



## Board of Directors Regular Meeting

June 25, 2020 | 10:00 a.m.

To be held by Zoom Video Conference  
and at Medical City Lewisville Grand Theater | Black Box Room  
located at 100 N Charles St, Lewisville, TX 75057

*NOTICE IS HEREBY GIVEN that the members of the DCTA Board of Directors will be meeting at Medical City Lewisville Grand Theater, Black Box Room located at 100 N Charles St, Lewisville, TX 75057 and via video conference using Zoom. The meeting will be made available to the public at the following web address: <https://zoom.us/j/92672275819>*

### CALL TO ORDER

### INVOCATION

### 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 Directors 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.

### WORKSHOP

Joint DCTA Board of Directors and North Texas Mobility Corporation (NTMC) Board of Directors Workshop

- A. Review DCTA's Initial Intent for NTMC
- B. Discuss DCTA's Long Term Options for NTMC
- C. Discuss DCTA & NTMC Board Workflow
- D. Discuss Outstanding Items: Certificate of Formation Modification, Bylaw Modification, General Manager RFP
- E. DCTA Direction for NTMC Board

### CONVENE EXECUTIVE SESSION – A PRIVATE SKYPE CONFERENCE NUMBER WILL BE PROVIDED TO VOTING BOARD MEMBERS AND ALTERNATES 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.

## CONSENT AGENDA

### 1. Consider Approval of May 27, 2020 Minutes

*Action Item*

Presenter: Dianne Costa, Highland Village, Board Chair  
Item Summary: Approval of the May 27, 2020 meeting minutes will be requested.  
Backup Information: Consent Item 1: May 27, 2020 Minutes

### 2. Consider Approval of Monthly Financial Statements for May 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 May 2020
- o Capital Projects Budget Report for May 2020

Backup Information: Memo: Monthly Financial Statements for May 2020  
Exhibit 1: Monthly Financial Statements – May 2020  
Exhibit 2: Capital Projects Budget Report – May 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. 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: Five Year History of Efforts to Drive Ridership

## 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, staffing, the ever-changing environment, and the Agency's response during this health emergency.

Backup Information: N/A

### 2. **Corinth Station Concept Planning and Performance Study**

*Discussion Item*

Presenter: Kristina Holcomb, Deputy CEO

Tom Ryden, LAN, Inc., Senior Project Manager

Bill Lipfert, LTK Engineering Services, VP of Operations Planning & Simulation

Item Summary: The Board will receive an update regarding the recent Corinth Station Concept Planning and Performance Study conducted by Lockwood, Andrews and Newnam, Inc. (LAN).

Backup Information: Memo: Corinth Station Concept Planning and Performance Study

Exhibit 1: Corinth Station Concept Cost & Schedule March 2020

Exhibit 2: Corinth Station Concept Double Tracking Alternative March 2020

Exhibit 3: Corinth Station Concept Service Resiliency Analysis March 2020

Exhibit 4: Corinth Station A-train Schematic Concepts March 2020

### 3. **Mobility as a Service (MaaS) Task Order for Member City Services**

*Discussion Item*

Presenter: Raymond Suarez, CEO

Item Summary: Staff will lead a discussion regarding the initiation of a task order to deploy on-demand services within member cities with anticipated service strategy recommendations by August.

Backup Information: N/A

### 4. **Transformation Initiative Executive Summary**

*Discussion Item*

Presenter: Nicole Recker, VP of Mobility Services and Administration

Item Summary: Staff will provide an overview of the Transformation Initiative and discuss the related items on the board agenda.

Backup Information: N/A

**5. Consider Approval of Resolution R20-09 Approving FY20 Budget Revision 2020-05 for Task Order 1 and Transformation Initiative Consultant**

*Action Item*

- Presenter: Marisa Perry, CFO/VP of Finance  
Item Summary: Board approval will be requested of Resolution R20-09 approving FY2020 Budget Revision 2020-05.  
Backup Information: Memo: Approval of Resolution R20-09 Approving FY20 Budget Revision 2020-05  
Exhibit 1: Resolution R20-09 Approving FY 2020 Budget Revision 2020-05 (with Exhibits 1 and 2)  
Exhibit 2: Year to Date FY2020 Budget Revisions

**6. Consider Approval of Agency Transformation Initiative Consultant and Task Order 1**

*Action Item*

- Presenter: Dianne Costa, DCTA Board Chair  
Item Summary: The Transformation Initiative board-appointed evaluation committee recommends approval of RFP 20-11 Agency Transformation Initiative and corresponding Task Order 1 to Accenture and requests authorization for the CEO to execute the contract for a three-year term with the option to renew for one additional two-year term.  
Backup Information: Memo: Agency Transformation Initiative Consultant and Task Order 1  
Exhibit 1: RFP 20-11 Solicitation  
Exhibit 2: Accenture LLP Proposal  
Exhibit 3: Accenture LLP Best and Final Offer

**7. August Service Change Overview**

*Discussion Item*

- Presenter: Nicole Recker, VP of Mobility Services and Administration  
Item Summary: Staff will provide an overview of the proposed service changes scheduled for August 24, 2020.  
Backup Information: N/A

