



Board of Directors Work Session Meeting Minutes for:

June 20, 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 June 20, 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
Dave Kovatch, Denton County @ 3:05
Shannon Joski, Alternate, Denton County

Non-voting Members

Allen Harris, The Colony @ 1:36
Ron Trees, Little Elm
Tom Winterburn, Corinth
Mark Miller, Flower Mound
Connie White, Small Cities
Michael Savoie, Small Cities
Carter Wilson, Frisco

Legal Counsel

Joe Gorfida

DCTA Executive Staff

Raymond Suarez, Chief Executive Officer
Marisa Perry, Chief Financial Officer, Vice President of
Finance

Other DCTA Staff Attendees

Adrienne Hamilton, Communications Manager
Lindsey Baker, Director of Strategic Partnerships
Javier Trilla, Director of Information Technology
Sarah Martinez, Director of Procurement
Ann Boulden, Director of Capital Development
Troy Raley, Director of Bus Operations &
Maintenance
Brandy Pedron, Executive Administrator

Public Attendees

Mike Leavitt, Highland Village Board Alternate
Peggy Hinkle-Wolf, Denton Record Chronicle
Paul Palmory

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 May 2019 – *Marisa Perry reported the following: The reports presented for the period ending May 31, 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 \$270k; Contract Service revenues at a YTD unfavorable by (\$120k); Federal/State Grants-Capital YTD unfavorable by (\$204k); and Federal/State Grants-Operating YTD unfavorable by (\$744k). Sales Tax revenue was not yet received and was accrued for the month based on budget; sales tax generated in May will be received in July.*
- 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. This month, receipts were favorable compared to budget by 12.15%, or \$269,178. The June allocation is for sales generated in the month of April and represents revenue for the seventh month of FY19. Sales tax for sales generated at retail in April and received in June was \$2,484,440. Compared to the same month last year, sales tax receipts are \$354,381 or 16.64% higher. Member city collections: Lewisville up 29.03%, Denton up 5.65%, and Highland Village up 6.76%.

- d. Monthly Mobility-as-a-Service (MaaS) Update – Sarah Martinez gave the Board a monthly update on MaaS commitments, activities and expenditures as follows: this month, 17 contracts were fully executed. All other contracts are being reviewed and are pending signatures. No task orders have been issued to date.

2. Update and Discussion Regarding Agency Initiatives / Intent

a. Improving Efficiencies and Maximizing City's Return on Investment

- i. Cost Model/ELAP Status Update – Marisa Perry gave a brief update on TTI Cost Model and ELAP Status Update and reminded the Board that DCTA has scheduled a Stakeholder feedback meeting with TTI on July 19, 2019.
- ii. Passenger Satisfaction Survey Recap Report – Adrienne Hamilton provided the Board with a presentation
- iii. Social Services Agency Roundtable Recap Report – Adrienne Hamilton briefed the Board on the Social Services Agency Roundtables
- iv. May Public Meeting Recap Report – Adrienne Hamilton provided the Board with an informative presentation
- v. Economic Development / Transportation Forum – Raymond Suarez shared presentation slides and information to the Board regarding economic development and future transportation forums

b. Assessing Everything We Do with Innovation

- i. North Texas Mobility Corporation (NTMC) Overview – Raymond Suarez provided a broad overview summary of NTMC by presentation
- ii. Mobility-as-a-Service (Maas) Overview – Raymond Suarez provided a broad overview summary of MaaS by presentation

c. Local and Regional Transit System Growth

- i. Regional Rail Update – Raymond Suarez provided the Board with a brief update on Regional Rail initiatives regarding A-train extension to Cotton Belt and Beltline, BNSF included in Collin County Transit Study, and KCS growing interest.

3. Discussion and Review of Regular Board Meeting Agenda Items

- a. Proposed Service Changes for August 2019 – Troy Raley outlined the recommended services changes to the A-train and UNT Shuttle Service to the Board. A report of the Title VI equity analysis was provided to the Board for review. The financial impacts of the recommended services changes are included in the FY19 Budget and future year expenses were included in the contract assumptions and Financial Plan.
- b. Proposed Fare Changes for University Pass Program – Marisa Perry discussed the proposed fare changes to the Board. FY19 University Pass Program sales are estimated to total \$46,000 or roughly 5% of the overall budgeted FY19 passenger revenues. The proposed fare changes will have minimal impact on overall passenger revenues.

- c. Interlocal Agreement with City of Corinth for a Station Concept and Estimate Development through DCTA's Lockwood, Andrews, Newnam, Inc. contract – *Raymond Suarez provided information on the ILA to the Board. There is no financial impact of the ILA to the budget. Expenses associated with this agreement are fully reimbursable by the City of Corinth*
 - d. Resolution R19-09 authorizing FY2019 Budget Amendment Number 2019-12: Revised Operating Budget Amendment for Phase 1 of the Corinth Study Expense and Revenue – *Raymond Suarez provided information on the resolution to the Board. Financial impact: the total cost of Phase 1 of the study shall not exceed \$85,761 and will be fully reimbursed by the City of Corinth*
 - e. Task Order for City of Corinth for Station Concept and Estimate Development through DCTA's Lockwood, Andrews, Newnam, Inc. contact – *Raymond Suarez reminded the Board that this item was presented at the Executive Committee on June 12, 2019. The total cost of both phases of this task order shall not exceed \$137,000 and will be fully reimbursed by the City of Corinth*
 - f. Proposed Information Technology Acceptable Use Policy – *Javier Trilla briefed the Board on the need to implement and acceptable use policy.*
4. Convene Executive Session – *The Board did not convene into executive session.*
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 – *N/A*
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 members requested that meeting presentations be sent prior to the meetings.*
7. ADJOURN at 3:39 p.m.

The minutes of the June 20, 2019 Work Session meeting of the Board of Directors were passed and approved by a vote on this 20th day of July 18, 2019.


Dianne Costa, Vice Chair

ATTEST


Board Member