



Board of Directors Meeting Minutes for:

February 27, 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 February 27, 2020 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

Attendance

Voting Members

Dianne Costa, Chair, Highland Village
TJ Gilmore, Vice Chair, Lewisville
Paul Cristina, Alternate Denton County (left
at 1:11 pm)
Shannon Joski, Alternate Denton County
(took seat at 1:11pm)
Sam Burke, Denton County #2

Non-voting Members

Tom Winterburn, Corinth
Mark Miller, Flower Mound
Carter Wilson, Frisco
Connie White, Small Cities
Joe Perez, The Colony
Ron Trees, Little Elm

Legal Counsel

Joe Gorfida, NJDHS

Guest Speakers

Christoff Spieler, Huitt-Zollars
David Campbell, Huitt-Zollars
Kate Kuhlman, HillCo
Rick Dennis, HillCo
Jennifer Ripka, Weaver & Tidwell
Kristen Derryberry, Weaver & Tidwell

DCTA Executive Staff

Raymond Suarez, Chief Executive Officer
Kristina Holcomb, Deputy Chief Executive Officer
Marisa Perry, Chief Financial Officer/Vice President
of Finance
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
Whitney Trayler, Grants Manager
Brandy Pedron, Executive Administrator

Public Attendees

Claire Powell, Lewisville Alternate
Blaine Crimmins, The Colony Alternate
Stan Nixon, UNT Assistant Director, Transit and
Special Projects
Peggy Hinkle-Wolf, DRC
Brandi Bird, Bird Advocacy & Consulting (at 12:46 pm)
Jim Owen
Andrew Ittigson, AECOM
Joe Gilbert

CALL TO ORDER: *Chair Costa called the meeting to order and announced the presence of a quorum at 10:02 am.*

CONVENE EXECUTIVE SESSION – *Board Vice Chair Gilmore moved to table this closed session item at this time. The motion was seconded Paul Cristina. Motion to table the item passed unanimously by the Board with no abstentions.*



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

PLEDGE OF ALLEGIANCE – *led by Chair Costa*

INVOCATION – *led by Chair Costa*

WELCOME AND INTRODUCTION OF VISITORS – *No introductions made at this time.*

GUEST PRESENTER – *Christoff Spieler, PE, LEED AP, Director of Planning for Huitt-Zollars, gave a presentation to the Board of Directors regarding US Transit and Economic Development.*

RECOGNITION OF SERVICE – *Chair Costa and Raymond Suarez, CEO recognized Allen Harris for his seven years of service to the DCTA Board of Directors and Michael Savoie for his two years of service to the DCTA Board of Directors. Chair Costa also made mention that Randall Chrisman is no longer on the DCTA Board. He has been replaced with Cesar Molina who will be joining us for the March board meeting.*

GUEST PRESENTER – *Lindsey Baker, Director of Strategic Partnerships, introduced Kate Kuhlman and Rick Dennis with HillCo. Kuhlman and Dennis gave an introductory overview of HillCo's services to DCTA a brief update on legislature.*

PUBLIC COMMENT – *Public attendee, Joe Gilbert, made a public comment to the Board regarding bus routes, schedules, drivers passing people at the bus stops or not showing up at the stops.*

[Board Chair Costa made a motion to recess the meeting for short break at 11:59 pm. The time of recess expired, and the meeting resumed at 12:06 pm.]

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.*

CONSENT AGENDA

1. Approval of January 23, 2020 Minutes *with editorial corrections*
2. Approval of Monthly Financial Statements for January 2020
 - *A Motion to approve the Consent Agenda item 1 and 2 was made by Sam Burke. The motion was seconded by Paul Cristina. 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 January 2020
2. Citizens' Advisory Team Meeting Recap Report
3. Transformation Initiative Update



REGULAR AGENDA

1. Presentation of Audit Report for Fiscal Year End 09/30/2019 by Weaver & Tidwell, LLP and Consider Approval of the FY2019 Financial Statements and Supplementary Information – *Maris Perry, CFO/VP of Finance, introduced Jennifer Ripka, Partner Weaver and Tidwell, LLP. Ripka presented the Board with the FY2019 audit report and gave a presentation on the Comprehensive Annual Financial Report.*
 - *A Motion to approve the FY2019 financial statements and supplementary information was made by Sam Burke. The motion was seconded by Vice Chair Gilmore. Motion passed unanimously by the Board with no abstentions.*

2. Consider Resolution R20-02 Approving FY 2020 Operating Budget Revision Number 2020-02 – *Amanda Riddle, Senior Manager of Budget, presented Resolution R20-02 for FY2020 Operating Budget Revision number 2020-02. The items included in this revision are as follows: (1) The transfer of the Procurement Specialist position from the NTMC operating budget, where it was originally budgeted, into the DCTA operating budget. After a \$60,065 reduction to the NTMC budget, the overall budget impact (DCTA + NTMC combined) of \$1,551 is covered by savings identified in the professional services budget, making the overall net budget impact of zero for this item. (2) Increase of \$69,211 for legal fees related to the Locke Lord contract approved by the Board on December 5, 2019. (3) Increase of \$20,724 for the Transfer Out to fund the NTMC operating budget related to corresponding Budget Revision Number 2020-N001 (to be approved by NTMC Board) to cover an additional \$80,789 legal fees related to bus operations employment matters. DCTA's Financial Management Policies require approval of a Board resolution to authorize a budget amendment that increases the total adopted fiscal year budget or moves funds between DCTA and NTMC*
 - *A Motion to approve the Resolution R20-02 Approving FY 2020 Operating Budget Revision Number 2020-02 was made by Vice Chair Gilmore. The motion was seconded by Paul Cristina. The Major Decision Vote passed unanimously by the Board with no abstentions.*

