



DCTA Board of Directors Regular Meeting June 24, 2021 | 10:00 a.m.

The Board of Directors of the Denton County Transportation Authority (DCTA) convened the Regular Meeting of the Board of Directors with Chris Watts presiding on June 24, 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

Chair Watts called the meeting to order at 10:02am. All Voting Board Members were present with the exception of Secretary Burke who arrived at 10:19am. The Board recessed at 11:15am and reconvened at 11:22am. Chair Watts departed the meeting at 2:46pm with Vice-Chair Molina presiding over the remainder of the meeting which adjourned at 2:52pm.

INVOCATION

Vice-Chair Molina provided the invocation.

INTRODUCTIONS

No introductions during this meeting.

PUBLIC COMMENT

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

CONSENT AGENDA

1. Consider Approval of May 27, 2021 Meeting Minutes
([packet pages 7-16](#))
Action Item
Backup Information: Exhibit 1: May 27, 2021 Meeting Minutes
2. Consider Approval of Monthly Financial Statements for May 2021
([packet pages 17-24](#))
Action Item
Backup Information: Memo 1
Exhibit 1(a): Monthly Financial Statements – May 2021
Exhibit 1(b): Capital Projects Budget Report – May 2021
3. Consider Approval of the 2021-2022 Swiftly Contract Renewal Form
([packet pages 25-28](#))
Action Item
Backup Information: Memo
Exhibit 1: 2021-2022 Swiftly Contract Renewal Form
4. Consider Extension of Interlocal Agreement (ILA) with City of McKinney for McKinney Urban Transit District (MUTD) Collin County Transit (CCT) Services
([packet pages 29-33](#))
Action Item
Backup Information: Memo
Exhibit 1: Sixth Amendment to the City of McKinney MUTD ILA
5. Consider Extension of Task Order with Irving Holdings for McKinney Urban Transit District (MUTD) Collin County Transit (CCT) Services
([packet pages 34-42](#))
Action Item
Backup Information: Memo
Exhibit 1: Irving Holdings Task Order 3 Rev. 2

Motion by Board Member Costa with a second by Board Member Gilmore to approve as presented. Motion passes 4-0. Secretary Burke absent for the vote.

REGULAR AGENDA

1. Review and Discuss Project Management Office (PMO) Activities Related to Task Order #2 with Accenture, LLC
([packet pages 43-45](#))

Discussion Item

Presenter: Chris Newport, Accenture
Backup Information: Memo
Exhibit 1: PMO Progress Report

Chris Newport, Accenture, provided the Board with an update of the Agenda Board Memo thanking the Board for the feedback. He stated that the information he obtained from each individual meeting with board members will be combined and placed on a future agenda for review and consideration.

No Board action required at this time.

2. Consider Approval of Resolution R21-02 Approving FY21 Budget Revision 2021-04
([packet pages 46-56](#))

Action Item

Presenter: Marisa Perry, CFO/VP of Finance
Backup Information: Memo
Exhibit 1: Resolution R21-02 with the following exhibits:
 “A”: Budget Revision 2021-04
 “B”: Change in Net Position (DCTA Only)
 “B-1”: Change in Net Position (DCTA & NTMC Combined)
Exhibit 2: Year-to-Date FY2021 Budget Revisions

Marisa Perry, CFO/VP of Finance highlighted areas of interest within the budget amendment and requested the Board to approve Resolution R21-02 approving the FY21 Budget Revision 2021-04.

Motion by Board Member Costa with a second by Secretary Burke to approve as presented. Motion passes 5-0.

3. Discuss and Provide Direction to Staff Regarding Future Board Meeting Logistics Including the Purchase of Audio and Visual (AV) Improvements and Revisiting the Timing of In-Person Board Meetings
([packet pages 57-58](#))

Discussion Item

Presenter: Kristina Holcomb, Deputy CEO
Backup Information: Memo

Kristina Holcomb, Deputy CEO, presented the staff report highlighting the following:

- History of Boardroom Audio/Visual Equipment
- Existing AV equipment purchase to satisfy new legislative requirements
- Implementation of Granicus
- Timeline (8-10 weeks)
- Recommendation: To allow staff adequate time to purchase, implement, and test new system, staff recommends (unless Governor's Orders state otherwise) to delay in-person board meetings until September 2021.

