



Board of Directors Meeting Minutes for:

January 23, 2020

Board of Directors Regular Meeting Minutes

The Board of Directors of the Denton County Transportation Authority convened the Regular Meeting of the Board of Directors with Dianne Costa, Vice Chair presiding on January 23, 2020 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

Attendance

Voting Members

Dianne Costa, Chair, Highland Village
TJ Gilmore, Vice Chair, Lewisville
Randall Chrisman, Secretary,
Denton County #1
Chris Watts, Denton
Sam Burke, Denton County #2

Non-voting Members

Tom Winterburn, Corinth
Mark Miller, Flower Mound
Carter Wilson, Frisco
Connie White, Small Cities

Legal Counsel

Joe Gorfida, NJDHS
Victoria Thomas, NJDHS

Guest Speakers

Russell Laughlin, Hillwood
Jennifer Ripka, Weaver & Tidwell
Kristen Derryberry, Weaver & Tidwell

DCTA Executive Staff

Raymond Suarez, Chief Executive Officer
Kristina Holcomb, Deputy Chief Executive Officer
Nicole Recker, Vice President of Marketing and
Administration
Michelle Bloomer, Vice President of Operations

Other DCTA Staff Attendees

Lindsey Baker, Director of Strategic Partnerships
Athena Forrester, Assistant Vice President of
Regulatory Compliance/DBE Liaison
Amber Karkauskas, Controller
Ann Boulden, Director of Capital Development
Tim Palermo, Senior Regional Planner
Amanda Riddle, Senior Manager of Budget
Sarah Martinez, Director of Procurement
Brandy Pedron, Executive Administrator

Public Attendees

John Ryan, Denton Alternate
Claire Powell, Lewisville Alternate
Stan Nixon, UNT Assistant Director, Transit and
Special Projects
Peggy Hinkle-Wolf, DRC
Brandi Bird, Bird Advocacy and Consulting
Peggy Hinkle-Wolf, DRC
Jim Owen
Paula Richardson, ATU

CALL TO ORDER: *Chair Costa called the meeting to order and announced the presence of a quorum at 10:00 am. Raymond Suarez, announced the presence of a quorum for NTMC.*

PLEDGE OF ALLEGIANCE – *led by Vice Chair Gilmore*

INVOCATOIN – *led by Chair Costa*



WELCOME AND INTRODUCTION OF VISITORS – *Raymond Suarez and Joe Gorfida introduced Victoria Thomas with NJDHS as Joe Gorfida’s alternate. Raymond Suarez introduced Amber Karkauskas to the Board and announce that she would be presenting on behalf of Marisa Perry.*

PUBLIC COMMENT – *No public comment made*

GUEST PRESENTER – *Russell Laughlin, Executive Vice President of Hillwood, gave a presentation to the Board of Directors regarding Alliance Mobility Innovation Zone.*

GUEST PRESENTER – *Amber Karkauskas introduced Jennifer Ripka, Partner, Weaver and Tidwell, LLP to the Board. Jennifer Ripka presented the Preliminary FY2019 Audit Report and Comprehensive Annual Financial Report (CAFR) to the Board.*

[Board Chair Costa made a motion to recess the meeting for 10 minutes at 11:05 pm. The time of recess expired, and the meeting resumed at 11:13 pm.]

CONVENE EXECUTIVE SESSION – *The Board convened into executive session at 11:14 pm*

