



Board of Directors Regular Meeting July 22, 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 July 22, 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. In addition, the following Board Members were also in attendance: Jody Gonzalez, Paul Cristina, Charlotte Wilcox, Kristin Green, Mark Miller, Connie White, Dennie Franklin, Tom Winterburn and Joe Perez. It should be noted that the Board recessed and reconvened during this meeting at the following times:

11:49am to 12:08pm
2:30pm to 2:35pm



INVOCATION

Board Member Dianne Costa provided the invocation.

INTRODUCTIONS

There were no introductions during this time.

PUBLIC COMMENT

There were several individuals who wished to address the Board of Directors at this time.

The following individuals submitted comments via email in which Chair Watts read those comments for the public record.

- Lucas Holl
- Creighton Rabs
- Deborah Wright
- Rhianon Price

The following individuals utilized the “raise hand” function in Zoom to speak during this time

- Shane Warren
- Dr. Suzanne Jones
- Bella Armenta
- Brett Davis
- Adam Bull
- Parker Sams
- Kim Vail
- Angela Harris
- Will Hail
- Alejandro Galindo
- Collin Renfro
- Joseph Prein
- Thomas Gravitt
- Ryan Semegran
- Brinda Guromoothy
- Eva Grecco

The following individual spoke via telephone:

- Joshua Hatton

CONSENT AGENDA

1. Consider Approval of June 2021 Meeting Minutes

([packet pages 1-20](#))

Action Item

Backup Information: Exhibit 1: June 17, 2021 Special Called Board Meeting Minutes
Exhibit 2: June 24, 2021 Regular Board Meeting Minutes

2. Consider Approval of an Interlocal Cooperation Agreement with Denton County Sheriff's Department for the Provision of On-Board A-train Security

(packet pages 21-33)

Action Item

Backup Information: Memo

Exhibit 1: ILA with Denton County for Law Enforcement Services

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

REGULAR AGENDA

1. Consider Approval of Monthly Financial Statements for June 2021 and Quarterly Reports for Q3 FY21

(packet pages 34-53)

Action Item

Presenter: Marisa Perry, CFO/VP of Finance

Backup Information: Memo 1: Quarterly Investment Report Q3 FY21

Exhibit 1(a): Quarterly Investment Report Q3 FY21

Memo 2: Quarterly Grants Report Q3 FY21

Marisa Perry, CFO/VP of Finance, gave the presentation highlighting the following:

- Contract Renewal
- Insurance Expense
- DCTA Financial Statements
- DCTA Statement of Net Position
- NTMC Financials/Balance Sheet
- Capital Project Funding Report
- Investments
- Benchmark Comparisons
- Quarterly Grants Report (current executable grants/reimbursement/Transit Oriented Development)

Board discussion regarding CARES Act funding.

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

2. Presentation and Discussion of Audit Plan for FY2021 Financial Statements ([packet pages 54-57](#))

Discussion Item

Presenter: Marisa Perry, Chief Financial Officer & VP of Finance
Amber Karkauskas, Controller
Pamela Hill, Plante Moran, Partner
Keith Szymanski, Plante Moran, Senior Manager
Mike Machala, Plante Moran, Manager

Backup Information: Memo
Exhibit 1: FY2021 Pre-Audit Letter from Plante Moran

Marisa Perry, CFO/VP of Finance, introduced the guest presenters and attendees from Plante Moran.

Keith Szmanski, Senior Manager from Plante Moran, provided a high-level presentation of the following:

- Responsibilities
- New Accounting Requirement
- Plan for the Audit
- Risks/Responses
- Debt Refinancing Activity

No Board action required at this time.

3. Discuss and Consider Approval of A-train Schedule Enhancements for Implementation on September 7, 2021 ([packet pages 58-60](#))

Action Item

Presenter: Kristina Holcomb, Deputy CEO

Backup Information: Memo
Exhibit 1: Rail Service Cost Comparison Overview

Kristina Holcomb, Deputy CEO, gave the presentation highlighting Monday through Thursday data, Monday through Friday data, Pre-COVID data, Current data, Option 1 and Option 2 with information containing total trains per day, frequency, service hours, train crew hours, car miles, total approximate cost, and proposed FY 22 Budget.

