

Board of Directors Meeting Minutes for:

November 12, 2020

Regular Meeting Minutes

The Board of Directors of the Denton County Transportation Authority convened the Regular Meeting of the Board of Directors with Chris Watts, Chair presiding on November 12, 2020 remotely using Zoom Meeting.

Attendance

Voting Members

Chris Watts, Chair, Denton
Cesar Molina, Vice Chair, Denton County
Sam Burke, Secretary, Denton County (until 11:38)
Dianne Costa, Highland Village
TJ Gilmore, Lewisville
Paul Christina, Denton County Alternate for Secretary Burke

Non-voting Members

Tom Winterburn, Corinth
Dennie Franklin, Frisco
Connie White, Small Cities
Ron Trees, Little Elm
Mark Miller, Flower Mound
Joe Perez, The Colony

Legal Counsel

Joe Gorfida, NJDHS

DCTA Executive Staff

Raymond Suarez, CEO
Kristina Holcomb, Deputy Chief Executive Officer
Marisa Perry, Chief Financial Officer/Vice President of Finance
Nicole Recker, Vice President of Mobility Services and Administration

Guest Speakers

Chris Newport, Accenture
Rick Dennis, HillCo
Andrew Ittigson, AECOM

Other DCTA Staff Attendees

Lindsey Baker, Director of Government Affairs
Athena Forrester, Assistant Vice President of Regulatory Compliance/DBE Liaison
Amber Karkauskas, Controller
Brandy Pedron, Executive Administrator

Public Attendees

Kristin Green, Lewisville Alternate
Paul Cristina, Denton County Alternate
Shannon Joski, Denton County Alternate
Mayor Wilcox, Highland Village Alternate
Claire Powell, City of Lewisville
Paul Stevens, Highland Village
Brandi Bird, Bird Advocacy & Consulting
Justin Grass, DRC
Kelli Shields
Eme Torlai
Paula Richardson, NTMC
Jim Owen, NTMC
W Gensler
M Taylor

CALL TO ORDER – *Chair Watts called the meeting to order and announced the presence of a quorum at 10:01 am.*

INVOCATION – *Chair Watts led the Invocation.*

RECOGNITION OF SERVICE – *Chair Watts led the Board in recognizing Ron Trees for his 2 years of service to the DCTA Board of Directors. Board Member Costa and Raymond Suarez gave recognition to Board Member Trees for his service.*

PUBLIC COMMENT – *No public comments were made or submitted.*

[Board Chair Costa made a motion to recess the meeting for short break at 11:10 a.m. The time of recess expired, and the meeting resumed at 11:20 a.m.]

CONSENT AGENDA

1. **Approval of October 22, 2020 Minutes** – *Minutes provided in meeting packet.*
2. **Approval of the Fifth Amendment to the City of McKinney MUTD (Collin County Transit) Interlocal Agreement** – *Memo, Interlocal Agreement Amendment and back-up information provided in meeting packet.*
3. **Approval of Monthly Financial Statements for September 2020** – *The Monthly Financial Statements for September 2020 provided in the packet.*
 - *A Motion to approve Consent Agenda items 1 - 3 as presented was made by Board Member Costa. The motion was seconded by Vice Chair Molina. All board members voted yes. Motion passed unanimously by the Board with no abstentions.*

INFORMATIONAL REPORTS – *The following information reports were presented to the Board in the Board Packets for review.*

1. **Monthly Financial Reports** – (Memo 1 and Exhibit 1 were provided to the Board the morning of the November 12, 2020 and updated in the packet on the website after the Board meeting) *Sales tax represents the single largest source of revenue for DCTA at 56.36% for the Fiscal Year 2020 budget. The annual revised sales tax budget for FY20 is \$26,805,374. Because of its importance in funding of DCTA's ongoing operations, the Board adopted a Budget Contingency Plan that outlines the Agency's response when declines in sales tax hit a specific target. For the month of November, receipts were favorable compared to the revised budget. Sales tax for sales generated at retail in the month of September and received in November was \$2,910,752. This represents an increase of 132.10% or \$1,656,665 compared to revised budget for the month and an increase of 8.82% or \$235,909 compared to the original budget for the month. Compared to the same month last year, sales tax receipts are \$358,697 or 14.06% higher. Member city collections for the month compared to prior year are as follows: City of Lewisville up 16.51%; City of Denton up 9.26%; and City of Highland Village up 5.68%.*

