



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 1:31 p.m. on October 27, 2016 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057. A quorum was present.

### Attendance

#### Small Cities

Connie White  
Skip Kalb

#### Large Cities

Charles Emery, Lewisville, Chairman  
Paul Pomeroy, Highland Village, Vice-Chair  
Richard Huckaby, Denton, Secretary  
Carter Wilson, Frisco (arrived at 1:33)  
Tom Winterburn, Corinth  
Doug Peach, Little Elm

#### Denton County Unincorporated

Don Hartman (arrived at 1:33)  
George A. Campbell

#### Denton County at Large

Dave Kovatch, Treasurer

#### Board Members Absent

Allen Harris, The Colony  
Jim Robertson, Flower Mound

#### Legal Counsel

Kevin Laughlin, General Counsel

#### DCTA Staff

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

#### Others in Attendance

Chrissy Nguyen, Senior Accountant

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

1. Routine Briefing Items
  - a. Staff Briefing on Monthly Financial Reports - Anna Mosqueda reported the following items:
    - i. Financial Statements for September 2016
    - ii. Capital Projects Budget Report for September 2016
    - iii. Monthly Sales Tax Receipts
    - iv. Quarterly Investment Report Q4 FY2016
    - v. Grant Quarterly Report
    - vi. Current Procurement Activities

- b. Marketing and Communications Reports - Nicole Recker reported the following items:
    - i. Collateral Material Overview
    - ii. October Public Meeting Report
    - iii. Customer Service Update
      - a. GovDelivery Launch
      - b. New Phone System
      - c. GORrequest Revamp
      - d. Customer Service Audit
    - iv. Marketing and Communications Awards
  - c. Strategic Planning and Development Reports - Kristina Brevard reported the following items:
    - i. Business Development & Partnerships Update
    - ii. Land Use Planning & Development Update
    - iii. Additional Project Updates
  - d. Capital Projects Reports - Raymond Suarez reported the following items:
    - i. Flood Damage Repairs Update
    - ii. ShoreTel Phone System Expansion Update
  - e. Staff Briefing on Transit Operations Reports - Raymond Suarez reported the following items:
    - i. Bus and Rail Operations
2. Items for Discussion
- a. February Board Retreat
    - Jim Cline presented the Board with the preliminary plans for the February 2017 Board Retreat Work Session.
  - b. 2017 Board Calendar
    - Jim Cline presented the Draft Board Calendar for 2017.
3. Committee Chair Reports
- a. Dave Kovatch, Committee Chair, gave an update on the activities of the Finance Committee in October 2016
  - b. Paul Pomeroy, Committee Chair, gave an update on the activities of the Program Services Committee meeting in October 2016
4. Discussion of Regular Board Meeting Agenda Items (October 2016)
- No discussion.

5. Convene Executive Session – Convened at 3:22 p.m.
  - a. 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.
6. Reconvene Open Session at 3:40 p.m. There was no action taken
7. Discussion of Future Agenda Items – No discussion at this time.
8. ADJOURN at 3:44 p.m.

The minutes of the October 27, 2016 work session meeting of the Board of Directors were passed, and approved by a vote on this 17<sup>th</sup> day of November, 2016.

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Charles Emery, Chairman

ATTEST

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Richard Huckaby, Secretary