- a. As Authorized by Section 551.071(2) of the Texas Government Code, the Board of Directors Meeting may be Convened into Closed Executive Session for the Purpose of Seeking Confidential Legal Advice from the General Counsel on any Agenda Item Listed Herein or the Regular Board Meeting Agenda.
- b. As Authorized by Section 551.072 of the Texas Government Code, the Board of Directors Meeting may be Convened into Closed Executive Session for the Purpose of Deliberation regarding Real Property: Discuss acquisition, sale or lease of real property related to long-range service plan within the cities of Denton, Lewisville, Highland Village, or the A-train corridor.
- c. Texas Government Code Section 551.071(2) to consult with General Counsel regarding the provisions contained in the Equipment Lease, Operations, and Maintenance Service Agreement by and between the Dallas Area Rapid Transit (DART), Denton County Transportation Authority (DCTA), and the Fort Worth Transportation Authority (FWTA or Trinity Metro) to include the provision contained in Section 17 titled “Service Impact Fees”.
- d. Texas Government Code Section 551.071(2) to consult with General Counsel regarding the General Service Agreements with Lyft.
- e. As Authorized by Section 551.074 of the Texas Government Code, the Board Meeting may be Convened into Closed Executive Session for Deliberation of Personnel: Annual President’s Performance Review.

RECONVENE OPEN SESSION – *The Board reconvened the open meeting at 12:25 pm*

- *A Motion to authorize the CEO to pay the revised DART Invoice in the amount of \$981,651.17 to settle the Service Impact Fee on DART passenger rail and bus system for the period 2011 through 2019 as provided in the Service Maintenance Agreement was made by Chris Watts. The motion was seconded by Vice Chair Gilmore. Motion passed unanimously by the Board with no abstentions.*

CONSENT AGENDA

1. Approval of December 5, 2019 Minutes
2. Approval of Monthly Financial Statements for November and December 2019

- *A Motion to approve the Consent Agenda item 1 and 2 was made by Secretary Chrisman. The motion was seconded by Sam Burke. Motion passed unanimously by the Board with no abstentions.*

INFORMATIONAL REPORTS – *The following information reports were presented to the Board in the Board Packets for review. No inquires of these items were made at this time.*

1. Monthly Financial Reports for November and December 2019
2. Social Service Agency Roundtable Report for November 2019

REGULAR AGENDA

1. Transformation Initiative Workshop – *Nicole Recker led a workshop to finalize the Transformation Initiative Scope of Work and determine next steps regarding the project timeline and evaluation committee. The Board actively made changes to the Transformation Initiative Scope of Work; Nicole Recker will update and provide a final draft to the Board. The Board recommended removal of economic development with intent to address with a separate study. The Board had a discussion on the overall scoring and agreed to evaluate the system as a whole and grade each factor. The Board agreed to add an item: coverage versus efficiency (service coverage) and remove item J.*
 - *A Motion to approve the changes made to the Transformation Initiative Scope of Work was made by Vice Chair Gilmore. The motion was seconded by Chair Costa. Motion passed unanimously by the Board with no abstentions.*
2. Access Service Overview – *Michelle Bloomer provided the Board with an overview of the DCTA Access service, the current Board policy related to the service and shared recent service inquiries.*
 - *Shannon Joski and Kristina Holcomb informed the Board that Denton County is committed to help with services that DCTA cannot serve (in Denton County) with SPAN Services.*
3. Cost Allocation Model Update – *Raymond Suarez updated the Board on the status of the Cost Allocation Model. DCTA staff will provide a one-page information sheet regarding contracts. Lewisville and Denton city managers met with DCTA staff to review contracts and give feedback. Another meeting may be scheduled.*
4. Monsignor King Outreach Center/Our Daily Bread Service Update and Fare Structure Discussion – *Michelle Bloomer provided an update to the Board on the implementation of service from Monsignor King Outreach Center to Our Daily Bread in Denton. Raymond Suarez recommended keeping the service as a free-fare zone and not just a promotion. Michelle Bloomer explained that currently, this service is at a free-fare promotional rate and cannot be considered for a regularly free-fare route because of federal regulations.*
5. Consider Resolution R20-01 Appointing Board of Directors for North Texas Mobility Corporation (NTMC) – *Kristina Holcomb provided an overview of the current NTMC Board structure and reviewed the list of candidate submissions with the Board. The Board discussed NTMC proposed candidates with consideration of legal counsel guidance regarding those appointments. The DCTA Board was then asked to consider Resolution R20-01 appointing new NTMC Board members as presented: Richard Hayes and Dean Ueckert filling the vacant Board seats. Dianne Costa and Connie White will be replaced with Sara Hensley and Don Combs. Raymond will remain on the Board with discussion of his role being more of an advisory position in the future.*

