

NTMC BOARD OF DIRECTORS MEETING

Wednesday, December 9, 2020 | 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 meeting will be made available to the public at the following web address: <https://zoom.us/j/97144517927> or by joining via telephone by dialing the following number: +1-346-248-7799; Meeting ID: 971 4451 7927

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 bpedron@ntmc.com no later than 3:00 pm on Tuesday, December 8, 2020 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. 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.

2. RECONVENE OPEN SESSION

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

3. CONSENT AGENDA

- a. **Approval of Minutes** from November 11, 2020 Special Called Meeting of the Board of Directors
- b. **Approval of Minutes** from November 11, 2020 Regular Board Meeting

4. INFORMATIONAL REPORTS

- a. **Monthly Financial Statements** for FY2021 Year to Date October 2020
- b. **DCTA Bus Ridership Report** – October 2020

5. REGULAR AGENDA

a. **Discuss DCTA Priority Actions**

DCTA Staff will brief the Board on the following initiatives:

- Service planning, Transformation Initiative final results, and planning for MaaS on-demand for member cities
- Trinity Metro partnership options for providing bus operations and maintenance
- Coordination with NTMC to open the collective bargaining agreement for negotiation

Memo – DCTA Priority Actions

Exhibit 1 – DCTA Priority Actions Diagram

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

Exhibit 1 – General Manager Report

Exhibit 2 – General Manager Newsletter

c. **Discuss DCTA Updates**

Staff will provide the Board with a status update on the following:

- Arboc Purchase
- Onboard Camera Equipment for Revenue Buses

d. Discuss and Consider **Next Board Meeting** Date and Time

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
Brandy Pedron, 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, on 12/4/2020 at 1:25 PM.*



Brandy Pedron, NTMC Secretary

Board of Directors Meeting November 11, 2020

SUBJECT: Approval of Minutes from November 11, 2020 Special Called Meeting of the Board of Directors

MEETING MINUTES

SPECIAL CALLED MEETING OF THE BOARD OF DIRECTORS

November 11, 2020 | 8:30 am

This meeting was held by Video Conference using Zoom Meetings

The Board of Directors of the North Texas Mobility Corporation convened the Special Called Meeting of the Board of Directors with Chair Ueckert presiding on November 11, 2020 virtually.

ATTENDANCE

BOARD MEMBERS

Dean Ueckert, Chair
Don Combs
Sara Hensley
Raymond Suarez

OFFICERS

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

LEGAL COUNSEL

Joe Gorfida

OTHER ATTENDEES

RJ Garza, NTMC General Manager
Brandi Bird, Bird Advocacy
Paula Richardson, ATU

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

1. REGULAR AGENDA

- a. Consider Approval of Resolution 2020-N010 Establishing Time and Location for the Regular Meetings of the Board of Directors
 - *Legal Counsel, Joe Gorfida discussed the changes made to the Resolution upon Chair Ueckert's requests made after the meeting materials were posted.*
 - **VOTE:** *Board Member Hensley motioned to authorize Resolution 2020-N010 Establishing Time and Location for the Regular Meetings of the Board of Directors as presented with the changes made by Legal Counsel. Board Member Combs seconded the motion. All signified by saying "I". A roll-call vote was not needed because there were no "no" votes; the "I" vote was unanimous.*

2. ADJOURN – *The meeting was motioned to adjourn at 8:35 am.*

Dean Ueckert, Board Chair

ATTEST:

Brandy Pedron, NTMC Secretary

Board of Directors Meeting November 11, 2020

SUBJECT: Approval of Minutes from November 11, 2020 Regular Board Meeting

MEETING MINUTES

THE BOARD OF DIRECTORS MEETING

November 11, 2020 | 8:30 am

This meeting was held by Video Conference using Zoom Meetings

The Board of Directors of the North Texas Mobility Corporation convened the Regular Meeting of the Board of Directors with Chair Ueckert presiding on November 11, 2020 virtually.

