



## Board of Directors Regular Meeting

December 10, 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/96265008861> or by joining via telephone by dialing the following number: +1 346 248 7799; Meeting ID: 962 6500 8861*

### 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](mailto:bpedron@dcta.net) no later than 3:00 pm on Wednesday, December 9, 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 November 12, 2020 Meeting Minutes**  
([packet pages 9-13](#))

*Action Item*

Presenter: Chris Watts, Denton, Board Chair  
Item Summary: Staff recommends approval of the November 12, 2020 Meeting Minutes.  
Backup Information: Exhibit 1: November 12, 2020 Meeting Minutes

2. **Consider Approval of Monthly Financial Statements for October 2020**  
([packet pages 14-20](#))

*Action Item*

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

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

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

3. **Consider Approval of Lyft Task Order 13 for Service at Trinity Metro Alliance ZIPZONE**  
(packet pages 21-39)

*Action Item*

Presenter: Lindsey Baker, Director of Government Affairs

Item Summary: The current contract with Lyft for the Alliance ZIPZONE expires January 31, 2021. In order to continue service to the area per Trinity Metro's request, Task Order 13 for the Lyft Alliance ZIPZONE service has a maximum cost of \$75,000 for a one-year term. Lyft will invoice DCTA monthly for program costs, and those charges will be passed through to Trinity Metro including a 20% administration fee.

Backup Information: Memo: Consider Approval of Lyft Task Order 13 for Service at Trinity Metro Alliance ZIPZONE  
Exhibit 1: Original Interlocal Agreement with Trinity Metro for Mobility Services  
Exhibit 2: Lyft Task Order 13

4. **Consider Approval of Irving Holdings Task Order 3 Revision 1 for MUTD Taxi Service**  
(packet pages 40-59)

*Action Item*

Presenter: Lindsey Baker, Director of Government Affairs

Item Summary: On November 12, 2020, in response to the McKinney Urban Transit District's (MUTD) Board's request, the DCTA Board of Directors approved a fifth amendment to the City of McKinney contracted service agreement, extending the ILA from January 1, 2021 through June 30, 2021. To coincide with the MUTD ILA extension of 6 months, staff has drafted Irving Holdings Task Order 3 Revision 1, for a term of 9 months and a budget of \$197,000, for the Board's consideration in order to continue MUTD taxi services through the extension of the amended contract. DCTA will be fully reimbursed by the City of McKinney for the Irving Holdings service including appropriate administrative fees.

Backup Information: Memo: Consider Approval of Irving Holdings Task Order 3 Revision 1 for MUTD Taxi Service  
Exhibit 1: Fifth Amendment to the City of McKinney MUTD ILA  
Exhibit 2: Irving Holdings Task Order 3  
Exhibit 3: Irving Holdings Task Order 3 Revision 1

INFORMATIONAL REPORTS

1. **Monthly Financial Reports**  
(packet pages 60-62)

Item Summary: DCTA staff will answer questions of the Board regarding updates on financial items.

Backup Information: Memo 1: Monthly Sales Tax Receipts *(under separate cover)*  
Exhibit 1: FY21 Monthly Sales Tax Report *(under separate cover)*  
Memo 2: Monthly Mobility-as-a-Service Update  
Memo 3: Budget Information

**2. Ridership Trend Report**

[\(packet pages 63-70\)](#)

Item Summary: Exhibits 1-5 provide an overview of total monthly ridership trends across all DCTA services, comparing FY19-FY21 to-date with the associated COVID impacts. October bus ridership was relatively unchanged from September while A-train passenger boardings increased by about 10 percent during the same period.

Backup Information: Memo: Ridership Trend Report  
Exhibit 1: FY19 - FY21 Total Monthly Ridership – Rail  
Exhibit 2: FY19 - FY21 Total Monthly Ridership – Bus  
Exhibit 3: FY19 - FY21 Total Monthly Ridership – Access  
Exhibit 4: FY19 - FY21 Total Monthly Ridership – On-Demand  
Exhibit 5: A-train Ridership Pre- and During COVID-19 Comparison

**3. Quarterly Social Service Agency Roundtable Recap Report (October 2020)**

[\(packet pages 71-87\)](#)

Item Summary: DCTA holds quarterly roundtable meetings as a forum for social services agencies to learn more about DCTA services, programs and promotions, as well as discuss individual agency needs and collectively respond with possible solutions. These meetings are a part of the agency’s public involvement plan.

