

## NTMC BOARD OF DIRECTORS REGULAR MEETING

Wednesday, April 21, 2021 | 8:30 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 Regular meeting will be made available to the public at the following web address: <https://zoom.us/j/93104007756> or by joining via telephone by dialing the following number: +1-346-248-7799; Meeting ID: 931 0400 7756*

### 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 [kmorris-perkins@ntmc.com](mailto:kmorris-perkins@ntmc.com) no later than 12:00 pm on Tuesday, April 20, 2021 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. **Consider Approval of Minutes** from March 24, 2021 NTMC Board Meeting
- b. **Consider Approval of Minutes** from March 29, 2021 NTMC Special Called Board Meeting
- c. **Consider Approval of Minutes** from March 31, 2021 NTMC-DCTA Joint Special Called Board Meeting
- d. **Consider Approval of Minutes** from April 5, 2021 NTMC Special Called Meeting

### 2. INFORMATIONAL REPORTS

- a. **Monthly Financial Statements** for FY2021 Year to Date March 2021
- b. **Proposed FY22 Budget Calendar**
- c. **DCTA Bus Ridership Report** March 2021

### 3. REGULAR AGENDA

- a. **Discuss and Give Officers Direction Regarding the Re-evaluation of NTMC's Current Reporting Structure and Bylaws**  
Exhibit 1 – NTMC Initial Structure Flowchart  
Exhibit 2 – NTMC Recently Updated Structure
- b. **Consider Appointment of the NTMC Officer Positions of President, Vice President, Treasurer, and Secretary**
- c. **FY '22 NTMC Budget Process Overview – Presenters: John Hendrickson and RJ Garza**
- d. **General Manager Report**, Hendrickson Transportation Group  
Exhibit 1 – General Manager Report
- e. **NTMC Staff Spotlight**
- f. **Discuss DCTA Updates**  
NTMC Officers and staff will provide the Board with a status update on the following:
  - i. **DCTA Priority Actions Progress Report**  
Exhibit 1 – DCTA Priority Actions Flowchart

### 4. CONVENE EXECUTIVE SESSION

The Board may convene the Special Called 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.
- b. Pursuant to Texas Government Code Section 551.074, Personnel Matters, to discuss the appointment, employment, duties of NTMC Officer positions of President, Vice President, Treasurer and Secretary.

### 5. RECONVENE OPEN SESSION

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

6. 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.

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  
NTMC Secretary (Vacant)

***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 April 16, 2021 before 5:00pm.*



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Kristina Holcomb  
NTMC President

## NTMC BOARD OF DIRECTORS MEETING MINUTES

Wednesday, March 24, 2021 | 8:30 am

Meeting held by Video Conference using Zoom

### ATTENDANCE

#### Board Members

Chair Dean Ueckert (departed at 9:40am)

Vice Chair Hayes

Don Combs

Sara Hensley (departed at 9:30am)

Raymond Suarez

#### Other Attendees:

Victoria Allen

Brandi Bird

Louise Francois

RJ Garza

John Hendrickson

Rose Jerome

Jim Owen

Claire Powell

Lindsey Baker

#### Officers

President Kristina Holcomb

Vice President Nicole Recker

Treasurer Marisa Perry

#### Legal Counsel

Joe Gorfida

CALL TO ORDER – *Chair Ueckert called the meeting to order at 8:31am*

- *Chair Ueckert requested Vice Chair Hayes conduct the public comment portion of the meeting and indicated he would need to depart the meeting early due to unforeseen circumstances.*

PUBLIC COMMENT – *Vice Chair Hayes read a written public comment into the record as submitted by Jim Owen. "To be read by Chairman Ueckert: From Jim Owen Section 7 "Warriors" CDL Union bus operator. Openly requesting that the summer bid for UNT be cancelled and redone, separating out for furlough the 10-16 drivers, in company seniority order, who are willing to cancel their company health insurance for the future, with the exception of life, which was separately negotiated in 2015 and 2018. Summer, Dec 15 to Jan 2, Spring break, with no objection to filing for unemployment. We have "credible" insurance and can save NTMC over \$10,000 each per annum. Offering everyone health care without asking drivers cost \$692,000 in the budget. Ignoring the Collective bargaining agreement in making everyone full time and mixing city routes and UNT routes in the bids (Violating the CBA) constitutes bad faith bargaining and unfair labor practices. In the summer sessions, it only takes 18 -20 drivers to cover Maymester, Summer 1, and summer 2. This has been done*

*this way for over 5 years. Drivers are leaving. Seven as of this coming week. UNT says that in September they will be at 90% That number will take at least 100 drivers. Your new General Manager and 2 or 3 street supervisors are having to drive bus routes almost every other day now.”*

*Chair Ueckert requested the Board convene into Executive Session following the public comment to address items 3c. and 4b. of the agenda. Legal Counsel Joe Gorfida read the applicable sections of the Texas Open Meetings Act permitting executive session on these items.*

*3c. Discuss and Consider Process for Appointing NTMC General Manager Position and Current Contract with Hendrickson Transportation Group;*

*4b. Pursuant to Texas Government Code Section 551.071(2) to consult with the Corporation’s Attorneys regarding the Collective Bargaining Agreement with Amalgamated Transit Union Local 1338; effective April 1, 2018 through March 31, 2021.*

*Executive Session began at 8:35am. Attendees: Chair Dean Ueckert, Vice Chair Hayes, Don Combs, Director Sara Hensley, Director Raymond Suarez, President Kristina Holcomb, Vice President Nicole Recker, Treasurer Marisa Perry, Legal Counsel Joe Gorfida, John Hendrickson. Director Hensley departed the meeting at 9:30am and Chair Ueckert departed the meeting upon the end of the Executive Session at 9:40am.*

*Vice Chair Hayes reconvened the Open Session at 9:40am.*

## 1. CONSENT AGENDA

- a. **Consider Approval of Minutes** from December 9, 2020 NTMC Board Meeting
- b. **Consider Approval of Minutes** from January 28, 2021 Joint DCTA-NTMC Board Meeting

*- Vice Chair Hayes asked that a correction be made to the December 9, 2020 minutes, changing ‘motioned’ to ‘moved’ under Consent Agenda. Vice Chair Hayes asked if there was unanimous approval for the Consent Agenda, to which there was no objection; 3-0.*

## 2. INFORMATIONAL REPORTS

- a. **Monthly Financial Statements** for FY2021 Year to Date January 2021
- b. **Monthly Financial Statements** for FY2021 Year to Date February 2021
- c. **DCTA Bus Ridership Report** January and February 2021

*- Vice Chair Hayes requested clarification of the variance in budgeted income in the monthly financial statements. Vice Chair Hayes acknowledged ridership changes due to COVID-19*

*and requested clarification on most recent reductions being due to the UNT schedule. Director Suarez and Vice President Recker addressed the unique challenges of remote learning and work-from-home environments on ridership. In addition, there was significant reduction in ridership during Winter Storm Uri, during which lifeline services were provided.*

