



Board of Directors Regular Meeting

September 24, 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/93618151322> or by joining via telephone by dialing the following number: +1 346 248 7799; Meeting ID: 936 1815 1322

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 virtually to the Zoom meeting must email his or her public comment to bpedron@dcta.net no later than 3:00 pm on Wednesday, September 23, 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 August 27, 2020 Meeting Minutes**

(packet pages 9-15)

Action Item

Presenter: Dianne Costa, Highland Village, Board Chair
Item Summary: Staff recommends approval of the August 27, 2020 Meeting Minutes.
Backup Information: Exhibit 1: August 27, 2020 Board Meeting Minutes

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

(packet pages 16-22)

Action Item

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

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

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

3. **Consider Approval of the Interlocal Agreement with the City of Frisco for Mobility Services**

[\(packet pages 23-50\)](#)

Action Item

Presenter: Lindsey Baker, Director of Government Affairs

Item Summary: As staff briefed the Board of Directors on August 27, the Frisco City Council approved a new, one-year Interlocal Cooperative Agreement with DCTA, on September 1, to continue to provide mobility services with an increased budget of \$400,000, which includes cost of services and DCTA's administrative fee per the administrative fee policy. Additional programmatic changes include increased passenger fares, elimination of the reduced fare, and reduction of eligible service boundaries to the Frisco City limits and portions of Plano currently being served.

Backup Information: Memo: Consider Approval of the Interlocal Agreement with the City of Frisco for Mobility Services

Exhibit 1: Interlocal Agreement as Approved by City of Frisco City Council on September 1, 2020

Exhibit 2: Extension Letter, October 1, 2019 through September 30, 2020

Exhibit 3: 2018 Restated Interlocal Agreement

Exhibit 4: Frisco Service Map Comparison

4. **Consider Approval of Resolution R20-16 Approving Financial Management Policies and Annual Investment Policy for FY2021**

[\(packet pages 51-75\)](#)

Action Item

Presenter: Marisa Perry, CFO/VP of Finance

Item Summary: Staff recommends approval of Resolution R20-16 Approving Financial Management Policies and Annual Investment Policy for FY2021

Backup Information: Memo: Consider Approval of Resolution R20-16 Approving Financial Management Policies and Annual Investment Policy for FY2021

Exhibit 1: Resolution R20-16 with Exhibit "A" Red-lined Proposed Financial Management Policies including Investment Policy

Exhibit 2: Investment Policy Review Letter

INFORMATIONAL REPORTS

1. **Monthly Financial Reports**

[\(packet pages 76-82\)](#)

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 83-89)

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 July-August ridership each increased by nearly 8 and 82 percent respectfully.

Backup Information: Memo: 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. **Community Advisory Committee Meeting Recap Report (August 2020)**

(packet pages 90-99)

Item Summary: DCTA hosts quarterly meetings with the agency’s dedicated Community Advisory Committee to discuss agency news and receive public feedback on agency services, programs and promotions. Included in the packet in a recap of the joint Denton/Lewisville meeting that occurred on August 20, 2020.

Backup Information: Exhibit 1: Community Advisory Committee Meeting Recap Report (August 2020)

REGULAR AGENDA

1. **Discussion of Transformation Initiative Progress Report**

(packet page 100)

Possible Action Item

Presenter: Nicole Recker, VP of Mobility Services and Administration
Chris Newport, Project Manager, Accenture

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: Discussion of Transformation Initiative Progress Report

2. **Presentation by HillCo and Discuss and Consider Approval of DCTA’s State Legislative Agenda for the 87th Texas State Legislature**

[\(packet page 101-127\)](#)

Action Item

Presenters: Lindsey Baker, Director of Government Affairs
Rick Dennis and Kate Kuhlmann, HillCo

Item Summary: The purpose of this item is to receive a presentation from HillCo, DCTA’s state legislative consultant, regarding the upcoming legislative session and methods of communication to expect including bill tracks, committee hearing overviews, and frequency of debriefs. In addition to the HillCo presentation, continue discussion that began at the August 27 Board meeting, regarding the development and consideration of DCTA’s State Legislative Agenda for the 87th Texas State Legislature.

Backup Information: Memo: Presentation by HillCo and Discuss and Consider Approval of DCTA’s State Legislative Agenda for the 87th Texas State Legislature
Exhibit 1: HillCo Memo to the DCTA Board of Directors
Exhibit 2: Proposed Legislative Program for the 87th Texas Legislature
Exhibit 3: Example Template for Legislative Program Design
Exhibit 4: Final Legislative Program for the 86th Texas Legislature
Exhibit 5: DART P3 Enabling Language, Texas Transportation Code 452.108 (C) & (D)

3. **Consider Approval of Debt Refinancing Structure**

[\(packet pages 128-130\)](#)

Action Item

Presenter: Marisa Perry, CFO/VP of Finance

Item Summary: DCTA currently has \$23.36 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. Board consensus will be requested for the structure in which to pursue refinancing of the outstanding Series 2009 bonds.

