



Board of Directors Regular Meeting

August 27, 2020 | 10:00 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/99145452923> or by joining via telephone by dialing the following number: +1 346 248 7799; Meeting ID: 991 4545 2923

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, August 26, 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.

GUEST SPEAKER

1. **Debt Refinancing Options**
([packet pages 10-14](#))

Presenters: Marisa Perry, CFO/VP of Finance
Laura Alexander and Adam LanCarte, Hilltop Securities

Item Summary: DCTA currently has \$25.23 million in outstanding debt with principal payments scheduled through 2031. Refinancing the existing debt would reduce interest expense and increase debt capacity for future capital projects.

Backup Information: Memo: Debt Refinancing Options
Exhibit 1: Presentation by Hilltop Securities

CONSENT AGENDA

1. **Consider Approval of July 23, 2020 Board Meeting Minutes and August 7, 2020 Special Called Meeting Minutes**
([packet pages 15-24](#))

Action Item

Presenter: Dianne Costa, Highland Village, Board Chair

Item Summary: Approval of the July 23, 2020 Board Meeting Minutes and August 7, 2020 Special Called Meeting Minutes.

Backup Information: Exhibit 1: July 23, 2020 Board Meeting Minutes
Exhibit 2: August 7, 2020 Special Called Meeting Minutes

2. **Consider Approval of Monthly Financial Statements for July 2020**

[\(packet pages 25-31\)](#)

Action Item

Presenter: Marisa Perry, CFO/VP of Finance
Item Summary: Board approval will be requested of the following items:

- Financial Statements for July 2020
- Capital Projects Budget Report for July 2020

Backup Information: Memo: Monthly Financial Statements for July 2020
Exhibit 1(a): Monthly Financial Statements – July 2020
Exhibit 1(b): Capital Projects Budget Report – July 2020

3. **Consider Authorizing the CEO to Execute Amendment 1 to the Interlocal Agreement (ILA) with the City of Coppell for Mobility Services**

[\(packet pages 32-51\)](#)

Action Item

Presenter: Lindsey Baker, Director of Government Affairs
Item Summary: Due to the success of the one-year pilot program deploying Lyft services to provide workforce transportation solutions, the City of Coppell would like to continue the program for an additional one-year period. The amendment includes the change in term and an increase to the administrative fee from a not-to-exceed amount of \$18,000 to a not-to-exceed amount of \$16,875 to reflect the Board of Director's Administrative Policy for contract services.
Backup Information: Memo: Consider Approval of Amendment 1 to the Interlocal Agreement (ILA) with the City of Coppell for Mobility Services
Exhibit 1: Interlocal Agreement with City of Coppell, Amendment 1 Draft
Exhibit 2: Original Interlocal Agreement with City of Coppell

4. **Consider Authorizing the CEO to Execute the Lyft Task Order Renewal for Coppell Mobility Services**

[\(packet pages 52-188\)](#)

Action Item

Presenter: Lindsey Baker, Director of Government Affairs
Item Summary: The renewal of the Lyft Task Order will ensure services continue to be deployed without interruption, if the Board of Directors approve the Amendment to the Interlocal Agreement with the City of Coppell for Mobility Services under Consent Item 3.
Backup Information: Memo: Consider Authorizing the CEO to Execute the Lyft Task Order Renewal for Coppell Mobility Services
Exhibit 1: Lyft Task Order for Coppell Mobility Services, Renewal Draft
Exhibit 2: Original Lyft Task Order for Coppell Mobility Services
Exhibit 3: Parent Contract with Lyft
Exhibit 4: Amendment One to Parent Contract with Lyft

5. **Consider Authorizing CEO to Execute Task Order 3 with Irving Holdings for MUTD Services**
([packet pages 189-320](#))

Action Item

Presenters:

Lindsey Baker, Director of Government Affairs

Item Summary:

The current Interlocal Agreement with the City of McKinney for MUTD services expires on December 31, 2020, while the current Irving Holdings Task Order, which provides for the taxi services per the MUTD ILA, expires on September 30, 2020. Staff recommends executing Task Order 3 to accommodate an extension to align with the ILA and to address the programmatic and budgetary changes necessary to the continued success of MUTD's taxi program provided by Irving Holdings.

