



## Board of Directors Regular Meeting

April 22, 2021 | 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/97970032573> or by joining via telephone by dialing the following number: +1 346 248 7799; Meeting ID: 979 7003 2573

CALL TO ORDER

INVOCATION

INTRODUCTIONS

PUBLIC COMMENT

This agenda item provides an opportunity for citizens to address the DCTA Board of Directors on any agenda item(s) or other matters relating to 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 DCTA 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 [kmorris-perkins@dcta.net](mailto:kmorris-perkins@dcta.net) no later than 3:00 pm on Wednesday, April 21, 2021 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 DCTA 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 March 10, 2021 Meeting Minutes**  
([packet pages 1-6](#))  
*Action Item*  
Backup Information: Exhibit 1: March 10, 2021 Meeting Minutes
- 2. Consider Approval of March 31, 2021 Joint DCTA/NTMC Special Called Meeting Minutes**  
([packet pages 7-9](#))  
*Action Item*  
Backup Information: Exhibit 1: March 31, 2021 Meeting Minutes
- 3. Consider Approval of April 7, 2021 Special Called Meeting Minutes**  
([packet pages 10-14](#))  
*Action Item*  
Backup Information: Exhibit 1: April 7, 2021 Meeting Minutes

**4. Consider Approval of Cybersecurity Policies**

**(packet pages 15-49)**

*Action Item*

Backup Information    Memo  
                                 Exhibit 1: Acceptable Use Policy  
                                 Exhibit 2: Access Management Policy  
                                 Exhibit 3: Data Protection Policy  
                                 Exhibit 4: Security Policy  
                                 Exhibit 5: Third Party Risk Management Policy

**5. Consider Authorizing the CEO to Execute a Contract for Rider Alert/Email Marketing System**

**(packet pages 50-59)**

*Action Item*

Backup Information:    Memo  
                                 Exhibit 1: Rider Alert/Email Marketing Scope of Work  
                                 Exhibit 2: DIR-TSO-4288 Contract

**6. Consider Authorizing the CEO to Execute a Contract for Brand Ambassador Services**

**(packet pages 60-145)**

*Action Item*

Backup Information:    Memo  
                                 Exhibit 1: Request for Proposals  
                                 Exhibit 2: PS-Stearns, Inc. Proposal

**7. Consider Approval of Assignment of Ground Lease from Eastsky Hebron Phase 3 and 4 Owner LLC (“Assignor”) to Eastsky Hebron Phase 3 and 4 Owner LLC; Eastsky Hebron Phase 3 and 4 Owner II LLC; and Eastsky Hebron Phase 3 and Phase 4 Owner III LLC as Tenants in Common (“Assignee”)**

**(packet pages 146-153)**

*Action Item*

Backup Information:    Memo  
                                 Exhibit 1: Assignment of Ground Lease

**REGULAR AGENDA**

**1. Consider Approval of Monthly Financial Statements for February and March 2021 and Quarterly Reports for Q2 FY21**

**(packet pages 154-189)**

*Action Item*

Presenter:                Marisa Perry, CFO/VP of Finance  
Backup Information:    Memo 1  
                                 Exhibit 1(a): Monthly Financial Statements – February 2021  
                                 Exhibit 1(b): Capital Projects Budget Report – February 2021  
                                 Memo 2  
                                 Exhibit 2(a): Monthly Financial Statements – March 2021  
                                 Exhibit 2(b): Capital Projects Budget Report – March 2021

Memo 3  
Exhibit 3(a): Quarterly Investment Report Q2 FY21  
Memo 4: Quarterly Grants Report Q2 FY21

**2. Consider Authorizing CEO to Execute a Task Order with Via for Microtransit On-Demand Service Delivery**  
**(packet pages 190-239)**

*Action Item*

Presenters: Nicole Recker, VP Mobility Services & Administration  
*Via Representatives Available for Questions*

Backup Information: Memo  
Exhibit 1: Via Task Order for Microtransit On-Demand Service Delivery  
Exhibit 2: Via Service Plan  
Exhibit 3: Project Timeline

**3. Review and Discuss Project Manager Officer (PMO) Progress Report**  
**(packet pages 240-245)**

*Discussion Item*

Presenters: Nicole Recker, VP Mobility Services & Administration  
Chris Newport, Accenture

Backup Information: Memo  
Exhibit 1: PMO Status Report

**4. Presentation and Update Regarding Trinity Metro Partnership**  
**(packet pages 246-262)**

*Discussion Item*

Presenters: Raymond Suarez, CEO  
Chris Newport, Accenture  
Nicole Recker, VP Mobility Services & Administration

