



Board of Directors Meeting Minutes for:

March 26, 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 March 26, 2020 virtually.

Attendance

**Voting Members**

Dianne Costa, Chair, Highland Village  
TJ Gilmore, Vice Chair, Lewisville  
Sam Burke, Denton County  
John Ryan, Denton Alternate  
Cesar Molina, Denton County

**Non-voting Members**

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

**Legal Counsel**

Joe Gorfida, NJDHS

**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

**Other DCTA Staff Attendees**

Javier Trilla, Director of Information Technology  
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  
Christa Christian, Senior Procurement Specialist  
Jennifer Lovelady, Human Resource Assistant  
Kyler Hagler, Network Administrator  
Whitney Trayler, Grants Manager  
Brandy Pedron, Executive Administrator

**Public Attendees**

Claire Powell, Lewisville Alternate  
Michael Leavitt, Highland Village Alternate  
Paul Christina, Denton County Alternate  
Stan Nixon, UNT Assistant Director, Transit and Special Projects  
Peggy Hinkle-Wolf, DRC  
Brandi Bird, Bird Advocacy & Consulting (at 12:46 pm)  
Randall Chrisman  
Newport  
D  
Ehren Binga  
Jack  
Logan

ROLLCALL – *Chair Costa performed a rollcall prior to calling the meeting to order.*

CALL TO ORDER – *Chair Costa called the meeting to order and announced the presence of a quorum at 10:12 am.*

PUBLIC COMMENT – *There were no public comments made.*



## CONSENT AGENDA

1. Approval of February 27, 2020 Minutes
2. Approval of Monthly Financial Statements for February 2020
  - *A Motion to approve Consent Agenda item 1 and 2 as presented was made by Sam Burke. The motion was seconded by Cesar Molina. All board members voted yes. 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.*

1. **Monthly Financial Reports for February 2020** – *No questions were asked.*
2. **Social Service Agency Round Table Recap Report** – *No questions were asked.*
3. **Highland Village Connect Shuttle and Enhanced Lyft Subsidy Program Cost Comparison** – *Board Member Sam Burke had no questions as this time and stated that the information was well presented. Alternate John Ryan stated that as discussed with Board Member Watts, it was good information but what had been asked for in the past was a breakdown of all modes apposed to just the connect shuttle versus Lyft. And asked if that was still in the works. Raymond Suarez replied yes and that DCTA needed to get a cost model of the FY19 information which has been done. He is reviewing it and then DCTA staff will get that information out to the Board.*
4. **Transformation Initiative Update** – *Nicole Recker gave a brief update of the Transformation Initiative and noted that we are on track regarding the timeline. For Board consideration: DCTA has received a request from 5 bidders to extend the date beyond the current due date of April 3<sup>d</sup> by 10am for the final bid proposal. Nicole Recker noted that extending the due date will push back the final approval from the Board from the May 28<sup>th</sup> deadline to the June board meeting. Nicole Recker asked the Board if they would like to continue with the April 3<sup>d</sup> deadline or consider an extension:*
  - *Board Members agreed to extend the final proposal deadline by two weeks. Nicole Recker stated that an email would go out to the bidders notifying them of the extension and a new timeline will be sent to the Board in the Friday email this week.*

## REGULAR AGENDA

1. **Coronavirus (COVID-19) Response Update Regarding DCTA Operations Service Modifications & Staffing**
  - *Raymond Suarez began the discussion informing the Board of the amount of work provided by staff during this time. Kristina Holcomb gave a detailed briefing of DCTA's response and action to COVID-19, partnerships with regional agencies, effects on ridership, cleaning strategies, response procurements, and the need to fill the NTMC general manager critical position with an up-to six-month contract or until filled by hiring or through the RFP process. Staff answered questions of the Board regarding COVID-19 responses and actions.*
2. **Consider Resolution R20-03 Electing a Secretary to the DCTA Board of Directors**
  - *Vice Chair Gilmore made a nomination to elect Sam Burke as DCTA Board Secretary. Board Member Cesar Molina seconded the nomination. All board members voted in favor and the nomination carries.*

