



## Board of Directors Regular Meeting

April 23, 2020 | 10:00 a.m.

To be held by Video Conference

*NOTICE IS HEREBY GIVEN that the members of the DCTA Board of Directors will be meeting via video conference link and the meeting will be made available to the public at the following web address:*

<https://meet662935157.adobeconnect.com/dctaboard/>

### CALL TO ORDER

### BRIEF ORIENTATION TO NAVIGATING THE VIDEO CONFERENCE LINK

### GUEST PRESENTER

1. Chris Yeary, Vice President – Sales & Use Taxes, with Avenu Insights & Analytics will be presenting an overview of the sales tax information provided by the Comptroller and an update on recent legislation involving sales tax for remote sellers and marketplace providers and sellers.

### PUBLIC COMMENT

This agenda item provides an opportunity for citizens to address the Board of Directors on any agenda items or other matters relating to the DCTA. Anyone wishing to address the Board of Directors should complete a Citizen Comment Registration Card and submit it to the DCTA Administration prior to the start of the Board of Director meeting. There is a three (3) minute time limit for each citizen. Anyone wishing to speak shall be courteous and cordial. The Board of Directors is not permitted to take action on any subject raised by a speaker during Citizen Comments. However, the Board of Directors may have the item placed on a future agenda for action; refer the item to the DCTA Administration for further study or action; briefly state existing DCTA policy; or provide a brief statement of factual information in response to the inquiry.

### CONSENT AGENDA

1. **Consider Approval of March 26, 2020 Minutes**  
*Action Item*  
Presenter: Dianne Costa, Highland Village, Board Chair  
Item Summary: Approval of the March 26, 2020 meeting minutes will be requested.  
Backup Information: Consent Item 1: March 26, 2020 Minutes

2. **Consider Approval of Monthly Financial Statements for March 2020 and Quarterly Reports for Q2 FY20**

*Action Item*

Presenter: Marisa Perry, CFO/VP of Finance

Item Summary: Board approval will be requested of the following items:

- o Financial Statements for March 2020
- o Capital Projects Budget Report for March 2020
- o Quarterly Investment Report Q2 FY20
- o Quarterly Grants Report Q2 FY20

Backup Information: Memo 1: Monthly Financial Statements and Capital Projects Budget Report for March 2020

Exhibit 1(a): Monthly Financial Statements – March 2020

Exhibit 1(b): Capital Projects Budget Report for March 2020

Exhibit 2: Quarterly Investment Report Q2 FY20

Exhibit 3: Quarterly Grants Report Q2 FY20

INFORMATIONAL REPORTS

1. **Monthly Financial Reports**

Item Summary: DCTA staff will answer questions of the Board regarding updates on financial items.

Backup Information: Memo 1: Monthly Sales Tax Receipts

Exhibit 1: FY20 Monthly Sales Tax Report

Memo 2: Monthly Mobility-as-a-Service Update

Memo 3: Budget Information

2. **Transformation Initiative Update**

Item Summary: DCTA staff will answer questions of the Board regarding the Transformation Initiative Update.

Backup Information: Memo: Transformation Initiative Update

Exhibit 1: Transformation and Budget Calendar

Exhibit 2: DCTA Purchasing List (April 2020 – December 2020)

3. **Performance Measures by Route**

Item Summary: DCTA staff will provide Performance Measures by Route for 2019.

Backup Information: Memo: Performance Measures by Route

Exhibit 1: Performance Measures by Route for FY2019

4. **Monsignor King Outreach Center to Our Daily Bread Shuttle Update**

Item Summary: DCTA staff will provide an update on the Monsignor King Outreach Center to Our Daily Bread Shuttle.

Backup Information: Memo: Monsignor King Outreach Center to Our Daily Bread Shuttle Update

Exhibit 1: Service Request Letter from the City of Denton

Exhibit 2: MK101 Route and Schedule

Exhibit 3: MK101 Ridership Report

**5. Public Transit Agency Safety Plan (PTASP) Overview**

- Item Summary: DCTA staff will provide an overview of the Public Transportation Agency Safety Plan Final Rule that requires operators of public transportation systems that receive federal funds under the Federal Transit Administration's (FTA) Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems.
- Backup Information: Memo: Public Transit Agency Safety Plan Overview  
Exhibit 1: Public Transportation Agency Safety Plan Final Rule

REGULAR AGENDA

**1. Coronavirus (COVID-19) Response Update**

*Discussion Item*

- Presenter: Kristina Holcomb, Deputy CEO
- Item Summary: DCTA Staff will provide an update on Coronavirus (COVID-19) regarding DCTA operations and staffing and the ever-changing environment on issues and the Agency's response during this health emergency.
- Backup Information: N/A

**2. Suspension of Service**

*Discussion Item*

- Presenter: Michelle Bloomer, VP Operations
- Item Summary: Suspension of Denton Connect Route 5 and Route 8
- Backup Information: Memo: Suspension of Denton Connect Route 5 and Route 8  
Exhibit 1: Denton Connect Route 5 Map and Schedule  
Exhibit 2: Denton Connect Route 6 Map and Schedule  
Exhibit 3: Denton Connect Route 7 Map and Schedule  
Exhibit 4: Denton Connect Route 8 Map and Schedule