ATTENDANCE

BOARD MEMBERS

Dean Ueckert, Chair
Don Combs
Sara Hensley
Raymond Suarez

OFFICERS

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

LEGAL COUNSEL

Joe Gorfida

OTHER ATTENDEES

RJ Garza, NTMC General Manager
Brandi Bird, Bird Advocacy
Paula Richardson, ATU

CALL TO ORDER – *The meeting is called to order by Chair Ueckert at 8:35 am*

PUBLIC COMMENT – *There were no public comments submitted or made at this time.*

1. CONSENT AGENDA

a. Approval of Minutes from October 21, 2020 Board Meeting

- **VOTE:** *Board Member Combs motioned to approve the minutes with the updates to the attendees and preceding made. Board Member Hensley seconded the motion. All signified by saying "I". A roll-call vote was not needed because there were no "no" votes; the "I" vote was unanimous.*

2. REGULAR AGENDA

a. General Manager Report, Hendrickson Transportation Group

- *RJ Garza gave recognition to NTMC employee Randy Button*
- *RJ Garza reviewed the General Manager report provided in the packet with the Board*

- *RJ Garza reviewed the General Manager Newsletter provided in the packet with the Board*

[Chair Ueckert gave recognition to Veterans Day and thanked those who have served]

- b. Discuss and Consider Next Board Meeting Date and Time
 - *Chair Ueckert informed the Board and Officers of a possible Joint meeting with the DCTA Board on December 9th.*

3. FUTURE AGENDA ITEMS

- *Closed Session discussion of the CBA contract will be placed on the next Board Meeting agenda depending on the Joint Meeting with the DCTA Board.*
- *Board Member Hensley requested a timeline for major decisions and noted of several questions she has and will send by email to Brandy Pedron for staff to answer and send out to the Board.*

4. CONVENE EXECUTIVE SESSION - *The Board did not convene into closed executive session.*

5. RECONVENE OPEN SESSION – *The Board did not convene into closed executive session.*

6. ADJOURN – *The meeting was motioned to adjourn at 9:03 am.*

Dean Ueckert, Board Chair

ATTEST:

Brandy Pedron, NTMC Secretary

Board of Directors Meeting November 11, 2020

SUBJECT: Monthly Financial Statements for FY2021 Year to Date October 2020



NORTH TEXAS MOBILITY CORPORATION

Informational Report, 4a

CHANGE IN NET POSITION

MONTH AND YEAR TO DATE AS OF OCTOBER 31, 2020

(UNAUDITED)

Description	Month Ended October 31, 2020			Year to Date October 31, 2020			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expenses							
Salary, Wages and Benefits	\$ 593,984	\$ 675,691	\$ 81,707	\$ 593,984	\$ 675,691	\$ 81,707	\$ 7,451,314
Outsourced Services and Charges	31	33,389	33,358	31	33,389	33,358	399,919
Materials and Supplies	-	291	291	-	291	291	3,293
Insurance	-	10,022	10,022	-	10,022	10,022	118,878
Employee Development	-	5,295	5,295	-	5,295	5,295	54,435
Total Operating Expenses	<u>594,015</u>	<u>724,688</u>	<u>130,673</u>	<u>594,015</u>	<u>724,688</u>	<u>130,673</u>	<u>8,027,839</u>
Income (Loss) before Transfers	(594,015)	(724,688)	130,673	(594,015)	(724,688)	130,673	(8,027,839)
Transfers In	594,015	724,688	(130,673)	594,015	724,688	(130,673)	8,027,839
Total Transfers	<u>594,015</u>	<u>724,688</u>	<u>(130,673)</u>	<u>594,015</u>	<u>724,688</u>	<u>(130,673)</u>	<u>8,027,839</u>
Change in Net Position	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



NORTH TEXAS MOBILITY CORPORATION

STATEMENT OF NET POSITION
AS OF OCTOBER 31, 2020
(UNAUDITED)