3. Discuss North Central Texas College (NCTC) Contracted Service Agreement – *Nicole Recker briefed the Board on this item. To ensure continuation of service to North Central Texas College (NCTC), NCTC desires to extend the current agreement for an additional six (6) months. This extension will allow time for DCTA to adopt a cost allocation model that will provide clear guidance on the hourly rates and administrative fee policy to be used in future agreements for contracted services. Back in December, the Board requested and approved a six-month extension of the existing contract service agreement for campus shuttle services instead of the staff's recommendation of a year extension as the current contract is structured. Staff plans to bring this back next month for approval. The Board discussed and sought clarification behind the six-month extension request and the Board does not feel it proper for a six-month extension at this time. Staff will bring this back for discussion in April and will have further clarification and additional information to allow the Board to decide on how much DCTA wants to charge for administrative fees.*
4. Discuss City of McKinney Interlocal Agreement Providing Service to the McKinney Urban Transit District (MUTD) – *Lindsey Baker briefed the Board on this item similar to the prior item on the agenda. The City of McKinney Interlocal Agreement expires on May 31, 2020. DCTA staff is working with City staff to amend the current services provided based on their changing and expanding needs. The intent of both parties is to execute a new interlocal agreement consistent with those changing needs. To ensure continuation of service to the MUTD during these negotiations, the City of McKinney and DCTA staff are considering requesting an extension of the current agreement for an additional six months. This extension will allow time for DCTA to adopt a cost allocation model that will provide clear guidance on the hourly rates and administrative fee policy to be used in future agreements for contracted services.*
5. Consider Approval of Task Order 12 with Lyft for Contract 17-03 On-Demand Rideshare Services for University of North Texas (UNT) Late Night Ride Service – *Nicole Recker briefed the Board on this item. UNT has requested DCTA continue to provide the late-night Lyft program. The program would continue to be available for all active students within a designated area that includes most of the main campus, Oak Street Hall, Fry Street, and the West Campus (including Apogee Stadium and Mean Green Village). Students entering a special promotion code, between the hours of 2:00 a.m. and 7:00 a.m., in the Lyft app, will get the full cost of their ride covered. Lyft sets the price structure and UNT reimburses 100%. This is a pass-through cost.*
  - *A Motion to approve the Task Order 12 with Lyft for Contract 17-03 On-Demand Rideshare Services for University of North Texas (UNT) Late Night Ride Service was made by Sam Burke. The motion was seconded by Vice Chair Gilmore. All Board members voted in favor. Motion carries and is passed unanimously by the Board with no abstentions.*
6. Consider Award of RFP 20-04 for Public Relations Software Services – *Nicole Recker briefed the Board on this item. A comprehensive public relations software solution is needed to assist DCTA's Marketing and Communications department with turnkey solutions to target and engage with local, regional and national media outlets, and appropriately measure coverage and engagement. DCTA has contracted for such software solutions for the last five years. The contract shall be for three (3) years with the option to renew for two (2) additional one (1) year terms. The anticipated expenses for FY 2020 are \$25,000. Annual expenses beginning in FY 2021 will be \$25,000, for a total expenditure of \$125,000.00 (if option periods are exercised). Funding for this agreement is available within the FY 2020 budget. Expenses for future fiscal years will be included in the annual operating budget.*
  - *A Motion to approve RFP 20-04 for Public Relations Software Services was made by Secretary Burke. The motion was seconded by Cesar Molina. Chair Costa, John Ryan, Cesar Molina, and Secretary Burke all voted in favor. Vice Chair Gilmore voted not in favor. Motion carries.*