- *A Motion to approve Resolution R20-01 Appointing Board of Directors for NTMC was made by Secretary Chrisman. The motion was seconded by Chris Watts. Motion passed unanimously by the Board with no abstentions.*
6. *Authorization of Expenditures with Cooperative Agreements – Athena Forrester provided an overview of the current cooperative agreements and request authority to spend up to \$300,000 across the agreements.*
 - *A Motion to approve the 6. Authorization of Expenditures with Cooperative Agreements was made by Secretary Chrisman. The motion was seconded by Chris Watts. Motion passed unanimously by the Board with no abstentions.*
 7. *Consider Award of Landscape and Maintenance Service Contract – Athena Forrester provided an overview of the Request for Bid and request for Contract award to the Board.*
 - *A Motion to approve the Landscape and Maintenance Service Contract was made by Sam Burke. The motion was seconded by Secretary Chrisman. Motion passed unanimously by the Board with no abstentions.*
 8. *RFP for Transit and Transportation Planning Services Update – Kristina Holcomb provided an update regarding the active procurement for Transit and Transportation Planning services. This RFP process will provide a continuation of DCTA’s existing on-call planning services. Historically, staff has used similar on-call contracts to leverage consultancy expertise necessary during agency planning initiatives in the areas of innovative service delivery, route and service planning, long-range service planning, Title VI analysis, corridor planning and master planning for transit-oriented development. Currently there is a TOD study and two contracts and an active procurement in place. This item will come to the Board for approval next month.*
 9. *A-train Rail Trail Update – Ann Boulden provided an overview and picture presentation of the A-train Rail Trail development with runs adjacent to the A-train corridor from the DDTC to Hebron Station including information regarding trail enhancements, safety improvements and the recently released NCTCOG Trail of the Month video with was sent to the Board last week.*
 10. *Discussion of Regional Transportation and Legislative Issues*
 - *Chair Costa discussed the February RTC meeting being rescheduled to the morning of February 23 which conflicts with DCTA Board meeting. DCTA has informed the NCTCOG that the agency has a conflict and will not be attending the February RTC meeting.*
 - o *Shannon Joski asked the Board to consider moving the DCTA February Board meeting due to a Regional meeting with DCTA, DART, Trinity Metro and NCTCOG that was scheduled before the RTC meeting on February 23. Vice Chair Gilmore recommended that the DCTA Board on February 23 be rescheduled. Notices will be sent out the Board regarding potential date changes for the DCTA Board meeting.*
 - *Raymond Suarez gave recognition to Joe Gorfida on his work and dedication to the Crissi Grant.*
 - *Kristina Holcomb discussed the APTA Workshops schedule of 2020. She also discussed the Autonomous Bus Consortium with the Board: there are 12 agencies involved and wants feedback from the Board on if DCTA should get involved or not. The Board agreed not at this time.*
 - *Raymond Suarez and Nicole Recker discussed a request from NCTC for additional service. After discussion, DCTA staff noted that this will be brought back to the Board at a later date and more information has been gathered.*



FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS – *Raymond Suarez advised on a discussion item for contracted service agreements one-pager overview and an action item regarding a Board Policy for admin overhead on contracted service agreements and upcoming deadline extensions.*

REPORT ON ITEMS OF COMMUNITY INTEREST – *Denton Black Film Festival this weekend and on April 18th there will be a Rail Train event.*

ADJOURN – *The meeting was adjourned at 3:14 p.m.*

The minutes of the January 23, 2020 Board of Directors Meeting were passed and approved by a vote on this 27th day of February 2020.



Dianne Costa, Chair

ATTEST



Secretary Vice Chair