



Special Called Meeting of the Board of Directors DCTA Budget Workshop Meeting Minutes

June 17, 2021 | 10:00 a.m.

To be held by Zoom Video Conference

The Board of Directors of the Denton County Transportation Authority (DCTA) convened the Regular Meeting of the Board of Directors with Chair Chris Watts presiding on June 17, 2021 remotely using Zoom Meeting.

Voting Members

Chair Chris Watts, City of Denton
Vice-Chair Cesar Molina, Denton County
Secretary Sam Burke, Denton County
Board Member Dianne Costa, City of Highland Village
Board Member TJ Gilmore, City of Lewisville

Alternates

Board Member John Ryan, City of Denton
Board Member Jody Gonzalez, Denton County
Board Member Paul Cristina, Denton County
Board Member Charlotte Wilcox, City of Highland Village
Board Member Kristin Green, City of Lewisville

Non-Voting Members

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

Legal Counsel

Joe Gorfida, NJDHS

DCTA Executive Staff/Leadership Team

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

CALL TO ORDER:

The meeting was called to order at 10:03am. All Voting Board Members were present constituting a quorum. Other board members in attendance: Jody Gonzalez (alternate for Vice-Chair Cesar Molina)

Kristin Green (alternate for TJ Gilmore until his arrival at 10:14am), Charlotte Wilcox, Connie White, Dennie Franklin Tom Winterburn and Joe Perez.

INVOCATION

Chair Watts announced a moment of silence.

INTRODUCTIONS

No introductions during this meeting.

PUBLIC COMMENT

No members of the public wished to address the Board during this time.

REGULAR AGENDA

1. Discussion of Proposed Fiscal Year (FY) 2022 Operating & Capital Budget and Reserve Policies
([packet pages 4-154](#))

Discussion Item

Presenter(s):

Amanda Riddle, Senior Manager of Budget
Marisa Perry, CFO/VP of Finance
Kristina Holcomb, Deputy CEO
Nicole Recker, VP of Mobility Services & Administration

Backup Information:

Memo
Exhibit 1: Presentation Slides
Exhibit 2: Long Range Financial Plan
Exhibit 3: Change in Net Position Combined
Exhibit 4: Change in Net Position by Function
Exhibit 5: Revenues & Ridership
Exhibit 6: Grant Detail
Exhibit 7: CARES Act and ARP Funding Detail
Exhibit 8: DCTA Organizational Chart
Exhibit 9: NTMC Organizational Chart
Exhibit 10: Salary, Wages & Benefits - Budget v. Actual 5-Year History
Exhibit 11: Rail Purchased Transportation Contract Detail
Exhibit 12: Expanded Level Project Forms & Support
Exhibit 13: Capital Improvement & Major Maintenance Plan
Exhibit 14: Budget Detail by Department
Exhibit 15: Budget Detail by Function
Exhibit 16: Professional & Legal Services Detail, Employee Development Detail
Exhibit 17: Budget Contingency Plan

CEO Raymond Suarez expressed his level of appreciation on the feedback and comments received during the budget process and stated that the Budget being presented was an efficient and responsible budget.

Marisa Perry, Chief Financial Officer/VP of Finance, Kristina Holcomb, Deputy CEO and Amanda Riddle, Senior Manager of Budget, reviewed the proposed FY 2022 Operating and Capital Budget and Reserve Policies highlighting the following:

- FY 2022 Proposed Budget Calendar
- Long Range Financial Plan (Reserve Fund Policies/Financial Policies)
- Escalation Assumptions
- Major Driver of Change included in the Budget (impacts to revenue and expense)
- Change in Net Positions
 - *Relationship Between DCTA & North Texas Mobility Corporation (NTMC)
 - *Change in Net Position (DCTA & NTMC Combined)
 - *Total FY 2022 Proposed Revenues
 - *Operating Revenue – Bus
 - *Operating Revenue – Rail
 - *Five (5) Year Ridership Trend
 - *Non-Operating Revenue
 - *Non-Operating Revenue: Sales Tax
 - *Non-Operating Revenue: Sales Tax Trend
 - *Non-Operating Revenue: Federal Grants – Capital
 - *Non-Operating Revenue: Federal Grants – Operating
- Operating Expenses – General & Administration (\$5.8 million)
- Staffing Level Review
- Departmental Codes – DCTA Bus Departments
- Departmental Codes – NTMC Bus Departments
- Glossary of Terms – Service Types
- Glossary of Terms – Metrics
- Directly Operated Service – Operator Wages and Benefits
- Directly Operated Service – Service Miles and Fuel
- Directly Operated Service – Service Hours
- Purchased Transportation Service – Via Budget Details
- Purchased Transportation
- Hours of Service Comparison
- Contract Service – UNT Contract Details
- Frisco Contract Details
- Collin County Transit (CCT) Contract Details
- Contract Service – Mobility as a Service (Maas)
- Operating Expenses – Bus (\$14.8 million)