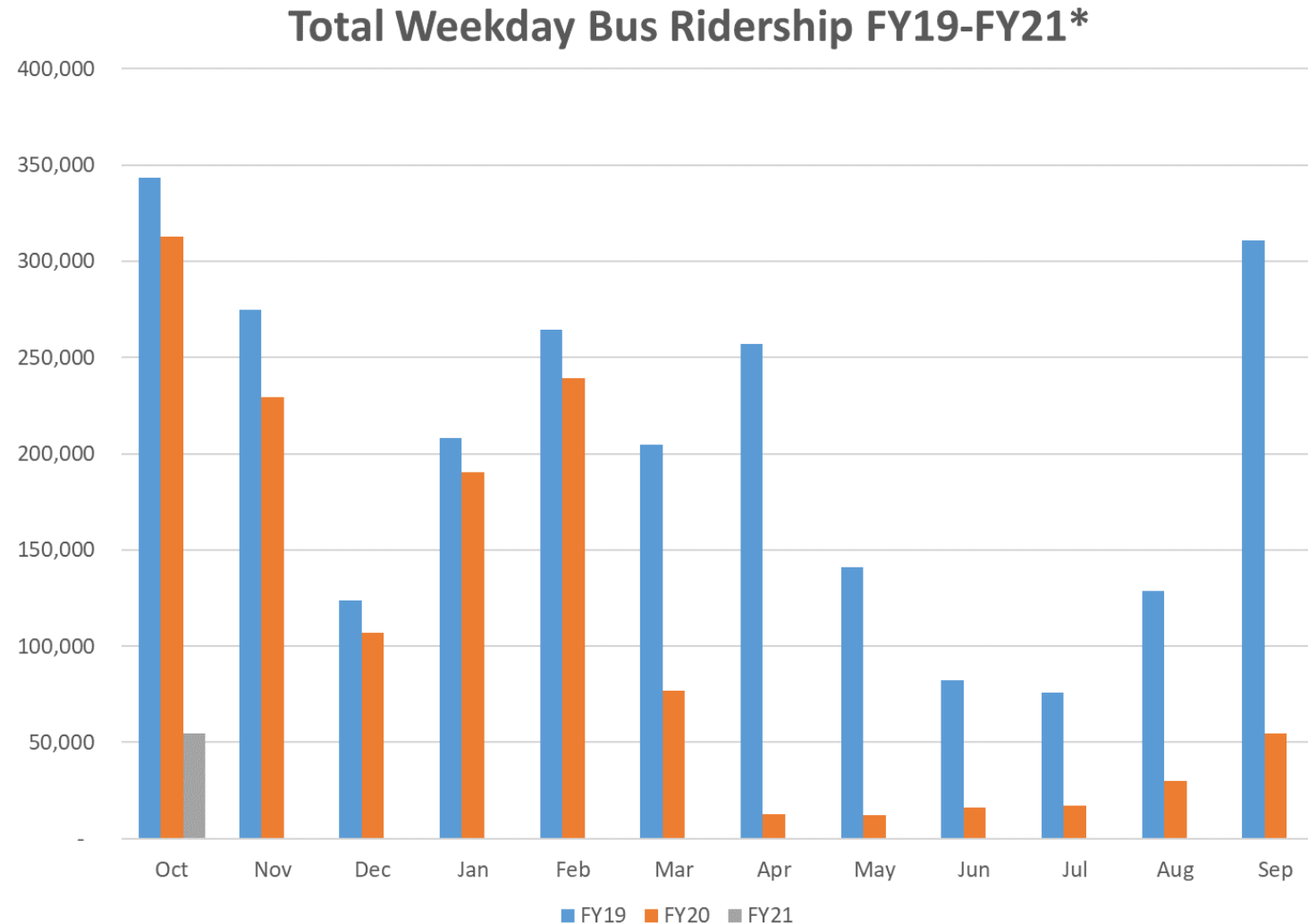
	October 31, 2020	September 30, 2020	Change
Assets			
Operating Cash & Cash Equivalents	\$ 364,848	\$ 407,390	\$ (42,542)
Accounts & Notes Receivable	663	863	(200)
Prepaid Expenses	-	-	-
Total Assets	365,511	408,253	(42,742)
Liabilities			
Accounts Payable and Accrued Expenses	365,511	408,253	(42,742)
Total Liabilities	365,511	408,253	(42,742)
Net Position			
Change in Net Position	-	-	-
Total Net Position	\$ -	\$ -	\$ -

