



Board of Directors Regular Meeting Minutes for:

April 25, 2019

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 Charles Emery, Chairman presiding on April 25, 2018 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

Attendance

Small Cities

Skip Kalb
Connie White

Large Cities

Charles Emery, Lewisville, Chairman
Dianne Costa, Highland Village
Sara Bagheri, Denton
Mark Miller, Flower Mound
Tom Winterburn, Corinth
Joe Perez, The Colony Alternate
Ron Trees, Little Elm
Don Hartman, Denton County
Unincorporated @ 1:58
Dave Kovatch, Denton County At
Large, Treasurer

Board Members Absent

Michael Savoie, Small Cities
Allen Harris, The Colony
Carter Wilson, Frisco

Legal Counsel

Pete Smith

DCTA Staff

Raymond Suarez, Chief Executive Officer
Kristina Holcomb, Deputy Chief Executive
Officer
Marisa Perry, Chief Financial Officer, Vice
President of Finance
Michelle Bloomer, Vice President,
Operations

Other Attendees

Adrienne Hamilton, Communications
Manager
Ann Boulden, Director of Capital
Development
Jonathan Strawther, Project Management
Specialist
Brandy Pedron, Executive Administrator

CALL TO ORDER: *Charles Emery, Board Chair, called the meeting to order and announced the presence of a quorum at 3:37 p.m.*

PLEDGE OF ALLEGIANCE – *led by Ron Trees*

INVOCATOIN – *led by Tom Winterburn*

WELCOME AND INTRODUCTION OF VISITORS – *None at this time*



1. PUBLIC COMMENT – *no public comments at this time*

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.

2. SERVICE AWARD – Skip Kalb – *Raymond Suarez and Charles Emery presented a service plaque to Skip Kalb for his 15 years of service on the DCTA Board.*

3. CONSENT AGENDA

- a. Approval of Minutes for the Board Work Session and Regular Meeting on March 28, 2018.
- b. Acceptance of Monthly Financial Statements for March 2019
- c. Acceptance of Quarterly Investment Report
- d. Acceptance of Quarterly Grant Report
 - *A Motion to approve the Consent Agenda items (a and d) was made by Sarah Bagheri. The motion was seconded by Dianne Costa. Motion passed unanimously by the Board with no abstentions.*

4. REGULAR AGENDA

- a. Discussion and Approval of Leadership Development Services Contract with Strategic Government Resources (SGR) – *Presented for discussion by Kristina Holcomb, Deputy CEO. Staff recommends to award contract to SGR to assist the agency with leadership development services including Board Governance, organizational process development, workplace and employee assessments, organizational process development and help infuse the leadership philosophy throughout the agency.*
 - *A Motion to approve the Regular Agenda item (a) was made by Connie White. The motion was seconded by Dave Kovatch. Motion passed unanimously by the Board with no abstentions.*
- b. Discussion and Approval of Mobility-as-a-Service Contracts – *Presented for discussion by Kristina Holcomb, Deputy CEO. A Request for Proposals (RFP) for Mobility-as-a-Service was released on January 16, 2019 and DCTA received 37 proposals in the RFP process. These vendors will assist DCTA in providing mobility services to contract cities as well as member cities. The list of firms was provided to the Board. There are 31 firms DCTA recommends providing award of contract to. In presenting this RFP, DCTA held webinars and leveraged our network with the Texas Innovation Alliance, APTA and Council of Governments to help broadcast the RFP. There were four sub-categories under demand response considered ranging from technology services, vehicles, scooters, app base, or service/technology components. Staff is recommending the*

Board authorize the CEO to negotiate and execute on-call Mobility-as-a-Service contracts with each of the thirty-one (31) firms listed on the attached list and a total annual contract value of \$2,400,000 for all task orders issued under the master on-call contracts. Additional language requested by the Board: "Staff will provide a monthly update to the Board of Directors on all Mobility-as-a-Service commitments, activities and expenditures".