Board discussion regarding the longevity of grants, ARP funds clarifications, questions regarding sales tax, and clarification on how to substitute agency monies with federal funds, Routes 3 & 7 budgets and where is the cost for taking over these routes, Base Service, and the removal of North Texas Service route.

The Board recessed at 11:14am and reconvened at 11:22am. All voting board members were present constituting a quorum.

- Building the Rail Operations Budget
- Glossary of Terms
- Operating Expenses – Rail (\$15 million)
- Rail Operations & Maintenance Agreement
- Operating Expenses (Outsourced Services and Charges, Insurance, Purchased Transportation, Fuel)
- Non-Operating Expense (2011 Contractual Obligations, 2020 Sales Tax Revenue Refunding Bonds)
- DCTA Transfer Out to NTMC Budget

Board discussion regarding City of Denton brainstorming sessions to develop partnerships that may be helpful to the community, the non-active stops, structure removal and the impact on the community, advertising efforts, NTMC positions, GoZone cross training, idle bus concerns, and concerns with citizens not having the technology to request service.

The Board recessed at 12:11pm and reconvened at 12:28pm with Chair Watts, Jody Gonzalez and TJ Gilmore present. Board Member Costa arrived at 12:31pm. Board Member Burke arrived at 12:33pm.

The Board gave affirmative action to move forward with GoZone mobilization contract fee and one-time payment.

- Expanded Level Project Requests – Operating
- Capital Roll Over Requests
 - *Integrated Fare Payment
 - *Positive Train Control Implementation
 - *Positive Train Control Enhancements
 - *Brownfield Remediation
- Capital Improvement and Major Maintenance Plan
- Proposed Major Programs
 - *Major Maintenance Rail - \$1,836,442
 - *Major Maintenance Bud - \$179,530
 - *Backup & DR Infrastructure Upgrades - \$45,000 (*Board direction to move forward*)
 - *Bus OMF Network Video Recorder - \$26,000 (*Board direction to move forward*)
 - *DDTC Rail Fiber Extension - \$125,000 (*Board direction to move forward*)
- Budget Detail by Function
- Professional Legal Services
- Employee Development Details

Board discussion regarding Via pricing, cost per service hour comparison, questions regarding extending Routes 3 & 7, and the deadline for public comment (June 25, 2021).

No Board action required at this time.

2. Discuss and Consider Approval of Projected FY2022 Bus Service Hours

(packet page 155)

Action Item

Presenter(s): Nicole Recker, VP of Mobility Services and Administration

Backup Information: Memo

Nicole Recker, VP of Mobility Services and Administration highlighted, and recommended approval of the proposed FY 2022 Bus Service Hours and budget provided to NTMC in April for consideration by the DCTA Board of Directors. This budget includes Access, MK101, Denton Fixed Route, UNT service, Frisco/Collin County On Demand. Note: This discussion and consideration by the DCTA of the FY 2022 Bus Service Hours was a direct request from the North Texas Mobility Corporation (NTMC) Board of Directors.

The Board and staff had a healthy discussion on this topic to include costs built in to Via, time sensitivity of proposed action, concerns with approving a fluid document, acknowledgement of public comment phase still ongoing, the need to have appropriate personnel on board, suggestion of a letter from the Chair outlining service hours noting the information could change in the future, concerns with committing or endorsing a particular level of service, concerns with not assisting NTMC in the preparation of the budget, and concerns with “approving” a preliminary document.

Board Member Gonzalez moved to table the item until June 24, 2021; however, later withdrew his motion.

No Board action taken at this time. Note: TJ Gilmore departed the meeting at 2pm.

CONVENE INTO EXECUTIVE SESSION

The DCTA Board of Directors did not convene into Executive Session.

RECONVENE OPEN SESSION

The DCTA Board of Directors did not convene into Executive Session; therefore, reconvening into Open Session is not applicable.

ADJOURN

Chair Watts adjourned the meeting at 2:04pm.



Sam Burke, Secretary



Chris Watts, Chair