**3. REGULAR AGENDA**

**a. Consider Approval of Resolution 2021-N001 Approving FY21 Budget Revision 2021-N001**

*- Director Suarez moved to approve Regular Agenda Item 3a. Director Combs seconded. Vote was unanimous, 3-0.*

**b. Discuss Officer Positions and Consider Appointment of Secretary**

*- President Holcomb informed the Board that DCTA has hired an Executive Assistant and Board Process Liaison, whose start date is April 5, 2021. The intent is that this individual would serve in the Secretary Officer position, should the Board so desire. Staff recommends adding appointment of the EA/BP Liaison to the position of Secretary at the regularly scheduled April Board meeting for consideration.*

**c. Discuss and Consider Process for Appointing NTMC General Manager Position and Current Contract with Hendrickson Transportation Group**

*- Considered under Executive Session as noted above. Follow-up item will be considered at a March 29 special called meeting.*

**d. Discuss Board Packet Distribution Process**

*- President Holcomb provided an update on the interim process of communications with the Board since the loss of Brandy Pedron. A DCTA staff person is assisting with Board communications until the Executive Assistant & Board Process Liaison staff person begins on April 5, so all emails are coming from a DCTA email account until then. NTMC and DCTA have an ILA to allow for such facilitation, which is provided in the agenda backup. Board may receive more communications from President Holcomb's NTMC email to avoid any issues with spam/junk folders.*

**e. General Manager Report, Hendrickson Transportation Group**

*- Interim General Manager, RJ Garza, provided a brief report to the Board, referencing the written report and newsletter provided in the agenda backup.*

**f. NTMC Staff Spotlights**

*- No discussion or presentation.*

**g. Discuss DCTA Updates**

NTMC Officers and staff will provide the Board with a status update on the following:

- i. DCTA Staffing Update
- ii. DCTA Priority Actions Progress Report

*- Vice President Recker provided a brief overview of progress and DCTA Board actions related to service delivery revisions.*

**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.
- b. Pursuant to Texas Government Code Section 551.071(2) to consult with the Corporation's Attorneys regarding the Collective Bargaining Agreement with Amalgamated Transit Union Local 1338; effective April 1, 2018 through March 31, 2021.

*- Item taken out of order; Chair Ueckert convened Executive Session at 8:35am as noted above, to consider items 3c. and 4b.*

**5. RECONVENE OPEN SESSION**

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

*- Item taken out of order; Vice Chair Hayes reconvened Open Session at 9:40am, as noted above.*

**6. 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.

*- Vice Chair Hayes reiterated the Board will hold a special called meeting on March 29 at 8:30am to further consider items 3c. and 4b. on this agenda. President Holcomb stated the Board may wish to consider procurement policies at the April regularly scheduled Board meeting.*

**7. ADJOURN** – *Vice Chair Hayes adjourned the meeting at 10:06am.*

ATTEST:

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Dean Ueckert, Board Chair

\_\_\_\_\_  
Acting Interim Secretary



# NTMC BOARD OF DIRECTORS SPECIAL CALLED MEETING MINUTES

Monday, March 29, 2021 | 8:30 am

Held by Video Conference

## ATTENDANCE

### Board Members

Chair Dean Ueckert  
Vice Chair Hayes  
Don Combs  
Sara Hensley (departed at 10:00am)  
Raymond Suarez

### Officers

President Kristina Holcomb  
Vice President Nicole Recker  
Treasurer Marisa Perry

### Legal Counsel

Joe Gorfida

### Other Attendees:

Donna Barron  
Brandi Bird  
RJ Garza  
John Hendrickson  
Rose Jerome  
Jim Owen  
Claire Powell  
Lindsey Baker

CALL TO ORDER – *Chair Ueckert called the meeting to order at 8:30am*

## PUBLIC COMMENT

– *Chair Ueckert read a written public comment into the record as submitted by Jim Owen. “To be read by Chairman Euckert: From Jim Owen Section 7 “Warriors” CDL Union bus operator. Openly requesting that the summer bid for UNT be cancelled and redone, separating out for furlough the 10-16 drivers , in company seniority order, who are willing to cancel their company health insurance for the future, with the exception of life, which was separately negotiated in 2015 and 2018. Summer, Dec 15 to Jan 2, Spring break, with no objection to filing for unemployment. We have “credible” insurance and can save NTMC over \$10,000 each per annum. Offering everyone health care without asking drivers cost \$692,000 in the budget. Ignoring the Collective bargaining agreement in making everyone full time and mixing city routes and UNT routes in the bids (Violating the CBA) constitutes bad faith bargaining and unfair labor practices. In the summer sessions, it only takes 18 -20 drivers to cover Maymester, Summer 1, and summer 2. This has been done this way for over 5 years. Drivers are leaving. Seven as of this coming week. UNT says that in September they will be at 90%*

*That number will take at least 100 drivers. Your new General Manager and 2 or 3 street supervisors are having to drive bus routes almost every other day now.”*

*Chair Ueckert requested the Board convene into Executive Session following the public comment to address Regular Agenda Item 1a and Executive Session Items 2a., 2b., and 2c. Legal Counsel Joe Gorfida cited the Texas Open Meetings Act statutes permitting executive session on these items.*

*2a. 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.*

*2b. Pursuant to Texas Government Code Section 551.074, Personnel Matters, to discuss the appointment, employment, duties of General Manager and Interim General Manager.*

*2c. Pursuant to Texas Government Code Section 551.071(2) to consult with the Corporation’s Attorneys regarding the Collective Bargaining Agreement with Amalgamated Transit Union Local 1338; effective April 1, 2018 through March 31, 2021.*

*Executive Session began at 8:34am. Attendees: Chair Dean Ueckert, Vice Chair Hayes, Don Combs, Director Sara Hensley, Director Raymond Suarez, President Kristina Holcomb, Vice President Nicole Recker, Treasurer Marisa Perry, Legal Counsel Joe Gorfida, John Hendrickson. Director Hensley departed the meeting at 10:00am.*

*Chair Ueckert reconvened the Open Session at 10:12am.*

*No action was taken in the Executive Session.*

**1. REGULAR AGENDA**

- a. Discuss and Consider Process for Appointing NTMC General Manager Position and Current Contract with Hendrickson Transportation Group for General Manager Services**

*– Discussed in Executive Session. No action taken.*

**2. CONVENE EXECUTIVE SESSION**

The Board may convene the Special Called 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.

