



Board of Directors Regular Meeting

May 27, 2020 | 10:00 a.m.

To be held by Video Conference or by Telephone Conference
and at Highland Village Council Chambers,
Municipal Complex, 1000 Highland Village Rd.,
Highland Village, TX 75077

NOTICE IS HEREBY GIVEN that the members of the DCTA Board of Directors will be meeting at Highland Village Council Chambers, Municipal Complex, 1000 Highland Village Rd., Highland Village, TX 75077 and via video conference using Adobe Connect. The meeting will be made available to the public at the following web address: <https://meet662935157.adobeconnect.com/dctaboard/> or by joining via telephone conference at the following number: 1-254-266-7685, ID: 260376225#

CALL TO ORDER

BRIEF ORIENTATION TO NAVIGATING THE VIDEO CONFERENCE LINK

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 April 23, 2020 Minutes**

Action Item

Presenter: Dianne Costa, Highland Village, Board Chair
Item Summary: Approval of the April 23, 2020 meeting minutes will be requested.
Backup Information: Consent Item 1: April 23, 2020 Minutes

2. **Consider Approval of Monthly Financial Statements for April 2020**

Action Item

Presenter: Marisa Perry, CFO/VP of Finance
Item Summary: Board approval will be requested of the following items:

- o Financial Statements for April 2020
- o Capital Projects Budget Report for April 2020

Backup Information: Memo: Monthly Financial Statements for April 2020
Exhibit 1: Monthly Financials – April 2020
Exhibit 2: Capital Projects Budget Report – April 2020



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

3. **Information Requested by Board Members at the April Board Meeting**

Item Summary: The information below is being provided per the request of Board Members at the April Board Meeting. DCTA will answer any questions the Board may have regarding the following.

Backup Information: Exhibit 1: Contracted Service Agreements Monthly Progress Report
Exhibit 2: Turnover Information over the Past Five Years
Exhibit 3: Cost Savings Associated with Suspension of Service for Route 5 and Route 8

4. **Community Advisory Committee Meeting Recap Report (April 2020)**

Item Summary: DCTA staff will answer questions of the Board regarding the April Community Advisory Committee recap report.

Backup Information: Exhibit 1: Community Advisory Committee Meeting Recap Report (April 2020)

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. Board Strategic Visioning Session

Discussion Item

- Presenter: Dianne Costa, Highland Village, Board Chair
Mike Mowery, SGR, Facilitator
- Item Summary: Mike Mowery with SGR will facilitate a strategic visioning and goal setting discussion with the DCTA Board of Directors to gain consensus on near-term priorities with a focus on projects and initiatives which achieve the four primary objectives of DCTA's mission: Mobility, Air Quality, Livability and Economic Growth. This will provide DCTA staff the needed guidance so that recommendations and financial priorities for the remainder of FY2020 and FY2021 can be brought to the Board for consideration.
- Backup Information: Exhibit 1: Mike Mowery Bio
Exhibit 2: DCTA Short Term Strategic Priorities for Board Discussion

3. Member City Investment Policy Discussion (ELAP Equivalent)

Discussion Item

- Presenter: Raymond Suarez, CEO
- Item Summary: DCTA Staff will discuss options regarding a path forward for developing and implementing an Enhanced Local Assistance Program (ELAP), to facilitate investments in programs and projects within member cities that are in keeping with DCTA's Mission.
- Backup Information: N/A

4. Consider Approval of Resolution R20-04 Approving FY20 Budget Amendment

Action Item

- Presenter: Marisa Perry, CFO/VP of Finance
- Item Summary: Board approval will be requested of Resolution R20-04 approving FY2020 Budget Revision 2020-04.
- Backup Information: Memo: Approval of Resolution R20-04 Approving FY20 Budget Revision 2020-04
Exhibit 1: Resolution R20-04
Exhibit 2: Budget Revision 2020-04
Exhibit 3: Change in Net Position (DCTA)
Exhibit 4: Change in Net Position (Combined)
Exhibit 5: Organization Chart with notes or memo outlining changes
Exhibit 6: Year to Date FY2020 Budget Revisions