**3. Contracted Service Agreements Overview**

*Discussion Item*

- Presenters: Raymond Suarez, CEO  
Marisa Perry, CFO/VP Finance
- Item Summary: DCTA Staff will provide a summary of FY2019 revenues and expenses for each contracted service.
- Backup Information: Exhibit 1: Contracted Service Summary  
Exhibit 2: Detail from FY2019 Cost Allocation Model

**4. Discussion and Approval of Contract Service Agreement Administrative Fee Policy**

*Action Item*

- Presenter: Marisa Perry, CFO/VP Finance
- Item Summary: Board approval will be requested of an Administrative Fee Policy to be applied to DCTA's contracted services.
- Backup Information: Memo: Approval of Administrative Fee Policy for DCTA Contracted Services  
Exhibit 1: Administrative Fee Policy

5. **Consider Approval to Amend the North Central Texas College (NCTC) Contracted Service Agreement**  
*Action Item*  
Presenter: Nicole Recker, VP Marketing & Administration  
Item Summary: Approval of amendment to NCTC contract in order for DCTA to determine an updated, and comprehensive, hourly rate for service.  
Backup Information: Memo: Discuss North Central Texas College (NCTC) Contracted Service Agreement  
Exhibit 1: December 2019 NCTC Contract Amendment  
Exhibit 2: NCTC Parent Contract  
Exhibit 3: NCTC Campus Shuttle Map
  
6. **Consider Approval to Amend the City of McKinney Interlocal Agreement Providing Service to the McKinney Urban Transit District (MUTD) by Authorizing a Month-to-Month Extension through September 30, 2020**  
*Action Item*  
Presenter: Lindsey Baker, Director of Strategic Partnerships  
Item Summary: The City of McKinney Interlocal Agreement providing service to the McKinney Urban Transit District (MUTD) expires on May 31, 2020. Staff is requesting the Board of Directors consider approving an amendment to the ILA allowing for a Month-to-Month Extension through September 30, 2020.  
Backup Information: Memo: Consider Approval to Amend City of McKinney Interlocal Agreement Providing Service to the McKinney Urban Transit District (MUTD) by Authorizing a Month-to-Month Extension through September 30, 2020  
Exhibit 1: City of McKinney Original Interlocal Agreement  
Exhibit 2: City of McKinney 2019 Extension Letter  
Exhibit 3: Map of MUTD Service Area  
Exhibit 4: City of McKinney Budget Cycle
  
7. **Board Strategic Guidance Session: DCTA's 5-year Look-back**  
*Discussion Item*  
Presenter: Raymond Suarez, CEO  
Item Summary: As DCTA staff begins the FY 2021 budget process, staff will provide information regarding the past 5 years of performance data, major events that have influenced agency and operational performance, a summary of the progress made over the past 18 months and a summary look-back at the creation and progress to date of the North Texas Mobility Corporation, Local Government Corporation.  
Backup Information: Memo: Board Strategic Guidance Session: DCTA's 5-year Look-back  
Exhibit 1: Historical Events Impacting DCTA Finances and Operations  
Exhibit 2: Ridership and Performance Measures  
Exhibit 3: Financial Information  
Exhibit 4: NTMC Historical Perspective and Progress to Date

8. **FY21 Budget Discussion**

*Discussion Item*

Presenter: Raymond Suarez, CEO  
Marisa Perry, CFO / VP of Finance

Item Summary: DCTA Staff will discuss the proposed direction of the agency in preparation for the start of the FY21 budget process.

Backup Information: N/A

9. **Discussion of Local & Regional Transportation and Legislative Issues**

*Information Item*

Presenters: Dianne Costa, Highland Village, Board Chair  
Raymond Suarez, CEO  
Kristina Holcomb, Deputy CEO

Item Summary: The Board Chair and staff will provide an update on local and regional transportation initiatives and discuss state and federal legislative issues.

Backup Information: N/A

FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

Staff will discuss proposed future agenda items. Board members may request an informational item or action item to be added to the next Board meeting agenda.

Backup Information: Exhibit 1: Board Agenda Outlook as of 04.17.2020

REPORT ON ITEMS OF COMMUNITY INTEREST

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.

**CONVENE EXECUTIVE SESSION – A PRIVATE SKYPE CONFERENCE NUMBER WILL BE PROVIDED TO VOTING BOARD MEMBERS VIA EMAIL PRIOR TO THE MEETING FOR CLOSED SESSION**

The Board may convene the Regular Board Meeting into Closed Executive Session for the following:

- A. 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.
- B. 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 CEO's Performance Review.

RECONVENE OPEN SESSION

Reconvene and Take Necessary Action on Items Discussed during Executive Session.



ADJOURN

**Board Members:**

Dianne Costa, Highland Village, *Chair*  
TJ Gilmore, Lewisville, *Vice Chair*  
Sam Burke, Denton County Seat 2, *Secretary*  
Cesar Molina, Denton County Seat 1  
Chris Watts, Denton

**Non-Voting Board Members:**

Mark Miller, Ron Trees, Connie White, Carter Wilson, Tom Winterburn, Joe Perez

**Staff Liaison:**

Raymond Suarez, CEO

The Denton County Transportation Authority meeting rooms are wheelchair accessible. Access to the building and special parking are available at the main entrance. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by emailing bpedron@dcta.net or calling Brandy Pedron at 972.221.4600.

This notice was posted on 4/17/2020 at 4:17 PM.

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Brandy Pedron, Executive Administrator | FOIA Requests