- b. Pursuant to Texas Government Code Section 551.074, Personnel Matters, to discuss the appointment, employment, duties of General Manager and Interim General Manager.
- c. Pursuant to Texas Government Code Section 551.071(2) to consult with the Corporation's Attorneys regarding the Collective Bargaining Agreement with Amalgamated Transit Union Local 1338; effective April 1, 2018 through March 31, 2021.  
*- Executive Session convened at 8:34am to consider items 2a., 2b., and 2c. as noted above.*

3. RECONVENE OPEN SESSION

- Reconvene and Take Necessary Action on Items Discussed during Executive Session.  
*- Open Session reconvened at 10:12am with no action being taken.*

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.  
*- Director Suarez requested an item be added to the regularly scheduled April Board Meeting to discuss reevaluation of the NTMC reporting structure.*

5. ADJOURN - *Chair Ueckert requested a motion to adjourn; Director Combs moved to adjourn; Director Suarez seconded motion; vote was unanimous; meeting adjourned at 10:15am.*

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  
NTMC Secretary (Vacant)

\_\_\_\_\_  
Dean Ueckert, Board Chair

ATTEST:

\_\_\_\_\_  
Acting Interim Secretary

## Joint Board of Directors Special Called Meeting Minutes for March 31, 2021 Regular Meeting Minutes

The Joint Board of Directors of the Denton County Transportation Authority convened the Joint Meeting of the Board of Directors with Chris Watts, DCTA Chair and Dean Ueckert, NTMC Chair presiding on March 31, 2021 remotely using Zoom.

### Attendance

<p><b>Voting Members</b> Chris Watts, Chair Denton Dianne Costa, Highland Village TJ Gilmore, Lewisville Jody Gonzales, Denton County Appointee Alternate Paul Cristina, Denton County Appointee Alternate</p> <p><b>Non-Voting Members</b> Dennie Franklin Connie White</p> <p><b>NTMC Board</b> Dean Ueckert, Chair Richard Hayes, Vice Chair Don Combs, Member Sara Hensley, Member Raymond Suarez, Member</p> <p><b>Legal Counsel</b> Joe Gorfida, NJDHS</p> <p><b>DCTA Executive Staff</b> Raymond Suarez, CEO Kristina Holcomb, Deputy Chief Executive Office Marisa Perry, Chief Financial Officer/ Vice President of Finance Nicole Recker, Vice President of Mobility Services and Administration</p> <p><b>DCTA Staff Attendees</b> Lindsey Baker, Director of Government Affairs Rose Jerome, Project Controls Coordinator Rusty Comer, Manager of Bus Administration Amanda Riddle, Senior Manager of Budget</p>	<p><b>Public Attendees</b> John Hendrickson Robert Garza Carla Swogger Claire Powell Brandi Bird Mayor Charlotte Wilcox, Highland Village Alternate Paula Richardson Paul Stevens Council Member Kristin Green, Lewisville Alternate</p>
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CALL TO ORDER – Chair Watts called meeting to order and announced presence of quorum at 9:32a.m.

CALL TO ORDER – Chair Ueckert announced all NTMC attendees and presence of quorum

INVOCATION – *Chair Watts led the invocation*

PUBLIC COMMENT – *Public comment read by Chair Watts from Jim Owen*

JOINT MEETING REGULAR AGENDA

1. Hold a discussion regarding NTMC providing continued service to DCTA pursuant to the “Interlocal Agreement for Mobility Service Operations” and receive an update from DCTA regarding future mobility services.
  - *Chair Watts lead the discussion and asked Joe Gorfida, Counsel for direction of ongoing future with NTMC if this needs to be public or closed session.*
  - *Joe Gorfida, Counsel indicated public.*
  - *Chair Ueckert asked Chair Watts if DCTA can give an update or have discussion in closed session.*
  - *Chair Watts said that Board is awaiting data from VIA to make final decision within next 2-3 months. We will keep NTMC posted and updated.*
  - *Raymond Suarez, CEO indicated that there are talks still with Trinity Metro and will likely be months before any type of negotiations.*
  - *Chair Watts asked what are we exactly negotiating with Trinity Metro and what are the issues.*
  - *Raymond Suarez, CEO-letter of intent; run service for majority of routes; post implementation of MaaS contract. 1 – Turnkey ILA agreement to operate our buses. 2 – Joint procurement of materials.*
  - *Chair Watts-what can we expect to come to basic terms for Boards.*
  - *Raymond Suarez, CEO-within next 90 days for both boards to get terms worked out. He also clarified the response from Trinity Metro could be months or even at the end of this year.*
  - *Chair Ueckert-to move item forward to get some type of resolution. He agreed that it could be up to a year before we make an affirmative decision and agreement on both boards.*

CONVENE EXECUTIVE SESSION

- *The Board convened into executive session at 10:15 a.m. for the following:*  
As Authorized by Section 551.071(2) of the Texas Government Code, the Board of Directors Meeting may be Convened into Closed Executive Session for the Purpose of Seeking Confidential Legal Advice from the General Counsel on any Agenda Item Listed Herein or the Regular Board Meeting Agenda

*Attendees in Closed Session: DCTA Chair Chris Watts, DCTA Director Dianne Costa, DCTA Director TJ Gilmore, DCTA Alternate Paul Cristina, DCTA Alternate Jody Gonzalez, DCTA Alternate Kristin Green, DCTA Alternate Charlotte Wilcox, NTMC Chair Dean Ueckert, Vice Chair Hayes, Don Combs, Director Sara Hensley, Director Raymond Suarez, NTMC President & DCTA Deputy CEO Kristina Holcomb, NTMC Vice President & DCTA Vice President of Mobility Services & Administration Nicole Recker, NTMC Treasurer & DCTA CFO Marisa Perry, NTMC & DCTA Legal Counsel Joe Gorfida, HTG Rep, John Hendrickson. Paul Cristina departed Executive Session and Board meeting at 10:30 a.m. NTMC Board Officers, DCTA Staff, and John Hendrickson departed the Executive Session at 10:32 a.m., with the DCTA and NTMC Board of Directors remaining in Executive Session with no action taken.*



#### RECONVENE OPEN SESSION

- *The Board reconvened into open session at 10:48 a.m.*

#### 2. Hold a discussion and receive an update from NTMC related to the collective bargaining process and the NTMC General Manager position and request direction from DCTA on matters impacting DCTA budget for funding to NTMC for Mobility Services.