Board discussion regarding project timeline, and clarification of "in-person" members. *It was the consensus of the Board to move forward in conducting in-person meetings with the 5 Voting Board Members (in-person) and the rest of the Board (alternates and non-voting members) as well as staff participate remotely effective July 2021.*

4. Review, Discuss, and Consider Approval of Member City Submitted TRiP Projects for FY 2021 Annual Call for Projects Funding and Authorize CEO to negotiate and enter into a Project Funding Agreement with Each Respective Member City
([packet pages 59-105](#))

Action Item

Presenter: Kristina Holcomb, Deputy CEO
Backup Information: Memo
Exhibit 1: Adopted TRiP Policy
Exhibit 2: Project Review Memo & Application (City of Highland Village)
Exhibit 3: Project Review Memo & Application (City of Lewisville)
Exhibit 4: Project Review Memos & Applications (City of Denton)

Kristina Holcomb, Deputy CEO, gave the presentation highlighting the following:

- City of Lewisville – A-trail Rail Trail Southern Extension – Segment A
- City of Highland Village – Highland Village Road Sidewalk Project – Phases 2 & 3
- City of Denton – Multiple Pedestrian Safety and Connectivity Improvements
- TriP Member City Allocations (includes Proposed June Budget Revisions)

Motion by Board Member Gilmore with a second by Board Member Costa to approve as presented. Motion passes 5-0.

5. Receive Presentation and Consider Approval of FY 22 Healthcare Benefit Contract
([packet pages 106-127](#))

Action Item

Presenter(s): Julie Rickman, Holmes Murphy
Marisa Perry, Chief Financial Officer/VP of Finance
Backup Information: Memo
Exhibit 1: Holmes Murphy RFP Questionnaire
Exhibit 2: RFP Pricing and Plan Proposals

Morgan Young from Holmes Murphy gave the presentation to the Board highlighting the following:

- Medical/Dental Premiums and Designs
- Vision Plans
- Recommendation

It was the recommendation to award the contract to the Texas Municipal League (TML) for Medical, Dental and Vision benefits.

Board discussion regarding the clarification of whether this contract was for an HMO or PPO (clarification received as PPO).

Motion by Board Member Costa with a second by Vice-Chair Molina to approve as presented. Motion passes 5-0.

6. Discuss and Give Direction Regarding the Request from Dallas Area Rapid Transit (DART) to Proceed with Preliminary Engineering and Design work to Develop Cost Estimates, Scope and Approach and Necessary Supporting Documents for future consideration of Interlocal Agreements
[\(packet pages 128-132\)](#)

Action Item

Presenter: Raymond Suarez, CEO

Backup Information: Memo

Exhibit 1: DART Letter (May 28, 2021)

Raymond Suarez, CEO, presented the report highlighting the following:

- DART's Request: DART is seeking approval of their proposal plan described in the May 28, 2021 letter to being preparation of supporting documentation, cost estimates, funding arrangements and draft language for future Interlocal Agreements (ILAs) between DART and DCTA.
- Staff's Recommendation: DCTA Staff believe this is a reasonable request and approach from DART and serves as an important next step that will facilitate meaningful conversations toward an operating agreement and recommends authorizing the CEO to give DART approval to move forward with the scope and approach as to not delay efforts.

CEO Suarez highlighted considerations for discussion to include potential benefits between DART and DCTA with Joint Operations/Maintenance; A-train Passenger Rail Service; Regional Efficiencies/Lower Operation Costs; DART Access; DCTA Passenger Service to Carrollton; Upgrade track from Carrollton to Trinity Mills, DCTA Incremental Class 4 Improvements; DCTA Track – Trinity Mills to/from Lewisville; DART's understanding; DART Short-Term Lease with DCTA and DCTA Lease Fees.

The Board had a healthy discussion regarding clarification of ILA, concerns with “losing leverage”, clarification of the lease agreement, impact fees, formulas to use in a fair/equitable fashion, long-term lease agreements, Class 2 and Class 4 clarification, “hard numbers” for track-only zones, data on passenger speed, lease payment vs. impact fees, pursuing a short-term lease agreement, and the establishment of connection with Silver Line.

It was the consensus of the board to authorize the CEO to move forward with the scope and approach as requested by DART.