Backup Information: Exhibit 1: October 2020 Social Service Agency Roundtable Recap Report

**4. City of Denton Mayhill Overpass Project**

[\(packet page 88\)](#)

Item Summary: The City of Denton will be constructing an overpass over the A-train tracks at the South Mayhill at-grade railroad crossing. This City is fully funding this project and will incorporate safety adjustments to the Rail Trail bike and pedestrian at-grade crossing at this location. DCTA is coordinating with City of Denton staff, Rio Grande Pacific Corporation (RGPC) and FRA to ensure all necessary safety components are incorporated into this project. The attached memo provides an overview of the project.

Backup Information: Memo: City of Denton Mayhill Overpass Project

**5. City of Lewisville Andes Metal Rail Quiet Zone Project**

[\(packet page 89\)](#)

Item Summary: Andes Metal at-grade railroad crossing requires a modification to ensure Federal Railroad Administration Quiet Zone compliance. DCTA staff is coordinating the project with City of Lewisville as it is anticipated that the City will reimburse DCTA for contracting Rio Grande Pacific Corporation to perform the work on this project. Staff anticipates seeking Board approval of an Interlocal Agreement and associated FY21 budget amendment for this project at the January Board meeting.

Backup Information: Memo: City of Lewisville Andes Metal Rail Quiet Zone Project

REGULAR AGENDA

1. **Discuss Transformation Initiative and Consider Agency Priority Projects and Service Standards**

[\(packet pages 90-176\)](#)

*Action Items*

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

Item Summary: Accenture will present the final Transformation Initiative Task Order #1 report. “Agency Priorities” and “Service Standard” details and recommendations can be found in Exhibit 1. The final recommended “Agency Priorities” can be found in Exhibit 2. The summary of recommended “Service Standards” will be provided in the board meeting presentation. The Board of Directors will be asked to discuss and consider approval of “Agency Priorities” (projects) and “Service Standards.”

Backup Information: Memo: Transformation Initiative Progress Report  
Exhibit 1: Transformation Initiative Final Report  
Exhibit 2: Transformation Initiative Agency Priorities

2. **Discuss and Consider Authorizing the CEO to Negotiate Task Order #2 with Accenture, LLC for Transformation Initiative Project Management Office (PMO) Services**

[\(packet page 177\)](#)

*Action Item*

Presenter: Nicole Recker, VP of Mobility Services and Administration  
Raymond Suarez, CEO

Item Summary: As DCTA implements Transformation Initiative priority projects it will be paramount to establish the support of a PMO to guide projects to completion. Approval of this item will result in an official task order and budget amendment that will be brought to the board for approval at the January 28, 2021 board meeting.

Backup Information: Memo: Accenture PMO Overview  
Exhibit 1: Accenture Draft PMO Scope of Work *(under separate cover)*

3. **Discuss and Consider Approval of the Draft Legislative Communications Policy Related to the 87<sup>th</sup> Texas Legislative Session**

[\(packet pages 178-179\)](#)

*Action Item*

Presenter: Kristina Holcomb, Deputy CEO  
Lindsey Baker, Director of Government Affairs

Item Summary: The Board of Directors has requested continued discussion related to the adoption of a communications policy for the upcoming legislative session. The item is listed as an action item should the Board choose to adopt the policy, as revised, based upon the November discussion.

Backup Information: Memo: Discuss and Consider Approval of the Draft Legislative Communications Policy Related to the 87<sup>th</sup> Texas Legislative Session  
Exhibit 1: Draft Communications Policy with Revisions per the November Meeting

**4. Discuss and Consider Monsignor King (MK101) Fare Structure**[\(packet pages 180-182\)](#)*Action Item*

Presenter: Nicole Recker, VP of Mobility Services and Administration

Item Summary: MK101 is a special fixed route service implemented in January 2020 to serve passengers between Monsignor King Outreach Center and Our Daily Bread. The DCTA board of directors requested that services be provided fare free for six months with the intent to revisit the fare after proper data collection. Due to COVID-19, MK101 was suspended from March 2020 through August 2020. MK101 service has now been in operation a total of six months. The board will be asked to discuss the service and existing free fare and consider approval of a final fare structure that would go into effect on January 1, 2021.

