



Board of Directors Regular Meeting Minutes for:

December 13, 2018

Board of Directors  
Regular Meeting 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 on December 13, 2018 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

Attendance

**Small Cities**

Connie White  
Skip Kalb  
Michael Savoie

**Large Cities**

Dianne Costa, Highland Village  
Sara Bagheri, Denton  
Carter Wilson, Frisco  
Mark Miller, Flower Mound  
Allen Harris, The Colony  
Tom Winterburn, Corinth

**Denton County Unincorporated**

George Campbell  
Dave Kovatch, Denton County At  
Large, Treasurer

**Board Members Absent**

Ron Trees, Little Elm  
Charles Emery, Lewisville, Chairman  
Don Hartman, Denton County  
Unincorporated

**Legal Counsel**

Pete Smith

**DCTA Staff**

Raymond Suarez, Chief Executive Officer  
Marisa Perry, Chief Financial Officer, Vice  
President of Finance  
Nicole Recker, Vice President Marketing &  
Communications

**Other Attendees**

Brandy Pedron, Executive Administrator  
Jim Owen  
Stephen Knobbe, HNTB

CALL TO ORDER: *Secretary, Dianne Costa, called the meeting to order and announced the presence of a quorum at 12:28 p.m.*

PLEDGE OF ALLEGIANCE – *led by Connie White*

INVOCATOIN – *led by Skip Kalb*

WELCOME AND INTRODUCTION OF VISITORS – *no introductions at this time*

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 November 15, 2018.
- b. Approval of Budget Revision 2019-03 Fuel Tanks/Bus Fueling Facility
- c. Approval of Budget Revision 2019-04 Fleet 2018
- d. Approve Amendment 3 to agreement with Segal Waters, Inc. for compensation and classification study
  - A Motion to approve the Consent Agenda items (a – d) was made by Skip Kalb. The motion was seconded by Dave Kovatch. Motion passed unanimously by the Board

3. REGULAR AGENDA

- a. Discussion and Approval of Fare Changes effective January 2019 – *Presented for discussion by Marisa Perry, Chief Financial Officer, Vice President of Finance*
  - A Motion to approve the Regular Agenda item (a) was made by Carter Wilson. The motion was seconded by Connie White. Motion passed unanimously by the Board
- b. Discussion and Approval of Bus Service Changes effective January 2019 – *Presented for discussion by Marisa Perry, Chief Financial Officer, Vice President of Finance*
  - A Motion to approve the Regular Agenda item (b) was made by Dave Kovatch. The motion was seconded by Connie White. Motion passed unanimously by the Board
- c. Authorize CEO to Negotiate and Execute Task Order 5 with Lyft for Late Night Ride Service
  - A Motion to approve the Regular Agenda item (c) was made by Carter Wilson. The motion was seconded by Skip Kalb. Motion passed unanimously by the Board
- d. Approval to Award of Agreement with Swiftly for Additional Software Modules– *Presented for discussion by Raymond Suarez, Chief Executive Officer*
  - A Motion to approve the Regular Agenda item (d) was made by Skip Kalb. The motion was seconded by Mark Miller. Motion passed unanimously by the Board

- e. Approval of Change Order to Terracon Consultants, Inc. for Subsurface Environmental Investigation Services – *Presented for discussion by Raymond Suarez, Chief Executive Officer*
    - A Motion to approve the Regular Agenda item (e) was made by Skip Kalb. The motion was seconded by Connie White. Motion passed unanimously by the Board
  - f. Discussion and Approval of Amendment to Contract with Enterprise Holdings, LLC Adding Vehicle Types to the Vanpool Service Contract – *Presented for discussion by Marisa Perry, Chief Financial Officer, Vice President of Finance*
    - A Motion to approve the Regular Agenda item (f) was made by Connie White. The motion was seconded by Dave Kovatch. Motion passed unanimously by the Board
  - g. Discussion of DCTA Employee Holiday Time Off – *Dianne Costa lead discussion over adding more holiday time off for DCTA Staff. The Board of Directors discussed and agreed on an Action to approve Raymond Suarez, CEO to add three (3) floating holidays to DCTA Staff Time-Off*
    - A Motion to approve the Regular Agenda item (g) was made by Dave Kovatch. The motion was seconded by Carter Wilson. Motion passed unanimously by the Board
4. Convene Executive Session. The Board may convene the Regular Board Meeting into Closed Executive Session for the following: - *The Board did not meet in executive session at this time*
  5. Reconvene Open Session – N/A
    - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session. – N/A
  6. CHAIR REPORT – *No Chair Report given at this time*
    - a. Discussion of Regional Transportation Issues
    - b. Discussion Legislative Issues
      - i. Regional
      - ii. State
      - iii. Federal
  7. CEO'S REPORT – *No CEO Report given at this time*
    - a. Budget Transfers
    - b. Regional Transportation Issues
  8. REPORT ON ITEMS OF COMMUNITY INTEREST – *None discussed at this time*
    - 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.
  9. ADJOURN – *The meeting was adjourned at 12:56 p.m.*



The minutes of the December 13, 2018 Regular meeting of the Board of Directors were passed and approved by a vote on this 24th day of January 2019.

  
\_\_\_\_\_  
Charles Emery, Chairman

ATTEST

  
\_\_\_\_\_  
~~Dianne Costa~~, Secretary  
SARA DAGHER