



Board of Directors Work Session Meeting Minutes for:

May 23, 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 Dianne Costa, Vice Chair presiding on May 23, 2019 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

Attendance

Voting Members

Dianne Costa, Vice Chair, Highland Village
Mayor Chris Watts, Denton
TJ Gilmore, Lewisville
Don Hartman, Denton County
Shannon Joski, Alternate, Denton County

Non-voting Members

Allen Harris, The Colony
Ron Trees, Little Elm
Tom Winterburn, Corinth
Mark Miller, Flower Mound
Connie White, Small Cities
Michael Savoie, Small Cities @ 2:17

Legal Counsel

Kevin Laughlin

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 DCTA Staff Attendees

Adrienne Hamilton, Communications Manager
Lindsey Baker, Director of Strategic Partnerships
Athena Forrester, Assistant Vice President of
Regulatory Compliance
Sarah Martinez, Director of Procurement
Chrissy Nguyen, Senior Accountant
Ann Boulden, Director of Capital Development
Brandy Pedron, Executive Administrator

CALL TO ORDER: Vice Chair, Dianne Costa, called the meeting to order and announced the presence of a quorum at 1:31 p.m.

The Board and DCTA Staff made introductions around the table.

1. Monthly Financial Reports – *No further discussion*

- a. Financial Statements for April 2019 – *Marisa Perry reported the following: The reports presented for the period ending April 30, 2019 include the Statement of Change in Net Position, Statement of Net Position, and Capital Projects Fund. These reports provided a comparison of budget vs. actual for the fiscal year as of the current month. Major variances between year-to-date budget and year-to-date actuals were reported as: Passenger revenues at a YTD favorable by \$233k; Contract Service revenues at a YTD unfavorable by (\$266k); Federal/State Grants-Capital YTD favorable by \$27k; and Federal/State Grants-Operating YTD unfavorable by (\$733k). Sales Tax revenue was not yet received and was accrued for the month based on budget; sales tax generated in April will be received in June.*
- b. Capital Projects Budget Report for April 2019 – *Capital Projects Budget report presented to the Board*
- c. Monthly Sales Tax Receipts – *Marisa Perry reported the following: Sales tax represents the single largest source of revenue for DCTA at 64.13% for the Fiscal Year 2019 budget. The annual sales tax budget for FY19 is \$28,450, 180. Because of its importance in funding of DCTA's ongoing operations, the Board adopted a*

Budget Contingency Plan that outlines the Agency's response when declines in sales tax hit a specific target. Sales tax reports were presented to the Board.

- d. *Monthly Mobility-as-a-Service (MaaS) Update – Raymond Suarez gave a brief explanation of what Mobility-as-a-Service is and how it works. Monthly update on MaaS commitments, activities and expenditures was reported as follows: this month, three contracts were fully executed to Quebec, Inc. dba Transit; Dashboard Story, Inc. dba DUET; and DemandTrans Solutions, Inc. All other contracts are being reviewed and are pending signatures. No task orders have been issued to date. Board member Watts and Gilmore requested a background and overview of MaaS be presented at the next meeting.*

2. Update and Discussion Regarding Agency Initiatives / Intent

- a. *Improving Efficiencies and Maximizing City's Return on Investment*
 - i. *86th Legislative Session Activities Update and Next Steps – Lindsey Baker reported the following: The Texas State Legislature passed Senate Bill 1066 on May 8, transmitting the bill to the Governor's desk the same day. Governor Abbott signed the bill on May 20. DCTA is working with Legal to update the DCTA Board of Directors Bylaws and identify next steps. Because the effective date of the legislation fell before this scheduled Board meeting, this meeting was conducted under the new configuration.*
 - ii. *Cost Model/ELAP Status Update – Marisa Perry gave a brief update on TTI Cost Model and ELAP Status Update and informed the Board that the DCTA has scheduled a Stakeholder feedback meeting with TTI on July 19, 2019.*
 - iii. *North Texas Xpress Point-In-Time Survey Update – Adrienne Hamilton briefly reported on the North Texas Xpress Point-In-Time Survey*
 - iv. *Citizens Advisory Team (CAT) Meeting Recap Report – Adrienne Hamilton provided a report on the CAT meeting and gave a brief update*
- b. *Assessing Everything We Do with Innovation*
 - i. *North Texas Mobility Corporation (NTMC) Update – Kristina Holcomb provided a brief update on NTMC. Board member Watts and Gilmore requested an overview of NTMC be presented at the next meeting.*
- c. *Local and Regional Transit System Growth*
 - i. *Corinth Area Planning Update – Kristina Holcomb provided an update by PowerPoint presentation on Phase I and Phase II. The Interlocal Agreement will be taken to the Corinth Council tonight and the ILA will then be presented to the DCTA Board in June.*
 - ii. *Regional Rail Update – Raymond Suarez provided the Board with a brief update on Regional Rail initiatives.*

3. Discussion and Review of Regular Board Meeting Agenda Items

- a. *Task Order with Lockwood Andrews and Newnam for Track Study for Phase III of PTC – Michelle Bloomer reported that DCTA will be taking the task order or LAN for Track Study for Phase III of PTC to the Regular Board meeting for motion and approval. LAN will evaluate the track curves to determine if modifications can be made to the existing operating speeds.*
- b. *Elderly and Disabled Service for Lewisville Residents to Flower Mound – Michelle Bloomer reported the DCTA will be taking Resolution R19-08 Authorizing the CEO to Expand Lewisville Elderly and Disabled Services to Designated Areas in Flower Mound to the Regular Board meeting for motion and approval.*
- c. *Amendment to North Texas Mobility Corporation (NTMC) Bylaws – Marisa Perry and Kristina Holcomb reported that DCTA will be taking Resolution R19-07 Approving North Texas Mobility Corporation Resolution 2019-N007 Bylaw Amendment to alter the bylaws wording.*

4. Convene Executive Session – *The Board convened into executive session at 2:47 p.m.*
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 – *The Board Work Session reconvened into open session at 3:28 p.m.*
 - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session – *no action was taken*
6. Discussion of Future Agenda Items
 - a. Board Member Requests – *Board member Watts and Gilmore requested an NTMC side-by-side overview and a MaaS scope and scale overview at the next Work Session meeting.*
7. ADJOURN at 3:34 p.m.

The minutes of the May 23, 2019 Work Session meeting of the Board of Directors were passed and approved by a vote on this 20th day of June 2019.



Dianne Costa, Vice Chair

ATTEST



Dave Kovatch, Treasurer