Backup Information: Memo  
Exhibit 1: DCTA/Trinity Metro Partnership Overview

**5. Discuss the Extension to the Interlocal Agreement (ILA) with the City of McKinney for the Provision of McKinney Urban Transit District (MUTD) Collin County Transit Services**  
**(packet pages 263-275)**

*Discussion Item*

Presenter: Nicole Recker, VP Mobility Services & Administration

Backup Information: Memo  
Exhibit 1: Fifth Amendment to the City of McKinney ILA  
Exhibit 2: Irving Holdings Task Order 3 Rev. 1

**6. Discuss Potential Interlocal Agreement (ILA) with DART for the Joint Rail Operations & Maintenance Facility (JROF) and Regional Partnership Opportunities**

**(packet pages 276-277)**

*Discussion Item*

Presenters: Raymond Suarez, CEO  
Kristina Holcomb, Deputy CEO  
Backup Information: Memo

**7. Discuss Agency Title VI Program Update Process**

**(packet pages 278-279)**

*Discussion Item*

Presenters: Raymond Suarez, CEO  
Athena Forrester, AVP of Regulatory Compliance  
Backup Information: Memo

**8. Discuss Highland Village Enhanced Local Assistance Program (ELAP) Funds**

**(packet pages 280-300)**

*Discussion Item*

Presenter: Dianne Costa, Highland Village Board Representative  
Backup Information: Memo  
Exhibit 1: ELAP Overview Executive Summary

**9. Discuss and Receive an Update on Texas Motor Speedway (TMS) Shuttle**

**(packet page 301)**

*Discussion Item*

Presenter: Raymond Suarez, CEO  
Backup Information: Memo

**10. Discuss Local & Regional Transportation Updates and Legislative Issues**

**(packet pages 302-303)**

*Discussion Item*

Presenters: Chris Watts, Board Chair  
Dianne Costa, Highland Village Representative  
Raymond Suarez, CEO  
Rick Dennis, HillCo  
Lindsey Baker, Director of Government Affairs  
Backup Information: Memo

## INFORMATIONAL REPORTS

### 1. Monthly Financial Reports

[\(packet pages 304-314\)](#)

Backup Information: Memo 1: Monthly Sales Tax Receipts  
Exhibit 1(a): FY21 Monthly Sales Tax Report  
Memo 2: Monthly Mobility-as-a-Service Update  
Memo 3: Budget Information  
Exhibit 3(a): Year-To-Date Budget Revisions

### 2. Ridership Trend Report

[\(packet pages 315-322\)](#)

Backup Information: Memo  
Exhibit 1: FY19, FY20, & FY21 Total Monthly Ridership – Rail  
Exhibit 2: FY19, FY20, & FY21 Total Monthly Ridership – Bus  
Exhibit 3: FY19, FY20, & FY21 Total Monthly Ridership – Access  
Exhibit 4: FY19, FY20, & FY21 Total Monthly Ridership – On-Demand  
Exhibit 5: A-train Ridership Pre- and During COVID-19 Comparison

### 3. Connect Route 3 and Route 7 Survey Data

[\(packet pages 323-324\)](#)

Backup Information: Memo

### 4. Social Service Agency Roundtable Report (March 2021)

[\(packet pages 325-336\)](#)

Backup Information: Exhibit 1: Social Service Agency Roundtable Report (March 2021)

### 5. Public Involvement Plan Progress Report

[\(packet pages 337-338\)](#)

Backup Information: Memo

### 6. Congressional Legislative Updates

[\(packet pages 339-340\)](#)

Backup Information: Exhibit 1: Congressional Report

### 7. DCTA Priority Actions Flowchart

[\(packet page 341\)](#)

Backup Information: Exhibit 1: Updated DCTA Priority Actions Flowchart

### 8. Regional Vanpool Program Modification Update

[\(packet pages 342-353\)](#)

Backup Information: Memo  
Exhibit 1: Regional Transportation Council Presentation from April 8, 2021



**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 4.14.2021 ([packet page 354](#))  
Next Scheduled Meeting Date: May 27, 2021

**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.

**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 551.074 of the Texas Government Code, the Board of Directors may convene into Closed Executive Session for the purpose of discussing the duties and evaluation of the Chief Executive Officer (CEO).

**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, Connie White, Dennie Franklin, Tom Winterburn, Joe Perez

**Staff Liaison:**

Raymond Suarez, CEO

This notice was posted on Friday, April 16, 2021 before 6:00pm.

Kisha Morris-Perkins, Executive Assistant/Board Process Manager