl explained the challenges they are facing, wages being the biggest issue. Chair Cristina also stated that he and Mr. Bell are currently combing through the organization chart looking at what is needed vs what they may want. Mr. Pearl moved to the ticket sales and gave a quick overview of sales. Mr. Pearl deferred the recruitment portion of the briefing to Ms. Springer.

Ms. Springer briefed the Board Members on the current recruitment status and the number of inquiries that were performed. Vice-Chair Busche asked, why is the market so difficult? Ms. Springer explained that the pay was an issue and Mr. Bell and Chair Cristina were working together to find ways to improve upon the wages. Ms. Springer also said some people want to work and some don’t. Some want to work closer to home. Vice-Chair Busche asked if the training they’re receiving is sufficient or if could it be better. Board Member McGrath also asked what schools were we working with. Ms. Springer listed to schools and the information she received from them. Board Member McGrath felt that it wasn’t an NTMC or DCTA issue. Board Member McGrath has seen it in all sectors. The private sector is booming right now and people can make more money working in that area. That concluded the General Manager’s Monthly Report.

No Board Actions are Required.

- e. Denton County Transportation Authority (DCTA)/ North Texas Corporation (NTMC) Key Performance Indicators (KPI) Briefing

Presenter: Troy Raley, DCTA – Senior Director of Mobility Services

Mr. Raley opened his briefing with the fixed route services slide which he explained, that though there was a decrease in ridership it was due to the ice event and the school's winter break which isn't uncommon. He explained to the board why the numbers seemed to be off which was mainly to do with the ice event. The overall fixed route report remained the same. The connect routes did not make the 90% On-Time Performance goal due to a number of other factors. Board Member McGrath asked about the dip in On-Time Performance during the earlier part of January. Mr. Raley explained that due to the new schedules and timing that it was common for that to happen, but it did start to rise once the operators got familiar with the new routes and schedules.

Mr. Raley moved on to the demand response slide where he continued to brief the on-time performance which drop in passenger count due to the ice event and only medical trips were provided during that time. Vice-Chair Bushie asked, how do customers find out about the Demand Response service? Mr. Raley explained through various services and marketing advertisement assist in getting the word out about the service. Mr. Raley continued with the Rolling Weekly Service Metrics. He explained that we had a surplus amount of fleet to provide service, complaints were down accidents were zero and so were road calls. Vice-Chair Bushie asked about the complaints and what are they usually about. Mr. Raley explained it just depends and there was no set standard for complaints. Board Member, Ogden asked the difference between a "major road" call and a "other road" call. Mr. Raley explained that one would pull a vehicle completely out of revenue service and the other could be repaired on route without having to remove the vehicle from revenue service. Board Member Ogden also asked if the graph could be changed to a line graph vs a bar graph and Mr. Raley said he could make that happen.

No Action Needed

- f. Presentation of North Texas Mobility Corporation (NTMC) Staff Spotlight
Bambi Strain (Dispatcher)

Presenter: Sean Spell - Assistant General Manager

Mr. Spell spoke on Mr. Richardson's behalf. He spoke very highly of Ms. Strain and her outstanding customer service. He also praised her hard work and dedication to her department. He also mentioned that she was a relatively new employee, but was a fast learner and has become an asset to her department. explained how she had received numerous compliments for going above and beyond during her daily operations as a fixed-route bus operator. The Board Members thanked Ms. Strain for her service to the company and the community.

4. **CONVENE EXECUTIVE SESSION**

The Board did not convene in Executive Session.

5. **RECONVENE OPEN SESSION**

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

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

The next NTMC Board Meeting is scheduled for March 29, 2023, at 9:00 am.

7. **ADJOURN**

Motion by Board Member McGrath with a second by Vice-Chair Bushie to adjourn the meeting at 9:47 am. Motion passes 5-0.

Paul Cristina, Chair

Sean T. Spell
NTMC Board Secretary



North Texas Mobility Corporation
 Statement of Revenue and Expenditures
 Presented for the Period Ended December 31, 2022
 (UNAUDITED)

	Prior Year Actual			FY 2023 - December 31, 2022					
	2020	2021	2022	YTD Budget	YTD Actual	Annual Budget	Actual %	Expected %	Notes
Operating Expenses									
Salary, Wages and Benefits	\$ 7,211,423	\$ 6,028,468	\$ 5,355,034	\$ 1,748,124	\$ 1,761,904	\$ 6,579,563	26.8%	26.6%	
Outsourced Services and Charges	201,117	366,444	504,702	151,860	30,019	\$ 607,445	4.9%	25.0%	
Materials and Supplies	-	603	940	484	-	\$ 1,936	0.0%	25.0%	
Insurance	127,872	109,898	52,044	23,904	17,976	\$ 95,592	18.8%	25.0%	
Employee Development	15,015	15,051	13,949	17,405	696	\$ 53,260	1.3%	32.7%	
Total Operating Expenses	7,555,428	6,520,464	5,926,669	1,941,777	1,810,595	7,337,796			
Income (Loss) before Transfers	(7,555,428)	(6,520,464)	(5,926,669)	(1,941,777)	(1,810,595)	(7,337,796)			
Transfers In	7,555,428	6,520,464	5,926,669	1,941,777	1,810,595	7,337,796			
Total Transfers	\$ 7,555,428	\$ 6,520,464	\$ 5,926,669	\$ 1,941,777	\$ 1,810,595	\$ 7,337,796			