



Board of Directors

**Work Session Minutes**

The Board of Directors of the Denton County Transportation Authority convened the work session of the Board of Directors with Charles Emery, Chairman presiding at on January 25, 2018 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

**Attendance**

**Small Cities**

Skip Kalb  
Connie White

**Large Cities**

Charles Emery, Lewisville, Chairman  
Dianne Costa, Highland Village  
Richard Huckaby, Denton, Secretary  
Tom Winterburn, Corinth  
Mark Miller, Flower Mound  
Carter Wilson, Frisco  
Allen Harris, The Colony (at 1:55)

**Denton County Unincorporated**

George Campbell  
Dave Kovatch, Denton County At Large,  
Treasurer

**Board Members Absent**

Don Hartman, Denton County  
Unincorporated

**Legal Counsel**

Pete Smith

**DCTA Staff**

Jim Cline, President  
Marisa Perry, Interim Chief Financial  
Officer  
Nicole Recker, Vice President,  
Marketing and Communications  
Kristina Holcomb, Vice President,  
Planning and Development  
Michelle Bloomer, Assistant Vice  
President, Bus Operations and  
Maintenance

**Other Attendees**

Laura Mitchell, Grants and Contracts  
Compliance Manager  
Amanda Riddle, Budget Manager  
Athena Forrester, Senior Procurement  
Manager  
Chrissy Nguyen, Senior Accountant  
Dave Smith, Citizen  
Selena Asire, HNTB

Chairman, Charles Emery, called the meeting to order and announced the presence of a quorum at 1:31 p.m.

1. Routine Briefing Items

- a. Staff Briefing on Monthly Financial Reports – Jim Cline, President, highlighted that Marisa Perry is the new Interim Chief Financial Officer, the Triennial Review upcoming in May, and DCTA received a great report on Financial Audit.

Marisa Perry, Interim Chief Financial Officer reported on the following:

- i. Monthly Financial Statements for November and December 2017
- ii. Capital Projects Budget Report for November and December 2017
- iii. Monthly Sales Tax Receipts
- iv. Quarterly Investment Report Q1 FY2018
- v. Quarterly Grant Update
- vi. Current Procurement Activities

- b. Marketing and Communications – Nicole Recker, Vice President Marketing and Communications, reported on the following

- i. New Collateral
  1. Agency Performance Report – FY'18 Q1
  2. Regional Leave Behind – FY'18 Q1
  3. Legislative Leave Behind – FY'18 Q1
  4. Business Case for Transit Infographic (Antero Group Data)
    - Reported on by Kristina Holcomb, Vice President, Planning and Development
  5. January 2018 Wheels & Rails
  6. January 2018 Service Change Materials
  7. Other Marketing and Communications Materials
- ii. Monthly Media Report
- iii. Quarterly Metrics Report
- iv. Holiday Express Recap Report
- v. January 2018 Service Change Overview

- c. Strategic Planning and Development – Kristina Holcomb, reported on the following

- i. Departmental Administrative Update
- ii. Regional Planning Initiatives Update
- iii. Local Planning Update
- iv. Business Development and Partnerships Update
- v. Funding Opportunities Update
- vi. Land Use Planning & Development

- d. Capital Projects – Jim Cline, President, highlighted on Positive Train Control progress and informed the Board of the upcoming trip to Washington, D.C. for Legislative Sessions.

Michelle Bloomer, Assistant Vice President Bus Operations and Maintenance, gave an update on the following projects

- i. Positive Train Control
  - ii. Hike and Bike Trail
- e. Staff Briefing on Transit Operations Reports – Michelle Bloomer, Assistant Vice President Bus Operations and Maintenance, gave an update on ridership
    - i. Bus and Rail Operations

## 2. Items for Discussion

- a. Discussion Continuation of North Texas Xpress I-35W Commuter Service
  - Kristina Holcomb, Vice President Planning and Development, briefly discussed
- b. Special Called Strategic Planning Session at UNT Gateway Center on Thursday, February 22, 2018
  - Jim Cline, President, discussed the Draft Agenda for the Special Called Strategic Planning Session and reviewed the key focus items of the meeting with the Board.

## 3. Committee Chair Reports

- a. Finance Committee (01/16/2018) Dave Kovatch, chair
  - Connie White, Small Cities, gave a recap of the Finance Committee meeting

## 4. Discussion of Regular Board Meeting Agenda Items (January 25, 2018)

- a. Skip Kalb, Small Cities, asked for clarification on item 1(d) Authorize President to Negotiate and Execute and Agreement with DLT Solutions for Autodesk Vault Software, Implementation, and Support Services (Data Storage)
  - Jim Cline, President, explained that this item is referring Autocad
- b. Skip Kalb, Small Cities, asked for clarification on item 1(e) Authorize President to Negotiate and Execute Task Order 2 with Lyft for Late Night UNT Ride Service and any related Amendments to the ILA with UNT as necessary
  - Jim Cline, President, explained the service is a relationship between Lyft and the rider and that DCTA offers a discount on that ride. Pete Smith, Legal Representative, clarified that we have indemnification and insurance

## 5. Convene Executive Session – The board did not meet in Executive Session

6. Discussion of Future Agenda Items – There was no discussion on this item
  - a. Board Member Requests

7. ADJOURN at 3:13 p.m.

The minutes of the January 25, 2018 work session meeting of the Board of Directors were passed, and approved by a vote on this 13<sup>th</sup> day of February, 2018.

  
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Charles Emery, Chairman

ATTEST

  
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Dianne Costa, Secretary