



Board of Directors Regular Meeting

July 23, 2020 | 9:00 a.m.

To be held by Zoom Video Conference

NOTICE IS HEREBY GIVEN that the members of the DCTA Board of Directors will be meeting via video conference using Zoom. The meeting will be made available to the public at the following web address: <https://zoom.us/j/93372593628> or by joining via telephone by dialing the following number: +1 346 248 7799; Meeting ID: 933 7259 3628

CALL TO ORDER

INVOCATION

PUBLIC COMMENT

This agenda item provides an opportunity for citizens to address the Board of Directors on any agenda item(s) or other matters relating to the DCTA. Each speaker will be given a total of three (3) minutes to address any item(s). Anyone wishing to speak shall be courteous and cordial. Any person who wishes to address the Board of Directors regarding any item(s) may do so by utilizing the "raise hand" function of the Zoom meeting at this time. Citizens that are not able to connect to the Zoom meeting must email his or her public comment to bpedron@dcta.net no later than 3:00 pm on Wednesday, July 22, 2020 to ensure the comment will be read. The Board of Directors is not permitted to take action on any subject raised by a speaker during Public 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 June 25, 2020 Minutes**

([packet pages 9-15](#))

Action Item

Presenter: Dianne Costa, Highland Village, Board Chair

Item Summary: Approval of the June 25, 2020 meeting minutes will be requested.

Backup Information: Consent Item 1: June 25, 2020 Minutes

2. **Consider Approval of Monthly Financial Statements for June 2020 and Quarterly Reports for Q3 FY20**

([packet pages 16-40](#))

Action Item

Presenter: Marisa Perry, CFO/VP of Finance

Item Summary: Board approval will be requested of the following items:

- o Financial Statements for June 2020
- o Capital Projects Budget Report for June 2020
- o Quarterly Investment Report Q3 FY20
- o Quarterly Grants Report Q3 FY20

Backup Information: Memo: Monthly Financial Statements for June 2020

Exhibit 1a: Monthly Financial Statements – June 2020

Exhibit 1b: Capital Projects Budget Report – June 2020

Exhibit 2: Quarterly Investment Report Q3 FY20

Exhibit 3: Quarterly Grants Report Q3 FY20

3. **Consider and Authorize the CEO to Execute an Assignment of Ground Lease with Riverside DPH, LP. Assigning Leasehold Interest to HC Hebron 121 Station 4, LLC**

[\(packet pages 41-73\)](#)

Action Item

Presenter: Kristina Holcomb, Deputy CEO

Item Summary: DCTA initially entered into an agreement with Riverside DPH, L.P. on August 18, 2016 for the lease of certain premises located at the Hebron Station. The first amendment went into effect on May 4, 2017 and expires December 31, 2026. The agreement includes an option period of 10 years, expiring on December 31, 2036. DCTA staff requests that the Board of Directors review the supporting documents and approve the reassignment from Riverside DPH, L.P. to HC Hebron 121 Station 4, LLC.

Backup Information: Memo: Consider and Authorize the CEO to Execute an Assignment of Ground Lease with Riverside DPH, LP. Assigning Leasehold Interest to HC Hebron 121 Station 4, LLC

Exhibit 1: Assignment of Ground Lease to HC Hebron 121 Station 4, LLC.

Exhibit 2: 2016 Board Memo Regarding Huffines Development Agreement

Exhibit 3: Ground Lease Agreement 2016

Exhibit 4: Ground Lease Amendment 2017

Exhibit 5: 2016 FTA Approval Letter: Huffines Joint Development Project

Exhibit 6: Hebron 121 Station Technical SOW: Huffines Joint Development Project

4. **Consider Approval of Resolution R20-10 Ratifying FY2020 Budget Amendment 2020-06 for the Described Land Acquisition**

[\(packet pages 74-80\)](#)

Action Item

Presenter: Marisa Perry, CFO/VP of Finance

Item Summary: The Board approved the land acquisition to purchase Lot 1, Block A, Elm Fork Industrial Park, an Addition to the City of Lewisville, Texas, for a purchase price not to exceed \$2,300,000 plus all closing and other acquisition costs, including, but not limited to, relocation costs required by state and federal law at the June Board meeting upon coming out of closed session. Staff is therefore seeking approval of this resolution ratifying the Board's approval of the budget amendment for the land acquisition.

Backup Information: Memo: Approval of Resolution R20-10 Ratifying FY2020 Budget Amendment 2020-06 for the Described Land Acquisition

Exhibit 1: Resolution R20-10 Ratifying FY2020 Budget Amendment 2020-06 (with Exhibit 1a)

Exhibit 2: Year to Date FY2020 Budget Revisions

INFORMATIONAL REPORTS

1. **Monthly Financial Reports** [\(packet pages 81-86\)](#)

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. **Ridership Trend Report** ([packet pages 87-93](#))

Item Summary: Exhibits 1-4 provide an overview of total monthly ridership trends across all DCTA services--comparing FY 19 and FY20 with the associated COVID impacts. Note that A-train and Connect May-June ridership each increased by approximately 23 percent.