Backup Information: Memo: Consider Approval of Debt Refinancing Structure
Exhibit 1: Proposed Current Refunding of \$12,755,000 Series 2009 Bonds

4. **Discuss and Consider Approval of the Transportation Reinvestment Policy (TRiP) – Recommended Policy Refinements and Proposed Implementation Strategy**
[\(packet pages 131-153\)](#)
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. As a follow up from the August Board meeting, DCTA planning consultant AECOM will facilitate a discussion to address feedback received regarding the initial draft TRiP policy board discussion in an effort to finalize the draft policy for Board consideration and possible action.
Backup Information: Memo: Discuss and Consider Approval of the Transportation Reinvestment Policy (TRiP) – Recommended Policy Refinements & Proposed Implementation Strategy
Exhibit 1: TRiP Policy & Implementation Strategy Draft with Board Feedback
Exhibit 2: Board Presentation with Feedback Summary

5. **Consider Approval of Resolution R20-17 Approving FY 2020 Budget Revision 2020-09**
[\(packet pages 154-166\)](#)
Action Item
Presenter: Marisa Perry, CFO/VP of Finance
Item Summary: Staff recommends approval of Resolution R20-17 approving FY20 Budget Revision 2020-09.
Backup Information: Memo: Consider Approval of Resolution R20-17 Approving FY20 Budget Revision 2020-09
Exhibit 1: Resolution R20-17 with the following Exhibits:
“A”: Budget Revision 2020-09
“B”: Change in Net Position (DCTA Only)
“B-1”: Change in Net Position (DCTA & NTMC Combined)
Exhibit 2: Year to Date FY2020 Budget Revisions

6. **Consider Approval of Resolution R20-15 Adopting FY2021 Operating & Capital Budget**
[\(packet pages 167-180\)](#)
Action Item
Presenter: Marisa Perry, CFO/VP of Finance
Item Summary: Staff recommends approval of Resolution R20-15 Adopting FY2021 Operating & Capital Budget
Backup Information: Memo: Consider Approval of Resolution R20-15 Adopting FY2021 Operating & Capital Budget
Exhibit 1: Resolution R20-15 with the following Exhibits:
“A”: Change in Net Position – Proposed FY21 Budget
“A-1”: Change in Net Position – DCTA & NTMC Combined
“B”: Capital Improvement & Major Maintenance Plan with Proposed FY21 Appropriation
“C”: Long Range Financial Plan
“D”: Budget Contingency Plan

7. **Discuss Exploration of Bus Operations and Maintenance Contracting Options**

(packet page 181)

Discussion Item

Presenter: Kristina Holcomb, Deputy CEO

Item Summary: Staff will provide an update to the Board regarding activities associated with exploring options to address operations and maintenance of DCTA's bus service.

Backup Information: Memo: Discuss Exploration of Bus Operations & Maintenance Contracting Options

8. **Consider Approval of MaaS Task Order #2: On-Demand Services for Member Cities and Contracted Cities**

(packet pages 182-198)

Action Item

Presenter: 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. Staff requests that the board review the supporting materials and is recommending approval of Task Order #2 to Spare Labs/Lyft and Task Order #3 to RiverNorth (Via).

Backup Information: Memo: Consider Approval of MaaS Task Order #2: On-Demand Services for Member Cities and Contracted Cities

Exhibit 1: Solicitation 2007-001

Exhibit 2: Spare Labs/Lyft Response (*Proprietary Information Under Separate Cover*)

Exhibit 3: RiverNorth (Via) Response (*Proprietary Information Under Separate Cover*)

9. **Consider Approval of Interlocal Cooperation Agreement with Denton County for Law Enforcement Services**

(packet pages 199-211)

Action Item

Presenter: Kristina Holcomb, Deputy CEO

Item Summary: Renewal of agreement between DCTA and Denton County Sheriff's office for FY 21 to provide law enforcement and security services for DCTA A-train service.

Backup Information: Memo: Consider Approval of Interlocal Cooperation Agreement with Denton County for Law Enforcement Services

Exhibit 1: Interlocal Cooperation Agreement for Law Enforcement Services

10. **Discuss Draft DCTA & NTMC Interlocal Agreement Amendment**

[\(packet pages 212-226\)](#)

Discussion Item

Presenter: Kristina Holcomb, Deputy CEO

Item Summary: Staff seeks board feedback regarding the draft amended Interlocal Agreement with the North Texas Mobility Corporation (NTMC) for bus operations and maintenance services. The document includes edits addressing previous discussions with the DCTA Board and will be the focus of joint DCTA-NTMC Board meeting slated for October.

Backup Information: Memo: Discuss Draft DCTA & NTMC Interlocal Agreement Amendment
Exhibit 1: DCTA-NTMC Amended ILA Redlined Draft

11. **Discuss CEO Performance Measures**

[\(packet pages 227-245\)](#)

Discussion Item

Presenter: Dianne Costa, Highland Village, Board Chair

Item Summary: This item to have Board discussion regarding the CEO's performance measures, timing of the implementation of the measures in light of the Transformation Initiative, the on-going COVID pandemic and the expectations of the CEO as we begin the FY21 period of performance.

Backup Information: Exhibit 1: Previous DCTA President Performance and Measurement Evaluation Process, President Self-Evaluation Form, and Board Member President Performance Evaluation
Exhibit 2: Ron Holifield, SGR CEO Performance Evaluation Instrument

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.



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 551.076 of the Texas Government Code, the Board of Directors Meeting may be Convened into Closed Executive Session for the purpose of Deliberating regarding security devices or audits: presentation and discussion of the Agency Cybersecurity Assessment Report.

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.

Backup Information: Exhibit 1: Board Agenda Outlook as of 09.18.2020
[\(packet page 246\)](#)

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 9/18/2020 at 11:20 AM.

Brandy Pedron, Executive Administrator, Board Support | FOIA