

## NTMC BOARD OF DIRECTORS REGULAR MEETING MINUTES

Wednesday, June 23, 2021 | 8:00 am  
To be held by Video Conference

### ATTENDANCE

#### **Board Members**

Chair Dean Ueckert  
Vice-Chair Richard Hayes  
Board Member Don Combs  
Board Member Sara Hensley  
Board Member Raymond Suarez

#### **Officers**

President Nicole Recker  
Treasurer Marisa Perry  
Secretary Kristina Holcomb

#### **Legal Counsel**

Joseph J. Gorfida, Jr.,  
Nichols, Jackson, Dillard, Haggard, & Smith

### CALL TO ORDER

Chair Ueckert called the meeting to order at 8:12am. All Board Members were present constituting a quorum.

### PUBLIC COMMENT

There were no public comments received in advance via email or by utilizing the electronic “raise hand” function during this meeting.

#### 1. CONSENT AGENDA

- a. Consider Approval of Minutes: May 26, 2021 – NTMC Regular Board Meeting

*Motion by Board Member Hensley with a second by Vice-Chair Hayes to approve as presented.  
Motion passes 5-0.*

#### 2. INFORMATIONAL REPORTS

- a. Monthly Financial Statements: FY2021 Year to Date May 2021
- b. DCTA Bus Ridership Report May 2021

*No Board action required at this time.*

**3. REGULAR AGENDA**

a. Presentation of General Manager's Monthly Report

*Presenter(s):* RJ Garza, General Manager  
Louise Francois, Assistant General Manager

*Backup Information:* Exhibit 1 – General Manager Report  
Exhibit 2 – May 2021 Ticket Sales Report  
Exhibit 3 – May 2021 Staffing Roster Report

RJ Garza, General Manager and Louise Francois, Assistant General Manager, provided the Board with an overview of the General Manager's Report highlighting the following:

- Re-opening of the DDTC Lobby area
- Overtime
- May 2021 Revenue
- 401K Plan Update (will be reviewed in detail during July's Board Meeting)
- "Run-Bids" for August and September 2021
- Staffing Roster
  - Lead Dispatcher (filled)
  - Scheduler (filled)
  - Parts Clerk/Coordinator (filled)
  - Safety Training Coordinator (open)
  - Operators (open)

*No Board action required at this time.*

b. Review and Discuss NTMC Proposed FY 2022 Budget

*Presenter(s):* RJ Garza, General Manager  
Marisa Perry, NTMC Treasurer

*Backup Information:* Exhibit 1 - FY 2022 NTMC Budget Presentation  
Exhibit 2 – Change in Net Position – Budget v. Actual History  
Exhibit 3 – NTMC Organizational Chart  
Exhibit 4 – NTMC Budget Detail by Department  
Exhibit 5 – NTMC Line Item Detail

The Board had a healthy discussion regarding the NTMC Proposed FY 2022 Budget specifically noting NTMC's request to the Denton County Transportation Authority (DCTA) to provide an official level of service so that NTMC may prepare a solid budget. It was also noted that until information is received from DCTA, changes in salaries, wages, benefits, and hours of service could be greatly impacted. Clarification was also received on the budget adoption date (September 2021).

*No Board action required at this time; however, the NTMC Board of Directors have requested the DCTA provide NTMC an official level of service requested.*

c. Discuss and Consider Amendments to the North Texas Mobility Corporation (NTMC) Bylaws

*Presenter:* Joseph Gorfida, Legal Counsel

*Backup Information:* Exhibit 1 – Redlined Bylaws (Revision 2)  
Exhibit 2 – Modified NTMC Structure Flowchart  
(Updated May 2021)

Joe Gorfida, Legal Counsel, reviewed the redlined Bylaws specifically highlighting the following:

- Responsibilities of employment matters (i.e. employing and/or terminating) NTMC personnel:

It was the Board's recommendation to have the General Manager position responsible for all employment matters following federal, state, and DCTA employment laws/guidelines. Any issues can be addressed directly through the General Manager's contract. It was recommended by DCTA staff that NTMC consult directly with the NTMC Human Resources Department and Legal Counsel for personnel issues; however, in the spirit of full transparency, any appropriate situations that need the Board's attention will be brought forth accordingly (i.e. tax situations). Note: The Organizational Chart will be updated (removal of the Vice President position) and included in the July Board Meeting packet.

*Motion by Vice-Chair Hayes with a second by Board Member Hensley to approve amendments in Section 3.02 and Section 6.01a. Motion passes 5-0.*

*Motion by Board Member Hayes and a second by Board Member Combs to adopt redline changes (additions and deletions) and submit to the DCTA Board of Directors for approval. Motion passes 5-0.*

d. Review and Discuss the DCTA Board's Confirmation of Requested Future Bus Service Hours

*Presenter:* Nicole Recker, NTMC President

*Backup Information:* DCTA Board Memo Included in the June 17, 2021 DCTA FY22 Board Workshop Seeking Approval & Confirmation of Bus Service Hours for FY22

*This agenda item will be moved to the July Board Meeting.*

e. NTMC Staff Spotlight – Gilbert Esposito, Bus Operator

*Presenter:* RJ Garza, General Manager

RJ Garza, General Manager, Board Member Suarez and Chair Uekert, gave thanks and appreciation to Gilbert Esposito for his outstanding work ethic, attitude and impressive driving record.

4. **CONVENE EXECUTIVE SESSION**

The NTMC Board of Directors did not convene into Executive Session.

5. **RECONVENE OPEN SESSION**

The NTMC Board of Directors did not convene into Executive Session; therefore, reconvening into Open Session is not applicable.

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.

It was confirmed that the Board will meet on the 4<sup>th</sup> Wednesdays at 8am with the following exception: Due to the holidays, the November and December 2021 Board meetings will be combined and held on December 8, 2021.

7. **ADJOURN**

Chair Ueckert adjourned the meeting at 8:57am.



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Dean Ueckert, NTMC Board Chair

ATTEST:

  
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Kristina Holcomb, NTMC Board Secretary