As requested by the Board of Directors, staff is providing a monthly update on all Mobility-as-a-Service commitments, activities and expenses. Task Order #1 – Lewisville Lakeway Zone and Denton Evening Zone was issued to Spare Labs, Inc. for Platform-as-a-Service (Spare Platform). The task order was approved for award at the June Board meeting and was issued on 6/30/2020 for a not-to-exceed amount of \$50,000 per year with an initial term of two years and one two-year option to extend (total of 4 years). No funds have been expended to date. Task Orders #2 & #3 – On-Demand Services in Member Cities and Contracted Cities was discussed at the June Board meeting and was presented at the September Board meeting to authorize negotiation of two task orders. Negotiations are currently being conducted and staff anticipates presenting the resulting task orders at the December Board meeting for approval.

There were no budget transfers completed in the month of September to report.

REGULAR AGENDA

[Chair Watts called for an audible to address Regular Agenda Item 6 before Item 1]

6. **Discuss and Consider DART Interlocal Agreement (ILA) for Shared Services** – *Raymond Suarez, CEO presented the following information and the Board discussed: DCTA operates passenger rail service on rail corridor owned by DART pursuant to a Transportation Access Agreement and Easement executed between the Parties dated May 25, 2010, which sets forth the terms and conditions of DCTA's use of the DART Corridor. Additionally, DCTA and DART have maintained an ILA for Shared Services that mutually benefits the residents of the respective service areas and enables the parties to cooperate in providing passenger rail service. The rail service connects the Counties of Dallas and Denton, Texas in order to relieve traffic congestion, provide transportation opportunities and to aid in attaining federal air quality standards. DCTA staff shall present key elements of the ILA including a discussion regarding proposed Access and Impact fees associated with DCTA ridership impact on the DART Green Line. Staff requested DCTA board approval to authorize the CEO to finalize and enter into the Interlocal Agreement with DART.*
 - *A Motion to approve Regular Item 6 with accepted redline changes was made by Board Member Costa. The motion was seconded by Board Member Gilmore. All board members voted yes. Motion passed unanimously by the Board with no abstentions.*

1. **Discuss Transformation Initiative Progress Report** – *Nicole Recker, VP of Mobility Services & Administration and Chris Newport with Accenture presented the following: The Board-led Transformation Initiative successfully launched on August 7, 2020. An overview of progress was provided in the packet for review and any necessary discussion. Staff presented and walked the Board through the Priority Actions, "swim lanes" document shown in the presentation. The board held recap discussions regarding the November 5, 2020 specially called meeting and staff provided an update on next steps. Staff and Accenture answered questions from the board. The Board will be asked to take action on the Service Standards and Agency Priorities at the December Board Meeting.*
 - *Discussion only. No action taken.*

[Secretary Burke left the meeting at 11:38am. Paul Cristina stepped in as his Alternate.]

2. **Discuss Actions Relating to the 87th Texas Legislative Session** – *Staff and HillCo continued discussions with the Board regarding communications and actions related to priority legislative items for the 87th Legislative Session.*
 - *Rick Dennis provided a general update to the Board. Chair Watts requested that factual updates be provided in memo form for future meetings.*
 - *Rick Dennis agreed to hold a Workshop with the Board in January or February.*
 - *Regarding the presented draft policy: direction was given to staff to reverse the order of item C and D and to change "Officers" to Chair and Vice Chair. Board Member Costa on record noting that she is uncomfortable with only 2 members making decisions on behalf of the Board and would like to be briefed more often the monthly.*
 - *The Legislative Communication policy will be brought back to the Board in December for action.*

[Vice Chair Molina left the meeting at 11:57am. Shannon Joski stepped in as his Alternate.]