7. **Consider Approval of Chevrolet Auto Parts Contract** – *Raymond Suarez briefed the Board on this item. On January 14, 2020, DCTA issued RFB 20-06 for the purchase of Chevrolet Titan Bus Parts. A total of 3,172 email notices were sent to potential bidders. One (1) bid was received. Parts will be ordered on an as needed basis to perform repairs and preventative maintenance on existing fleet. The contract shall be for one (1) year. The anticipated expenses for FY 2020 are not to exceed \$100,000. Funding for this agreement is available within the FY 20 operating budget. Expenses for future fiscal years will be included in the annual maintenance parts budget.*
  - *A Motion to approve the Chevrolet Auto Parts Contract was made by Secretary Burke. The motion was seconded by Vice Chair Gilmore. All Board members voted in favor. Motion carries and is passed unanimously by the Board with no abstentions.*
  
8. **Comptroller Sales Tax Proposed Rule Changes and Budgetary Implications** – *Marisa Perry updated the Board on the summary of the proposed rule changes posted by the Comptroller and laid out the primary changes. Specifically, if an internet order is fulfilled from a location in Texas that is not a place of business of the seller in Texas, the sale is consummated at the location in Texas to which the order is shipped or delivered, or at which the purchaser of the item takes possession. In other words, the sales taxes are sourced to the destination to which the order is delivered. DCTA has reached out to the member cities who's sales tax feeds into DCTA. Denton viewed themselves as neutral. Highland Village is in favor of the change. Lewisville is opposed to this change. DCTA staff recommends DCTA remain neutral on this item since it impacts each of our member cities differently. Comptroller has this open for commentary until April 3<sup>rd</sup>.*
  - *Vice Chair Gilmore expressed some concerns regarding statements made by staff. Raymond Suarez confirmed that we will sit down with the City of Lewisville to understand how they are getting that projection number and once we understand we can take that information to the other member cities.*
  
9. **Budget Process Strategic Direction** – *Raymond Suarez briefed the Board on the Budget Process Strategic Direction. DCTA typically has strategic vision and focus from the Board beginning January to March. We need some high-level discussion with the Board for guidance towards the Budget. Raymond laid out the FY21 Baseline assumptions which were presented in the presentation. Marisa Perry updated items that will be shared and how the budget process will take place as well as presenting the proposed budget calendar and budget workshop dates.*
  
10. **Hydrogen Ecosystem Initiative Update** – *Raymond Suarez updated the Board on the Hydrogen Ecosystem Initiative and where it stands in the region, where they are at in the process and the details of the grants associated with this initiative. DCTA is only at a point of submitting proposals.*
  
11. **Discussion of Regional Transportation and Legislative Issues**
  - *Dianne Costa is proud to be in a County where the citizens and elected officials support trails. There are so many people out on the trails right now.*
  - *Raymond Suarez adds that people are doing good job of listening to our leaders with the stay home orders.*
  - *Kristina Holcomb is working with FTA on funding for COVID -19.*



FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS – *Chair Costa made mention of the Board Agenda Outlook included in the Board packets and noted that at this point there is no good way for DCTA to go into closed session and come out it. Vice Chair Gilmore suggests reaching out to the City of Lewisville and see how they were able to go into closed session.*


- *Vice Chair Gilmore listed the following items he would like to add to future agenda items: a joint NTMC and DCTA Board meeting, Overview of strategy, intent, and goals before we build the FY21 budget. Perhaps facilitated workshop on a Saturday or regular scheduled Board meeting day. Secretary Sam and Vice Chair Gilmore agreed for a two-part overview; first one providing a 5-year look-back and the second meeting to be a productive meeting for setting goals, strategy and intent.*

REPORT ON ITEMS OF COMMUNITY INTEREST

- *DCTA is hosting the Rail Trail Event has been canceled until further notice*
- *DCTA is working with the independent school districts for at-home community outreach efforts*

ADJOURN – *Motion to adjourn the meeting was made by Secretary Burke and seconded by Vice Chair Gilmore. All in favor. The meeting was adjourned at 12:52 p.m.*

The minutes of the March 26, 2020 Board of Directors Meeting were passed and approved by a vote on this 23<sup>rd</sup> day of April 2020.



---

Dianne Costa, Chair

ATTEST



---

Sam Burke, Secretary