Backup Information:

Memo: Consider Approval of Irving Holdings MUTD Task Order

Exhibit 1: Irving Holdings Parent Contract

Exhibit 2: Task Order 1

Exhibit 3: Task Order 2

Exhibit 4: Task Order 3 Draft

INFORMATIONAL REPORTS

1. **Monthly Financial Reports**
([packet pages 321-327](#))

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 328-334](#))

Item Summary:

Exhibits 1-4 provide an overview of total monthly ridership trends across all DCTA services--comparing FY 19 and FY20 To Date with the associated COVID impacts. Note that A-train and Connect May-July ridership each increased by approximately 32 and 19 percent respectfully.

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 Pre- and During COVID-19 Comparison

3. **Contracted Service Agreements Monthly Progress Report**

[\(packet pages 335-337\)](#)

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

4. **Information Requested by Board Members**

[\(packet pages 338-354\)](#)

Item Summary: The information below is being provided per the request of Board Members. 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: Performance Measures by Route with Associated Revenue
Exhibit 2: Operational Safety Protocols, Bus Safety Procedures
Exhibit 3: Operational Safety Protocols, Rail Safety Procedures

5. **Transformation Initiative Progress Report**

[\(packet page 355\)](#)

Item Summary: The Board-led Transformation Initiative successfully launched on August 7, 2020. An overview of progress has been included in the packet for review and any necessary discussion. Routine progress reports will be provided to the board in each Friday email as well as included on each board agenda. Staff will be prepared to answer questions from the Board.

Backup Information: Memo: Transformation Initiative Progress Report (August 2020)

REGULAR AGENDA

1. **Consider Approval of COVID Pay for NTMC Non-Operators & Frontline DCTA Staff**

[\(packet page 356\)](#)

Action Item

Presenters: Marisa Perry, CFO/VP of Finance

Item Summary: The DCTA Board of Directors approved funding of COVID pay for NTMC operators at the July Board meeting and requested cost implications of providing COVID pay to other NTMC and DCTA employees.

Backup Information: Memo: Approval of COVID Pay for NTMC Non-Operators & Frontline DCTA Staff

2. **Consider Approval of Resolution R20-14 Approving FY 2020 Budget Revision 2020-08**
([packet pages 357-367](#))

Action Item

Presenters: Marisa Perry, CFO/VP of Finance

Item Summary: Board approval will be requested of Resolution R20-14 approving FY20 Budget Revision 2020-08.

Backup Information: Memo: Consider Approval of Resolution R20-14 Approving FY20 Budget Revision 2020-08

Exhibit 1: Resolution R20-14 with Exhibit "1" Budget Revision 2020-08 and Exhibit "2" Change in Net Position

Exhibit 2: Year to Date FY2020 Budget Revisions

3. **Consider Approval of Arboc Vehicle Purchase (FY'20)**
([packet pages 368-374](#))

Action Item

Presenters: Nicole Recker, VP of Mobility Services and Administration

Item Summary: Each year, staff reviews current fixed-route and on-demand service levels, identifies fleet requirements, reviews existing fleet, and updates the agency's Fleet Replacement Program which drives the purchase of new and replacement fleet. Fleet purchases were not made in FY '19 due to issues with the required Buy America in the cooperative agreement. The purchase of fleet in FY '20 was originally put on hold due to COVID-19 vehicle production delays, with the recommendation to roll FY '19 and FY '20 funding into FY '21. Based on board direction to increase service levels on Routes 4, 7, 21 and 22, and an aged fleet, there is an immediate need for small replacement vehicles. Staff requests that the board review the supporting materials and is recommending approval of the purchase of nine (9) Arboc Spirit of Independence vehicles.