- *Chair Watts passed opening to Chair Ueckert to give overview of Agenda Item #2.*
- *Chair Ueckert indicated that they have had a 9-month contract with Hendrickson which expired as of 03/31/21. Hendrickson will present new proposal in order to keep continuity of bus contract with management. NTMC Board took offer to DCTA for funding explanations.*
- *John Hendrickson indicated that RJ Garza has been reassigned to another project. As a result, Hendrickson would like to propose a General Manager and Assistant General Manager position for a one-year term with buy-out clause if terminated early.*
- *Chair Ueckert indicated how well Hendrickson group has been doing. RJ Garza (GM) would be continuing this current role 65-75% of time in house and remotely 25%. Assistant GM would be on site after training, 100%.*
- *Chair Watts what was the cost of the last contract with Hendrickson? Would like to get a bottom-line delta of new contract vs. old contract.*
- *Marisa Perry, Treasurer NTMC indicated that it would be an additional \$16k but it can be accommodated with the NTMC budget not costing DCTA Board for the extra budget.*
- *COLLECTIVE BARGAINING AGREEMENT TO NOW BE DISCUSSED*
- *Chair Ueckert introduced John Hendrickson for his presentation.*
- *John Hendrickson indicated that negotiations were from March 23-25, 2021. On March 25 they were able to come to an agreement. Removal of all seasonal employees, now either Full-time or Part-time employees. Pay increases: FY21 – 3%, FY22 – 4%, FY23 – 3%. 401k – 3% match for operators that participate. Holidays – 1 floating holiday per year. Overall: \$270k average per year.*
- *Chair Watts asked what is the delta?*
- *Marisa Perry, Treasurer FY21 no additional budget amendment.*
- *Joe Gorfida, Counsel explained Buy Out Clause – 90-day notice in contract.*
- *Chair Watts asked if DCTA Board needs to see final terms and costs before the final agreement.*
- *Joe Gorfida, Counsel indicated not at this time. DCTA holds control since they have the funds.*

#### ADJOURN DCTA BOARD OF DIRECTORS MEETING AND CONTINUATION OF NTMC BOARD OF DIRECTORS MEETING

- *Chair Watts adjourned the DCTA Board of Directors meeting at 12:12 p.m.*

#### REGULAR AGENDA

#### 1. Authorize the President to negotiate and execute the Collective Bargaining Agreement with Amalgamated Transit Union Local 1338.

- *Kristina Holcomb, President indicated that once we have a solid agreement with Union, Joe Gorfida, Chair Ueckert need to review before execution.*



- *Chair Ueckert agreed and indicated that he would like to add in Vice Chair Hayes to help review.*
- *A motion to approve Regular Agenda Item #1 was made by Chair Ueckert. The motion was seconded by Board Member Hensley. All Board members voted yes. Motion passed unanimously by the Board with no abstentions.  
{ The Board did not convene into executive session.}*

#### FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

- *Chair Ueckert indicated a need for a Special Session on April 5<sup>th</sup>.*
- *Board Member Hensley asked specifically what this was for.*
- *Joe Gorfida, Counsel indicated this was for approval for General Manager and Assistant General Manager for NTMC.*

#### REPORT ON ITEMS OF COMMUNITY INTEREST

- *No reports.*

#### ADJOURN

- *Motion to adjourn the meeting was made by Chair Ueckert. Board Member Hensley seconded the motion. Board meeting was adjourned at 12:35 p.m.*

\_\_\_\_\_  
Chris Watts, Chair

ATTEST

\_\_\_\_\_  
Sam Burke, Secretary



# NTMC BOARD OF DIRECTORS SPECIAL CALLED MEETING MINUTES

Monday, April 5, 2021 | 8:30 am  
Held by Video Conference

## ATTENDANCE

### Board Members

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

### Other Attendees:

RJ Garza  
John Hendrickson  
Jim Owen  
Victoria Allen  
Kisha Morris-Perkins  
Rose Jerome  
Lindsey Baker

### Officers

President Kristina Holcomb  
Vice President Nicole Recker  
Treasurer Marisa Perry

### Legal Counsel

Joe Gorfida

CALL TO ORDER – *Chair Ueckert called the meeting to order at 8:30am.*

PUBLIC COMMENT *No public comments.*

*Chair Ueckert requested the Board convene into Executive Session following the public comment to address Regular Agenda Item 1a under Executive Session Items 2a. and 2b. Legal Counsel Joe Gorfida cited the Texas Open Meetings Act statutes permitting executive session on these items.*

*2a. 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.*

*2b. Pursuant to Texas Government Code Section 551.074, Personnel Matters, to discuss the appointment, employment, duties of General Manager and Interim General Manager.*

*Attendees: Chair Dean Ueckert, Vice Chair Hayes, Don Combs, Director Sara Hensley, Director Raymond Suarez, President Kristina Holcomb, Vice President Nicole Recker,*

*Treasurer Marisa Perry, Legal Counsel Joe Gorfida, John Hendrickson. Executive Session ended at 8:45am to consider taking action in Open Session on Regular Agenda Item 1a.*

1. REGULAR AGENDA

- a. **Authorize President to execute agreement with Hendrickson Transportation Group for Management Services as approved by the Board.**

*Discussed in Executive Session with action taken in Open Session. Vice Chair Hayes moved to authorize the President to execute the agreement with Hendrickson Transportation Group for management services, and adding a clause to the agreement that provides that the General Manager shall report directly to the NTMC Board of Directors. Motion seconded by Director Hensley. Motion passed unanimously, 5-0.*

2. CONVENE EXECUTIVE SESSION – *Chair Ueckert convened Executive Session at 8:32am to consider Regular Agenda Items 1 a, 2a, and 2b, as noted above.*

The Board may convene the Special Called 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.
- b. Pursuant to Texas Government Code Section 551.074, Personnel Matters, to discuss the appointment, employment, duties of General Manager and Interim General Manager.

3. RECONVENE OPEN SESSION – *Chair Ueckert reconvened Open Session at 8:45am. Action related to Regular Agenda Item 1a was taken in open session, as noted above.*

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

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.

*Staff will follow up with the Chair and Vice Chair to develop the April 21 NTMC Board agenda. President Holcomb will be adding an action item to consider appointment of the Secretary Officer position, which will be recommended as Kisha Morris-Perkins, DCTA’s Executive Assistant and Board Process Manager, who will also be serving as the NTMC Board liaison. Chair Ueckert asked that all items Board Members would like considered*

*added to the April 21 agenda be submitted by April 14. Chair Ueckert asked that the monthly GM report continue to be provided.*

5. ADJOURN – *Chair Ueckert called for a motion to adjourn meeting; Director Suarez moved to adjourn meeting; Director Combs seconded. Motion passed unanimously. Meeting adjourned at 8:51am.*

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  
NTMC Secretary (Vacant)

\_\_\_\_\_  
Dean Ueckert, Board Chair

ATTEST:

\_\_\_\_\_  
Acting Interim Secretary



## NORTH TEXAS MOBILITY CORPORATION

### CHANGE IN NET POSITION

MONTH AND YEAR TO DATE AS OF MARCH 31, 2021

(UNAUDITED)

