



Board of Directors Work Session Meeting Minutes for:

July 18, 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 July 18, 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
Randall Chrisman, Denton County #1
Paul Cristina, Denton County #2 Alternate

Non-voting Members

Tom Winterburn, Corinth
Mark Miller, Flower Mound
Connie White, Small Cities
Michael Savoie, Small Cities
Carter Wilson, Frisco @ 2:44

Legal Counsel

Kevin Laughlin

DCTA Executive Staff

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

Other DCTA Staff Attendees

Jamie Cogdell, Senior Procurement Specialist
Adrienne Hamilton, Communications Manager
Sarah Martinez, Director of Procurement
Athena Forrester, Assistant VP Regulator
Compliance/DBE Liaison
Amanda Riddle, Senior Manager of Budget
Amber Karkauskas, Controller
Brandy Pedron, Executive Administrator

Public Attendees

Shannon Joski, Denton County #1 Alternate
Claire Powell, Lewisville Alternate
Brandi Bird, Bird Advocacy and Consulting
Stan Nixon, UNT Assistant Director, Transit and
Special Projects
Jim Owen

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 June 2019 – *Marisa Perry reported the following: The reports presented for the period ending June 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 \$309k; Contract Service revenues at a YTD unfavorable by (\$95k); Federal/State Grants-Capital YTD favorable by \$148k; and Federal/State Grants-Operating YTD unfavorable by (\$748k). 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 June 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 5.31%, or \$116,302. The July allocation is for sales generated in the month of June and represents revenue for the eighth month of FY19. Sales tax for sales generated at retail in May and received in June was \$2,307,292. Compared to the same month last year, sales tax receipts are \$68,125 or 2.87% lower. Member city collections: Lewisville down 3.94%, Denton down 1.35%, and Highland Village up 4.76%.*
- d. Monthly Mobility-as-a-Service (MaaS) Update – *Sarah Martinez gave the Board a monthly update on MaaS commitments, activities and expenditures as follows: to date, 25 contracts have been fully executed with five remaining. No task orders have been issued to date.*
- e. Quarterly Investment Report Q3 FY2019 – *Marisa Perry presented Hilltop Securities Investment Portfolio Summary for DCTA for the quarter ended on June 30, 2019 to the Board.*
- f. Quarterly Grant Report Q# FY2019 – *Marisa Perry reported the following: DCTA currently has 10 open grants that provide reimbursements for various capital projects, rail and bus, preventive maintenance, operating assistance and ADA paratransit service. The grant funding sources include Federal Transit Administration (FTA), North Central Texas Council of Governments (NCTCOG), Texas Department of Transportation (TxDOT), and Federal Emergency Management Agency (FEMA). Total grant balance was \$5.8 million as of 06/30/2019. Of this total, \$1.7 million is obligated for Positive Train Control, \$1.1 million is obligated for the FY14-16 Program of Projects, and \$2.3 million is obligated for the A-train Hike & Bike Trail. This quarter there were no grant applications submitted to the Board for approval. Pending Funding and other Grant Activity: \$1.6 million of the Congestion Mitigation & Air Quality (CMAQ) funding for bus purchases for 35W North Texas Xpress services has been de-obligated from NCTCOG and re-obligated to DCTA through FTA, with an anticipated execution in Q1 of FY20. The grant for the purchase of the 35W North Texas Xpress buses will utilize Transportation Development Credits (TDCs) in lieu of the local match. DCTA will receive \$11.3 million in CMAQ funding from NCTCOG for land acquisition purchases. The funding was added to the 2019-2022 Transportation Improvement Program (TIP) and the transfer of funds from FHWA to FTA was initiated in Q1 of FY19. DCTA was awarded \$4 million for the Positive Train Control (PTC) Enhancements proposal submitted in June 2018 to Federal Railroad Administration’s (FRA) Consolidated Rail Infrastructure & Safety Improvements (CRISI) Grants Program. Staff is working with FRA to execute the grant by Q1 of FY20. DCTA submitted another proposal in September 2018 for the second round of funding available under the CRISI program for a Dispatch Workload Safety Program but was not selected for this funding. DCTA anticipates execution of \$13 million for the FY17 and FY18 Program of Projects (POP) formula funding in Q4 of FY19.*
- g. Budget Transfers – *Marisa Perry reported that there were no budget transfers completed in the month of June.*

2. Board Governance

- a. Meeting Structure and Scheduling – *Dianne Costa discussed governance workshop with Ron Holifield with SGR and contentious scheduling issues that need to be addressed in the workshop*
- b. Bylaw Modifications – *Dianne Costa began the Board conversation regarding Bylaws. The Board decided to leverage Frank Stevenson with Locke Lord to help draft the final Bylaws. Pete Smith will contact Stevenson and get a letter of engagement.*

3. Discussion Long-Range Plan Process – *Raymond Suarez discussed the process on how the Board could develop a long-range plan for the future of DCTA.*



4. Discussion of Regional Agency Representation – *Dianne Costa discussed how the Board needs to prepare to appoint a Regional Transportation Council Representative and Alternate, a Dallas Regional Mobility Coalition Representative, a Tarrant Regional Transportation Coalition Representative as well as other regional representations needed.*

5. Discussion of Regular Board Meeting Agenda Items:
 - a. Award for Transit Tire Contracts to Southern Tire Mart, Goolsbee Tire Services, and T&W Tire, LLC – *Sarah Martinez discussed this agenda item with the Board*
 - b. Interlocal Cooperation Agreement with Star Transit Joint Procurement for Cooperative Purchasing – *Sarah Martinez discussed this agenda item with the Board*
 - c. Interlocal Cooperation Agreement with OMNIA Partners for Cooperative Purchasing – *Sarah Martinez discussed this agenda item with the Board*

6. 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.

7. Reconvene Open Session – *N/A*
 - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session – *no action was taken*

8. Discussion of Future Agenda Items
 - a. Board Member Requests – *Board members requested to review first process of budget and takeaways from the Workshop and for requests to be complete by August 1st, 2019.*

9. ADJOURN at 2:54 p.m.

The minutes of the July 18, 2019 Work Session meeting of the Board of Directors were passed and approved by a vote on this 22nd day of August, 2019.


Dianne Costa, Vice Chair

ATTEST


Board Member