**8. Hazard/Hero Pay Options**

*Discussion Item*

- Presenter: Raymond Suarez, CEO  
Item Summary: Staff will provide an update and lead the discussion on Hazard/Hero Pay Options  
Backup Information: N/A

**9. Lakeway Administration Building Lease Extension**

*Discussion Item*

Presenter: Nicole Recker, VP of Mobility Services and Administration  
Item Summary: Staff will provide an overview of the current Administration building lease agreement, set to expire in September 2020, and discuss the next steps required to extend the existing lease.  
Backup Information: N/A

**10. Consider Award of RFP 20-14 for Sales and Use Tax Review Services**

*Action Item*

Presenter: Marisa Perry, CFO/VP of Finance  
Item Summary: Staff recommends approval of RFP 20-14 Sales & Use Tax Review Services to HdL Companies and requests authorization for the CEO to execute the contract for a three-year term with two one-year extensions.  
Backup Information: Memo: Award of RFP 20-14 for Sales and Use Tax Review Services  
Exhibit 1: Evaluation Consensus  
Exhibit 2: Request for Proposal Package  
Exhibit 3: HdL Companies Proposal

**11. Consider Approval of Resolution R20-11 Appointing a Board of Director's ADA Liaison to the Access Appeal Panel**

*Action Item*

Presenter: Lindsey Baker, Director of Government Affairs  
Item Summary: Staff is requesting the Board of Directors consider making an appointment of the Board of Directors ADA Liaison to the Access Appeal Panel, as well as a staff designee to serve in his/her absence, both of which are currently vacant.  
Backup Information: Memo: Approval of Resolution R20-11 Access Appeal Panel Board of Director's ADA Liaison Appointment  
Exhibit 1: Resolution R20-11, Access Appeal Panel Board of Director's ADA Liaison Appointment  
Exhibit 2: DCTA Access Appeal Panel Overview  
Exhibit 3: FTA Circular 4710.1, Chapter 9 ADA Paratransit Eligibility  
Exhibit 4: Access Appeal Panel Appointment of Board of Director's ADA Liaison Staff Designee Letter

**12. Consider Award of Web Services Contract**

*Action Item*

- Presenter: Nicole Recker, VP of Mobility Services and Administration
- Item Summary: Staff recommends approval of RFP 20-08 Web Services Contract to Planeteria Media and requests authorization for the CEO to execute the contract for a three-year term with the option to renew for two, one-year terms.
- Backup Information: Memo: Award of Web Services Contract  
Exhibit 1: Evaluation Consensus  
Exhibit 2: Request for Proposal Package  
Exhibit 3: Planeteria Media Proposal

**13. Consider Award of MaaS Task Order #1: Lakeway Zone and Denton Evening Zone**

*Action Item*

- Presenter: Nicole Recker, VP of Mobility Services and Administration
- Item Summary: Staff recommends approval of Task Order 1 to Spare Labs, Inc. and requests authorization for the CEO to execute the task order for a two (2) year term, commencing September 14, 2020 with the option to renew for a one term ending September 30, 2024.
- Backup Information: Memo: Task Order 1 – Lakeway Zone and Denton Evening Zone  
Exhibit 1: Evaluation Consensus  
Exhibit 2: Request for Proposal Package  
Exhibit 3: Master Contract with Spare Labs, Inc.  
Exhibit 4: MaaS Task Order 1: Lakeway Zone and Denton Evening Zone  
Exhibit 5: Spare Labs, Inc.'s Proposal for Task Order 1

**14. Consider Approval of Fourth Amendment to the City of McKinney MUTD Interlocal Agreement**

*Action Item*

- Presenter: Raymond Suarez, CEO
- Item Summary: The MUTD Board of Directors held a meeting on June 17 at which they considered and approved a proposed fourth amendment to the City of McKinney/DCTA ILA through December 31, 2020, inclusive of the cost allocation administrative fee.
- Backup Information: Memo: Consider Approval of Fourth Amendment to the City of McKinney MUTD Interlocal Agreement  
Exhibit 1: Proposed Fourth Amendment to the City of McKinney MUTD ILA  
Exhibit 2: MUTD Resolution Approving Fourth Amendment  
Exhibit 3: MUTD Resolution Authorizing Issuance of RFQ for Transit Services and Draft RFQ  
Exhibit 4: City of McKinney Original ILA  
Exhibit 5: City of McKinney Amendment One Fully Executed (2017)  
Exhibit 6: City of McKinney Amendment Two Fully Executed (2018)  
Exhibit 7: Amendment Three to the City of McKinney MUTD ILA extending the agreement through July 31, 2020

15. 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 06.19.2020

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.

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 Medical City Lewisville Grand Theater meeting rooms are wheelchair accessible. Access to the building and special parking are available on each side of the building. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by emailing [brandy.pedron@dcta.net](mailto:brandy.pedron@dcta.net) or calling Brandy Pedron at 972.221.4600.

This notice was posted on 6/19/2020 at 4:16 PM.

  
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Brandy Pedron, Executive Administrator | Board Support | FOIA