5. North Texas Mobility Corporation (NTMC) Discussion

Discussion Item

- Presenter: Raymond Suarez, CEO
- Item Summary: Staff will facilitate a discussion regarding the current and future state of the NTMC and potential service delivery options moving forward.
- Backup Information: Exhibit 1: NTMC Current Structure

6. Consider Approval of Resolution R20-07 Approving the North Texas Mobility Corporation’s (“NTMC”) Amended Certificate of Formation which was Approved by the NTMC Board of Directors at its Regular Meeting on April 22, 2020

Action Item

Presenter: Kristina Holcomb, Deputy CEO

Item Summary: DCTA Staff will provide an overview and recommends approval of the amended Certificate of Formation modifications made and approved by the NTMC Board of Directors on April 22, 2020.

Backup Information: Memo: Consider Approval of Resolution R20-07 Approving the North Texas Mobility Corporation’s (“NTMC”) Amended Certificate of Formation which was Approved by the NTMC Board of Directors at its Regular Meeting on April 22, 2020

Exhibit 1: Resolution R20-07 Approving the North Texas Mobility Corporation’s (“NTMC”) Amended Certificate of Formation which was Approved by the NTMC Board of Directors at its Regular Meeting on April 22, 2020

7. Consider Approval of Resolution R20-06 Approving Public Transportation Agency Safety Plan (PTASP)

Action Item

Presenter: Kristina Holcomb, Deputy CEO

Item Summary: DCTA staff will provide an overview and recommends approval of the Public Transportation Agency Safety Plan Final Rule that requires operators of public transit systems that receive federal funds under the Federal Transportation 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: Consider Approval of Resolution R20-06 Approving Public Transportation Agency Safety Plan (PTASP)

Exhibit 1: Resolution R20-06 Approving Public Transportation Agency Safety Plan (PTASP) with Exhibit A, DCTA Public Transportation Agency Safety Plan (PTASP)

8. Consider Approval of City of Lewisville Trail Maintenance Agreement

Action Item

Presenter: Kristina Holcomb, Deputy CEO

Item Summary: Staff recommends approval ILA for maintenance of the A-train Rail Trail in the City of Lewisville.

Backup Information: Memo: Approval of City of Lewisville Trail Maintenance Agreement

Exhibit 1: ILA for DCTA Trail Maintenance between DCTA and City of Lewisville

9. Consider Approval of Train the Trainer Task Order

Action Item

- Presenter: Nicole Recker, VP of Mobility Services and Administration
- Item Summary: Staff recommends approval of Task Order #1, in the amount of \$189,049, with Kittleson and Associates to develop and implement a Train the Trainer program. Funding for the project is included in the FY '20 operating budget and assumed in the FY '21 budget. Expenditures will be reimbursed at 100% by grant funds provided by NCTCOG.
- Backup Information: Memo: Approval of Train the Trainer Task Order
Exhibit 1: Train the Trainer Task Order
Exhibit 2: Parent Contract (On-Call Planning Firm)

10. Consider Award of Agency-wide Print Contract

Action Item

- Presenter: Nicole Recker, VP of Mobility Services and Administration
- Item Summary: RFP 20-07 continues DCTA's existing print services to ensure cost-effective and seamless turnkey solutions for agency-wide printing needs. Staff recommends approval of RFP 20-07 Print Services and requests authorization for the CEO to execute the contract for \$560,000 over a five-year term.
- Backup Information: Memo: Consider Award of Agency-wide Print Contract
Exhibit 1: Evaluation Consensus
Exhibit 2: Request for Proposal Package
Exhibit 3: Signarama Proposal
Exhibit 4: Riot Creative Imaging Proposal

11. Consider Award of RFP 20-12 for Insurance Broker of Record Services

Action Item

- Presenter: Marisa Perry, CFO/VP of Finance
- Item Summary: Staff recommends approval of RFP 20-12 Insurance Broker of Record Services to McGriff and requests authorization for the CEO to execute the contract for a three-year term with two one-year extensions.
- Backup Information: Memo: Consider Award of RFP 20-12 for Insurance Broker of Record Services
Exhibit 1: Evaluation Consensus
Exhibit 2: Request for Proposal Package
Exhibit 3: McGriff Proposal

12. 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 05.22.2020

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 5/22/2020 at 1:31 PM.

Brandy Pedron, Executive Administrator | Board Support | FOIA