



Joint Board of Directors Meeting Minutes for:

January 28, 2021

Regular Meeting Minutes

The Joint Board of Directors of the Denton County Transportation Authority convened the Joint Meeting of the Board of Directors with Cesar Molina, Vice Chair presiding on January 28, 2021 remotely using Zoom Meeting.

Attendance

Voting Members

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

Non-Voting Members

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

NTMC Board

Dean Ueckert, Chair
Richard Hayes, Vice Chair
Don Combs, Member
Sara Hensley, Member
Raymond Suarez, Member

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

DCTA Staff Attendees

Lindsey Baker, Director of Government Affairs
Rose Jerome, Project Controls Coordinator
Athena Forrester, Assistant Vice President of
Regulatory Compliance/DBE Liaison
Amber Karkauskas, Controller
Whitney Trayler, Grants Manager
Sarah Hultquist, Mobility Service Coordinator
Rusty Comer, Manager of Bus Administration
Tim Palermo, Planning & Data Analytics Manager
Adam Wells, Desktop & Application Support
Specialist

Scheduled Guest Speakers

Chris Newport, Accenture
Rick Dennis, HillCo
Wayne Gensler, Trinity Metro
Kelli Shields, Trinity Metro
Jennifer Ripka, Weaver
Kristin Derryberry, Weaver

Public Attendees

Mayor Charlotte Wilcox, Highland Village Alternate
Kristin Green, Lewisville Alternate
RJ Garza, NTMC General Manager
Claire Powell, City of Lewisville
Paul Stevens, Highland Village
Brandi Bird, Bird Advocacy & Consulting
Justin Grass, DRC
Albert Dirla
Trey Pope
George Cisneros
Rachel Jenkins
Amy Moore
Paula Richardson
Dell Warnsley

CALL TO ORDER – *Chair Watts asked Vice Chair Molina to call meeting to order and announced the presence of quorum at 9:04 am.*

CALL TO ORDER NTMC BOARD OF DIRECTORS MEETING (NTMC BOARD CHAIR)

INVOCATION & MOMENT OF SILENCE IN MEMORY OF BRANDY PEDRON

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

JOINT MEETING REGULAR AGENDA

1. Presentation of the FY2020 Preliminary Audit Report

- *Board Member Costa asked how long Weaver had been DCTA's auditors; Jennifer Ripka said this was the final year on the second contract term between DCTA and Weaver; Marisa Perry, CFO, mentioned that DCTA had an active RFP on the streets for audit services and staff would bringing a request for approval to the Board at the next meeting.*

2. DCTA Status Update on Bus Operations and Maintenance Partnership Exploration

- *Nicole Recker, VP Mobility Services & Administration provided a status update on exploration of a partnership with Trinity Metro for bus operations and maintenance. In an effort to provide more efficient bus operations and management services, and gain access to established technology platforms and practices, DCTA and Trinity Metro are exploring joint bus operations and maintenance through a local government corporation. DCTA and Trinity Metro perform materially identical functions and services, in the same region, and are pursuant to similar statutory authority and restrictions. Both agencies desire to operate state-of-the-art transportation systems and to provide their patrons the highest achievable level of service. Those and other shared characteristics make DCTA and Trinity Metro ideal candidates for mutually advantageous collaboration and cooperation.*

3. Trinity Metro Status Update on Bus Operations and Maintenance Partnership Exploration

- *Wayne Gensler, Trinity Metro presented on behalf of CEO Bob Baulsir.*

4. DCTA Service Plan Update & MaaS Proposal Presentation

Nicole Recker, VP Mobility Services & Administration, provided an updated on the service plan and MaaS proposal. Staff will be requesting that the DCTA board consider awarding MaaS Task Order #2 to River North Transit (Via). River North Transit (via) estimates an annual cost of \$3,600,000 for the initial year of service and \$4,680,000 for the second year of service. Portions of the proposed service have the potential to be federally reimbursed. The extent of federal reimbursement is dependent on the service solutions established with River North Transit (Via).