Description	Month Ended March 31, 2021			Year to Date March 31, 2021			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Operating Expenses</b>							
Salary, Wages and Benefits	\$ 655,068	\$ 642,150	\$ (12,918)	\$ 3,125,033	\$ 3,698,782	\$ 573,749	\$ 7,636,554
Outsourced Services and Charges	25,333	33,390	8,057	114,024	199,471	85,447	400,219
Materials and Supplies	-	257	257	188	1,644	1,456	3,293
Insurance	9,158	9,868	710	54,949	59,670	4,721	119,802
Employee Development	2,325	3,670	1,345	12,097	27,120	15,023	54,435
<b>Total Operating Expenses</b>	<u>691,884</u>	<u>689,335</u>	<u>(2,549)</u>	<u>3,306,291</u>	<u>3,986,687</u>	<u>680,396</u>	<u>8,214,303</u>
<b>Income (Loss) before Transfers</b>	(691,884)	(689,335)	(2,549)	(3,306,291)	(3,986,687)	680,396	(8,214,303)
Transfers In	691,884	689,335	2,549	3,306,291	3,986,687	(680,396)	8,214,303
<b>Total Transfers</b>	<u>691,884</u>	<u>689,335</u>	<u>2,549</u>	<u>3,306,291</u>	<u>3,986,687</u>	<u>(680,396)</u>	<u>8,214,303</u>
<b>Change in Net Position</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



## NORTH TEXAS MOBILITY CORPORATION

### STATEMENT OF NET POSITION

AS OF MARCH 31, 2021

(UNAUDITED)

	March 31, 2021	February 28, 2021	Change
<b>Assets</b>			
Operating Cash & Cash Equivalents	\$ 249,070	\$ 164,075	\$ 84,995
Accounts & Notes Receivable	-	-	-
Prepaid Expenses	54,949	64,107	(9,158)
<b>Total Assets</b>	<b>304,020</b>	<b>228,182</b>	<b>75,837</b>
<b>Liabilities</b>			
Accounts Payable and Accrued Expenses	304,020	228,182	75,837
<b>Total Liabilities</b>	<b>304,020</b>	<b>228,182</b>	<b>75,837</b>
<b>Net Position</b>			
Change in Net Position	-	-	-
<b>Total Net Position</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# FY 21-22 BUDGET CALENDAR

April '21						
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	NTMC B	DCTA B	23	24
25	26	27	28	29	30	

April 9: FY22 Goals/Objectives Due (Staff)

May '21						
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	H					

May 7: FY22 Budget Projections Due (Staff)

Revenues, Operating & Capital  
May 17-21: FY22 Budget Reviews (Staff)

June '21						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	DCTA B	18	19
20	21	22	NTMC B	DCTA B	25	26
27	28	29	30			

June 7: FY22 Budget Detail to Board (Email)

June 17: Budget Workshop with DCTA Board  
June 23: Budget Workshop with NTMC Board

July '21						
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	NTMC B	DCTA B	23	24
25	26	27	28	29	30	31

July 21: NTMC Budget Workshop Part II  
\*if needed

July 22: DCTA Budget Workshop Part II (9-10am)  
\*if needed; prior to Board Mtg

August '21						
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	30	31				

August 25: NTMC BOD FY22 Budget Presentation  
August 26: DCTA BOD FY22 Budget Presentation  
& Public Hearing

September '21						
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	DCTA B	NTMC B
23	24	25	26	27	28	29
30						

Sept 23: DCTA BOD FY22 Budget Adoption  
Sept 24: NTMC BOD FY22 Budget Adoption

October '21						
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
31						

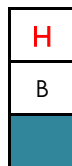
October 15: FY21 Performance Measure  
Results Due (Staff)

November '21						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	NTMC B	DCTA B	12	13
14	15	16	17	18	19	20
21	22	23	24	H	H	27
28	29	30				

Nov 8: FY22 Budget Document to Graphic Designer

December '21						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	NTMC B	DCTA B	10	11
12	13	14	15	16	17	18
19	20	21	22	23	H	25
26	27	28	29	30	31	

Dec 17: GFOA Budget Award Submission Deadline



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



Budget Materials Due (Staff)  
Budget Workshop with Board  
Budget Document Design & Award Submission Deadlines



**FY19-FY21 Unlinked Passenger Trips  
BUS**

	FY17	FY18	FY19	FY20	FY21
Oct	388,952	354,149	343,553	312,856	54,725
Nov	337,535	287,974	275,007	229,347	42,194
Dec	174,564	123,092	123,965	106,910	18,149
Jan	222,747	191,785	208,120	190,247	44,920
Feb	319,748	266,535	264,553	239,083	39,184
Mar	283,021	217,942	204,509	76,657	57,124
Apr	289,123	250,602	257,120	12,476	-
May	158,602	109,547	140,915	12,186	-
Jun	104,708	67,631	82,401	16,164	-
Jul	93,350	60,815	75,902	17,056	-
Aug	154,087	135,551	128,918	30,109	-
Sep	395,782	315,554	310,865	54,773	-

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# FY19-FY21 Unlinked Passenger Trips - Demand Response\*



