



Board of Directors Regular Meeting

October 22, 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/93282349715> or by joining via telephone by dialing the following number: +1 346 248 7799; Meeting ID: 932 8234 9715

CALL TO ORDER

INVOCATION

RECOGNITION OF SERVICE

Carter Wilson, Frisco Representative, 8 years of service

INTRODUCTIONS OF NEWLY APPOINTED BOARD MEMBER AND ALTERNATE

Dennie Franklin, Frisco

Mayor Wilcox, Highland Village Alternate

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, October 21, 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.

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.

CONSENT AGENDA

1. Consider Approval of September 24, 2020 Meeting Minutes

(packet pages 10-15)

Action Item

Presenter: Dianne Costa, Highland Village, Board Chair
Item Summary: Staff recommends approval of the September 24, 2020 Meeting Minutes.
Backup Information: Exhibit 1: September 24, 2020 Board Meeting Minutes

2. Consider Approval of Monthly Financial Statements for September 2020 and Quarterly Reports for Q4 FY20

(packet pages 16-34)

Action Item

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

- Financial Statements for September 2020
- Capital Projects Budget Report for September 2020
- Quarterly Investment Report Q4 FY20
- Quarterly Grants Report Q4 FY20

Backup Information: Memo: Consider Approval of Monthly Financial Statements for September 2020 and Quarterly Reports for Q4 FY20
Exhibit 1a: Monthly Financial Statements – September 2020 (under separate cover)
Exhibit 1b: Capital Projects Budget Report – September 2020 (under separate cover)
Exhibit 2: Quarterly Investment Report Q4 FY20
Exhibit 3: Quarterly Grants Report Q4 FY20

3. Consider Approval of Interlocal Agreement with King County, Washington for Cooperative Purchasing

(packet pages 35-39)

Action Item

Presenter: Athena Forrester, AVP of Regulatory Compliance
Item Summary: King County, Washington, wishes to enter into an Interlocal Agreement to utilize the agreements awarded as a result of the MaaS procurement.
Backup Information: Memo: Consider Approval of Interlocal Agreement with King County, Washington for Cooperative Purchasing
Exhibit 1: Interlocal Agreement with King County

4. **Consider Approval of Interlocal Agreement with City of Lubbock, Texas for Cooperative Purchasing**
(packet pages 40-44)

Action Item

Presenter: Athena Forrester, AVP of Regulatory Compliance

Item Summary: The City of Lubbock wishes to enter into an Interlocal Agreement to utilize the agreements awarded as a result of the MaaS procurement.

Backup Information: Memo: Consider Approval of Interlocal Agreement with City of Lubbock, Texas for Cooperative Purchasing

Exhibit 1: Interlocal Agreement with City of Lubbock

INFORMATIONAL REPORTS

1. **Monthly Financial Reports**

(packet pages 45-51)

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 52-58)

Item Summary: Exhibits 1-5 provide an overview of total monthly ridership trends across all DCTA services, comparing FY 19 and FY20 to-date with the associated COVID impacts. A-train and Connect August-September ridership increased by nearly 10 and 82 percent, respectively.

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. **Election 2020 Free Ride Campaign Overview**

(packet page 59)

Item Summary: During election years, DCTA provides passengers with the opportunity to ride for free when traveling for the purpose of voting. This year, DCTA will provide free rides on select agency services for Election Day 2020. Staff will be prepared to answer questions from the Board.

Backup Information: Memo: Election 2020 Free Ride Campaign Overview

4. DCTA Board of Directors Terms and Reappointments

(packet pages 60-61)

Item Summary: With upcoming Board terms ending, staff wanted to provide the Board with some information from our Bylaws regarding the DCTA Board of Director terms and reappointments.

Backup Information: Memo: DCTA Board of Directors Terms and Reappointments
Exhibit 1: Current Terms of the Board of Directors Table

REGULAR AGENDA

1. Discuss and Consider Resolution R20-21 Authorizing the Issuance of “Denton County Transportation Authority Sales Tax Refunding Bonds, Series 2020”

(packet pages 62-97)

Action Item

Presenter: Marisa Perry, CFO/VP of Finance
Laura Alexander, Hilltop Securities Inc.
Robert Dransfield, Norton Rose Fulbright US LLP

Item Summary: Staff recommends adoption of Resolution R20-21 authorizing the issuance of such bonds and providing for the redemption of the bonds being refunded.

