



Regular Meeting Minutes

The Board of Directors of the Denton County Transportation Authority convened the Regular Meeting of the Board of Directors with Cesar Molina, Vice Chair presiding on December 10, 2020 remotely using Zoom Meeting.

Attendance

Voting Members

Chris Watts, Chair, Denton (present 12:22-1:28pm)
Cesar Molina, Vice Chair, Denton County
Sam Burke, Secretary, Denton County
Dianne Costa, Highland Village
TJ Gilmore, Lewisville
John Ryan, Denton Alternate for Chair Watts (left at 1pm)

Non-voting Members

Tom Winterburn, Corinth
Dennie Franklin, Frisco
Connie White, Small Cities
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
Dalia Leven, Accenture
Scott Boone, Accenture

Other DCTA Staff Attendees

Brandy Pedron, Executive Administrator
Lindsey Baker, Director of Government Affairs
Rusty Comer, Manager of Bus Administration
Troy Raley, Senior Director of Mobility Services
Tim Palermo, Planning & Data Analytics Manager
Athena Forrester, Assistant Vice President of Regulatory Compliance/DBE Liaison
Amber Karkauskas, Controller

Public Attendees

Kristen Green, City of Lewisville Alternate
Shannon Joski, Denton County Alternate
Mayor Charlotte Wilcox, Highland Village Alternate
Claire Powell, City of Lewisville
Paul Stevens, Highland Village
Brandi Bird, Bird Advocacy & Consulting
Justin Grass, DRC
Paula Richardson, NTMC
Jim Owen, NTMC
Jason April, AECOM
Andrew Ittigson, AECOM
Kday

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

INVOCATION *Director Costa led the Invocation.*

PUBLIC COMMENT *Vice Chair Molina read public comments submitted by Paula Richardson and Jim Owen.*

CONSENT AGENDA

1. **Consider Approval of November 12, 2020 Meeting Minutes** *Minutes provided in meeting packet.*

2. **Consider Approval of Monthly Financial Statements for October 2020** *Memo and exhibits provided in meeting packet.*
3. **Consider Approval of Lyft Task Order 13 for Service at Trinity Metro Alliance ZIPZONE** *Memo, Interlocal Agreement, and Task Order provided in meeting packet.*
4. **Consider Approval of Irving Holdings Task Order 3 Revision 1 for MUTD Taxi Service** *Memo, Interlocal Agreement, and Task Orders provided in meeting packet.*
 - *A Motion to approve Consent Agenda items 1 - 4 as presented was made by Board Member Costa. The motion was seconded by Secretary Burke. 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**
2. **Ridership Trend Report**
3. **Quarterly Social Service Agency Roundtable Recap Report (October 2020)** – *Board Member Costa requested information on when the next meeting would be held.*
4. **City of Denton Mayhill Overpass Project**
5. **City of Lewisville Andes Metal Rail Quiet Zone Project**

No other questions were asked by Board Members.

REGULAR AGENDA

1. **Discuss Transformation Initiative and Consider Agency Priority Projects and Service Standards**
Nicole Recker, VP of Mobility Services & Administration and Chris Newport with Accenture presented the final Transformation Initiative Task Order #1 report, including “Agency Priorities” and “Service Standard” details and recommendations. A summary of recommended “Service Standards” was be provided in the board meeting presentation.

[Recess from 12:00-12:10pm]

Agency Priorities – Secretary Burke moves approval; Seconded by Board Member Gilmore. All Board Members voted yes; passes unanimously.

Service Standards – Board Member Costa offered a motion, but rescinded after further discussion. Board Member Gilmore moves to recommend service plan for MaaS providers;

Seconded by Board Member Costa. All Board Members voted yes; passes unanimously.

[Chair Watts left at 1:28pm]

2. **Discuss and Consider Authorizing the CEO to Negotiate Task Order #2 with Accenture, LLC for Transformation Initiative Project Management Office (PMO) Services**
Nicole Recker, VP of Mobility Services and Administration, and Raymond Suarez, CEO, presented on the Task Order #2 with Accenture. Chris Newport explained the draft document related to the PMO Framework.

Board Member Costa moves to approve; Board Member Gilmore seconds motion; All present Board Members voted yes; passes unanimously

3. **Discuss and Consider Approval of the Draft Legislative Communications Policy Related to the 87th Texas Legislative Session**
Kristina Holcomb, Deputy CEO presented a revised Legislative Communications Policy for the 87th Texas Legislative Session.

Secretary Burke moves to approve; Board Member Gilmore seconds motion; Molina, Burke, Gilmore, voted yes; Costa voted no; motion passes 3-1.

4. **Discuss and Consider Monsignor King (MK101) Fare Structure**
Nicole Recker, VP of Mobility Services and Administration presented on MK101 Fare structure.

Board Member Costa moves to approve; Secretary Burke seconds motion; All present Board Members vote yes; passes unanimously.

5. **Discuss DCTA & DART Regional Partnership Update**
Kristina Holcomb, Deputy CEO presented on DCTA & DART Regional Partnership opportunity to construct a Joint Rail Operations Facility at DCTA's Rail Operations and Maintenance Facility in Lewisville. Updated information was sent to the Board on December 9, 2020.

Board Member Costa moved to authorize the CEO to execute the Letter of Intent with DART; Vice Chair Molina seconds the motion; All present Board Members vote yes; passes unanimously.

6. **Discuss DCTA Priority Actions**
*Nicole Recker, VP of Mobility Services and Administration briefed the board on the following initiatives:
Service planning, Transformation Initiative final results, and planning for MaaS on-demand for member cities – MaaS proposals will not be ready until January 28, 2021; Trinity Metro partnership options for providing bus operations and maintenance; Coordination with NTMC to open the collective bargaining agreement for negotiation – NTMC meeting on January 15 will be cancelled in order to hold a Joint DCTA/NTMC Board meeting on January 28, 2021.*

7. Discuss Activities Associated with the COVID-19 Pandemic

Kristina Holcomb, Deputy CEO, referenced the backup information and there were no questions or further discussion from the Board of Directors.

8. Discuss North Texas Xpress Service

Nicole Recker, VP of Mobility Services and Administration received confirmation from the Board that they would like staff to explore alternative service delivery options to increase ridership and decrease cost. Staff will model service options for future Board consideration.

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

Kristina Holcomb, Deputy CEO facilitated a discussion regarding anticipated TRiP administrative workflow and initial annual administrative cost estimates.

All present Board Members voted yes; passes unanimously.

10. Discuss Local & Regional Transportation and Legislative Issues

Board Member Costa briefed the Board on RTC and DRMC meetings. Raymond Suarez, CEO, mentioned that Trinity Metro has asked to be part of DCTA's P3 legislative initiative. DCTA is in the process of crafting a draft bill; more information will be provided/discussed at the January Board meeting.

FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS – *Board Member Costa requested information on staff composition and merit increases.*

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 December 10, 2020 Board of Directors Meeting were passed and approved by a vote on this 28th day of January 2021.



Chris Watts, Chair

ATTEST



Sam Burke, Secretary