## FY19-FY21 Demand Response Unlinked Passenger Trips

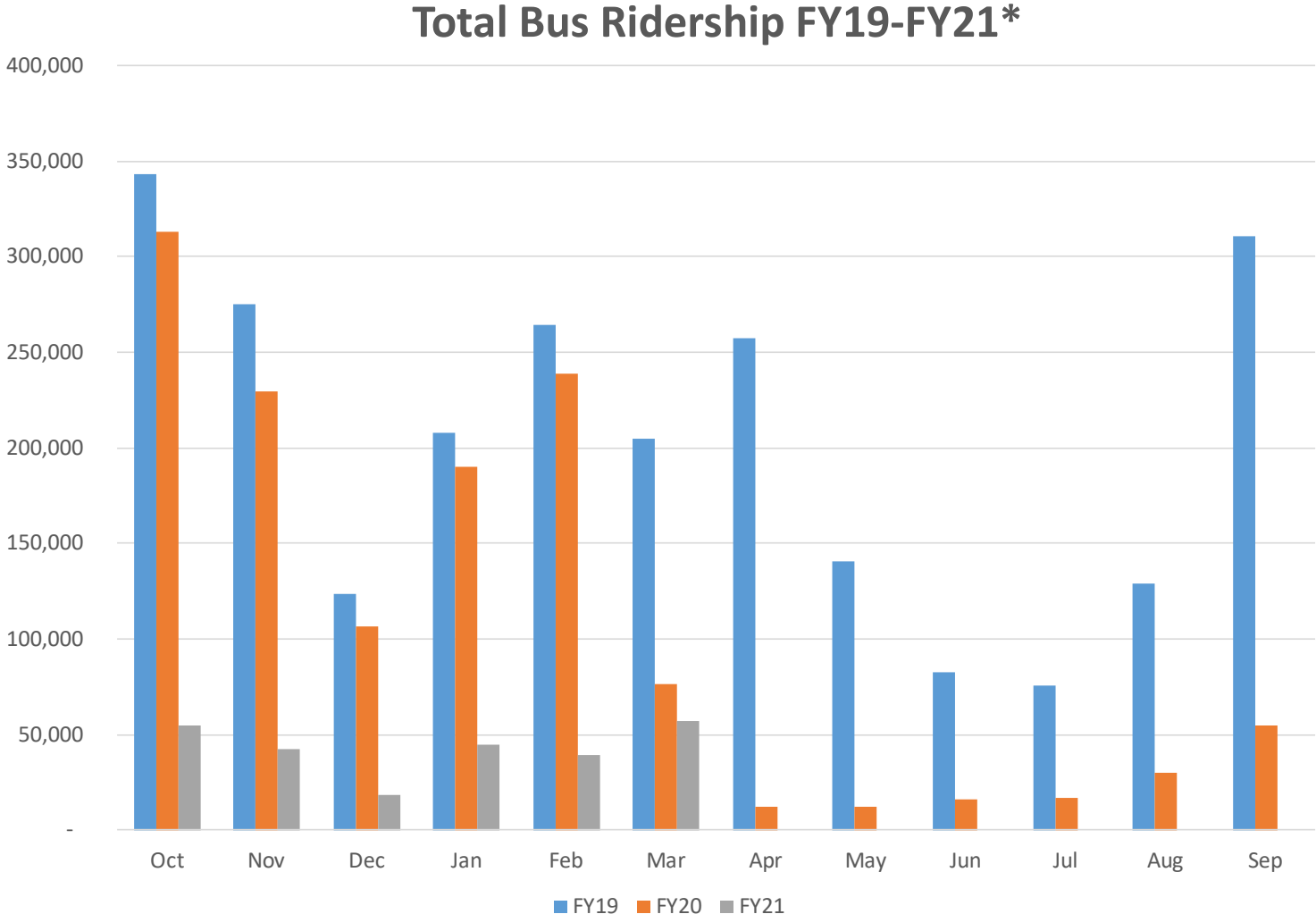
	Total Demand Response			Total Access			Total On-Demand		
	FY19	FY20	FY21	FY19	FY20	FY21	FY19	FY20	FY21
Oct	3,511	4,996	1,921	2,717	2,871	1,214	794	2,125	707
Nov	2,948	4,138	1,581	2,311	2,382	1,041	637	1,756	640
Dec	2,702	3,763	1,750	2,109	2,221	1,166	593	1,542	584
Jan	3,727	4,312	1,700	2,483	2,481	1,148	1,244	1,831	552
Feb	4,089	4,001	1,458	2,468	2,224	1,023	1,621	1,777	435
Mar	4,306	2,913	2,273	2,526	1,637	1,617	1,780	1,276	656
Apr	4,425	1,847		2,661	839		1,764	1,008	
May	4,654	1,660		2,697	911		1,957	749	
Jun	4,075	1,935		2,299	1,193		1,776	742	
Jul	4,412	1,923		2,450	1,134		1,962	789	
Aug	4,697	1,976		2,538	1,245		2,159	731	
Sep	4,330	1,892		2,455	1,229		1,875	663	

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\*ADA & Non-ADA Service in Denton, Lewisville & Highland Village

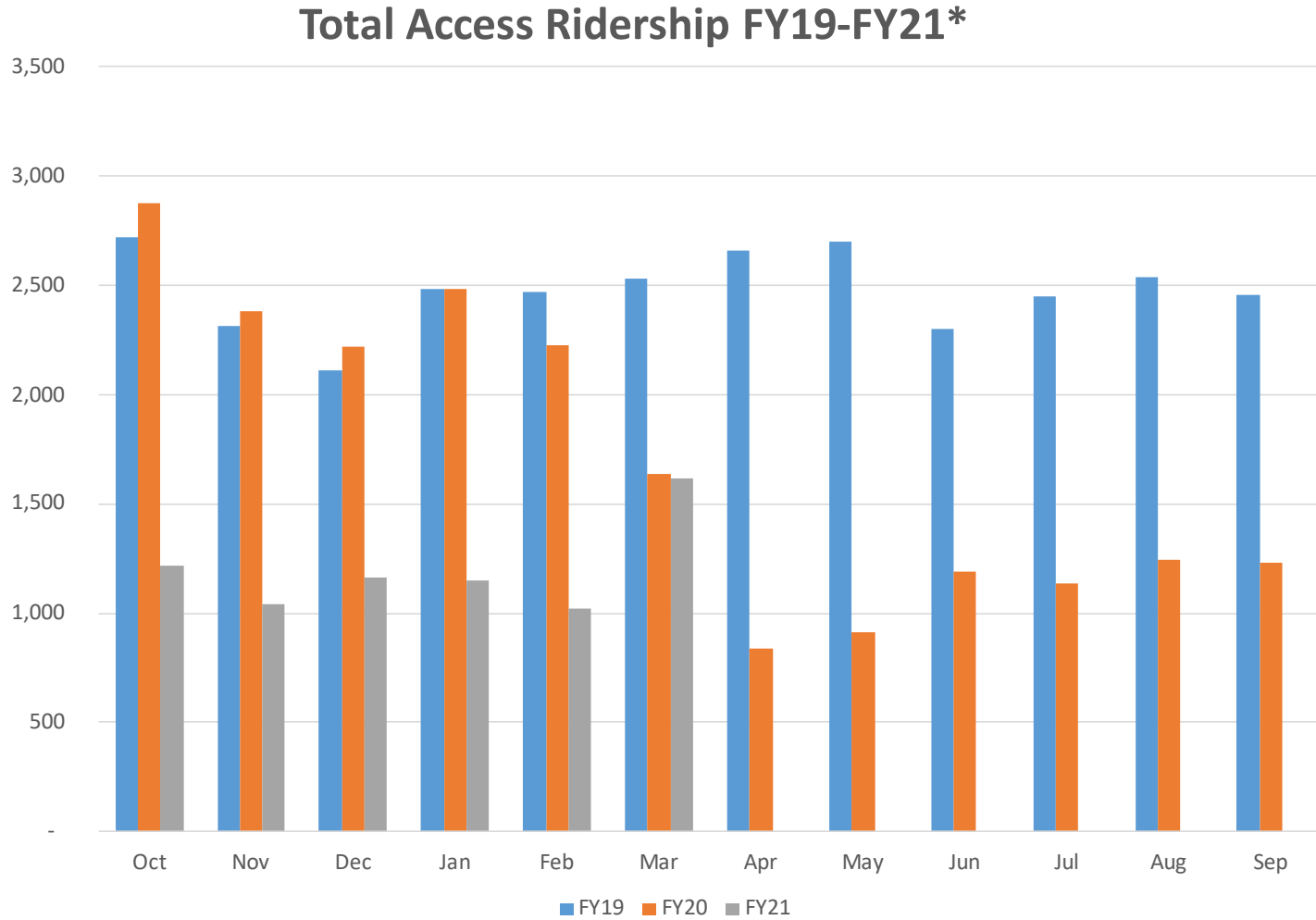


# FY19-FY21 Total Monthly Ridership – Bus\*



\*UNT, NCTC, Denton, Lewisville, and Highland Village Connect Service.