Backup Information: Memo: Discuss and Consider Resolution R20-21 Authorizing the Issuance of “Denton County Transportation Authority Sales Tax Refunding Bonds, Series 2020”
Exhibit 1: Bond Resolution R20-21

2. Discuss and Consider Approval of Excess Rail Liability Coverage

(packet page 98)

Possible Action Item

Presenter: Marisa Perry, CFO/VP of Finance
Robert Waggoner, McGriff, Seibels, & Williams Inc

Item Summary: Information regarding excess rail liability coverage will be presented, and the Board will be requested to authorize the CEO to secure \$125 million coverage in order to satisfy requirements of the DART/DCTA interlocal agreement regarding DCTA’s ability to operate rail service on DART’s corridor.

Backup Information: Memo: Discuss and Consider Approval of Excess Rail Liability Coverage

3. **Consider Approval of Resolution R20-20 Approving FY 2020 Budget Revision 2020-10**
(packet pages 99-111)

Action Item

Presenter: Kristina Holcomb, Deputy CEO
Marisa Perry, CFO/VP of Finance

Item Summary: Staff is seeking Board approval of Resolution R20-20 approving FY20 Budget Revision 2020-10 to reopen the Hike & Bike Trail – Eagle Point capital that was previously closed in April 2020 at a total cost of \$2,935,919. At the closure, the project had \$60k remaining in the \$2,995,873 budget. In September 2020, DCTA received a final invoice from Jacobs Engineering Group, Inc. that needs to be charged to this capital project in order to capture the full costs of the project. The invoice was delayed because Jacobs was required to convert all drawings into tagged image file format (TIFF) files for the City of Lewisville and COVID-related closures created drafting staffing shortages for the computer aided design (CAD) formatting of the documents. Budget Revision 2020-10 will allow this capital project to be reopened to increase the budget so that the final invoice can be paid, and the project will be closed upon completion. With the additional expense of \$24,342 to the project, the overall budget will come in under the \$2,995,873 previously approved amount.

Backup Information: Memo: Consider Approval of Resolution R20-20 Approving FY20 Budget Revision 2020-10

Exhibit 1: Resolution R20-20 with the following Exhibits:

“A”: Budget Revision 2020-10

“B”: Change in Net Position (DCTA Only)

“B-1”: Change in Net Position (DCTA & NTMC Combined)

Exhibit 2: Capital Improvement & Major Maintenance Plan

Exhibit 3: Year-to-Date FY2020 Budget Revisions

4. **Discuss Transformation Initiative Progress Report**
(packet page 112)

Possible Action Item

Presenter: Nicole Recker, VP of Mobility Services and Administration

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: Discuss Transformation Initiative Progress Report

5. **Discuss Process for Priority Legislative Communications during the 87th Texas Legislative Session**
([packet page 113](#))

Discussion Item

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

Item Summary: During the September Board meeting the Board requested further discussion regarding communications on legislative activities. Staff and HillCo will have a discussion and propose a communications strategy for the Board's consideration.

Backup Information: Memo: Discuss Process for Priority Legislative Communications during the 87th Texas Legislative Session

6. **Discuss Bus Operations and Maintenance Options Update**
([packet page 114](#))

Discussion Item

Presenter: Raymond Suarez, CEO

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

Backup Information: Memo: Discuss Bus Operations and Maintenance Options Update

7. **Consider Approval of Resolution R20-19 Authorizing CEO to Execute the Consent and Novation Agreement for DCTA Rail Operations and Maintenance Contractor Transition**
([packet pages 115-146](#))

Action Item

Presenter: Kristina Holcomb, Deputy CEO

Item Summary: First Transit USA recently informed DCTA of its intent to sell its US operations which directly impacts DCTA's rail operations and maintenance contract. Staff seeks DCTA Board approval for the reassignment of DCTA's rail operations and maintenance contract from First Transit to Rio Grande Pacific Corporation (RGPC). RGPC has served as First Transit's subcontractor on DCTA's rail operations and maintenance contract. Staff anticipates a seamless transition with the proposed contractor and recommends approval of the contract reassignment to RGPC.