Backup Information: Memo: Approval of Arboc Vehicle Purchase (FY '20)

Exhibit 1: FY '21 Expanded Level Project for Fleet Purchase

4. **Discuss and Consider Approval of Enhanced Rail Service Implementation**
([packet pages 375-377](#))

Action Item

Presenters: Kristina Holcomb, Deputy CEO

Item Summary: To improve service availability during weekday peak hours and also to provide better connectivity with DART's Green Line service, a proposed enhanced rail schedule is recommended for consideration and approval. This schedule will improve weekday frequency during peak hours from 60 minutes to 30 minutes. Also, an early morning train has been added to the proposed schedule to meet DART Green Line for passengers wanting to reach Downtown Dallas area prior to 7am on weekdays. This proposed enhanced rail schedule can be implemented as early as Monday, September 21, 2020.

Backup Information: Memo: Discuss and Consider Approval of Enhanced Rail Service Implementation

Exhibit 1: Proposed Enhanced Rail Service Schedule

5. **Presentation of Proposed FY2021 Operating & Capital Budget**
([packet pages 378-548](#))

Discussion Item

Presenters: Marisa Perry, CFO/VP of Finance

Item Summary: The proposed FY 2021 budget was presented and discussed with the Board of Directors on June 18th and July 23rd. The budget is being submitted in accordance with requirements under Chapter 460 of the Texas Transportation Code and DCTA Board policy and procedures, for Board review and comment as well as citizen input.

Backup Information: Memo: Presentation of Proposed FY2021 Operating & Capital Budget
Exhibit 1: FY2021 Proposed Operating & Capital Budget Presentation
Exhibit 2: Change in Net Position
Exhibit 3: Change in Net Position by Function
Exhibit 4: Revenues & Ridership
Exhibit 5: Capital Improvement & Major Maintenance Plan
Exhibit 6: Long Range Financial Plan
Exhibit 7: FY2021 Budget Contingency Plan
Exhibit 8: Expanded Level Projects

6. **Public Hearing on Proposed FY2021 Operating & Capital Budget**

Any person who wishes to address the Board of Directors regarding the proposed FY2021 Operating and Capital Budget during this Public Hearing may do so by utilizing the "raise hand" function of the Zoom meeting. Citizens that are not able to connect to the Zoom meeting are asked to email his or her public comment to bpedron@dcta.net no later than 3:00 pm on Wednesday, August 26, 2020. Each speaker will be given a total of three (3) minutes to address to Board.

Discussion Item

Presenters: Dianne Costa, Highland Village, Board Chair

Item Summary: The Board will conduct a Public Hearing on Proposed FY 2021 Capital and Operating Budget. Board Chair will open and close the Hearing.

Backup Information: *Information included in Regular Item #5 above.*

7. **Discuss Financial Management Policies and Annual Investment Policy for FY2021**
([packet pages 549-571](#))

Discussion Item

Presenters: Marisa Perry, CFO/VP of Finance

Item Summary: DCTA Financial Management Policies, including the Investment Policy, are reviewed and approved by the Board of Directors annually.

Backup Information: Memo: Discuss Financial Management Policies and Annual Investment Policy for FY2021
Exhibit 1: Draft Proposed Financial Management Policies including Investment Policy
Exhibit 2: Investment Policy Review Letter

8. **Discuss MaaS Task Order #2: On-Demand Service in Member Cities**

[\(packet pages 572-577\)](#)

Discussion Item

Presenters:

Nicole Recker, VP of Mobility Services and Administration

Item Summary:

