

Board of Directors Meeting Minutes for:

May 27, 2020

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 Dianne Costa, Vice Chair presiding on May 27, 2020 remotely and at Highland Village Council Chambers.

Attendance

Voting Members

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

Non-voting Members

Tom Winterburn, Corinth
Mark Miller, Flower Mound (remotely)
Carter Wilson, Frisco (remotely)
Connie White, Small Cities
Ron Trees, Little Elm

Legal Counsel

Joe Gorfida, NJDHS

DCTA Executive Staff

Raymond Suarez, Chief Executive Officer
Kristina Holcomb, Deputy Chief Executive
Officer
Marisa Perry, Chief Financial Officer/Vice
President of Finance
Nicole Recker, Vice President of Mobility
Services and Administration

Guest Speakers

Mike Mowery, SGR

Other DCTA Staff Attendees

Lindsey Baker, Director of Strategic Partnerships
Athena Forrester, Assistant Vice President of
Regulatory Compliance/DBE Liaison
Ann Bolden, Director of Capital Development
Adrienne Hamilton, Senior Marketing and
Communications Manager
Tim Palermo, Senior Regional Planner
Troy Raley, Director of Bus Operations/Maintenance
Amanda Riddle, Senior Manager of Budget
Whitney Trayler, Grants Manager
Javier Trilla, Director of Information Technology
Kyler Hagler, Network Administrator
Brandy Pedron, Executive Administrator
Rusty Comer, Manager of Bus Administration
Sheri Evridge, Operations Analyst
Kayla Laird, Communications Coordinator

Public Attendees

Claire Powell, Lewisville Alternate
Michael Leavitt, Highland Village Alternate
Keely Briggs, Denton City Council Member
RJ Garza, NTMC Contract General Manager
Peggy Hinkle-Wolf, DRC
Brandi Bird, Bird Advocacy & Consulting
Paula Richardson
Dee Leggett, LTK
Roy Latkowsli, DCTA Bus Driver
Andrew Ittigson, AECOM
Karon Moore

CALL TO ORDER – *Chair Costa called the meeting to order and announced the presence of a quorum at 10:05 am.*

INVOCATION – *Cesar Molina led the Meeting in Prayer.*

PUBLIC COMMENT – *There were no public comments made.*



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CONSENT AGENDA

1. **Approval of April 23, 2020 Minutes**
2. **Approval of Monthly Financial Statements for April 2020**
 - *A Motion to approve Consent Agenda item 1 and 2 as presented was made by Secretary Burke. The motion was seconded by Chair Costa. All board members voted yes. Motion passed unanimously by the Board with no abstentions.*

INFORMATIONAL REPORTS – *The following information reports were presented to the Board in the Board Packets for review.*

1. **Monthly Financial Reports for April 2020** – *No questions were asked.*
2. **Transformation Initiative Update** – *The Transformation Initiative is an agency-wide study to help the DCTA Board of Directors develop a cohesive vision for DCTA's future, improve operations, address perceived concerns, and respond to evolving markets, technology and consumer preferences. A cost for the study, and any additional services, were disclosed in the bid proposals received on April 17, 2020. An FY '20 budget amendment will be brought to the board for consideration on June 25, 2020 along with the final bidder recommendation. Nicole Recker updated the Board on all completed step in the Timeline and informed the Board of next steps:*
 - *Week of May 18, 2020 – Top candidate presentations*
 - *Week of May 25, 2020 – Evaluation committee meeting to determine final bidder recommendation*
 - *(The timing of the above "Next Steps" will be slightly delayed due to receiving select evaluation committee scoring later than expected. We anticipate the ability to make up this timing without a negative impact on the overall timeline.)*
 - *Early-June 2020 – Board packet preparation*
 - *June 25, 2020 – Final recommendation taken to DCTA Board of Directors for approval*
3. **Information Requested by Board Members at the April Board Meeting Information** – *Information on Contracted Service Agreements Monthly Progress Report, Turnover Information over the Past Five Years, and Cost Savings Associated with Suspension of Service for Route 5 and Route 8 was provided to the board as requested at the April Board Meeting in informational reports provided in the packet.*
 - *The Board agreed that all requests asked of a Board Member should be shared with the Board entirely. A process for requesting information will be discussed at a future meeting.*
4. **Community Advisory Committee Meeting Reap Report** – *No questions were asked.*

REGULAR AGENDA

1. **Coronavirus (COVID-19) Response Update**
 - *Kristina Holcomb gave a detailed briefing of COVID-19 statistics on number of cases, C-11 protective vinyl shields, employee appreciation efforts, passenger communications, upcoming public involvement, and ATU Hazard Pay requests and options.*

[Board Chair Costa made a motion to recess the meeting for short break at 11:14 am. The time of recess expired, and the meeting resumed at 11:20 am.]

