



Board of Directors Work Session Meeting Minutes for: April 25, 2019

Board of Directors  
Work Session Minutes

The Board of Directors of the Denton County Transportation Authority convened the work session of the Board of Directors with Charles Emery, Chairman presiding on April 25, 2019 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  
Lindsey Baker, Director of Strategic  
Partnerships  
Athena Forrester, Assistant Vice President of  
Regulatory Compliance  
Sarah Martinez, Director of Procurement  
Whitney Trayler, Grants Manager  
Chrissy Nguyen, Senior Accountant  
Ann Boulden, Director of Capital  
Development  
Jonathan Strawther, Project Management  
Specialist  
Brandy Pedron, Executive Administrator

*CALL TO ORDER: Chairman, Charles Emery, called the meeting to order and announced the presence of a quorum at 1:30 p.m.*

*Raymond Suarez introduced Peggy Hinkle-Wolf, DRC and Emily Davis, Community Impact  
Ann Boulden introduced new employee, Jonathan Strawther*



1. Monthly Financial Reports – *Marisa Perry, Chief Financial Officer, VP of Finance, provided a report on the following: No further discussion*
  - a. Financial Statements for March 2019
  - b. Capital Projects Budget Report for March 2019
  - c. Monthly Sales Tax Receipts
  - d. Quarterly Investment Report – *trending at 33 percent reserve fund*
  - e. Quarterly Grant Report
2. Update and Discussion Regarding Agency Initiatives / Intent
  - a. Local and Regional Transit System Growth
    - i. Collin County Commuter Vanpool – *Michelle Bloomer, Vice President of Operations, updated the Board on Collin County Commuter Vanpool. The North Texas Council of Governments (NCTCOG) approached DCTA about providing services in Collin County. DCTA submitted a letter of intent of interest. NCTCOG is discussing this further with DART*
    - ii. Trinity Metro I-35 Service Partnership – *Michelle Bloomer, Vice President of Operations, briefed the Board on the Trinity Metro I-35 Service Partnership. On February 1, 2019 Alliance Link Demand Response changed to ZipZone, a subsidy program originally scheduled for six months of service. Trinity Metro wants DCTA to continue the service with an 18-month extension.*
  - b. Improving Efficiencies and Maximizing City's Return on Investment
    - i. ELAP Status Update / FY2020 Budget Timeline – *Marisa Perry, CFO, gave a brief update on TTI Cost Model and ELAP Status Update and informed the Board that the DCTA May 2019 Finance Committee Meeting will be cancelled.*
    - ii. 86<sup>th</sup> Legislative Session Activities Update – *Lindsey Baker, Director of Strategic Partnerships, updated the Board on the 86<sup>th</sup> Legislative Session. The bill is at local and consent and is waiting to get scheduled. SB1066 will probably be on next week's calendar.*
  - c. Assessing Everything We Do with Innovation
    - i. North Texas Mobility Corporation (NTMC) Organizational Chart – *Kristina Holcomb, Deputy CEO presented the Board with an NTMC Flier update and an organizational flow chart.*
3. Discussion and Review of Regular Board Meeting Agenda Items
  - a. Leadership Development Services Contract with Strategic Government Resources – *Kristina Holcomb, Deputy CEO, briefed the Board on the agenda item*
  - b. Mobility-as-a-Service Contracts (MaaS)– *Sarah Martinez, Director of Procurement, discussed the MaaS: DCTA received 37 procurements and 33 were given to the Evaluation Team for review, 2 scored below the minimum and 31 are being presented to the Board. After discussion regarding the pre-approved budget item, it was agreed that DCTA staff will add a standing update on the Work Session agenda as a tracking item to give a monthly update on activities, commitments and expenditures.*



- c. City of Amarillo Interlocal Agreement for Gillig Bus Purchase Options – *Athena Forrester, presented the Interlocal Agreement for Gillig Bus Purchase Options for the City of Amarillo.*
  - d. The Retreat at Denton, LLC Agreement – *Michelle Bloomer, Vice President of Operations, announce the request from the Retreat at Denton, LLC for DCTA to provide shuttle service from the new apartments to UNT. This service would modify the North Texan route and will not increase hours but will increase miles. The developer will cover the \$13,000 annual cost increase.*
  - e. New Agency Policies – *Kristina Holcomb, Deputy CEO, presented the following policies to the Board for approval during the Regular Board meeting*
    - i. Access to Premises Policy
    - ii. Social Media Policy
    - iii. Media Relations Policy
  - f. Swiftly Contract Renewal - *Raymond Suarez, CEO announced that this item will be pulled from the agenda*
4. Convene Executive Session – *The Board did not convene into executive session at this time*  
As Authorized by Texas Government Code Section 551.072 Deliberation regarding Real Property:  
Discussed 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.
5. Reconvene Open Session – *Not applicable*
  - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session
6. Discussion of Future Agenda Items – *Nothing discussed at this time.*
7. ADJOURN at 2:36 p.m.

The minutes of the March 25, 2018 Work Session meeting of the Board of Directors were passed and approved by a vote on this 23rd day of May 2019.

  
Charles Emery, Chairman  
*Digane Costa, Vice*

ATTEST  
  
Sara Bagheri, Secretary  
*DAVID KOVACH, Treasurer*