3. Consider Award of RFP 20-02 for Transit and Transportation Planning Services – *Kristina Holcomb, Deputy CEO updated the Board on the following: RFP 20-02 continues DCTA's existing, on-call planning consultant program. While specific projects are being finalized based on evolving needs and available funding, individual task orders are anticipated in the following five key areas: innovative service delivery, long-range service planning, operations analysis, corridor planning, and master planning for transit-oriented development. Staff recommends award to AECOM Technical Services, Inc. and Kittelson & Associates, Inc and requests authorization for the CEO to execute contracts with each firm for three-year terms with two one-year options.*
 - *A Motion to approve the RFP was made by Vice Chair Gilmore. The motion was seconded by Paul Cristina. Motion passed unanimously by the Board with no abstentions.*
 - *Vice Chair Gilmore requested for future budget amendments that a list of what is anticipated and a quick summary on what drives the numbers be provided as backup information.*

4. Consider Approval of City of Denton Trail Maintenance Interlocal Agreement – *Kristina Holcomb, Deputy CEO provided an update to the Board on the City of Denton Trail Maintenance Interlocal Agreement. The Denton Branch of the Rail Trail was completed in 2011 during the A-train construction. The City of Denton has maintained the trail adjacent to the rail right-of-way through an informal agreement. DCTA and the City of Denton have determined a need for an interlocal agreement to formally identify responsibilities for trail maintenance and related safety protocols.*

- *A Motion to approve the City of Denton Trail Maintenance Interlocal Agreement was made by Sam Burke. The motion was seconded by Vice Chair Gilmore. Motion passed unanimously by the Board with no abstentions.*
 - *Vice Chair Gilmore requested maps to be included in future packets regarding similar items.*
5. Consider Award of Interlocal Cooperation Agreement with The Interlocal Purchasing System (TIPS) for Cooperative Purchasing – *Athena Forrester, Assistant VP of Regulatory Compliance explained DCTA has determined a need for a cooperative agreement with The Interlocal Purchasing System (TIPS) to participate in their cooperative purchasing programs. One immediate need that has been identified is Downtown Denton Transit Center’s remodeling services. The Interlocal Agreement (ILA) would allow DCTA to participate in the cooperative buying power which would help DCTA save time and would reduce product and administrative costs.*
 - *A Motion to approve Interlocal Cooperation Agreement with The Interlocal Purchasing System (TIPS) for Cooperative Purchasing was made by Vice Chair Gilmore. The motion was seconded by Paul Cristina. Motion passed unanimously by the Board with no abstentions.*
 6. Consider Approval of Agreement for Award of Transportation Development Credits (TDCs) – *Raymond Suarez, CEO provided the Board with information regarding the TDCs. DCTA has several federally funded projects that are utilizing Transportation Development Credits (TDCs) as the required local match. One of the requirements in the Texas Administrative Code pertaining to Transportation Development Credits is that agencies receiving TDCs from a Metropolitan Planning Organization (MPO) for a project must enter into an agreement with the MPO that outlines the terms of using the TDCs (43 TAC §5.110). This agreement is separate from Federal Transit Administration (FTA) agreements. The agreement presented covers TDCs assigned to projects approved in the Transportation Improvement Plan (TIP) as of the end of FY 2019. Subsequent agreements will be issued on an annual basis, covering TDCs awarded for individual fiscal years. DCTA is utilizing \$4,117,628 in TDCs in lieu of providing local cash match.*
 - *A Motion to approve the Agreement for Award of Transportation Development Credits (TDCs) was made by Vice Chair Gilmore. The motion was seconded by Sam Burke. Motion passed unanimously by the Board with no abstentions.*
 7. Consider Approval of Transition of Highland Village Connect Shuttle Service to Enhanced Lyft Subsidy Program – *Michelle Bloomer, VP Operations provided a recommendation to the Board regarding the Highland Village Connect Shuttle and enhancement to the Highland Village Lyft Program.*
 - *A Motion to approve the Transition of Highland Village Connect Shuttle Service to Enhanced Lyft Subsidy Program with budgetary numbers to be provided a next month’s Board meeting was made by Vice Chair Gilmore. The motion was seconded by Sam Burke. Motion passed unanimously by the Board with no abstentions.*
 8. Consider Authorizing CEO to Renegotiate the existing North Central Texas College (NCTC) and McKinney Urban Transit District (MUTD) Contracted Service Agreements and Extend Contract Terms by Six Months – *Raymond Suarez, CEO provided an overview of the current contracted service agreements with North Central Texas College and the McKinney Urban Transit District and recommended an approach for renegotiating these contracts.*
 - *Sam Burke moved to table this item at this time. The motion was seconded Paul Christina. Motion to table the item passed unanimously by the Board with no abstentions.*
 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

- *Michelle Bloomer gave an update on Operational Special Movements.*
- *Raymond Suarez, CEO gave an update on City of Corinth station*
- *Raymond Suarez, CEO briefed the Board on local alternative fuel initiatives.*

CONVENE EXECUTIVE SESSION – *The Board did not convene into executive session.*

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

FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS – *Chair Costa made mention of the Board Agenda Outlook included in the Board packets.*

REPORT ON ITEMS OF COMMUNITY INTEREST

- *DCTA is hosting the Rail Trail Event on April 18th*
- *DCTA staff will be volunteering on April 3 at the Highland Village Kid's Kastle Volunteer Event*
- *DCTA is assisting Denton County in the Census*

ADJOURN – *The meeting was adjourned at 1:24 p.m.*

The minutes of the February 27, 2020 Board of Directors Meeting were passed and approved by a vote on this 25th day of March 2020.


Dianne Costa, Chair

ATTEST