Board discussion regarding which scenario aligns best with DART service, understanding how the schedule aligns with the Green Line, GoZone service ending times, the effects of scheduled community events (i.e., State Fair) and differences between Option 1 and Option 2.

Motion by Secretary Burke with a second by Vice-Chair Molina to approve Option 2. Motion passes 5-0.

4. Discuss and Consider Approval of the GoZone Service Plan for Launch on September 7, 2021
(packet pages 61-431)

Action Item

Presenter: Nicole Recker, VP of Mobility Services and Administration

Backup Information: Memo

Exhibit 1: Final Proposed GoZone Service Plan

Exhibit 2: Public Involvement Report and Title VI Analysis

Exhibit 3: Via GoZone Task Order

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

- Reasons for On-Demand Service
- Timeline Overview (June 25 – July 22, 2021)
- Final Proposed Service Plan
- Final Proposed Service Plan – GoZone Hard Costs
- Final Proposed Service Plan – Base Service
- Final Proposed Service Plan – Phase 1 Add On's
- Final Proposed Service Plan – Overlap of Mobility Service
- Final Proposed Service Plan – Removal of Services
- Public Involvement Process – Marketing and Communication Promotion
- Public Involvement Process – Community & Stakeholder Outreach
- Public Involvement Process – Title VI Outreach
- Public Involvement Process – MicroSite, Surveys (Fare/Service Plan), Feedback, Public Feedback Metrics)
- Title VI Analysis
- Recap for Discussion and Action

Board discussion regarding petition, GoZone service for Lewisville and Flower Mound, “Add-on” discussion, staffing (i.e. staffing of Uber/Lyft at airports), promotional fare service, smartphone accessibility, perceived challenges with smartphone accessibility, how “unbanked” individuals will utilize service, the development of a “non-profit” portal, discussion surrounding Route 7, faculty and student fares, MK101 route clarification, “unhomed” (homeless) shuttle usage, access to the elderly and disabled, clarification of ridership estimates, bus operator salaries and the starting salaries for Via.

It was the desire of the Board to vote on each item separately.

Motion by Vice-Chair Molina with a second by Secretary Burke to approve Phase 1 Base Service. Motion passes 5-0.

Motion by Secretary Burke with a second by Vice-Chair Molina to launch Via September 7, 2021. Secretary Burke later tabled motion until after the Length of Service Overlap discussion.

Motion by Vice-Chair Molina with a second by Board Member Costa to approve Phase 1 Add-Ons. Motion passes 5-0.

Motion by Vice-Chair Molina with a second by Secretary Burke to approve Upfront Costs. Motion passes 5-0.

Overlap of Service

Board discussion regarding the support of the City of Highland Village, City of Lewisville and City of Denton Resolutions of support, 6-Month overlap and the concerns the timeframe may impair effectiveness of Via, the increase and/or decrease of ridership, cost per month estimate, continued bus route service in Denton, funding for services rendered, clarification of “continue or remove” service, DCTA staff’s recommendation (60 days), University of North Texas (UNT) Fall schedule (ends December 10, 2021), Routes 3 and 7 data, discussions of a 90 day overlap, Small Cities joining membership, discussion of extending overlap for 60 days of all services (Bus Routes, Lewisville, Denton, Xpress) and in October, staff will present updated information to the Board and the Board can elect to extend further, challenges with bus operator retention, and the intent of the overlap (to gather data and transition).

Motion by Vice-Chair Molina with a second by Board Member Gilmore to overlap for 60 days for Phase 1 Base Service for Denton, Lewisville with Connect Fixed Route. Motion fails 3-2. The ayes were Vice-Chair Molina, Secretary Burke and Board Member Gilmore. The nays were Chair Watts and Board Member Costa.