5. Discuss Potential DCTA Bus Operations Impacts to NTMC and Provide Direction to NTMC Board

- *Discussion led by Chair Watts and Raymond Suarez.*

6. NTMC 2021 Board Meeting Calendar & Future Agenda Items

- *Kristina Holcomb presented the proposed NTMC calendar of meetings for 2021. The proposed calendar was provided in the meeting packet.*

JOINT MEETING INFORMATIONAL REPORTS – *No questions asked on Info Reports.*

- 1. DCTA Priority Actions Progress Report** *Priority Actions Flowchart and memo were provided in meeting packet.*
- 2. NTMC GM Report** *January GM Report was provided in meeting packet.*
- 3. NTMC Financial Statements for FY2021 Year to Date November 2020 and December 2020** *Financial Statements provided in meeting packet.*
- 4. NTMC CBA Negotiation Progress Report** *As NTMC approaches the expiration of the CBA, they are required to provide notice of their request to bargain at least sixty (60) days prior to March 31, 2021. NTMC received official notice from ATU 1338 to bargain on January 4, 2021 and NTMC confirmed receipt of request – which meets the requirements set forth in the CBA.*

ADJOURN NTMC BOARD OF DIRECTORS MEETING AND CONTINUATION OF DCTA BOARD OF DIRECTORS MEETING at 11:21 a.m.

[Board Vice Chair Molina made a motion to recess the meeting for short break at 11:21 a.m. The time of recess expired, and the meeting resumed at 11:34 a.m.]

CONSENT AGENDA

- *Board Member Costa presented motion to approve Consent Agenda Items. Secretary Burke seconded the motion. Motion passed unanimously by the Board with no abstentions.*
- 1. Consider Approval of December 10, 2020 Meeting Minutes** *Minutes provided in meeting packet*
 - 2. Consider Approval of Monthly Financial Statements for November & December 2020 and Quarterly Reports for Q1 FY21** *Financial statements provided in meeting packet.*
 - 3. Consider Approval of Assignment of Ground Lease to Eastsky Hebron Phase 3 and 4 Owner LLC.** *Memo and Interlocal Agreement provided in meeting packet.*
 - 4. Consider Approval of the Interlocal Agreement with City of Lewisville for Rail Crossing Modifications at Andes Metals** *Memo and Interlocal Agreement provided in meeting packet.*

REGULAR AGENDA

1. Discuss Board Communications, Meeting Process, and Materials

- *Board Member Costa indicated that she would like an Attendee List ahead of future meetings.*

- *Board Members: Costa, Gilmore, Franklin, Molina suggested sending Board emails Bi-weekly going forward.*
- *Board Member Burke suggested creating a 1-page briefing.*

2. Presentation Regarding Quarterly Agency Updates

- a. **PTC Certification, Fiber Project Partnerships, NCTCOG Policy Bundle TDC Award**
- Kristina Holcomb, Deputy CEO presented the following: completion of PTC Certification for DCTA and recognized Rony Philip who lead the effort and completion few months prior to the necessary FRA completion date.
- b. **PTASP Certification and Marketing & Community Outreach Updates** *Discussion only. No action taken.*
- c. **Rail Liability Insurance, Agency Finance Awards** *Discussion only. No action taken.*

3. Consider Approval of Resolution R21-01 Approving FY21 Budget Revision 2021-02

- *Marisa Perry, Chief Financial Officer led the discussion on the following: Sales Tax surpassed current budget as well as prior year. Bring additional budget amendment to Board. YTD – FY21 at 2million over budget which is 1million prior year.*
- *Board Member Costa asked for further clarification of merit increases from Segal Waters.*
- *Board Member Gilmore asked for Comp Study be sent to members as backup. Staff indicated that this was mailed out in November in reference to the Transformation Study.*
- *Vice Chair Molina asked for Action to approve.*
- *Board Member Gilmore: Cap the TRiP Administrative Fee to 100k with the understanding that staff will come back if it should exceed that.*
- *Marisa Perry, Chief Financial Officer reiterated: With Board's approval of the Budget Revision presented with Adjustment reducing the \$295k to \$100k. Approval of resolution R-21.01.*
- *A Motion to approve Agenda Item 3 as presented was made by Board Member Gilmore. The motion was seconded by Vice Chair Molina. All board members voted yes. Motion passed unanimously by the Board with no abstentions.*