Backup Information: Memo 1: Ridership Trend Report
Exhibit 1: FY19 & FY20 Total Monthly Ridership - Rail
Exhibit 2: FY19 & FY20 Total Monthly Ridership - Bus
Exhibit 3: FY19 & FY20 Total Monthly Ridership - Access
Exhibit 4: FY19 & FY20 Total Monthly Ridership – On-Demand
Exhibit 5: A-train Ridership and Service Level Change History
Exhibit 6: A-train Daily Passenger Counts February-July 15, 2020

3. **Contracted Service Agreements Monthly Progress Report** ([packet pages 94-150](#))

Item Summary: This update is provided per request of the DCTA Board of Directors at the April 2020 board meeting. The attached memo provides a detailed history and staff engagement of current contracted service agreements that are scheduled for renewal. DCTA staff requests that the Board of Directors review the memo and staff can answer questions the Board may have regarding the information provided.

Backup Information: Memo: Contracted Service Agreements Monthly Progress Report
Exhibit 1: City of McKinney/DCTA Fourth Amended Interlocal Agreement Fully Executed

4. **Information Requested by Board Members at the April Board Meeting** ([packet page 151](#))

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: Five Year History on Salary and Wages and Key Drivers for Increases

5. **Information Requested by Board Members at the June Board Meeting** ([packet pages 152-162](#))

Item Summary: The information below is being provided per the request of Board Members at the April Board Meeting. DCTA staff requests that the Board of Directors review the supporting documents and staff can answer questions the Board may have regarding the information provided.

Backup Information: Exhibit 1: Average Ridership and Cost per Passenger for Lakeway On-Demand Zone, Denton Evening On-Demand Zone and Lyft
Exhibit 2: A-train Ridership and I-35E Construction Impacts

REGULAR AGENDA

1. Consider Approval of Resolution R20-12 Extending COVID-19 Service Levels on Bus and Rail, Approving Modifications to Evening On-Demand Service, and Adoption of University of North Texas (UNT) Fall 2020 Semester Service Levels Through January 2021

[\(packet pages 163-273\)](#)

Action Item

Presenters:

Raymond Suarez, CEO

Kristina Holcomb, Deputy CEO

Nicole Recker, VP of Mobility Services and Administration

Item Summary:

Due to COVID-19, stay-at-home orders and state-wide disaster declarations, DCTA experienced ridership declines across the system. In response to this health disaster, DCTA implemented temporary system-wide service modifications on March 23, 2020. Due to the continued impacts of COVID-19, DCTA implemented additional temporary service modifications on May 11, 2020. DCTA staff is recommending approval of the following through January 2021:

- o Extension of existing COVID-19 service levels on bus and rail
- o Modifications of evening on-demand service out of A-train stations (effective August 24, 2020)
- o UNT Fall 2020 semester service levels (effective August 24, 2020)

Backup Information:

Memo: Consider Approval of Resolution R20-12 Extending COVID-19 Service Levels on Bus and Rail, Approving Modifications to Evening On-Demand Service, and Adoption of University of North Texas (UNT) Fall 2020 Semester Service Levels Through January 2021

Exhibit 1: Resolution R20-12 Extending COVID-19 Service Levels on Bus and Rail, Approving Modifications to Evening On-Demand Service, and Adoption of University of North Texas (UNT) Fall 2020 Semester Service Levels Through January 2021

Exhibit 2: COVID-19 Service Modification Historical Timeline

Exhibit 3: Service Level Overview

Exhibit 4: June 2020 Public Involvement and Title VI Analysis Report

2. Budget Workshop Follow-up Items

[\(packet pages 274-284\)](#)

Discussion Item

Presenter:

Marisa Perry, CFO/VP of Finance

Item Summary:

Staff will provide additional information requested during June Budget Workshop and will answer any additional questions related to the Proposed Fiscal Year 2021 Operating & Capital Budget and Reserve Policies.

Backup Information:

Memo: Information Requests from June Budget Workshop

Exhibit 1: CARES Act Funding Detail Projections

Exhibit 2: Rail Purchased Transportation Detail

Exhibit 3: Student Survey Data

Exhibit 4(a-c): Benefit Survey Information

Exhibit 5: FY2021 Long Range Financial Plan

3. **Transportation Reinvestment Policy (TRiP) Development**

(packet pages 285-309)

Discussion Item

Presenter:

Raymond Suarez, CEO

Item Summary:

Andrew Ittigson, Project Manager/Senior Transit Planner for AECOM

Staff and DCTA planning consultant, AECOM will present an overview of TRiP and how it may be implemented. TRiP will enable partnerships between the agency and its member cities on mutually-beneficial infrastructure investments in transit-supportive projects. Recommendations from the study will inform development of a new policy and implementation plan for future Board consideration.

