



1955 Lakeway Drive, Suite 260  
Lewisville, Texas 75057  
Ph: (972) 221-4600 Fax: (972) 221-4601

Denton County Transportation Authority  
Board of Directors  
Work Session and Board Meeting Minutes

## Work Session Minutes

The Board of Directors of the Denton County Transportation Authority convened the work session of the Board of Directors with Chairman Charles Emery presiding at 1:35 p.m. August 27, 2015 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057. A quorum was present.

### Attendance

#### Small Cities

Connie White, Trophy Club

#### Large Cities

Charles Emery, Lewisville, Chairman  
Paul Pomeroy, Highland Village, Vice-Chair  
Richard Huckaby, Denton, Secretary  
Carter Wilson, Frisco  
Daniel Peugh, Corinth (arrived 2:53 p.m.)  
Jim Robertson, Flower Mound

#### Denton County Unincorporated

Don Hartman  
George A. Campbell

#### Board Members Absent

Allen Harris, The Colony  
Doug Peach, Little Elm  
Dave Kovatch, Denton County at Large  
Skip Kalb, Small Cities

#### Legal Counsel

Pete Smith, General Counsel

#### DCTA Staff

Jim Cline, President  
Raymond Suarez, Chief Operating Officer  
Kristina Brevard, Vice President, Planning  
and Development  
Nicole Recker, Vice President of Marketing  
and Communications  
Anna Mosqueda, Chief Financial Officer

#### Others in Attendance

Amanda Riddle – Budget Manager  
Marisa Perry – Controller  
Alison Meshnick – Transit Management of  
Denton County  
Chrissy Nguyen – Senior Accountant

Chairman Charles Emery called the meeting to order and announced the presence of a quorum.

### 1. Routine Briefing Items

- a. Financial Reports – Anna Mosqueda presented financial items i – iii and v-vi. Amanda Riddle briefed the board on the Platinum level Texas Comptroller’s Leadership Circle Transparency Award the agency recently received.
  - i. Financial Statements
  - ii. Capital Projects Report
  - iii. Sales Tax Report
  - iv. TX Comptroller’s Leadership Circle Transparency Award
  - v. Procurement Report

- vi. Triennial Review Update
- b. Marketing and Communications – Nicole Recker reported on these items
  - i. Marketing and Communications Initiatives
  - ii. Marketing and Communications Metrics
  - iii. Customer Service Metrics
  - iv. Public Meeting Update
- c. Capital Projects Update – Raymond Suarez presented information on the following topics
  - i. GTW Integration
  - ii. Lewisville Bike Trail
  - iii. Positive Train Control (PTC)
  - iv. Station Improvements
  - v. Rail Facility Drainage
- d. Transit Operations – Raymond Suarez provided an update
  - i. Rail Operations
  - ii. Bus Operations
- e. Strategic Planning / Development – Kristina Brevard provided an update
  - i. Priority Projects Update
  - ii. Outreach Efforts
- 2. Items for Discussion
  - a. Rail Operations and Maintenance Interlocal Agreement
    - Jim Cline briefed the board on the current status of the interlocal agreement with DART.
  - b. Legislative Update
    - Jim Cline gave a legislative update on positive train control (PTC) and other current legislative items.
  - c. Review Agency Performance Report Metrics
    - i. Jim Cline asked the board to review the Agency Performance Report and come back with any suggested updates
- 3. Committee Chair Reports
  - a. Finance Committee (08/17/2015) Dave Kovatch, chair
    - George A. Campbell gave an overview of the Finance Committee Meeting
  - b. Program Services Committee (08/18/2015) Paul Pomeroy, chair
    - Paul Pomeroy gave an overview of the Program Services Committee Meeting
- 4. Discussion of Regular Board Meeting Agenda Items (August 2015)
  - There were no comments on this item
- 5. Convene Executive Session – 3:09 p.m. – 4:31 p.m.
  - a. As Authorized by Texas Government Code Section 551.072 Deliberation regarding Real Property: Discuss acquisition, sale or lease of real property related to long-range service plan within the cities of Denton, Lewisville, or Highland Village.

