



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 Charles Emery, Chairman presiding at on August 23, 2018 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

Attendance

Small Cities

Connie White
Skip Kalb, Small Cities

Large Cities

Charles Emery, Lewisville, Chairman
Dianne Costa, Highland Village
Richard Huckaby, Denton, Secretary
Mark Miller, Flower Mound @ 2:00
Carter Wilson, Frisco
Joe Perez, 1st Alternate, The Colony
Tom Winterburn, Corinth
Ron Trees, Little Elm

Denton County Unincorporated

Don Hartman
George Campbell

Board Members Absent

Allen Harris, The Colony
Dave Kovatch, Denton County At Large,
Treasurer

Legal Counsel

Joe Gorfida

DCTA Staff

Jim Cline, President
Marisa Perry, Chief Financial Officer, VP of
Finance
Raymond Suarez, Chief Operating Officer
Kristina Holcomb, VP Planning &
Development
Nicole Recker, VP Marketing &
Communications

Other Attendees

Adrienne Hamilton, Communications
Manager
Amanda Riddle, Budget Manager
Chrissy Nguyen, Senior Accountant
Lindsay Baker, Director of Strategic
Partnerships
Michelle Bloomer, Assistant VP of Bus
Operations & Maintenance
Brandy Pedron, Executive Assistant
Jim Owen, TMDC
Dee Leggett, Bowman Engineering
Pamela Richardson, TMDC

Chairman, Charles Emery, called the meeting to order and announced the presence of a quorum at 1:34 p.m.

1. Routine Briefing Items

- a. Staff Briefing on Monthly Financial Reports – *Marisa Perry, Chief Financial Officer, VP of Finance, reported on the following:*
 - i. Monthly Financial Statements for July 2018
 - ii. Capital Projects Budget Report for July 2018
 - iii. Monthly Sales Tax Receipts
 - iv. Current Procurement Activities

- b. Marketing and Communications – *Nicole Recker, VP Marketing and Communications, reported on the following:*
 - i. New Handouts
 - ii. New Website Recap
 - iii. September Public Meeting Overview
 - iv. August 2018 Service Change Marketing and Communications Overview
 - v. Local Fare Promotion Overview
 - vi. Monthly Media Report (July 2018)

- c. Strategic Planning and Development – *Kristina Holcomb, VP Planning and Development, reported on the following:*
 - i. Administrative Update – *update on 2019 Title VI Program, TTI and comprehensive review of agency policies*
 - ii. Regional Planning Initiatives Update - *update on NCTCOG initiative Regional Trail Veloweb*
 - iii. Local Planning Update – *federal engagement: FTA Policy discussion & APTA Mobility Summit; regional engagement: Mobility On-Demand Working Group, Statewide AV RFP; local initiatives: Shared Use Mobility Plan, Lyft Service Development, and Denton Bikeshare; Frisco Automated Vehicle Pilot Program; A-trail Extension Feasibility Exploration*
 - iv. Business Development and Partnerships Update – *Alliance Area Transit Coordination*
 - v. Funding Opportunities Update - *CMAQ Sustainable Development Phase 4 Funding, Bus & Bus Facilities Grant, NCTCOG Grant Review and Funding Cleanup*
 - vi. Land Use Planning & Development – *City of Denton Small Area Planning Steering Committee, Transit Oriented Development*

- d. Capital Projects – *Raymond Suarez, Chief Operating Officer, reported on the following projects:*
 - i. Positive Train Control
 - ii. Hike and Bike Trail – *Eagle Point Section*
 - iii. Lewisville Bus Fueling Facility – *we are in receipt of satisfactory compaction tests*
 - iv. Brownfield Investigation - *Terracon trenching and boring scheduled to begin August 20, 2018, final report in October*

- e. Transit Operations Reports – *Raymond Suarez, Chief Operating Officer, reported on the following and gave an update on ridership:*
 - i. Bus and Rail Operations – *System On-Time Performance, Ridership Performance, Boardings, Safety & Security, Maintenance*
2. Items for Discussion – *Marisa Perry, Chief Financial Officer, VP of Finance, briefly discussed the following:*
 - a. Budget Revision 2018-09 and Contract Change Order No.2 IOMG Fuel Tanks/Bus Fueling Facility
 - b. Budget Revision 2018-10 and Contract Change Order for Trinity Mills Crew Facility
3. Discussion of Regular Board Meeting Agenda Items (June 28, 2018) – *No discussion at this time*
4. Convene Executive Session – *The board did not meet in Executive Session*
5. Discussion of Future Agenda Items – *No discussion at this time*
6. ADJOURN at 2:52 p.m.

The minutes of the August 23, 2018 Work Session meeting of the Board of Directors were passed and approved by a vote on this 27th day of September 2018.



Charles Emery, Chairman

ATTEST



Dianne Costa, Secretary