Backup Information:

Memo: Transportation Reinvestment Policy (TRiP) Development
Exhibit 1: AECOM Presentation

4. **COVID Pay Options**

(packet pages 310-311)

Action Item

Presenter:

Raymond Suarez, CEO

Item Summary:

In April 2020, the Amalgamated Transit Union, which represents NTMC bus operators, sent a nationwide letter requesting additional compensation for operators while working during the COVID-19 pandemic. On May 27, 2020 and June 24, 2020, DCTA staff discussed options and cost implications with the DCTA Board of Directors to recognize NTMC Bus Operators for their dedication of service and commitment to safety.

Backup Information:

Memo: COVID Pay Overview
Exhibit 1: COVID Pay Option Cost Estimate Calculations

5. **Consider Award of RFB 20-13 Cummins Auto Parts**

(packet pages 312-731)

Action Item

Presenter:

Nicole Recker, VP of Mobility Services and Administration

Item Summary:

Staff conducted a Request for bid (RFB) for the purchase of Cummins Auto Parts. Staff requests that the Board review the supporting documentation and is recommending award to three firms: Industrial Power, LLC., Kirk's Automotive, Inc. and Muncie Transit Supply.

Backup Information:

Memo: Consider Award of RFB 20-13 Cummins Auto Parts
Exhibit 1: Items to be awarded
Exhibit 2: Request for Bid Package
Exhibit 3: Industrial Power, LLC's Bid
Exhibit 4: Kirk's Automotive Inc.'s Bid
Exhibit 5: Muncie Reclamation & Supply dba Muncie Transit Supply's Bid

6. **City of Coppell Lyft Contract Renewal**

(packet pages 732-743)

Discussion Item

Presenter: Lindsey Baker, Director of Government Affairs

Item Summary: The Coppell City Council would like to renew the current interlocal agreement for workforce mobility services for an additional one-year term. Staff recommends the Board of Directors direct staff to proceed with amending the Interlocal Agreement with City of Coppell for Mobility Services, that includes a renegotiated budget and one-year extension, to be brought to the Board for consideration in August.

Backup Information: Memo: City of Coppell Lyft Contract Renewal
Exhibit 1: Interlocal Agreement with City of Coppell
Exhibit 2: Administrative Fee Policy

7. **Irving Holdings MUTD Task Order**

(packet pages 744-867)

Discussion Item

Presenter: Lindsey Baker, Director of Government Affairs

Item Summary: The current Irving Holdings Task Order, for MUTD taxi operations with a budget of \$137,000, expires September 30, 2020. In addition, the MUTD Board has requested the current taxi voucher/subsidy program, operated by Irving Holdings, shift to a flat rate fare program. This requires a programmatic amendment to the task order. Staff will have the draft Task Order 3 for the Board's review and consideration at the August board meeting for a term of one-year and a budget of \$184,000.

Backup Information: Memo: Irving Holdings MUTD Task Order
Exhibit 1: Irving Holdings Parent ILA
Exhibit 2: Task Order 1
Exhibit 3: Task Order 2

8. **Consider Award of Lakeway Administration Building Lease Extension**

(packet pages 868-878)

Action Item

Presenter: Nicole Recker, VP of Mobility Services and Administration

Item Summary: DCTA initially entered into an agreement with Blacktop LLC on July 4, 2014 ("Original Lease") for the lease of 1955 Lakeway Drive, Suite #260, Lewisville, TX 75057 to serve as office space for administrative staff. The first amendment and extension of the lease agreement went into effect on March 23, 2017 ("First Amendment") and expires September 30, 2020. Terms for a 24-month extension ("Second Amendment") were included in the First Amendment agreement. DCTA staff requests that the Board of Directors review the supporting documents and approve a 24-month extension of 1955 Lakeway Drive, Suite #260, Lewisville, TX 75057, expiring on September 30, 2022, to serve as office space for DCTA administrative staff.

Backup Information: Memo: Consider Award of Lakeway Administration Building Lease Extension
Exhibit 1: Lakeway Lease History
Exhibit 2: "Second Amendment" Lakeway Administration Building Lease Agreement (proposed)
Exhibit 3: "First Amendment" Lakeway Administration Building Lease Agreement (current)

9. 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.

CONVENE EXECUTIVE SESSION

The Board may convene the Regular Board Meeting into Closed Executive Session for the following:

- A. As Authorized by Section 551.071(2) of the Texas Government Code, the Board of Directors Meeting may be Convened into Closed Executive Session for the Purpose of Seeking Confidential Legal Advice from the General Counsel on any Agenda Item Listed Herein or the Regular Board Meeting Agenda.
- B. 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.

RECONVENE OPEN SESSION

Reconvene and Take Necessary Action on Items Discussed during Executive Session.

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.

- 6. Backup Information: Exhibit 1: Board Agenda Outlook as of 07.17.2020 ([packet page 879](#))

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

This notice was posted on 7/17/2020 at 3:44 PM.



Brandy Pedron, Executive Administrator | Board Support | FOIA