Backup Information: Memo: Consider Approval of Resolution R20-19 Authorizing CEO to Execute the Consent and Novation Agreement for DCTA Rail Operations and Maintenance Contractor Transition
Exhibit 1: Resolution R20-19 Authorizing CEO to Execute the Consent and Novation Agreement for DCTA Rail Operations and Maintenance Contractor Transition
with the following exhibit:
Exhibit "A": Consent and Novation Agreement
Exhibit 2: First Transit Rail Operations and Maintenance Agreement 07.01.2016

8. **Discuss and Consider Approval of the Transportation Reinvestment Program (TRiP) Policy**
[\(packet pages 147-184\)](#)

Possible Action Item

- Presenter: Kristina Holcomb, Deputy CEO
Andrew Ittigson, Project Manager/Senior Transit Planner for AECOM
- 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 September Board meeting, DCTA planning consultant AECOM will facilitate a discussion to address feedback received from the DCTA board discussion in an effort to finalize the draft policy for Board consideration and approval.
- Backup Information: Memo: Discuss and Consider Approval of the Transportation Reinvestment Program (TRiP) Policy
Exhibit 1: TRiP Policy Final Draft 10.14.20 (Redline Version)
Exhibit 2: TRiP Policy Final Draft 10.14.20 (Clean Version)
Exhibit 3: Board Presentation with Recent Feedback Summary

9. **Ratification of Emergency Expenditure for Repairs to the Bus Operations and Maintenance Facility**
[\(packet pages 185-186\)](#)

Action Item

- Presenter: Kristina Holcomb, Deputy CEO
- Item Summary: An emergency declaration related to repair of the parking lot at the Bus O&M facility on October 7th was executed by the CEO to ensure ongoing operations of bus service. The original project was competitively bid and awarded, and work began September 23 on 156 sq. yds of flatwork. As demolition began it became apparent that an additional 92 sq. yds. needed repair. The resulting change order in the amount of \$14,158.65 exceeds the 25% statutory maximum. Any delay of completion will prevent fuel trucks from accessing the fuel tanks. The intent of this item is to request ratification of the declaration of emergency.
- Backup Information: Memo: Ratification of Emergency Expenditure for Repairs to the Bus Operations and Maintenance Facility
Exhibit 1: Change Order Estimate

10. **Discuss Current Interlocal Agreement with Trinity Metro Providing Lyft Service to the Alliance, Texas Area**

(packet pages 187-204)

Discussion Item

Presenter: Lindsey Baker, Director of Government Affairs

Item Summary: The current Interlocal Agreement with Trinity Metro for Mobility Services expires on January 31, 2021. The agreement provides for on-demand rideshare services to the Alliance, Texas area through a task order with Lyft. Trinity Metro staff has expressed an interest in executing a two-year extension of the ILA. DCTA shall apply a 60 percent administrative fee, per the Board of Directors' administrative fee policy adopted in April 2020. The ILA is funded through a grant from the North Central Texas Council of Governments to Trinity Metro, which then reimburses DCTA for the direct cost of service and an administrative fee. The intent of this item is to seek direction from the Board on Trinity Metro's request to execute a two-year extension.

Backup Information: Memo: Discuss Current Interlocal Agreement with Trinity Metro Providing Lyft Service to the Alliance, Texas Area

Exhibit 1: Original Interlocal Agreement with Trinity Metro for Mobility Services

Exhibit 2: First Amended Interlocal Agreement with Trinity Metro for Mobility Services

11. **Consider Approval of Resolution R20-18 Electing the Officers of the Board of Directors**

(packet pages 205-206)

Action Item

Presenter: Dianne Costa, Highland Village, Board Chair

Item Summary: The Board will be requested to elect Officers of the DCTA Board of Directors and approve Resolution R20-18 Electing the Officers of the Board of Directors to take effect November 1, 2020.

Backup Information: Memo: Consider Approval of Resolution R20-18 Electing the Officers of the Board of Directors

Exhibit 1: Resolution R20-18 Electing the Officers of the Board of Directors

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 10.16.2020
(packet page 207)

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 10/16/2020 at 1:44 PM.



 Brandy Pedron, Executive Administrator, Board Support | FOIA