



Board of Directors

**Board Meeting Minutes**

The Board of Directors of the Denton County Transportation Authority convened the regular meeting of the Board of Directors with Charles Emery, Chairman presiding at on November 15, 2018 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

**Attendance**

**Small Cities**

Connie White

**Large Cities**

Charles Emery, Lewisville, Chairman  
Dianne Costa, Highland Village  
Richard Huckaby, Denton, Secretary  
Carter Wilson, Frisco  
Ron Trees, Little Elm  
Mark Miller, Flower Mound

**Denton County Unincorporated**

George Campbell  
Don Hartman

**Board Members Absent**

Allen Harris, The Colony  
Dave Kovatch, Denton County At Large,  
Treasurer  
Michael Savoie, Small Cities  
Tom Winterburn, Corinth  
Skip Kalb, Small Cities

**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**

Javier Trilla, Senior IT Manager  
Jim Owen  
Peggy Hinkle-Wolfe, DRC

*CALL TO ORDER – Chairman, Charles Emery, called the meeting to order and announced the presence of a quorum at 3:19 p.m.*

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS – *led by George Campbell*

INVOCATION – *led by Dianne Costa*

AGENCY AWARDS AND RECOGNITIONS – *Richard Huckaby gave a recognition for Thankfulness*

1. PUBLIC COMMENT – *no public comments at this time*

This agenda item provides an opportunity for citizens to address the Board of Directors on any agenda items or other matters relating to the DCTA. Anyone wishing to address the Board of Directors should complete a Citizen Comment Registration Card and submit it to the DCTA Administration prior to the start of the Board of Director meeting. There is a three (3) minute time limit for each citizen. Anyone wishing to speak shall be courteous and cordial. The Board of Directors is not permitted to take action on any subject raised by a speaker during Citizen 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.

2. CONSENT AGENDA

- a. Approval of Minutes for the Board Work Session and Regular Meeting on October 25, 2018
- b. Acceptance of Monthly Financial Statements for October 2018
- c. Access Appeal Panel Member Appointment
  - *A Motion to approve the Consent Agenda items a - c was made by Dianne Costa. The motion was seconded by Connie White. Motion passed unanimously by the Board.*

3. REGULAR AGENDA

- a. Approval of Change Order to Terracon Consultants, Inc. for Subsurface Environmental Investigation Services – *This item was removed from agenda to be presented at a later date.*
- b. Approval to award contracts for Transit Vehicle Tires for Bus Operations to Goolsbee Tire and T&W Tire
  - *A Motion to approve the Regular Agenda item b was made by Connie White. The motion was seconded by Carter Wilson. Motion passed unanimously by the Board.*
- c. Approval to award contract to Unifirst for ShopUniform Rental Services for Bus Operations
  - *A Motion to approve the Regular Agenda item c was made by Dianne Costa. The motion was seconded by Carter Wilson. Motion passed unanimously by the Board.*
- d. Authorize the CEO to Negotiate and Execute an Agreement to Dell, Inc. for Server/Network Infrastructure Refresh
  - *A Motion to approve the Regular Agenda item d was made by Richard Huckaby. The motion was seconded by Mark Miller. Motion passed unanimously by the Board.*

- e. Discussion of legislation proposed by cities of Denton, Lewisville and Highland Village to amend Chapter 460 Transportation Code.
- f. Discussion of cost of service analysis that would include both direct and indirect costs for all services provided by DCTA as requested by the cities of Lewisville, Denton and Highland Village.
- g. Discussion of implementation of a new Enhanced Local Assistance Program as requested by cities of Lewisville, Denton, and Highland Village.
- h. Discussion of DCTA New Member Policy for I-35E Rail Corridor that does not require a full catch up payment related to the previous DCTA investment as requested by cities of Lewisville, Denton, and Highland Village.
  - *Dianne Costa briefed the Board on items e - h.*
  - *A Motion to table Regular Agenda items e – h until the next board meeting was made by Richard Huckaby. The motion was seconded by George Campbell. Motion passed unanimously by the Board.*
- i. Discussion of contract with SGR to provide governance training for DCTA Board members.
  - *Dianne Costa proposed to the Board providing governance training for Board members from SGR.*

4. CONVENE EXECUTIVE SESSION – *The Board did not meet in Executive Session at this time*

5. CHAIR REPORT – *No report given at this time.*

6. PRESIDENT'S REPORT


- a. Budget Transfers – *Marisa Perry, CFO, discussed the 2018 Rail Capital Maintenance Project budget transfer to Operations with no net impact.*

7. REPORT ON ITEMS OF COMMUNITY INTEREST

- a. 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.
  - *Kristina Holcomb announce that DCTA will be switching phone carriers on November 19<sup>th</sup> and the phones will be out of service from 7:00 am to 9:00 am.*
  - *Dianne Costa announce the Highland Village Glow event happening on November 17<sup>th</sup> at 5:00 pm.*

8. ADJOURN – *Adjourned at 3:38 p.m.*

The minutes of the November 15, 2018 regular meeting of the Board of Directors were passed and approved by a vote on this 14<sup>th</sup> day of December 2018.

  
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Charles Emery, Chairman

ATTEST

  
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Dianne Costa, Secretary