7. Discuss GoZone Public Involvement Feedback and Potential Service Modifications to Proposed Plan
([packet pages 133-199](#))

Discussion Item

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

Backup Information: Memo
Exhibit 1: Public Comment Overview
Exhibit 2: Preliminary Public Comment Report (April 19 – June 11, 2021)

Nicole Recker, VP of Mobility Services and Administration presented highlighting the following:

- Timeline Review
- Phase I: Base Service (Monday-Saturday)
- Phase I: Add-On (Denia Neighborhood Expansion)
- Phase I: Add -On (Frankford Station DART to the Lewisville/Highland Village Zone)
- Phase I: Add-On (Business 121 North Zone Expansion with First Park 121)
- Phase I: Add -On (Sunday and Holiday Service)
- Phase I: Sunday A-train Replacement
- Phase I: Saturday Service Hours Extension
- Phase I: Add-on (Service to/from Trinity Mills Station)
- Phase II: Castle Hills Zone Expansion
- 8-10 Access Vehicles
- Weekday Late Night Service Hours Extension
- Pricing Summary (Single Fleet Model)
- Pricing Summary (4-year projection)
- Preliminary Public Comment Overview/Possible Solutions
- Modification Impacts
- Route 3 & Options
- North Texas Xpress Options

Board discussion regarding Phase II clarification, singular fleet model pricing summary, North Texas Xpress ridership (board requested data) and whether or not empty vehicles were running, less than positive public feedback and/or comments, Routes 3 & 7 with administrative costs (will be provided at July meeting), GeoFence around zone, clarification of Via costs, data retrieved by bus employees during peak hours, Routes 3 & 7 costs to move to 15 minute headway (comparison), ensuring community input is recognized, feedback from member cities, the possibility of having a person on every bus for 30 days (prior to launch), federal mask mandate and social distancing concerns and possible challenges employees may face enforcing, possible date the federal mandate may end (September 2021), the possibility of revisiting the Via “launch date”, 6-month scenario model with 15 minute headway comparison, cost comparison to extend overlap (30, 45, 60 days).

8. Discuss Local & Regional Transportation Updates and Legislative Issues
(packet page N/A)

Discussion Item

Presenter(s): Chris Watts, Chair
Director Dianne Costa
Raymond Suarez, CEO

Backup Information: N/A

No information to report during this time.

INFORMATIONAL REPORTS

1. Monthly Financial Reports
(packet pages 200-206)

Backup Information: Memo 1: Monthly Sales Tax Receipts
Exhibit 1: FY21 Monthly Sales Tax Report
Memo 2: Monthly Mobility-as-a-Service Update
Memo 3: Budget Information

2. Ridership Trend Report
(packet pages 207-214)

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. **Public Involvement Progress Report**
([packet pages 215-232](#))
Backup Information: Memo
Exhibit 1: Public Involvement Progress Report (May 1 – May 31, 2021)
4. **Connect Route 3 & 7 Survey Data**
([packet pages 233-235](#))
Backup Information: Memo
5. **Social Service Agency Roundtable Recap Report – May 2021**
([packet pages 236-248](#))
Backup Information: Memo
Exhibit 1: Social Service Agency Roundtable Recap Report (May 2021)
6. **Request for Bid (RFB) 21-05 New and Recapped Tires**
([packet pages 249-305](#))
Backup Information: Memo
Exhibit 1: RFB 21-05 New and Recapped Tires
7. **Disadvantaged Business Enterprise (DBE) Goal for FY 22, FY 23, and FY 24**
([packet page 306](#))
Backup Information: Memo

No discussion regarding Informational Reports.

FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

Secretary Burke asked for staff to coordinate a Board/Staff Retreat to discuss Agency Goals and the process and structure of the CEO evaluation process.

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.

Board Member Costa updated the Board on the Regional Transportation Council and the nominees to serve on the RTC Committee.

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 Executive Session for the purpose of discussing the duties and evaluation of the Chief Executive Officer (CEO).

The Board convened into Executive Session at 1:00pm.

RECONVENE OPEN SESSION

The Board reconvened into Open Session at 2:45pm with no action taken.


ADJOURN

Vice-Chair Molina adjourned the meeting at 2:52pm.



Chris Watts, Chair

ATTEST:



Sam Burke, Secretary