



Board of Directors Regular Meeting Minutes October 28, 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 Vice-Chair Cesar Molina presiding on October 28, 2021 at 10:00am located at the DCTA Administrative Offices.

Voting Members

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
Board Member Alison Maguire, City of Denton

Alternates

Board Member Jody Gonzalez, Denton County
Board Member Kristin Green, City of Lewisville
Board Member Pat Smith, City of Denton
Charlotte Wilcox, City of Highland Village

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 CEO

Raymond Suarez

CALL TO ORDER

Vice-Chair Molina called the meeting to order at 10:02am. All voting Board Members were present in-person with the exception of Secretary Burke who participated virtually. In addition, the following Alternates and Non-Voting Board Members either attended in-person or virtually: Jody Gonzalez, Kristin Green, Pat Smith, Charlotte Wilcox, Connie White and Tom Winterburn.

Note: Board recessed at 12:01pm and reconvened at 12:25pm. Board Member Burked departed the meeting at 1:59pm.

INVOCATION

Board Member Costa provided the invocation.



INTRODUCTIONS

Vice-Chair Molina introduced the newly appointed DCTA Board Members Alison Maguire and Pat Smith representing the City of Denton. Vice-Chair Molina also thanked former Chair Chris Watts for his years of service to the DCTA Board of Directors.

PUBLIC COMMENT

No one wished to address the Board of Directors during this time.

CONSENT AGENDA

1. Consider Approval of September 23, 2021 Regular Meeting Minutes
(packet pages 6-14)
Action Item
Backup Information: Exhibit 1: September 23, 2021 Regular Meeting Minutes
2. Consider Approval of an Award of Contract to Wells Fargo Bank N.A. for Request for Proposal (RFP) 21-10 Depository Services
(packet pages 15-345)
Action Item
Backup Information: Memo
Exhibit 1: Request for Proposal 21-10
Exhibit 2: Wells Fargo Bank N.A. Proposal
Exhibit 3: Evaluation Consensus Scores

Motion by Board Member Maguire with a second by Board Member Gilmore to approve the Consent Agenda as presented. Motion passes 5-0.

REGULAR AGENDA

1. Consider Approval of Monthly Financial Statements for September 2021 and Quarterly Reports for Q4 FY2021
(packet pages 346-373)
Action Item
Presenters: Marisa Perry, Chief Financial Officer/VP of Finance
Backup Information: Memo 1
Exhibit 1(a): Monthly Financial Statements – September 2021
Exhibit 1(b): Capital Projects Budget Report – September 2021
Memo 2
Exhibit 2(a): Quarterly Investment Report Q4 FY21
Memo 3: Quarterly Grants Report Q4 FY21

Marisa Perry, Chief Financial Officer, provided the Board with an update of the Monthly Financial Statements for September 2021 and the Quarterly Reports for Q4 FY 2021 highlighting the following:

- Account Summary
- Allocation by Security Type



- Benchmark Comparisons
- Snapshot from Quarterly Grants Report
 - Q3 FY 21 Balance: \$27,453,443
 - Q4 FY 21 Balance: \$46,725,967

Ms. Perry also indicated that staff would continue to receive vendor invoices and therefore the number (i.e. sales tax) will change.

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

2. Consider Approval of Resolution R21-08 Approving Budget Revision 2022-01
([packet pages 374-381](#))

Action Item

Presenter: Amanda Riddle, Senior Manager of Budget

Backup Information: Memo

Exhibit 1: Resolution R21-08 with the following exhibits:

“A”: Budget Revision 2022-01

“B”: Change in Net Position

Amanda Riddle, Senior Manager of Budget, gave the presentation highlighting the budget increases due to the Castle Hills Expansion and the Board Room Audio Visual Project.

Board discussion regarding concerns surrounding communication to the public of budget impacts (positive/negative) and the public receiving the “full picture”. The Board specifically noted that the Castle Hills Expansion is a “net positive” and also that Castle Hills will not be annexed until November 15, 2021; however, it was included in ridership. Staff indicated the concern will be addressed moving forward.

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

3. Consider Approval of the City of Lewisville Transportation Reinvestment Program (TRiP) Application and Authorize the Chief Executive Officer (CEO) to Negotiate and Enter Into a TRiP Project Reimbursement Agreement with the City of Lewisville for its Southwest Parkway Multimodal Street/Streetscape Project ([packet page 382-389](#))

Action Item

Presenter: Tim Palermo, Planning and Data Analytics Manager

Backup Information: Memo

Exhibit 1: Southwest Parkway Multimodal Street/Streetscape Project TRiP Application

Exhibit 2: Location Map

Tim Palermo, Planning and Data Analytics Manager, provided the report highlighting the following:

- Design: .74-mile shared-used path from Hebron Station to the City Limits of Lewisville South of Sam Rayburn Tollway.