3. **Consider Approval of Resolution R20-22 Approving the Denton County Transportation Reinvestment Program (TRiP) Policy** – *Kristina Holcomb, Deputy CEO led the discussion on the following: As a follow-up from the October Board meeting, staff facilitated a review of changes arising from Board discussion to finalize the policy and requested Board approval.*
 - *Minor updates and corrections were discussed*

- *A Motion to approve Regular Item 3 with the changes discussed by the Board was made by Board Member Gilmore. The motion was seconded by Board Member Costa. All board members present voted yes. Motion passed unanimously by the Board with no abstentions.*

[Board Chair Watts made a motion to recess the meeting for short break at 12:05 p.m. The time of recess expired, and the meeting resumed at 12:23 p.m.]

4. **Consider Approval of Spring 2021 University of North Texas (UNT) Service Changes** – *Nicole Recker presented the following: DCTA modifies UNT's service delivery three times a year to meet the university's transportation needs and on-campus capacity in line with semester activity. An overview of the proposed Spring 2021 UNT service, effective January 10, 2021, was provided in the packet for review and any necessary discussion. Staff requested the board review the information in the packet and approve the proposed Spring 2021 service levels.*
 - *A Motion to approve Regular Item 4 as presented was made by Board Member Costa. The motion was seconded by Board Member Gilmore. All board members voted yes. Motion passed unanimously by the Board with no abstentions.*

[Vice Chair Molina returned to the meeting at 12:31pm.]

5. **Consider Authorizing the CEO to Enter into a Letter of Intent with Trinity Metro for the Purpose of Exploring Bus Operations and Maintenance Options** – *Nicole Recker, VP of Mobility Services & Administration and Raymond Suarez, CEO led discussion on the following: DCTA and Trinity Metro desire to evaluate whether their current functions and services can be (i) expanded, (ii) conducted at an overall lower cost, (iii) performed with a greater degree of reliability, efficiency, precision, or quality, (iv) made more accessible, beneficial, and effective for their patrons, (v) grown to play a greater role in meeting the region's mobility needs, expanding economic vitality, and improving overall quality of life, and (vi) otherwise enhanced for the benefit of the public by increased collaboration and cooperation between the Agencies. DCTA staff requested that the Board of Directors review the supporting document and authorize the CEO to enter into a Letter of Intent with Trinity Metro for the purpose of exploring bus operations and maintenance options.*
 - *A Motion to approve Regular Item 5 as presented was made by Board Member Costa. The motion was seconded by Board Member Gilmore. All board members voted yes. Motion passed unanimously by the Board with no abstentions.*
7. **Rail Operations and Maintenance Contract Transition Update** – *Kristina Holcomb, Deputy CEO provided the Board the following update: The DCTA Board approved the Consent and Novation agreement at the October Board meeting, authorizing the transfer of the existing First Transit contract to Rio Grande Pacific Corporation (RGPC). As of October 31, the rail operations and maintenance contract seamlessly transitioned to RGPC.*
 - *Information only. No action taken.*
8. **Discussion of Regional Transportation and Legislative Issues** – *Board Member Costa gave a brief update on RTC and DRMC happenings.*

FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

- *Board Member Gilmore requested an Administrative Cost Review for TRiP.*
- *Chair Watts noted that the NTMC joint meeting would most likely be held in January or February 2021.*
- *Raymond Suarez, CEO stated that an item will be added regarding negotiations with DART and Trinity Metro*

- *Nicole Recker, VP of Mobility Services & Administration stated that there will be an update on Transformation Initiative agency priorities and deadlines.*

REPORT ON ITEMS OF COMMUNITY INTEREST – *Raymond Suarez made mention of the video success with Nancy Lieberman.*

CONVENE EXECUTIVE SESSION – *The Board did not convene into executive session.*

RECONVENE OPEN SESSION – *The Board did not convene into executive session.*

ADJOURN – *Motion to adjourn the meeting was made and the meeting was adjourned at 12:50 p.m.*

The minutes of the November 12, 2020 Board of Directors Meeting were passed and approved by a vote on this 10th day of December 2020.



Chris Watts, Chair

ATTEST



Sam Burke, Secretary