- *A Motion to approve the Regular Agenda item (b) as amended to include requested language as stated above was made by Mark Miller. The motion was seconded by Dave Kovatch. Motion passed unanimously by the Board with no abstentions.*

- c. *Discussion and Approval City of Amarillo Interlocal Agreement for Gillig Bus Purchase Options – Presented for discussion by Marisa Perry, Chief Financial Officer, Vice President of Finance. This item is an ILA with the City of Amarillo to use eight of our 30 remaining, unused options for the purchase of large heavy-duty buses that expires on June 3, 2020. Based on DCTA's current and planned services, staff does not anticipate the need to purchase any additional large heavy-duty buses during this time. Staff recommends the Board of Directors authorize the CEO to execute an Interlocal Agreement with the City of Amarillo, allowing the City to use options assigned to DCTA to purchase Gillig buses.*
 - *A Motion to approve the Regular Agenda item (c) was made by Mark Miller. The motion was seconded by Dave Kovatch. Motion passed unanimously by the Board with no abstentions.*

- d. *Discussion and Approval of an agreement with The Retreat at Denton, LLC – Presented for discussion by Michelle Bloomer, Vice President Operations. Landmark Properties approached University of North Texas (UNT) to request a bus stop for the benefit and convenience of their residents at the new 700 plus bed complex located west of IH 35 near Apogee Stadium named Retreat at Denton. UNT and the developer approached DCTA, as the official provider UNT's shuttle services. DCTA is proposing to serve this new housing development with a modification to the current North Texas shuttle route. The property owner has agreed to an annual contribution of \$13,000 to offset the cost of the services. Staff is requesting the Board authorize the CEO to execute the agreement with The Retreat at Denton, LLC and authorize the CEO to negotiate and execute future agreements.*
 - *A Motion to approve the Regular Agenda item (d) was made by Skip Kalb. The motion was seconded by Connie White. Motion passed unanimously by the Board with no abstentions.*

- e. *Discussion and Approval of New Agency Policies – Presented for discussion by Kristina Holcomb, Deputy CEO. DCTA's Employee Handbook currently does not outline policies and procedures relating to access to agency facilities, social media utilization or media relations protocols. DCTA Staff recommends the Board approve the proposed policies for inclusion in the DCTA Employee Handbook.*
 - i. Access to Premises Policy
 - ii. Social Media Policy
 - iii. Media Relations Policy

- *A Motion to approve the Regular Agenda item (e) was made by Dianne Costa. The motion was seconded by Connie White. Motion passed unanimously by the Board with no abstentions.*

- f. Discussion and Approval of Swiftly Contract Renewal – *This item was removed from the agenda*

- 5. Convene Executive Session. The Board may convene the Regular Board Meeting into Closed Executive Session for the following: - *The Board did not meet in executive session at this time*

- 6. Reconvene Open Session – *Not applicable*
 - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.

- 7. CHAIR REPORT – *Charles Emery briefly stated DCTA's good standing with the Regional Transportation Council (RTC); there is a meeting with Michael Morris scheduled for later in the month; Judge Andy Eads will be Chair of the RTC beginning in June or July*
 - a. Discussion of Regional Transportation Issues – *Charles Emery noted that Denton County's air quality has improved slightly and that the region is growing by 125 thousand per year.*
 - b. Discussion Legislative Issues
 - i. Regional State
 - ii. Federal

- 8. CEO'S REPORT
 - a. Budget Transfers – *No budget transfers at this time*
 - b. Regional Transportation Issues – *Raymond Suarez briefly discussed the following:*
 - *Raymond Suarez attending the APTA CEO Seminar. Some of the discussions were around data analytics and unemployment – difficulty in finding drivers industry wide and discussions on how to attract employees in the public transit sector*
 - *Raymond Suarez announce his presence on the United Way Board of Directors*
 - *Raymond discussed a meeting with Judge Andy Eads regarding regional planning in Denton and Collin counties by working together and how DCTA can contribute by utilizing our resources*

- 9. REPORT ON ITEMS OF COMMUNITY INTEREST
 - a. 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.
 - *Dave Kovatch suggested to cancel the May Program Services Committee meeting and noted t discuss the role of the Program Services Committee in the July meeting as changes come to the Board structure.*
 - *Dianne Costa informed the Board that she spoke to the Highland Village Council about the Maas and other innovative and good things that DCTA is initiating.*




- Kristina Holcomb, Deputy CEO, announced that Brandy Pedron will add the APTA Seminars and Events the weekly event log.

10. ADJOURN – The meeting was adjourned at 4:14 p.m.

The minutes of the March 28, 2018 Regular meeting of the Board of Directors were passed and approved by a vote on this 25th day of April 2019.



Charles Emery, Chairman
Dianne Costa, Vice

ATTEST


Sara Bagheri, Secretary
DAVID KOUATCHI, Treasury