2. **Board Strategic Visioning Session**

- *Mike Mowery with Strategic Government Resources led the Board in a Strategic Visioning Session and goal setting discussion in order 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. The purpose of this session was to provide staff with the needed guidance so that recommendations and financial priorities for the remainder of FY2020 and FY2021 can be brought to the Board for consideration. Raymond Suarez led the discussion and introduced Mike Mowery with SGR.*
- *Mike Mowery led the Board through the Strategic Visioning Session Agenda topics as follows:*
 - o *Review of Mission, Vision, and Values*
 - o *Board Short Term Strategic Guidance Themes*
 - o *Focus on projects and initiatives that achieve the 4 primary objects of DCTA's missions: Mobility, Air Quality, Livability and Economic Growth*
 - o *Focus on local and regional transit system growth*
 - o *Improve efficiencies and maximize return on investment*
 - o *Build a great employee culture and a quality brand*
 - o *Wrap-up and Closing Thoughts*
- *Each Board Member offered the following as a focus for Strategic Visioning:*
 - o *Secretary Burke: Try not to use reserves; more focus on transit-oriented development; and Improve our regional presence*
 - o *Cesar Molina: Improve ridership or movement of people; look at transit peers; only increase services that will improve ridership and movement*
 - o *Vice Chair Gilmore: Solidify ELAP policy; partner with cities to discuss TOD; maintain ridership by mode and grow ridership locally; transformation Initiative awarded in June, reporting by December; tracking of Board requests; admin cost policy: Admin around 12%; and reduce turnover*
 - o *Chris Watts: Goal is moving the public; continue improving ridership data; improve headways; pilot service: Demand Response service to/from train; funding of a regional system; event service to Dallas without DART*
 - o *Chair Costa: ELAP; TOD*
 - o *Highland Village Alternate, Mike Leavitt: Expanding service through contracts*
 - o *Small Cities, Connie White: Wait for transformation initiative before taking action on admin policy; look to expand service in the southern part of the county*
 - o *Corinth, Tom Winterburn: Complete Corinth study*

[Board Chair Costa made a motion to recess the meeting for lunch break at 12:39 am. The time of recess expired, and the meeting resumed at 12:52 am.]

3. **Member City Investment Policy Discussion (ELAP Equivalent)** – *Raymond led the discussion of the Board on the Member City Investment Policy (ELAP Equivalent). A discussion on tasking a consultant to do the following was held: Review past ELAP policy; Consider changes in new innovated services; Consider changes in Federal and State law and/or policy; Consider how Federal funds can be leveraged; Draft new policy; and Discuss potential projects.*
 - *The 2006 policy was requested by the Board.*
 - *Vice Chair Gilmore would like to see a policy independent of COVID funds.*
 - *Chair Costa, Mayor Watts, Cesar Molina and Secretary Burke all agreed to contract AECOM to be the consultant for this initiative.*
 - *Vice Chair Gilmore would like to wait until the Transformation Study*
 - *No action was taken by the Board.*

4. **Consider Approval of Resolution R20-04 Approving FY20 Budget Amendment** – *Marisa Perry provided an overview of the item. In order to improve financial reporting and communicate expected financial results the revised budget is submitted to the Board for consideration and approval of the attached Budget Revision Number 2020-04. Major items included in this revision are as follows:*
 - *DCTA Operating Revenues, DCTA Operating Expenses, DCTA Non-Operating Revenues/(Expenses), Federal Grants and Reimbursements, State Grants and Reimbursements, DCTA Transfers Out, Capital Budget, NTMC Operating Expenses, and NTMC Transfers In.*
 - *DCTA's Financial Management Policies require approval of a Board resolution to authorize a budget amendment that increases the total adopted fiscal year budget or moves funds between DCTA and NTMC. The total budget impact of Budget Amendment Number 2020-04 is an increase to Net Position of \$1,459,029. Staff recommends the Board of Directors approve Resolution R20-04 authorizing a budget amendment for the FY 2020 operating and capital budget.*
 - *A Motion to approve Resolution R20-04 Approving FY20 Budget Amendment was made by Secretary Burke. The motion was seconded by Chris Watts. All Board members voted in favor. Motion carries and is passed unanimously by the Board with no abstentions.*

[Board Chair Costa made a motion to recess the meeting for short break at 2:14 pm. The time of recess expired, and the meeting resumed at 2:23 pm.]