Motion by Board Member Gilmore with a second by Vice-Chair Molina to extend overlap of Phase 1 Base Service for 90 days. Motion passes 5-0.

Motion by Vice-Chair Molina with a second by Secretary Burke to approve GoZone Launch date as September 7, 2021. Motion passes 5-0.

5. Discuss and Consider Approval of GoZone Fare Promotion for Launch on September 7, 2021

[\(packet pages 432-434\)](#)

Action Item

Presenter: Kristina Holcomb, Deputy CEO

Backup Information: Memo

Exhibit 1: Rail Service Cost Comparison Overview

Kristina Holcomb, Deputy CEO, presented information pertaining to the GoZone Fare Promotion Launch scheduled for September 7, 2021.

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

6. Discuss and Consider Approval to Modify Route 3 and Route 7 in Conjunction with the GoZone Launch on September 7, 2021

[\(packet pages 435-437\)](#)

Action Item

Presenter: Nicole Recker, VP of Mobility Services and Administration

Backup Information: Memo

Exhibit 1: Route 3 and Route 7 Service Options

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

- Background – Service Options for Routes 3 and 7
- Service Options – Routes 3 and 7
- Service Models – Routes 3 and 7
- Next Steps – Budget Impacts

Board discussion regarding the postponement until after 90 days of overlap.

Motion by Vice-Chair Molina with a second by Board Member Costa to approve the FY 22 Proposed Budget for 6 months for \$227,560.10 for Routes 3 and 7. Motion passes 5-0.

7. Discuss and Consider Approval of Modifying North Texas Xpress in Conjunction with the GoZone Launch on September 7, 2021

(packet pages 438-442)

Action Item

Presenter: Nicole Recker, VP of Mobility Services and Administration

Backup Information: Memo

Exhibit 1: North Texas Xpress Service Options

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

- Background – Service Options for North Texas Xpress
- Additional Models for North Texas Xpress
 - Large Bus/Small Buss
 - Proposed Routing – 2,4,6 trips per day
- Next Steps – Budget Impacts

Board discussion regarding the difference (financially) between the large and small busses, ridership reports, vanpool, access to work, and Alliance area growth along I-35 corridor.

Motion by Board Member Gilmore with a second by Board Member Costa to continue for the full year, the larger bus at 2 trips per day. Motion passes 5-0.

8. Discuss Brand Ambassador Services to Support the Launch of GoZone on September 7, 2021

(packet page 443)

Discussion Item

Presenter: Nicole Recker, VP of Mobility Services and Administration

Backup Information: Memo

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

- Background
- Brand Ambassador Service Options – Next Steps
- Staff Recommendations – 4 weeks minimum

Motion by Board Member Costa with a second by Board Member Cristina to approve 6 weeks. Motion passes 5-0.

9. Discuss and Consider Approval of Disadvantaged Business Enterprise (DBE) Goal for FY22, FY23 and FY24 and Approval of Resolution No. 21-03

(packet pages 444-458)

Action Item

Presenter: Athena Forrester, AVP of Regulatory Compliance/DBE Liaison

Backup Information: Memo

Exhibit 1: Resolution No. 21-03

Exhibit 2: Tri-annual DBE Goal for FY22-FY24

Athena Forrester, AVP of Regulatory Compliance/DBE Liaison, presented the report highlighting the following:

- Background
- Burrell Group
- Goal – 10% goal for the next 3 fiscal years
- Deadline to submit to FTA: August 1, 2021

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

10. Review and Discuss Project Management Office (PMO) Activities Related to Task Order #2 with Accenture, LLC

(packet pages 459-461)

Discussion Item

Presenter: Chris Newport, Accenture

Backup Information: Memo

Exhibit 1: PMO Progress Report

Chris Newport, Accenture, presented the report highlighting the following:

- Trinity Metro
- GoZone
- Regional Coordination
- Board/Staff Planning

No Board action required at this time.