DCTA seeks to establish partnerships with non-traditional mobility providers to assist the agency towards establishment of a unified and integrated platform which allows the agency and customers the ability to match travel needs and preferences; thereby transitioning the agency's current conventional role as travel provider towards that of a technology-enabled, integrated *Mobility Manager* and broker of services. DCTA issued a task order to our current MaaS providers seeking responses for On-Demand Service from firms or contractor teams that have entered into master on-call contracts under Request for Proposals (RFP) 19-05 Mobility-as-a-Service. DCTA plans to use these services within Member Cities and other areas DCTA serves outside the member cities through contracted services. The purpose of this task order request is to select non-traditional, mobility brokers, providers, and system integrators with the ability to provide DCTA with the expertise, resources, and innovative ideas needed to plan, design, operate, maintain, and broker on-demand, shared ride transit services within and between (where appropriate) the boundaries of various locations throughout DCTA's service area. While recommended vendors were originally slated for board approval in August, staff has provided an extension to bidders per request and will bring recommended vendors to the board for approval in September.

Backup Information:

Memo: Discuss MaaS Task Order #2: On-Demand Service in Member Cities Update
Exhibit 1: Summary of Scope of Work and Timeline

9. **Discuss and Consider Approval of the Draft Transportation Reinvestment Program (TRiP) – Recommended Policy and Implementation Strategy**

[\(packet pages 578-587\)](#)

Possible Action Item

Presenters:

Kristina Holcomb, Deputy CEO

Andrew Ittigson, Project Manager/Senior Transit Planner for AECOM

Marisa Perry, CFO/VP of Finance

Item Summary:

The DCTA Transportation Reinvestment Program (TRiP) policy is intended to provide financial assistance to DCTA member cities for transit-supportive projects consistent with and beneficial to DCTA's Long-Range Service Plan goals. TRiP will enable partnerships between the agency and its member cities on mutually beneficial investments in transit-supportive projects. DCTA planning consultant AECOM and staff will present its draft TRiP policy recommendations and implementation strategy for Board consideration and discussion.

Backup Information:

Memo: Discuss and Consider Approval of the Draft Transportation Reinvestment Program (TRiP) – Recommended Policy and Implementation Strategy (TRiP)
Exhibit 1: Draft TRiP Recommended Policy and Implementation Strategy

10. **Discuss Development of DCTA’s State Legislative Agenda for the 87th Texas State Legislature**
[\(packet pages 588-592\)](#)

Discussion Item

Presenters: Lindsey Baker, Director of Government Affairs

Item Summary: The 87th Texas State Legislature will convene on January 12, 2021. In order to have a successful legislative session and formally communicate with legislators, it is critical to have a program that outlines the Board of Director’s priorities and policy position statements on issues that may impact the Agency. Staff will be prepared to make recommendations and to seek feedback and direction from the Board to develop a formal draft agenda for consideration at the September Board meeting.

Backup Information: Memo: Discuss Development of DCTA’s Agenda for the 87th State Legislative Session

Exhibit 1: Proposed Legislative Program Statements for the 87th Texas Legislature

Exhibit 2: Final Legislative Program for the 86th Texas Legislature

11. **Discuss Rail Operations & Maintenance Agreement Briefing**
[\(packet page 593\)](#)

Discussion Item

Presenters: Kristina Holcomb, Deputy CEO
Raymond Suarez, CEO

Item Summary: First Transit USA recently informed DCTA of its intent to sell its US bus and rail operations and is actively engaged with potential rail operators that are interested in assignment of the DCTA rail operations and maintenance contract. DCTA will perform due diligence to ensure the final bidder meets the necessary requirements.

Backup Information: Memo: Rail Operations & Maintenance Agreement Briefing

12. **Discuss 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.

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 08.21.2020 [\(packet page 594\)](#)

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.

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.
- C. 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: CEO Contract.

RECONVENE OPEN SESSION

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

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

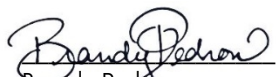
Non-Voting Board Members:

Mark Miller, Ron Trees, Connie White, Carter Wilson, Tom Winterburn, Joe Perez

Staff Liaison:

Raymond Suarez, CEO

This notice was posted on 8/21/2020 at 12:08 PM.


Brandy Pedron
Executive Administrator
Board Support | FOIA