4. Consider Approval of the Accenture Task Order #2 PMO Services

- *Nicole Recker, VP of Mobility Services & Administration presented the following: Staff recommends that the Board approve TO#2 PMO Services for Accenture.*
- *Chair Watts: asked for re-explanation of TO#1*
- *Board Member Gilmore asked if DTCA can make some decisions without Accenture recommendations*
- *Board Member Costa: indicated that this was a good investment; we have started with this program and let us finish. Board Member Costa made a motion to approve.*
- *Chair Watts seconds the motion*
- *Board Member Burke: indicated that he would like to see at the end of TO#2, all recommendations by Accenture and not need a TO#3 in order to complete*

- All in Favor with no oppositions

5. Consider Approval and Award of Mobility as a Service Contract to River North Transit, LLC (VIA)

- Nicole Recker, VP of Mobility Services & Administration presented the following: Staff recommends that the Board award Service Contract to River North Transit (VIA). Upon award, staff would work with each of the 3 member cities and also work with the cities to refine the service proposal to meet the needs of each city. Final proposed service plan would go to the public for required FTA public involvement process. Also conduct a Title VI analysis. Final service plan would come back to the Board in June/July for final approval. This would kick start the time of actual service possibly Aug/Sept timeframe.
- Chair Watts: Motion to approve for base level 1 & base level 2.
- Board Member Gilmore: Second the motion
- DCTA Nicole Recker: Clarified that this Agenda recommendation was solely for the contract with VIA.
- Secretary Burke: indicated that he was excited for the member cities; moving forward towards unity.
- Chair Watts asked how this would affect questions/issues with public.
- DCTA Nicole Recker indicated that internal teams will share a 90 day Outreach period after all City Roundtables and to make sure that all 3 member cities were in alignment.
- Chair Watts: made a motion to Approve award to the MaaS contract to VIA with preference of scenario 1 service plan contingent upon satisfying all Federal Regulations for change in service plans.
- Board Member Gilmore: Second the revised motion with a friendly amendment of direction towards option 2 of the 4 provided with preference on base level 2.
- Vice Chair Molina: Votes all in favor with no oppositions

6. Consider Approval of City of Lewisville TRiP Project Pre-Award Authority Request and Authorize CEO to negotiate and enter into a Project Funding Agreement with the City of Lewisville

- Kristina Holcomb, Deputy CEO presented the following: Kristina reiterated that in November the Board approved the TRiP program. In the policy member cities could submit projects and this is first request. City of Lewisville has submitted a Trail Project 1.6 mile of trail which will cost 1.76 million. Also included is to authorize the CEO to negotiate and enter into Project Funding Agreement with City of Lewisville. As a result, DCTA & Legal are working with City of Lewisville to create a Project Funding Agreement.
- Vice Chair Molina asked Board Member Gilmore if there were any questions.
- Board Member Gilmore indicated that this seemed to be a smooth process on both sides.
- Board Member Costa: Motion to approve
- Secretary Burke: Second the motion
- Votes all in favor with no oppositions

7. Presentation and Introduction to Federal Transit Administration (FTA) Formula Funds

- *Presentation by Whitney Trayler, Grants Manager*
- *Information Only; No Questions asked; No Action Required*