11. Discuss and Provide Direction regarding a Future Board Strategic Planning and Board/Staff Communication Workshop

(packet pages 462-463)

Discussion Item

Presenter: Raymond Suarez, CEO

Backup Information: Memo

It was the consensus of the Board to remove this item and place on the next agenda scheduled for August 26, 2021.

12. Consider Approval of the Amended and Restated Bylaws of the North Texas Mobility Corporation (NTMC) as Adopted on June 23, 2021

(packet pages 464-491)

Action Item

Presenter: Joe Gorfida, Legal Counsel
Backup Information: Exhibit 1: NTMC Bylaws (Redline Version)
Exhibit 2: NTMC Bylaws (Final Version)

Joe Gorfida, Legal Counsel, thoroughly reviewed the background and proposed amendments to the North Texas Mobility Corporation Bylaws. Some amendments included the following:

- Removal of the Vice-President officer position
- Removal of the duties of the Vice-President officer position
- Issuance of Debt
- Specific duties of the General Manager's employment
- Removal of a duplication regarding the annual budget
- Regular Meetings shall be held quarterly; no Resolution required
- Contracts

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

13. Discuss Local & Regional Transportation Updates and Legislative Issues

(packet pages N/A)

Discussion Item

Presenter(s) Chris Watts, Chair
Director Dianne Costa
Raymond Suarez, CEO
Backup Information: N/A

No Board action required at this time.

INFORMATIONAL REPORTS

1. Monthly Financial Reports

(packet pages 492-501)

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
Exhibit 3: Year-to-Date FY21 Budget Revisions

2. Ridership Trend & Rail Trail Utilization Report

(packet pages 502-515)

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
- Exhibit 6: Rail Trail Utilization Report

3. Replacement Print Services RFP 21-09

[\(packet pages 516-542\)](#)

Backup Information: Memo

Exhibit 1: Print Services RFP

4. Connect Route 3 & 7 Survey Data

[\(packet pages 543-544\)](#)

Backup Information: Memo

5. DCTA/DART Joint Rail Facility Partnership Update

[\(packet page 545\)](#)

Backup Information: Memo

6. Coppell Program Interlocal Agreement and Task Order Annual Renewal

[\(packet pages 546-570\)](#)

Backup Information: Memo

Exhibit 1: First Amended and Restated ILA with the City of Coppell

Exhibit 2: Coppell Lyft Task Order 9 Rev 1

No Board action required on Informational Reports.

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.

The next board meeting will be held on August 26, 2021. There were no requests from Board Members to add any items.

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 gave an update from the Regional Transportation Council (RTC).
- CEO Raymond Suarez stated that a meeting was recently held with DART Chief Executive Officer Nadine Lee and her team to discuss the lease and operating agreement and facility expansion.



- DCTA was awarded four (4) 1st Place honors for the 2021 ATPA AdWheel Awards which represent the “best of the best” in marketing and communications efforts of its members.
- Congratulations and thanks were given to Kristina Holcomb, Deputy CEO, Marisa Perry, CFO and Nicole Recker, VP of Mobility & Administration as they depart DCTA for their new endeavors.

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.

No Board discussion or action on items listed on the agenda.

- B. As Authorized by Section 551.071(2) of the Texas Government Code, the Board of Directors may convene into Closed Executive Session for the purpose of seeking confidential legal advice from the General Counsel regarding letter received by Board Chair from Amalgamated Transit Union’s Associate General Counsel regarding the GoZone On-Demand Service provide by Via.

The Board convened into Executive Session at 11:00am and reconvened at 11:29am with no action taken.

- C. 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 2:35pm and reconvened into Open Session at 3:31pm with Board Member Paul Cristina filling in for Secretary Burke after his departure. No Board action taken.

RECONVENE OPEN SESSION

Reconvene and Take Necessary Action on Items Discussed during Executive Session.

The Board reconvened into Open Session at 3:31pm with no action taken during Executive Sessions.

ADJOURN

The meeting was adjourned at 4:37pm.


Chris Watts, Chair

ATTEST:


Sam Burke, Secretary