5. **North Texas Mobility Corporation (NTMC) Discussion** – *Raymond Suarez and staff facilitated a discussion regarding the current and future state of the NTMC and potential service delivery options moving forward. genesis of NTMC, NTMC role in DCTA Vision, Transition Plan, current challenges, and current NTMC Board recommendations were discussed in detail. The NTMC Board Certificate of Formation Modification recommendations approved at NTMC's April Board Meeting by the NTMC Board of Directors, which eliminated NTMC the ability to issue debt and eliminated the requirement for DCTA CEO (or similar position) to serve on the NTMC Board. DCTA staff discussed with the board the communication challenges that exist, the financial controls and reporting responsibilities as well as the operating controls and reporting responsibilities. A Joint DCTA and NTMC Workshop is scheduled to occur at next month's DCTA Board Meeting.*
 - *Chris Watts has concern about the reporting structure.*
 - *No action was taken by the Board.*
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** – *Kristina Holcomb provided an overview and recommended approval of the amended Certificate of Formation modifications made and approved by the NTMC Board of Directors on April 22, 2020.*
 - *A Motion to table the item until a date certain after the joint meeting with NTMC was made by Chris Watts. The motion was seconded by Secretary Burke. All Board members voted in favor. Motion carries and is passed unanimously by the Board with no abstentions.*
7. **Consider Approval of Resolution R20-06 Approving Public Transportation Agency Safety Plan (PTASP)** – *Kristina Holcomb provided an overview and recommended 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.*
 - *A Motion to approve Resolution R20-06 Approving Public Transportation Agency Safety Plan (PTASP) was made by Chris Watts. The motion was seconded by Secretary Burke. All Board*

members voted in favor. Motion carries and is passed unanimously by the Board with no abstentions.

8. **Consider Approval of City of Lewisville Trail Maintenance Agreement** – *Kristina Holcomb gave a brief overview and recommended approval ILA for maintenance of the A-train Rail Trail in the City of Lewisville.*
 - *A Motion to approve City of Lewisville Trail Maintenance Agreement was made by Vice Chair Gilmore. The motion was seconded by Chris Watts. All Board members voted in favor. Motion carries and is passed unanimously by the Board with no abstentions.*

9. **Consider Approval of Train the Trainer Task Order** – *Nicole Recker gave a brief overview and recommended 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.*
 - *A Motion to approve Train the Trainer Task Order was made by Chris Watts. The motion was seconded by Vice Chair Gilmore. All Board members voted in favor. Motion carries and is passed unanimously by the Board with no abstentions.*

10. **Consider Award of Agency-wide Print Contract** – *Nicole Recker noted to the Board that RFP 20-07 continues DCTA's existing print services to ensure cost-effective and seamless turnkey solutions for agency-wide printing needs. Staff recommended approval of RFP 20-07 Print Services and requested authorization for the CEO to execute the contract for \$560,000 over a five-year term.*
 - *A Motion to approve the Award of Agency-wide Print Contract was made by Secretary Burke. The motion was seconded by Vice Chair Gilmore. All Board members voted in favor. Motion carries and is passed unanimously by the Board with no abstentions.*

11. **Consider Award of RFP 20-12 for Insurance Broker of Record Services** – *Marisa Perry gave a brief overview of the item and recommended approval of RFP 20-12 Insurance Broker of Record Services to McGriff and requested authorization for the CEO to execute the contract for a three-year term with two one-year extensions.*
 - *A Motion to approve Award of RFP 20-12 for Insurance Broker of Record Services was made by Vice Chair Gilmore. The motion was seconded by Secretary Burke. All Board members voted in favor. Motion carries and is passed unanimously by the Board with no abstentions.*

12. **Discussion of Regional Transportation and Legislative Issues**
 - *Chair Costa briefly gave nod to the vast amount of resources and information APTA has available during this time.*

FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

- *Chair Costa made mention of the Board Agenda Outlook included in the Board packets and reminded the Board about the scheduled Budget Workshop on June 18. Marisa Perry noted that staff will send the documents out to the Board for a longer review on June 8.*

REPORT ON ITEMS OF COMMUNITY INTEREST – *Nicole Recker made mention that DCTA will begin its Virtual Public Meetings on June 15 and a link to those will be sent to the Board in the Friday email.*

CONVENE EXECUTIVE SESSION – *The Board convened into executive session at 4:37 pm for the following:*

- A. *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 – *The Board reconvened into open session at 5:17 pm. No action was taken.*

ADJOURN – *Motion to adjourn the meeting was made by Cesar Molina and seconded by Chris Watts. All in favor. The meeting was adjourned at 5:18 p.m.*

The minutes of the May 27, 2020 Board of Directors Meeting were passed and approved by a vote on this 25th day of June 2020.


Dianne Costa, Chair

ATTEST


Sam Burke, Secretary