Backup Information: Memo: Discuss and Consider Monsignor King (MK101) Fare Structure  
Exhibit 1: Monsignor King (MK101) Schedule and Map**5. Discuss DCTA & DART Regional Partnership Update**[\(packet pages 183-186\)](#)*Possible Action Item*

Presenter: Kristina Holcomb, Deputy CEO

Item Summary: Staff will provide an update on the continued discussions and activities relating to the partnership opportunity with DART to construct a Joint Rail Operations Facility at DCTA's Rail Operations and Maintenance Facility in Lewisville.

Backup Information: Memo: Discuss DCTA & DART Regional Partnership Update  
Exhibit 1: Draft DART-DCTA Letter of Intent**6. Discuss DCTA Priority Actions**[\(packet pages 187-190\)](#)*Discussion Item*

Presenter: Nicole Recker, VP of Mobility Services and Administration

Item Summary: Staff will brief the board on the following initiatives:

- Service planning, Transformation Initiative final results, and planning for MaaS on-demand for member cities
- Trinity Metro partnership options for providing bus operations and maintenance
- Coordination with NTMC to open the collective bargaining agreement for negotiation

Backup Information: Memo: Discuss DCTA Priority Actions  
Exhibit 1: DCTA Priority Actions Diagram *(updated 12/4/2020)*

7. **Discuss Activities Associated with the COVID-19 Pandemic**

(packet pages 191-201)

*Discussion Item*

- Presenter: Kristina Holcomb, Deputy CEO  
Nicole Recker, VP of Mobility Services and Administration
- Item Summary: DCTA Staff will provide an update on COVID-19 regarding DCTA operations, staffing, the ever-changing environment, and the Agency's response during this health emergency.
- Backup Information: Memo: Discuss Activities Associated with the COVID-19 Pandemic  
Exhibit 1: DCTA COVID-19 Response Update Presentation  
Exhibit 2: COVID Passenger Survey Recap

8. **Discuss North Texas Xpress Service**

(packet pages 202-209)

*Discussion Item*

- Presenter: Nicole Recker, VP of Mobility Services and Administration
- Item Summary: North Texas Xpress, a commuter bus service operated jointly by DCTA and Trinity Metro, offers connections between Denton and downtown Fort Worth with stops in Alliance. DCTA and Trinity Metro have been operating the commuter service since September 2016. Staff will provide the board with an overview of service as well as request confirmation that the board would like staff to explore alternative service delivery options to increase ridership and decrease cost.
- Backup Information: Memo: Discuss North Texas Xpress Service  
Exhibit 1: North Texas Xpress Supporting Documentation

9. **Discuss and Consider Approval of the Transportation Reinvestment Program (TRiP) Related Administrative Functions and Cost Estimate**

(packet page 210)

*Discussion Item*

- Presenter: Kristina Holcomb, Deputy CEO
- Item Summary: The DCTA Board of Directors adopted the Transportation Reinvestment Program (TRiP) policy at its November Board meeting. The adopted policy prescribes that prior to the award of TRiP projects, DCTA staff must present anticipated TRiP administrative costs for Board consideration and approval. Staff will facilitate a discussion regarding anticipated TRiP administrative workflow and initial annual administrative cost estimates.
- Backup Information Memo: Discuss and Consider Approval of the Transportation Reinvestment Program (TRiP) Related Administrative Functions and Cost Estimate

## 10. Discuss Local & Regional Transportation and Legislative Issues

### *Information Item*

Presenters: Chris Watts, Denton, Board Chair  
Dianne Costa, Highland Village  
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 12.04.2020 ([packet page 211](#))

## 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.

[\(Nancy Lieberman Video\)](#)

## 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.

## RECONVENE OPEN SESSION

Reconvene and Take Necessary Action on Items Discussed during Executive Session.

## ADJOURN



**Board Members:**

Chris Watts, Denton, *Chair*  
Cesar Molina, Denton County Seat 1, *Vice Chair*  
Sam Burke, Denton County Seat 2, *Secretary*  
Dianne Costa, Highland Village  
TJ Gilmore, Lewisville

**Non-Voting Board Members:**

Mark Miller, Ron Trees, Connie White, Dennie Franklin, Tom Winterburn, Joe Perez

**Staff Liaison:**

Raymond Suarez, CEO

This notice was posted on 12/4/2020 at 1:48 PM.

  
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Brandy Pedron, Executive Administrator, Board Support | FOIA