Board of Directors Meeting

November 11, 2020

SUBJECT: DCTA Bus Ridership Report – October 2020

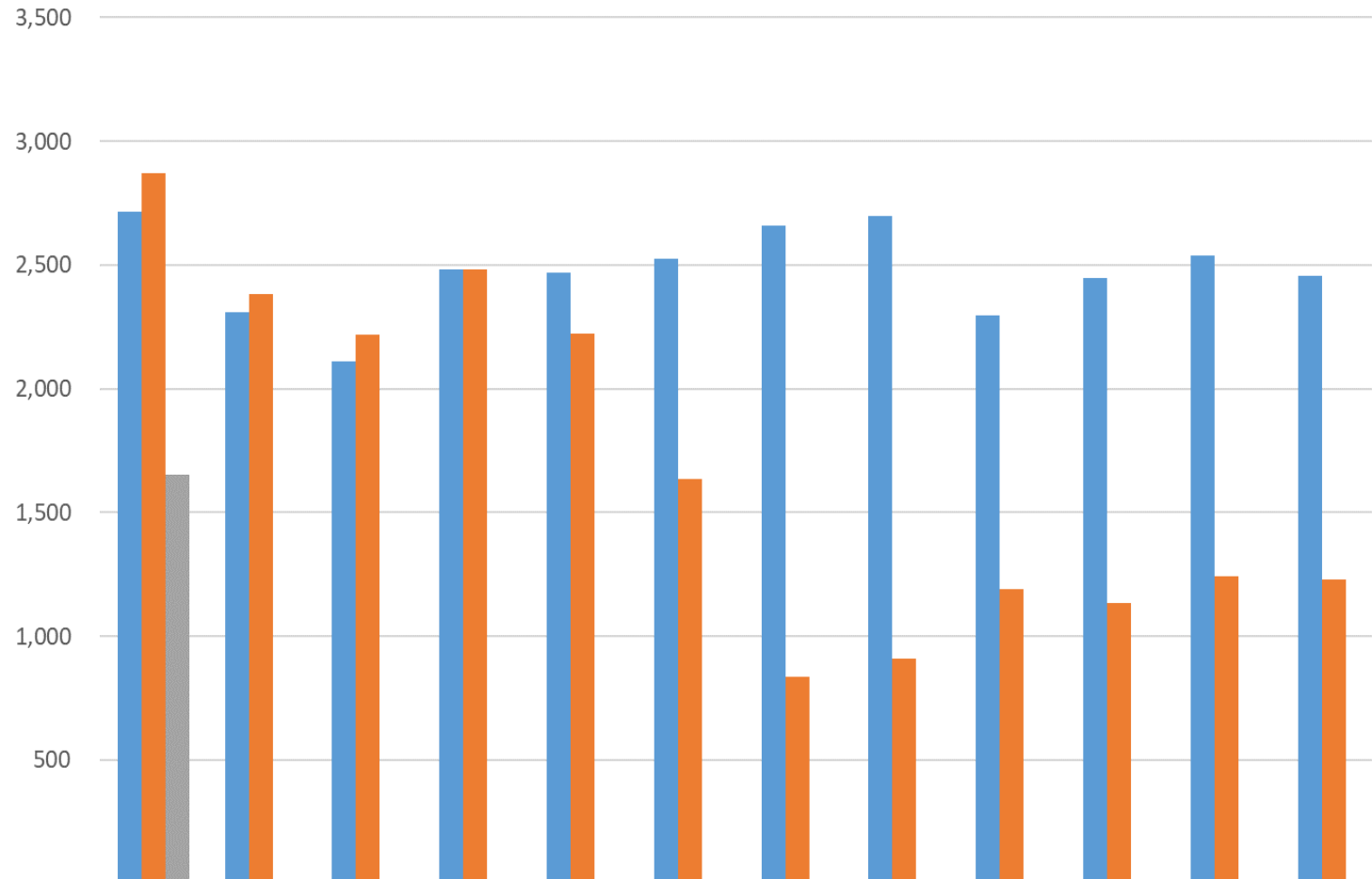
DCTA FY19-FY21 Total Monthly Ridership – Bus



