



Board of Directors Regular Meeting September 23, 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 September 23, 2021 at 10:00am located at the DCTA Administrative Offices.

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

CALL TO ORDER

Chair Watts called the meeting to order at 10:01am. The following board members were present in person: Chair Watts, Vice-Chair Molina, Secretary Burke, Board Member Costa, and Board Member Gonzalez. The following Board Members attended virtually: TJ Gilmore, Charlotte Wilcox, Kristin Green, Mark Miller, Connie White, Tom Winterburn and Joe Perez.

Note: The Board adjourned and reconvened at the following times:

Recessed into Executive Session - 10:20am
Reconvened from Executive Session - 10:34am
Recessed at 11:30am
Reconvened at 11:46am



INVOCATION

Board Member Costa provided the invocation.

INTRODUCTIONS

CEO Suarez introduced the following newly hired DCTA employees:

Pamela Burns, Director of Public Involvement & Communications

Brittney Farr, Director of Government Relations

PUBLIC COMMENT

The following individual provided public comment during this time: Jim Owen.

CONSENT AGENDA

- 1. Consider Approval of August 26, 2021 Regular Meeting Minutes**
[\(packet pages 7-17\)](#)
Action Item
Backup Information: Exhibit 1: August 26, 2021 Regular Meeting Minutes
- 2. Consider Approval of Monthly Financial Statements for August 2021**
[\(packet pages 18\)](#)
Action Item
Backup Information: Memo
- 3. Consider Approval of Resolution R21-06 Approving Financial Management Policies and Annual Investment Policy for FY2022**
[\(packet pages 19-42\)](#)
Action Item
Backup Information: Memo
Exhibit 1: Resolution R21-06 with Exhibit "A" Red-lined Proposed Financial Management Policies including Investment Policy
Exhibit 2: FY2022 Investment Policy Review Letter
- 4. Consider Approval of an Award of Contract to Prudential Global Network, LLC for Request for Proposal (RFP) 21-12 Compensation Study**
[\(packet pages 43-148\)](#)
Action Item
Backup Information: Memo
Exhibit 1: Request for Proposal 21-12
Exhibit 2: Prudential Global Network (PGN) Proposal
Exhibit 3: Evaluation Consensus Scores
- 5. Consider Approval of an Amendment to the Dallas Area Rapid Transit (DART)/Denton County Transportation Authority (DCTA) Shared Services Agreement as it relates to Access at Various Stations**

[\(packet pages 149-170\)](#)

Action Item

Backup Information: Memo

Exhibit 1: Shared Services Agreement Amendment

The Consent Agenda was presented to the Board. Marisa Perry, Chief Financial Officer/Director of Finance, presented the Monthly Financial Statements for August 2021 as they were not included in the Board packet when posted on September 17, 2021.

Board discussion regarding the Compensation Study and if it included other transit/government agencies/member cities. Staff clarified that the study only involved DCTA employees.

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

REGULAR AGENDA

1. **Consider Approval of Resolution R21-07 Adopting the FY2022 Operating and Capital Budget**

[\(packet pages 171-182\)](#)

Action Item

Presenter: Amanda Riddle, Senior Manager of Budget

Backup Information: Memo

Exhibit 1: Resolution R21-07 with the following Exhibits:

Exhibit A: Long Range Financial Plan

Exhibit B: Change in Net Position

Exhibit C: Capital Improvement & Major Maintenance Plan

Exhibit D: Budget Contingency Plan

Amanda Riddle, Senior Manager of Budget, gave an overview of the Budget highlighting the following:

- TRiP program funding
- Series 2021 Debt Refunding
- Fuel Stabilization Reserve
- Bus Service Levels Included: Directly operated (Connect Service/Collin County Transit)
- Bus Service Levels Included: GoZone
- Bus Service Levels Included Purchased Transportation

Board discussion regarding inclusion of Castle Hills in the budget, Rail Service Levels, additional “technology-related” full-time employees and keeping the Board abreast of technology updates.

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

2. Consider Approval of Excess Rail Liability Coverage with Dallas Area Rapid Transit (DART) [\(packet page 183-184\)](#)

Action Item

Presenter: Marisa Perry, Chief Financial Officer/VP of Finance

Backup Information: Memo

Exhibit 1: Excess Rail Liability Premium History

Marisa Perry, Chief Financial Officer/Director of Finance gave a presentation highlighting the following:

- Excess Rail Liability Premiums (Proposed, Compared to 5-year history)

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

3. Update on Mobility Services, GoZone and Fixed Route [\(packet page 185-186\)](#)

Discussion Item

Presenters: Javier Trilla, Assistant VP of Innovation & Technology
Rusty Comer, Senior Manager of Mobility Services
Mary Worthington, Community Relations Manager
Chris Newport, Accenture

Backup Information: Memo

Javier Trilla, Assistant VP of Innovation & Technology, Mary Worthington, Community Relations Manager, and Raymond Suarez, CEO, gave an update on Mobility Services, GoZone and Fixed Route highlighting the following:

- Launch Dashboard Prototype
- Post Training Survey Feedback
- DCTA Onboarding & Digital Survey as of September 14, 2021
- Rider & Community Engagement Highlights
- GoZone & DCTA Connect Weekday Trips
- GoZone Trip Origins (September 7-17, 2021)
- GoZone Trip Destinations (September 7-17, 2021)
- Key Trip Characteristics (September 7-17, 2021)

- Marketing and Communication Outreach
 - ✓ Background & Strategy
 - ✓ Goals & Objectives
 - ✓ Target Audience
 - ✓ Tactical Efforts Overview
 - ✓ Official Microsite
 - ✓ Advertising (digital, print)
 - ✓ Print/digital promotions, collateral & graphics
 - ✓ Partner Sharing

Board discussion regarding average ride rating, update on Via outage, capturing ridership to include whether riders are first-time users, students, or former fixed route riders, percentage of terminated rides, distribution of brand ambassador literature regarding routes, customers access to rides without technology (i.e. cellphone), survey information including how surveys are conducted and what data is captured, GoZone, Connect and UNT rider traffic, separation of UNT ridership in data presented, public facing dashboard, and daily peak ridership information.