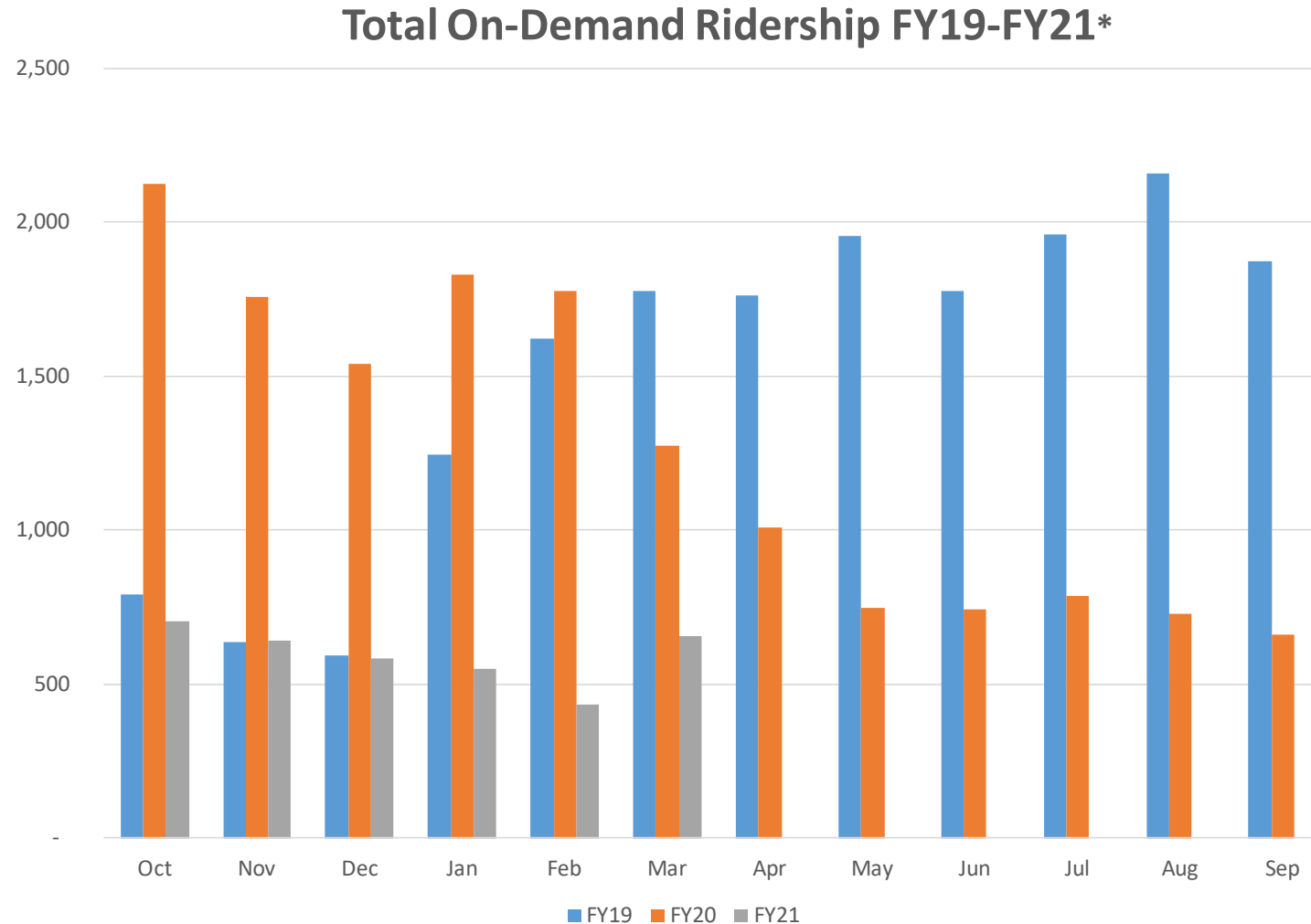
# FY19-FY21 Total Monthly Ridership – Access



\*ADA & Non-ADA Service in Denton, Lewisville & Highland Village



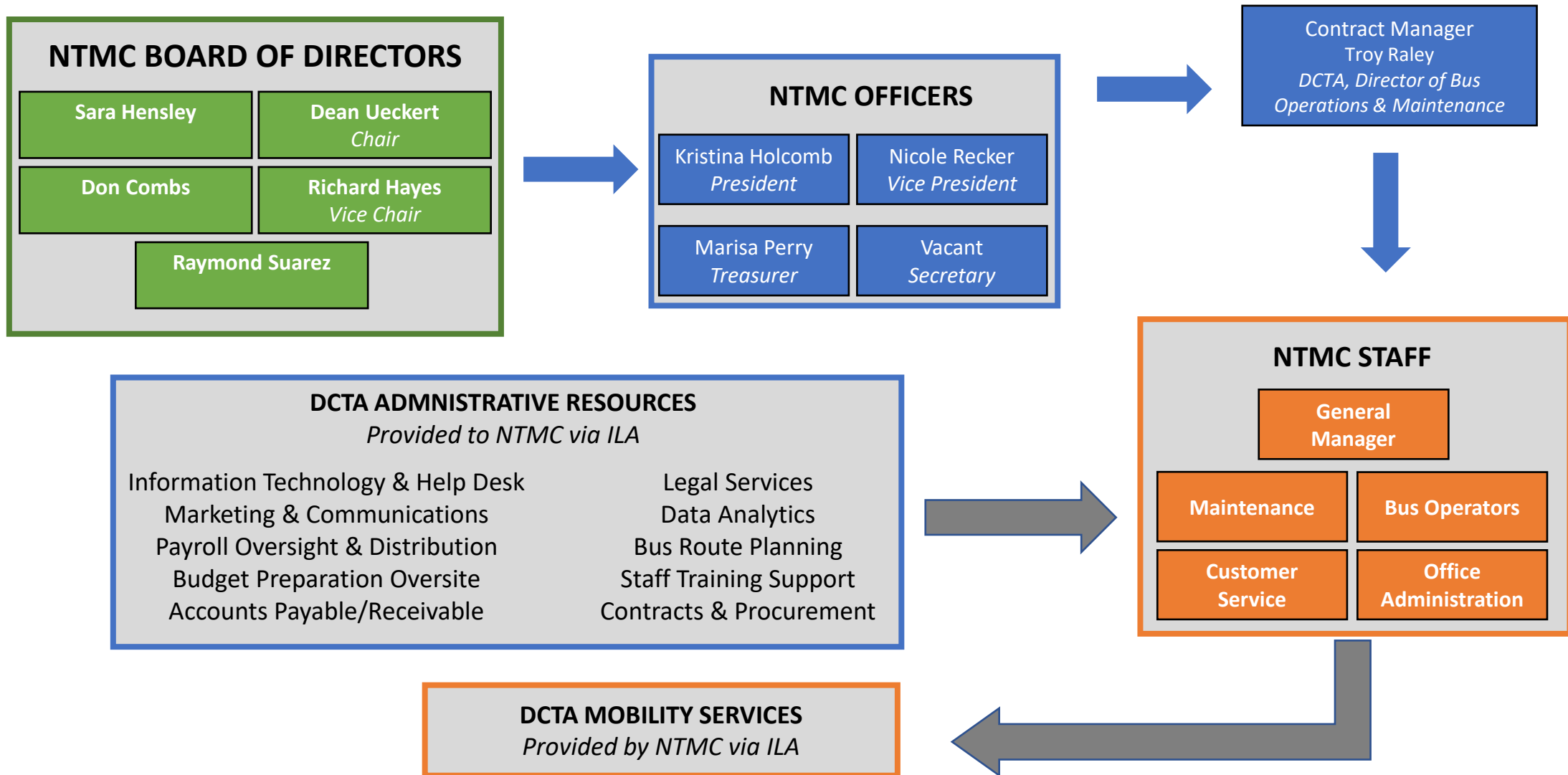
# FY19-FY21 Total Monthly Ridership – On-Demand