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

DCTA FY19-FY21 Total Monthly Ridership – Access

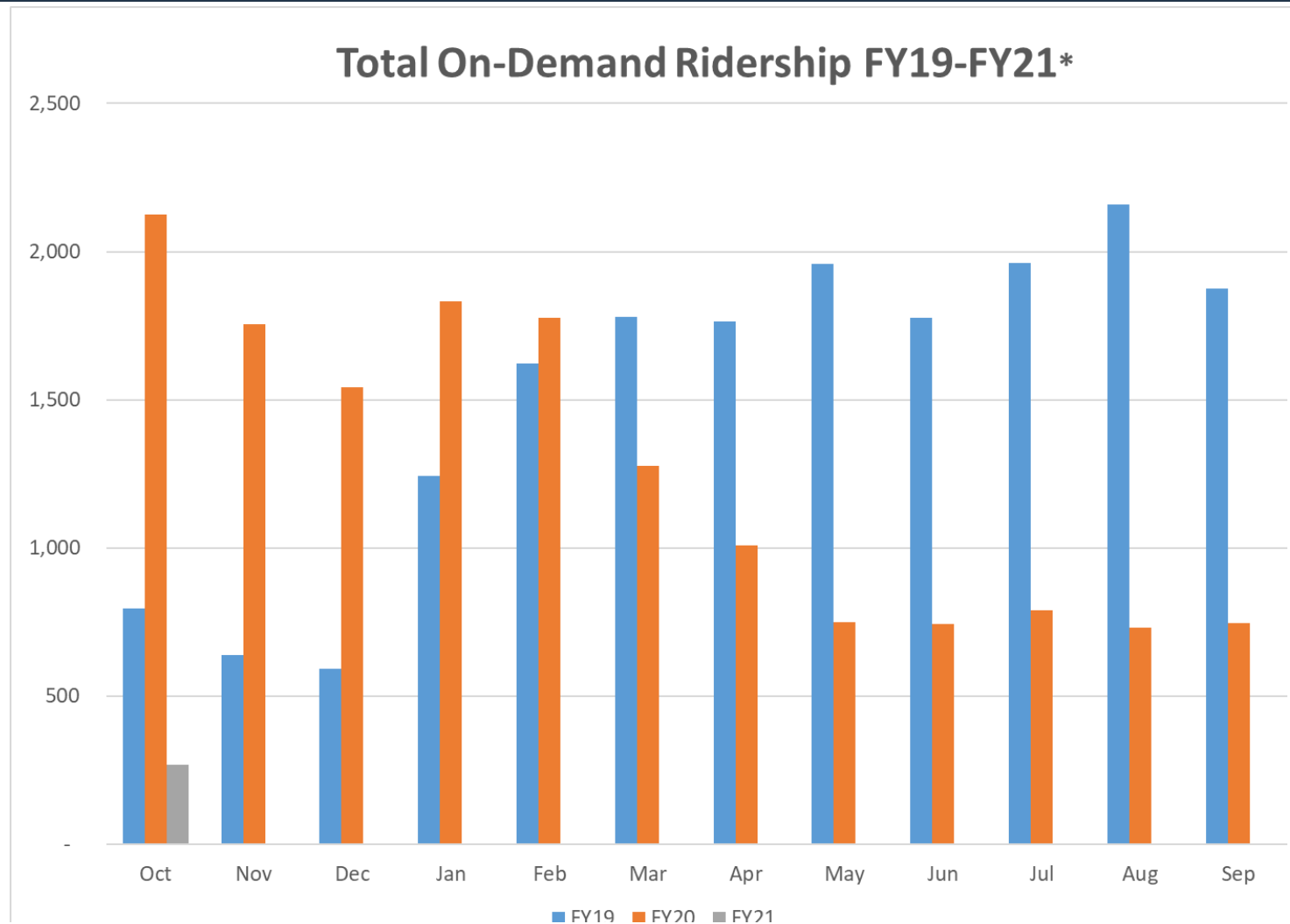
Total Access Ridership FY19-FY21*



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

■ FY19 ■ FY20 ■ FY21

DCTA FY19-FY21 Total Monthly Ridership – On-Demand



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

Board of Directors Meeting

November 11, 2020

SUBJECT: Discuss DCTA Priority Actions

Board of Directors Memo

December 9, 2020

SUBJECT: Discuss DCTA Priority Actions

Background

The DCTA Priority Actions flowchart was developed to showcase major agency priorities, timing and interdependency on decisions across all activities. This routine report will be provided to the DCTA Board of Directors on a monthly basis to communicate progress related to agency priorities.

Progress Report

Service Plan – All activities on schedule

- Transformation Initiative Task Order #1 Final Report
 - Will be shared with the board on 12/10/2020
 - Will be shared with Spare/Lyft and Via as part of the MaaS Task Order #2 procurement process on 12/11/2020 (along with service standards)
- MaaS Task Order #2 Timing
 - Service proposals and cost estimates are scheduled to be shared with the board in late January – staff is recommending a joint, specially called meeting on 1/28/2021 to review the proposals and award service delivery

Trinity Metro Partnership – All activities on schedule

- The Trinity Metro Board of Directors authorized their CEO to sign the joint letter of intent – DCTA received the jointly signed letter of intent on 11/18/2020
- A joint meeting has been scheduled for 12/7/2020 to discuss approach and next steps

NTMC CBA Negotiations – All activities on schedule

- NTMC management and officers are reviewing the existing CBA to determine areas for improvement
- Jennifer Sweeny, the labor attorney for NTMC, is scheduled to discuss the CBA negotiation process with the NTMC board of directors at the 12/9/2020 meeting (in executive session)

DCTA/DART Joint Operating Plan – Letter of intent is slightly behind schedule; joint conversations remain on schedule

