



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 October 25, 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 (at 2:19)
Carter Wilson, Frisco
Tom Winterburn, Corinth
Ron Trees, Little Elm
Mark Miller, Flower Mound
Joe Perez, The Colony 1st Alternate

Denton County Unincorporated

George Campbell
Dave Kovatch, Denton County At Large,
Treasurer

Board Members Absent

Allen Harris, The Colony
Don Hartman, Denton Co. Unincorporated

Legal Counsel

Pete Smith

DCTA Staff

Raymond Suarez, Chief Executive Officer
Kristina Holcomb, Deputy Chief Executive
Officer
Marisa Perry, Chief Financial Officer, Vice
President of Finance
Nicole Recker, Vice President Marketing &
Communications
Michelle Bloomer, Vice President,
Operations

Other Attendees

Rusty Comer, Business Manager, Bus Ops
and Maintenance
Athena Forrester, Assistant Vice President,
Regulatory Compliance, DBE Liaison
Ann Boulden, Senior Project Manager
Sarah Martinez, Director, Procurement
Adrienne Hamilton, Communications
Manager
Chrissy Nguyen, Senior Accountant
Jim Owen
Mark Nelson

Chairman, Charles Emery, called the meeting to order and announced the presence of a quorum at 1:31 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
- Marisa Perry, CFO/VP Finance, stated that the monthly financial numbers are preliminary; the FY 18 final numbers will be presented at the Finance Committee meeting in January and then to the Board at the February Board meeting.
 - ii. Capital Projects Budget Report for August 2018
- Raymond Suarez, CEO stated that DCTA is closely watching the potential flooding with all the rain.
 - iii. Monthly Sales Tax Receipts
- Marisa Perry, CFO/VP Finance, stated that sales tax is 5.5% over budget
 - iv. Quarterly Investment Report Q4 FY2018
-Marisa Perry, CFO/VP Finance, stated that at the end of the year \$350k of budget income; DCTA has a reserve fund
 - v. Quarterly Grants Update Q4 FY2018
- PTC and Fleet replacement are the largest grant funding
 - vi. Current Procurement Activities
 - vii. Potential revenue sharing and additional Finance Committee meeting discussion
- Charles Emery, Chairman, requested a time line draft of an Enhance Local Assistant Program be created for the next Program Services meeting on November 6, 2018.

- b. Marketing and Communications – *Nicole Recker, VP Marketing and Communications, reported on the following:*
 - i. New Handouts
 - ii. Member City Activities
 - iii. Active Campaigns
 - iv. Monthly Media Report (September 2018)
 - v. Annual Marketing and Communications Metrics Highlights

- c. Strategic Planning and Development – *Kristina Holcomb, Deputy Chief Financial Officer, reported on the following:*
 - i. 2019 Title VI Program & Policy Updates – *Rusty Comer, Business Manager, Bus Operations and Maintenance, present updates to the Board*
 - ii. Regional Planning Initiatives Update
 - iii. Local Planning Update – *Stakeholder forum*
 - iv. Business Development and Partnerships Update – *extending services to Flower Mound medical/seniors, Coppell similar service to Alliance*
 - v. Funding Opportunities Update
 - vi. 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, Vice President, Operations, reported on the following and gave an update on UNT Game Date Service:*
 - i. Bus and Rail Operations – *System On-Time Performance, Ridership Performance, Boardings, Safety & Security, Maintenance*
2. Committee Chair Reports
 - a. Finance Committee report of items discussed at the October 15, 2018 meeting with Richard Huckaby as committee Chairman – *Marisa Perry, CFO, VP of Finance, 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 – *No discussion at this time*
 6. ADJOURN at 3:01 p.m.

The minutes of the October 25, 2018 Work Session meeting of the Board of Directors were passed and approved by a vote on this 15th day of November 2018.



Charles Emery, Chairman

ATTEST



Dianne Costa, Secretary