No Board action required at this time.

4. Discuss City of Lewisville Request to Amend Timing of GoZone Expansion to Castle Hills
([packet page 187-223](#))

Discussion Item

Presenters: Javier Trilla, Assistant VP of Innovation & Technology
Brittney Farr, Director of Government Relations

Backup Information: Memo
Exhibit 1: Proposed GoZone Service Plan – June 11, 2021
Exhibit 2: DCTA Mobility Service Agreements River North (Via) Task Order No. 1 (Final) – June 2, 2021

Javier Trilla, Assistant VP of Innovation & Technology presented the City of Lewisville's request reviewing the price summary (which would require a budget amendment for consideration at a later date) and confirmed there were no implementation issues with the Via service.

Board discussion regarding sales tax revenue for Castle Hills (\$530,000 as provided by Board Member Gilmore), clarification of DCTA shares with Lewisville and the establishment of an implementation date. Staff noted that a more specific date will be shared when it becomes available.

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

5. Review and Consider Approval of the City of Denton's Requested Reallocation of Project Transportation Reinvestment Program (TRiP) Amounts

([packet page 224-225](#))

Action Item

Presenter: Tim Palermo, Planning & Data Analytics Manager

Backup Information: Memo

Tim Palermo, Planning & Data Analytics Manager presented the report. Board discussion regarding any changes that may violate policy. Staff verified there were none.

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

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

([packet pages 226-229](#))

Discussion Item

Presenter: Chris Newport, Accenture

Backup Information: Memo

Exhibit 1: PMO Progress Report

Chris Newport, Accenture, provided a report to the Board highlighting the Program Status Dashboard:

- Current Focus/Accomplishments
- GoZone Dashboard Prototype
- Draft Executive Dashboard
- Draft Staff Dashboard
- ERP Sourcing Initiative

Board discussion regarding whether the ERP system will automate finance processes, timeline to complete ERP work street (12 weeks), and GoZone/GoPass integration.

No Board action required at this time.

7. Provide a Report on the Interlocal Agreement (ILA) and Facilities Lease Agreement between the Denton County Transportation Authority (DCTA) and Dallas Area Rapid Transit (DART)

([packet page 230-231](#))

Discussion Item

Presenter: Raymond Suarez, CEO

Backup Information: Memo

Raymond Suarez, CEO, provided an update/report noting that the ILA and Facilities Lease agreement was approximately 30 days behind schedule; however, the delay would not



impact testing. Staff believes that a solid lease draft should be available within the next 7-10 business days.

Board discussion regarding timeline as well as if DCTA has received information on Phase 2 of the ILA.

No Board action required at this time.

8. 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

Board Member Costa provided the Board with the following update from the Regional Transportation Council (RTC):

- RTC discussed population growth – DFW in the Top 10 and steadily increasing. It is projected that by 2045 the count will be 11.5 million and 12 million by 2050.
- Dallas Regional Mobility Coalition (DMRC) – Mark Williams, TxDot Executive Director, presented during this meeting.
- Pedestrian fatalities (i.e. distracted walking) – reviewing and improving designs for pedestrians.

CEO Raymond Suarez provided the Board with the following update:

- McKinney Urban Transit District (MUTD) ending at the end of 2021.
- TCNT Annual Luncheon will be held on September 24, 2021. Panel of speakers include DART CEO, DCTA CEO and Trinity Metro COO, as well as in attendance for presentations and recognition are: Congresswoman Eddie Bernice Johnson, FTA Administrator Nuria Fernandez (keynote speaker), former DART CEO Gary Thomas and former Trinity Metro CEO Bob Baulsir. Several board members and staff are scheduled to attend.

No Board action required at this time.

INFORMATIONAL REPORTS

1. Monthly Financial Reports
(packet pages 232-242)

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**

[\(packet pages 243-256\)](#)

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 Before and During COVID-19 Comparison

Exhibit 6: July 2021 Rail Trail Utilization Report

3. **Federal Legislative Update**

[\(packet pages 257-259\)](#)

Backup Information: Memo

4. **Community Advisory Committee Meeting Recap Report – August 2021**

[\(packet pages 260-268\)](#)

Backup Information: Memo

Exhibit 1: Community Advisory Committee Meeting Recap Report (August 2021)

5. **Social Service Agency Recap Report**

[\(packet pages\)](#)

Backup Information: Memo

Exhibit 1: Social Service Agency Recap Report (August 2021)

6. **Request for Proposals (RFP) 21-10 Application for Depository Services**

[\(packet pages\)](#)

Backup Information: Memo

Exhibit 1: RFP 21-10 Application for Depository Services

No Board action required at this time.

FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

It was the consensus of the Board that the next board meetings will be scheduled for October 28, 2021 and December 2, 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.

Board Member Gonzalez congratulated the Pete Kamp and John Mahalik reappointed to NTTA by Denton County Commissioners Court.

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.

RECONVENE OPEN SESSION

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

No Board action taken at this time.

ADJOURN

Chair Watts adjourned the meeting at 12:36pm.


Chris Watts, Chair
Sam Burke, Secretary