- Joint Rail Operations Facility Meetings:
 - 11/11/2020 – A high level discussion regarding options for using DCTA’s Rail OMF as a permanent facility in lieu of DART’s initial “temporary only” plan
 - 11/23/2020 – Continuation of the discussion regarding a Joint Rail Operations Facility
- Facility Site Visit:
 - 11/23/2020 – A Rail Operations & Maintenance Facility site visit was held with DART employees


- Letter of Intent:
 - DCTA sent an initial LOI draft addressing the partnership between agencies to explore and plan the opportunity for a Joint Rail Operations Facility to DCTA legal and DART staff for review on 11/25/2020
 - DART staff anticipates the LOI will be routed through their board process in January 2021. DART's January Board Meeting will be held on the 1/26/2021.
- DCTA Next Step:
 - DCTA anticipates seeking board approval at the 1/28/2021 board meeting

Recommendation

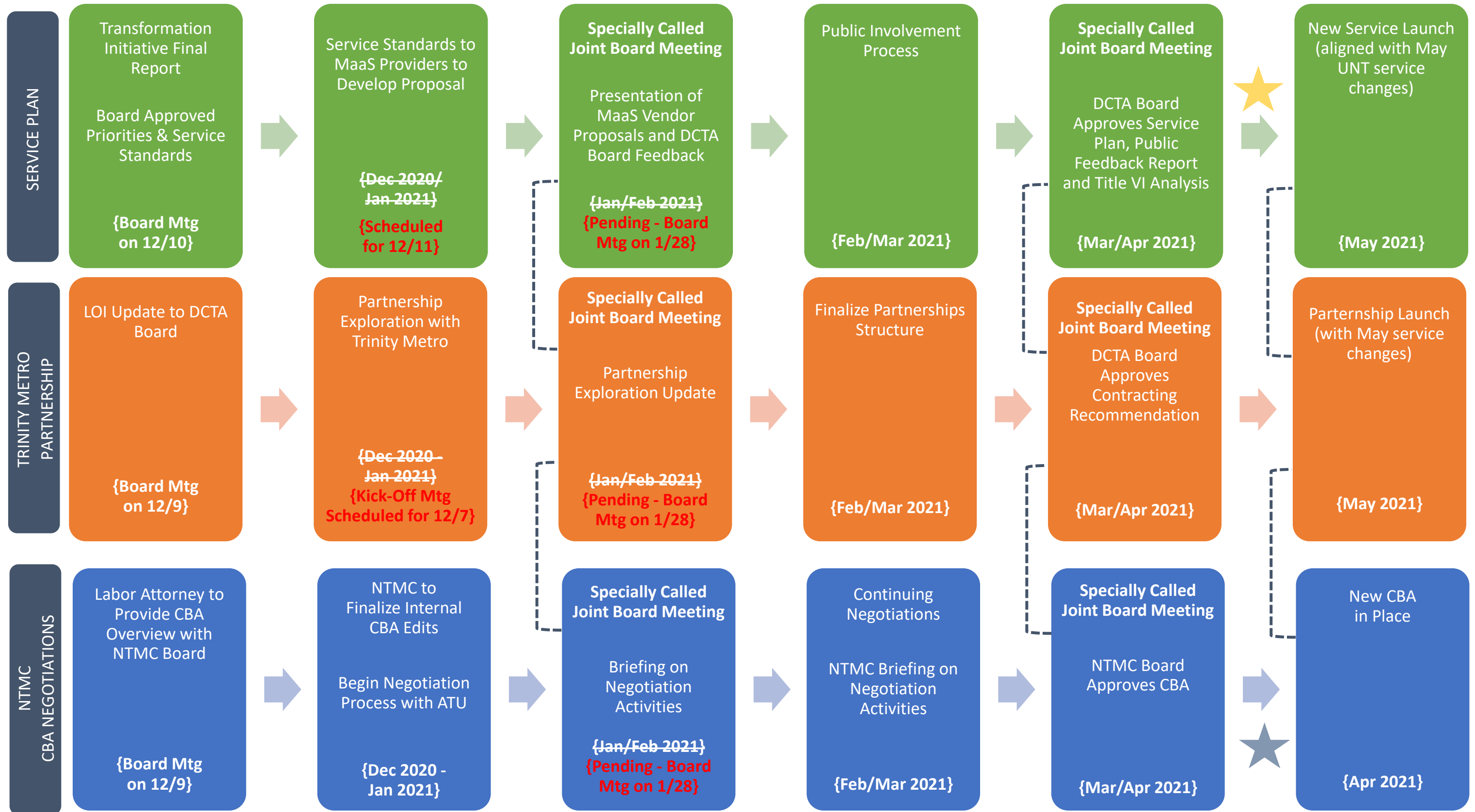
- MaaS Service Proposals/Joint Board Meeting – Staff is recommending a joint, specially called meeting on 1/28/2021 (regularly scheduled DCTA board meeting) to review the MaaS service and cost proposals to move forward with the agency's service plan – an email with this information was sent to the board on 12/2/2020
 - No other recommendations at this time

