



## 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 September 27, 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  
Carter Wilson, Frisco (at 1:45)  
Tom Winterburn, Corinth  
Ron Trees, Little Elm  
Allen Harris, The Colony

#### Denton County Unincorporated

Don Hartman  
George Campbell  
Dave Kovatch, Denton County At Large,  
Treasurer

#### Board Members Absent

Richard Huckaby, Denton, Secretary  
Mark Miller, Flower Mound

#### Legal Counsel

Pete Smith

#### DCTA Staff

Kristina Holcomb, Deputy Chief Executive  
Officer  
Marisa Perry, Chief Financial Officer, VP of  
Finance  
Nicole Recker, VP Marketing &  
Communications

#### Other Attendees

Lindsey Baker, Director Strategic  
Partnerships  
Michelle Bloomer, Assistant VP Bus  
Operations & Maintenance  
Amanda Riddle, Budget Manger  
Amber Karkauskas, Controller  
Jonah Katz, Senior Planner  
Ann Boulden, Senior Project Manager  
Adrienne Hamilton, Communications  
Manager  
Chrissy Nguyen, Senior Accountant  
Javier Trilla, Senior IT Manager  
Ian Bryant, HNTB

*Chairman, Charles Emery, called the meeting to order and announced the presence of a quorum at 1:30 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 August 2018
  - ii. Capital Projects Budget Report for August 2018
  - iii. Monthly Sales Tax Receipts
  - iv. Current Procurement Activities
    - *Kristina Holcomb, Deputy Chief Executive Officer, briefly discussed TTI Study. Marisa Perry, Chief Financial Officer/VP Finance, added that DCTA will have a plan around mid FY19.*
    - *Charles Emery, Board Chairman, gave mention to PTC funding from North Central Texas Council of Governments (NCTCOG), beyond the Chrissy Grant. He noted that there is a NCTCOG meeting scheduled for September 28, 2018 to look at funding opportunities.*
  
- b. Marketing and Communications – *Nicole Recker, VP Marketing and Communications, reported on the following:*
  - i. New Handouts
  - ii. UNT Orientation Activities Recap – *22 orientations and over 2,000 students with in depth face-to-face conversations*
  - iii. Highland Village Balloon Festival Recap
  - iv. State Fair of Texas Campaign Overview – *different fare promotion this year*
  - v. Monthly Media Report (August 2018)
  
- c. Strategic Planning and Development – *Lindsey Baker, Director of Strategic Partnerships, reported on the following:*
  - i. Regional Planning Initiatives Update
  - ii. Local Planning Update – *Stakeholder forum*
  - iii. Business Development and Partnerships Update – *extending services to Flower Mound medical/seniors, Coppell similar service to Alliance*
  - iv. Funding Opportunities Update
  - v. Land Use Planning & Development
  
- d. Capital Projects – *Kristina Holcomb, Deputy Chief Executive Officer, reported on the following projects:*
  - i. Positive Train Control
  - ii. Hike and Bike Trail – *Eagle Point Section*
  - iii. Lewisville Bus Fueling Facility
  - iv. Brownfield Investigation - *final report in October*
  
- e. Transit Operations Reports – *Michelle Bloomer, Assistant VP Bus Operations & Maintenance, 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. Committee Chair Reports
  - a. Program Services Committee report of items discussed at the September 18, 2018 meeting with Dave Kovatch as committee Chairman – *Dave Kovatch, Committee Chairman, reviewed and discussed the Chair report provided in the Board Packet*
3. Discussion of Regular Board Meeting Agenda Items (September 27, 2018) – *No discussion at this time*
4. Convene Executive Session – *The board did not meet in Executive Session*
5. Discussion of Future Agenda Items
  - *Charles Emery, Board Chairman, stated that Executive Committee still stands as the Legislative Committee; at the next executive committee, the Board may discuss legislature*
  - *Dianne Costa, Board Secretary, discussed having a Board Governance Facilitation before the February Board Retreat; this will be discussed at the next Executive Committee.*
6. ADJOURN at 2:33 p.m.

The minutes of the September 27, 2018 Work Session meeting of the Board of Directors were passed and approved by a vote on this 25<sup>th</sup> day of October 2018.

  
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Charles Emery, Chairman

ATTEST

  
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Dianne Costa, Secretary