8. Discuss Status of the DCTA/DART Regional Joint Rail Operations Facility Partnership

- *Kristina Holcomb, Deputy CEO presented the following: DCTA continues to meet with DART. DART has done a feasibility study about having a permanent facility on DCTA property. Recent discussion, DART has asked DCTA to lead the construction of the temporary facility at Rail OMF. DART's new vehicles are estimated to arrive within the next 22-24 months. Eventually the permanent facility at Rail will be a Joint Operation for both DCTA and DART. Next step is to bring ILA to the board. Modifications will be made to the existing ILA and then presented.*
- *No questions asked*
- *Informational Only; No Action Required*

9. Receive an Update on the 87th Texas Legislative Session and Provide Direction to Staff Regarding Agency's Stated Legislative Agenda

- *Raymond Suarez, CEO presented the following: Indicated at this time its in our best interest to continue to research on P3's and ask the Board not to pursue P3 language this session.*
- *Board Member Gilmore: Asked what is the advantage of standing down?*
- *Raymond Suarez, CEO: asked "What advantages does P3 give us that we are not able to do today?" Member cities have a lot of this language already. Trinity Metro will move forward without DCTA and will provide a letter of support. Possibly pursue this again for the next Legislative Session.*
- *Chair Watts: This issue is not right for the agency at this time.*
- *Board Member Costa: Information she received at the RTC, the goal is to continue to work and get approval at a later date.*
- *Vice Chair Molina: General Consensus is not to pursue at this time.*

10. Discuss Local, Regional Transportation and Legislative Issues

- *Board Member Costa: discussed the RTC meeting that was held; transportation trends given. Dallas Regional Mobility discussed Community Education Resource Webpage which educates our youth in the are of transportation. Discussed National Bike Month and the Denton County Rail Trail. Also spoke about partnerships with DART & Trinity Metro.*
- *Chair Watts: No further information*
- *Raymond Suarez, CEO: No further information*

INFORMATIONAL REPORTS – *The following information reports were presented to the Board in the Board Packets for review. No questions were asked.*

- 1. Monthly Financial Reports** *Sales tax represents the single largest source of revenue for DCTA at 49.89% for the Fiscal Year 2021 budget. The annual sales tax budget for FY21 is \$26,624,124. 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.*
- 2. Ridership Trend Report** *The holiday season and UNT winter break combined to significantly reduce December bus ridership which decreased by 57 percent from November. December A-train passenger boardings were much less impacted in December; declining about 3 percent during the same period. Such November-December declines are consistent with prior years.*
- 3. FY21 TRiP Annual Call for Projects** *TRiP will enable partnerships between the Agency and its member cities on mutually beneficial investments in transit-supportive projects by enabling DCTA the ability to distribute funds to member cities for eligible projects consistent with DCTA's enabling legislation. In accordance with the TRiP policy adopted November 2020, the FY21 Annual Call for Projects is now open and will be active for 90 days as specified in the adopted TRiP policy.*

FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

- *Kristina Holcomb, Deputy CEO indicated that the FY21 calendar was distributed. If we need to revise November or December meetings when can discuss at a later date.*
- *Board Member Costa: suggested discussing the March 18 Transit Day on our February meeting. Also wanted to acknowledge all condolences to Staff in regard to Brandy in her passing and the quick help that staff has provided for all members of the company.*
- *Raymond Suarez, CEO will be sending out a report this month regarding DCTA's performances over the last year and on operating statistics. With Accenture's help get through recommended milestones and guidelines for FY21. Asked to go into Closed Session either February or March to discuss results of that performance and Raymond's compensation as previously discussed in June.*
- *Chair Watts acknowledge Vice Chair Molina and thanked him for taking over this month's meeting.*

REPORT ON ITEMS OF COMMUNITY INTEREST

- *No Questions were asked.*

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 2:29 p.m*



The minutes of the January 28, 2021 Board of Directors Meeting were passed and approved by a vote on this 10th day of March 2021.

Chris Watts, Chair

ATTEST

Sam Burke, Secretary