Exhibits

Exhibit 1: DCTA Priority Actions Diagram (updated 12/4/2020)



Submitted By: 
Nicole Recker, DCTA VP of Mobility Services and Administration

DCTA PRIORITY ACTIONS



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)
 CBA expires on March 31, 2021

DCTA PRIORITY ACTIONS

DCTA/DART JOINT
OPERATING PLAN

DCTA Board Approves ILA for Access Impact Fees

{Board Mtg on 11/12}
✓ Complete



LOI for Joint O&M Facility

{Board Mtg on 12/10}



Draft JOP

{Board Mtg on 3/25}



Modify ILA for Temp/Perm Facility Mods

{Board Mtg on 4/22}



Final JOP

{Board Mtg on 6/24}



Modify ILA for JOP

{Board Mtg on 9/23}

Board of Directors Meeting

November 11, 2020

SUBJECT: General Manager Report



General Manager's – Board of Director's Bi-Weekly Report

(December 1, 2020)

EXECUTIVE SUMMARY

The primary focus since the last report was to assure all run-bid assignments for the holiday break period (Nov. 29th – Jan. 9th) and the Spring bid were completed. Another major task for staff was to complete the Open Enrollment benefit process for all NTMC employees.

Operations: Spring Bid, Holiday Bid, & Holiday Personal Time Off (PTO) Bid

The run-bid selection scheduled for Sunday, November 8 and November 22, along with the holiday PTO bid selection process was completed.

The Solution:

The run-bid selection process was selected based on seniority and following CBA guidelines, and the holiday PTO bid was followed by seniority and as mutually agreed with ATU. All safety protocols were followed as required due to the continuing pandemic. Eleven (11) operators requested a voluntarily furlough from November 29 – January 9 due to reduced UNT service levels.

Non-Operator Vacancy Positions:

- Mechanic – One (1) vacancy
- Dispatchers – Two (2) vacancies

Operations & Maintenance: Public Transportation Agency Safety Plan (PTASP)

TxDOT has certified DCTA's agency safety plan (PTASP) and NTMC will be required to implement the plan accordingly. All levels of management (DCTA/NTMC) are responsible for the safety of their passengers, employees and themselves. Safety is the core business function of all public transportation providers and should be systematically applied to every aspect of service delivery.

The Solution:

The GM and AGM will be establishing guidelines and safety committees (Safety Risk Management, Safety Assurance and Safety Promotion) with participating employees throughout NTMC. Regular updates are provided to the Contract Manager weekly.

Primary focus points for the Safety Risk Management committee are:

- Safety Hazard Identification
- Safety Risk Assessment



- Safety Risk Mitigation

Meeting the Safety Performance measures is the key to assuring the effectiveness of the agency's safety plan.

NTMC: Management Training Meeting

The General Manager will conduct regular management training sessions to assure all managers are following the best transit and NTMC policy practices.

The Solution:

The November management training session covered the NTMC Employee Handbook and the Collective Bargaining Agreement (CBA). With a relatively new management group, we must be doing our best to follow the established policies and procedures.

Maintenance: Fleet Review

During the reduced levels of service period (November 29 – January 9), the General Manager will be assisting the maintenance department by providing guidance on planning, repair and bringing the fleet up to a state of good repair.

The Solution:

The General Manager has been providing hands-on guidance and reviewing the needs of each unit and targeting repairs that are not necessarily safety related but are items that require attention. The main objectives are to address:

- Pre-trip and Post-trip items;
- Following good Preventative Maintenance Practices;
- Steam Cleaning engines and flushing out radiators where necessary;
- Reviewing electrical items such as lighting, hazard lights, PA systems, fans, chimes (stop requests), sensors, etc.
- Required Signage, such as railroad crossing, fire extinguisher, Title VI, and other signage;
- General body appearance and tires/wheels;

Examples of before and after unit 1614 and 1264:





DCTA & NTMC: Joint Management Meeting

A joint management meeting has been established to provide responsiveness and collaborative dialogue regarding the bus operations and maintenance business. This meeting will be held regularly with Nicole Recker, Troy Raley, Rusty Comer, John Hendrickson, and RJ Garza.