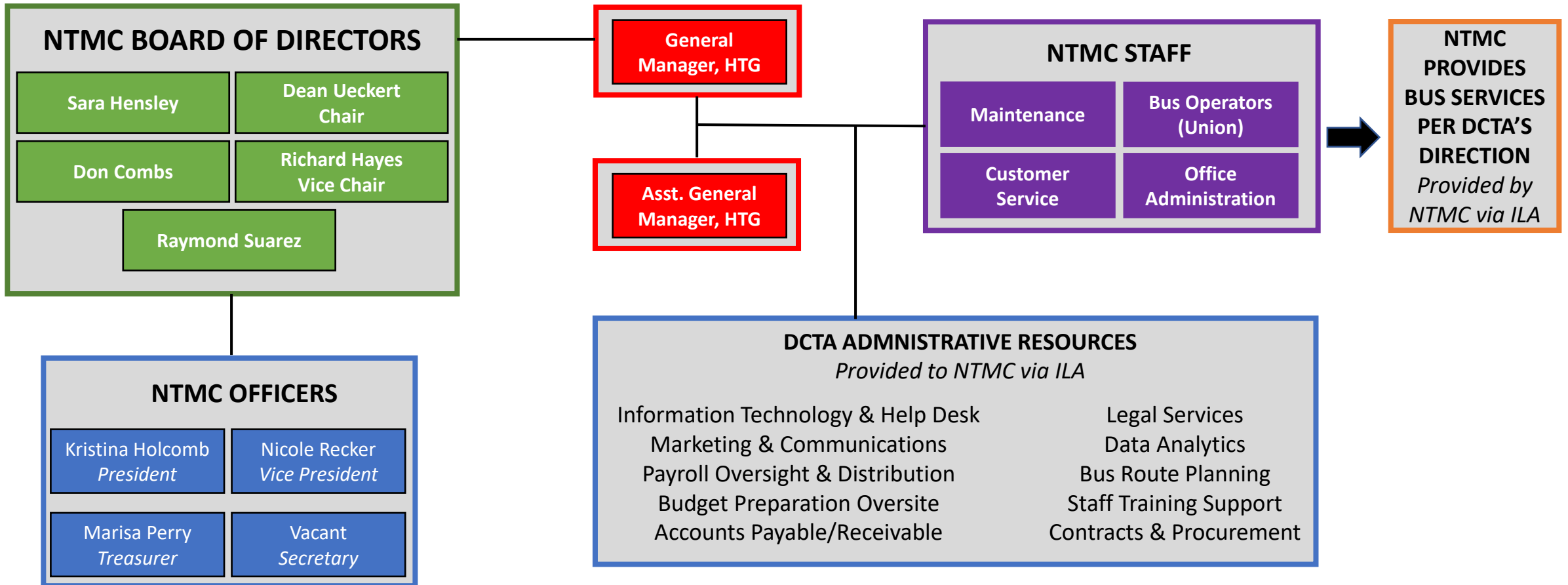
\*Frisco, Collin County Transit and Zoned Service In Denton & Highland Village



# North Texas Mobility Corporation (NTMC) – Initial Structure



# North Texas Mobility Corporation (NTMC) – Recently Updated Structure



## General Manager's – Board of Director's February 2021 Report

(April 16, 2021)

### EXECUTIVE SUMMARY

The HTG management team is honored and please with the renewal agreement to provide management services for NTMC Operations and Maintenance program. Ms. Louise Francois, Assistant General Manager joined our team and will be directly responsible for overseeing the overall operations and maintenance program, under the General Manager's direction and support. Together we will focus our efforts in improving the communication between DCTA and NTMC's management.

### CBA Negotiations: Hendrickson Transportation Group (HTG)

The CBA was due to expire March 31, 2021 and ATU requested to enter negotiations.

#### The Solution:

I am pleased to announce HTG – John Hendrickson lead the negotiations and provided his expertise in forming a mutual tentative agreement. On Sunday, April 11, 2021 the contract was successfully ratified.

### Operations: Staffing

NTMC recently hired three (3) Operators and one (1) dispatcher. Currently they are in the training process and we are confident that they will be successful in carrying out their respected roles for NTMC.

Here they are going through an hour of training provide by James Salzman, Shop Foreman. He assisted in providing guidance on dealing with the vehicles and obstacles they may encounter while driving and encouraging them to communicate effectively to assist them with issues.





### **Texas Motor Speedway (TMS): Providing transportation assistance at TMS Vaccine Site**

Denton County requested assistance in providing transportation assistance for the TMS Vaccine Site efforts.

#### **The Solution:**

NTMC has continued to make every effort in providing this needed service. This service is provided 2 – 3 days a week for those scheduling appointments. The Call Center has been doing an outstanding job accepting appointments, if clients have a scheduled vaccine appointment. This service has been working very well and benefits those that may not have transportation ability or needs special assistance. Thank you to NTMC staff for making this a successful program and partnering with DCTA.

### **NTMC Non-Operators: Annual Employee Performance Evaluations**

All NTMC employees have been evaluated. This project has been finalized and completed.

### **NTMC: Vacancy Positions**

- Mechanic – one (1)
- Operator – three (3)
- Mobility Customer Service – one (1)

### **Other Focus Points:**

- 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.
- Monthly GM – Communication Announcement Newsletter.

**Robert J. Garza, “RJ”**  
**Interim General Manager**

# DCTA PRIORITY ACTIONS

Regular Agenda 3f, Exhibit 1



**NOTES:**

- Monthly briefings on all activities will be provided to both the DCTA and NTMC boards
- Proposed timing is dependent on individual initiative progress and board approvals

★ CBA-requested bid process (minimum of 45 days)

★ Roundtables with Member Cities to Review/Tweak Proposed Service Plan