- b. As Authorized by Section 551.074 the Texas Government Code Deliberation of Personnel of Discussion regarding Annual President's Performance Review.
6. Reconvene Open Session – 4:31 p.m.
- a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.
    - Motion to amend the employment contract with Jim Cline, President to include extension of contract through September 30, 2017, annual salary increase to \$200,000, increase cell phone allowance to \$150 per month, and increase the reimbursement for annual physical to \$1,000. Motion made by George A. Campbell. 2nd by Richard Huckaby Motion carried unanimously.
7. Discussion of Future Agenda Items
- a. Board Member Requests – none

Work session was adjourned at 3:32 p.m.



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## Board Meeting Minutes

The regular meeting of the Board of Directors of the Denton County Transportation Authority was convened with Chairman Charles Emery presiding at 4:33 p.m. August 27, 2015 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057. A quorum was present.

### Attendance

**Small Cities**

Connie White, Trophy Club

**Large Cities**

Charles Emery, Lewisville, Chairman  
Paul Pomeroy, Highland Village, Vice-Chair  
Richard Huckaby, Denton, Secretary  
Carter Wilson, Frisco  
Daniel Peugh, Corinth  
Jim Robertson, Flower Mound

**Denton County Unincorporated**

Don Hartman  
George A. Campbell

**Board Members Absent**

Allen Harris, The Colony  
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Nicole Recker, Vice President of Marketing  
and Communications  
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**Others in Attendance**

Amanda Riddle – Budget Manager  
Marisa Perry – Controller  
Alison Meshnick – Transit Management of  
Denton County  
Chrissy Nguyen – Senior Accountant

CALL TO ORDER – Chairman Charles Emery called the meeting to order and announced the presence of a quorum of the Board.

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS – Jim Robertson

INVOCATION – Paul Pomeroy

WELCOME AND INTRODUCTION OF VISITORS – Anna Mosqueda introduced Marco Arancibia, Data & Business Systems Analyst. Nicole Recker introduced Sarah Munson, Senior Marketing Specialist.

1. CONSENT AGENDA

- a. Approval of Minutes Board Meeting July 23, 2015
- b. Acceptance of Financial Reports – July
- c. Approve Resolution 15-09 updating ICMA-RC Primary Contact
- d. Award of Purchase and Installation of Generator
- e. Approve Task Order No. 8 to HNTB for Surveying Services
- f. Award of Signal System Enhancements
- g. Award of Agreement for Sales and Use Tax Review
  - Motion to approve Consent Agenda Items 1a-g made by Jim Robertson. 2<sup>nd</sup> by Paul Pomeroy. Motion carried unanimously.

2. REGULAR AGENDA

- a. Presentation and Discussion of Proposed FY2016 Capital & Operating Budget
  - Anna Mosqueda walked the board through a presentation on the proposed FY2016 Capital & Operating Budget.
- b. Conduct Public Hearing on Proposed FY2016 Capital & Operating Budget
  - Public Hearing was opened at 5:17 p.m. by Charles Emery. There were no comments. Hearing was closed by Charles Emery at 5:18 p.m. Voting on this item will take place in the September Board Meeting.

1. CHAIR REPORT – Charles Emery gave an update on these issues as well as the reminding members that committee assignments for next year will be soon.

- a. Discussion of Regional Transportation Issues
- b. Discussion Legislative Issues
  - i. Regional
  - ii. State
  - iii. Federal

2. PRESIDENT'S REPORT – Jim Cline provided information on the following items
  - a. Budget Transfers – none were required
  - b. Regional Transportation Issues

3. REPORT ON ITEMS OF COMMUNITY INTEREST

- a. Pursuant to Texas Government Section 551.0415 the Board of Directors may report on following items: (1) expression of thanks, congratulations, or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming DCTA and Member City events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety.
  - Jim Cline updated the board on the requirements to Video Tape board meetings.

4. ADJOURN 5:27 p.m.

- Motion to adjourn made by Daniel Peugh. 2nd by Jim Robertson. Motion carried unanimously.

The minutes of the August 27, 2015 meeting of the Board of Directors were passed, and approved by a vote on this 24<sup>th</sup> day of September, 2015.

  
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Charles Emery, Chairman

ATTEST

  
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Richard Huckaby, Secretary