The Solution:

Jointly the Management Group exchanged discussions regarding upcoming events, reporting guidelines, safety measures, bus operations, fleet maintenance, staffing, and future impacts.

Progress Update:

- Reviewed and discussed staffing requirements and vacancy positions.
- Reviewed progress on daily duties of key employees and Comprehensive SOP development.
- Discussed status of Fleet Auction (DCTA) and fleet inspection conducted by Contract Mgr.
- Discussed preparation needs for the upcoming FTA Triennial Review.
- Discussed Spring bid process
- Bus Cleaning Protocols
- Procurements

Other Focus Points:

- Weekly Managerial Staff Leadership Meetings;
- 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

NTMC - December 2020



BUILDING A WORLD-CLASS TRANSIT SYSTEM!

Together we can build a world-class transit system; however, I can not do this task alone. I need your help. Everyone has an important function to carry-out throughout each workday at NTMC.

I ask for your commitment to this great effort. The success of the organization requires all of us to do our part. Do the best job you can to provide the mobility access opportunity for our community and all our customers.

I respect each of you and I'm proud to be a part of the NTMC team. Thank you for making NTMC a better place to work.

I would like everyone to join me in developing a new NTMC culture that encourages all employees to work united as a TEAM, TRUST each other, RESPECT each other, and hold each other ACCOUNTABLE in a positive manner.

CONTACT

PHONE:
956-466-8375

WEBSITE:
www.ntmc.com

EMAIL:
rjgarza@ntmc.com

**RJ
INTERIM GENERAL MANAGER**

COMMUNICATION ANNOUNCEMENT

Welcome Aboard!

Dispatcher – Fernando Robledo

I'm pleased to announce we have new NTMC team member. Great to have you join our team. Fernando is doing a great job learning his challenging role. Thank you!



Recent Run-Bid Update: Nov. 8th & Nov. 22nd

We would like to **thank** all the operators and participating staff for making the run-bid process a success. We appreciate everyone's support and cooperation. Great job everyone!



Accidents: November 2020

There were two (2) accidents for the month of November 2020, that occurred on the yard.

Safety Committee(s): We will be establishing three (3) levels for Safety Review: Safety Management Committee; Safety Risk Management Sub-Committee, and Safety Assurance Sub-Committee. All levels of management, administration, maintenance and operations personnel will be required to assure safety prevention and feedback from personnel is properly addressed and reviewed. We are all responsible for the safety of our passengers and the safety of each other. If you are interested in participating in any of these safety committees, please contact Louise Francois.



NTMC - December 2020

Fleet Maintenance Pic's of the Month.**Fleet Maintenance Update:**

You may have noticed a few repair touch-ups on your assigned buses, if not yet standby. We are working extra hard on trying to address items and thank you for your patience. GM will be assisting maintenance inspections and review all pre-trip reports.

- Pre-Trip inspection report has been updated;
- First Aid Kits will be required only on Access units;
- All fire extinguishers will be reviewed and replaced if necessary and assure the bracket matches for a good fit.
- Triangles will be reviewed and replaced if necessary.
- Securements/bags will be reviewed and replaced as necessary.
- Marker lights/hazards/lights – thoroughly inspected and replaced as required
- PA systems, Mics will be inspected and maintained as necessary.
- All RAM's will be reviewed and placed if necessary, on all buses that require tablet use.
- Other minor routine running repairs

SANITIZING & DISINFECTING

- We are tightening up air-travel (out-of-state or country) requests for all employees. If you choose to travel by air you will be required to use self-quarantine precaution upon your return, in case becoming in contact with COVID-19, for five (5) calendar days. Please coordinate with management when planning travel.
- All vehicles and facilities are thoroughly cleaned, sanitized, and disinfected. Special thanks to our Service Attendants and Janitorial Crew.
- Hand sanitizers have been installed on all revenue units.
- Signages have been posted on all vehicles; to reinforce the use of masks by our passengers and encouraging social distancing. Operators will be able to point to the sign so customers can be aware.
- All curtains in vehicles are being replaced as required.
- We encourage everyone to continue to use good health practices to prevent the spread of this unwanted virus.