- The path is part of the Regional Veloweb and will connect a shared use path from Hebron Station south to North Carrollton/Frankford Station.
- Total Project Cost: \$685,000
- Amount Requested Through TRiP Program: \$425,375
- Estimated Completion date: December 2022
- City of Lewisville FY 2021 TRiP Program Allocation: \$3,837,597
- Requested Programmed Amount (this project): \$425,375
- Amount Requested in Previous Applications: \$2,166,000
- City of Lewisville FY 2021 TRiP Program Remaining Balance: \$1,246,222

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

4. Consider Approval of an Interlocal Agreement (ILA) between the Denton County Transportation Authority (DCTA) and the Dallas Area Rapid Transit (DART) for Construction, Operations, and Maintenance of a Joint Rail Operations Facility (JROF) and use of DCTA's Yard and Mainline Track ([packet pages 390-404](#))

Action Item

Presenter: Raymond Suarez, CEO
Backup Information: Memo
Exhibit 1: Interlocal Agreement

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

- DART/DCTA agreement to perform shared rail operations and maintenance functions from the existing DCTA OMF facility in Lewisville.
- Proposal: To expand the DCTA Rail O&M facility to accommodate Silver Line operations and maintenance and use the extended facility to optimize DCTA and DART Rail Operation.

Mr. Suarez discussed Phases 1-4 Scope of Services to include the following dates:

- Phase 1: DART DMU Delivery, Testing & Commissioning (May 2022 – December 2024)
- Phase 2: JROF Capital Expansion (October 2021 – May 2023)
- Phase 3: Long Term Operations and Maintenance (May 2023 – May 2043)

Recommendation: Authorize the CEO to enter into an Interlocal Agreement (subject to final legal review) of the following:

- Facilitate DART's Silver Line vehicle testing and commission activities.
- Expand DCTA's existing rail operations and maintenance facility for use as a Joint Rail Operations Facility.
- Facilitate a short-term and long-term lease agreement for DART's joint use of the DCTA facility.
- Facilitate future capital expansion of DCTA's service to Downtown Carrollton.

The Board had a healthy discussion regarding sustainability (i.e. Leadership in Energy and Environmental Design - LEED certifications and practices), staff's management of the RFP for a Project Manager, timelines surrounding the May 2023 date, feedback from contractors and a high level discussion regarding expected

lease payments. The Board also made comments regarding the positive relationships being developed with DART and throughout the Region.

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

5. Discuss and Consider Denton County Transportation Authority (DCTA) Board of Directors Election of Officers

([packet page 405](#))

Action Item

Presenter: Raymond Suarez, CEO

Backup Information: Memo

Motion by Board Member Gilmore with a second by Board Member Burke for the following Board Officer Elections:

Chair: Cesar Moline

Vice-Chair: TJ Gilmore

Secretary: Sam Burke

Motion passes 5-0.

In addition, Board Member Costa will remain as DCTA's representative on the Regional Transportation Council (RTC) and the DRMC (Dallas Regional Mobility Coalition). It was suggested that during the Board's Strategic Off-site to discuss "Rolling Positions" of Chair, Vice-Chair and Secretary.

6. Provide a Report on GoZone Service Performance

([packet pages 406-407](#))

Discussion Item

Presenter: Javier Trilla, Assistant VP of Innovation & Information Technology

Backup Information: Memo

Javier Trilla, Assist VP of Innovation & Information Technology and Pamela Burns, Director of Marketing & External Communications, presented the report highlighting the following:

- GoZone Executive Dashboard
- Resolving GoZone Vehicle Supply Issues
- GoZone Phase 2A Update (Castle Hills and Access Service)
- Campaign Metrics & Next Steps (Microsite, Top Referring Sites, App Installs, Advertising, Public Relations, Increase Ridership (focus on Lewisville & Highland Village), and Trends

Board discussion regarding peak ridership, contractual responsibility of vehicle supply issues, monitoring inefficiencies, GoZone and Fixed Route, CDL certified drivers, "full rides", clarification of "seat unavailable" alerts, GEO fencing (overlapping in Denton), service modification research by Via/Accenture/NTMC staff, data to include comparisons to Fixed Route and booking type, clarification of Executive Dashboard and how the public can view this information (i.e. staff researching a multi-modal dashboard and technology innovation), enforcing masks in GoZone vehicles (CEO attends weekly County COVID-19 calls to stay abreast of information) and reminders to drivers regarding mask mandates.

No Board action required at this time.

7. Provide a Report on Denton County Transportation Authority (DCTA) Fixed Route Service Performance

Discussion Item

[\(packet pages 408-413\)](#)

Presenter: Troy Raley, Senior Director of Mobility Services
Javier Trilla, Assistant VP of Innovation & Information Technology
Chris Newport, Accenture

Backup Information: Memo
Exhibit 1: Fixed Route Service Report

Raymond Suarez, CEO, provided an introduction and framework indicating the purpose of the discussion was to discuss routes and information that the Board requires to move forward and make decisions relating to Fixed Route Service during the next Board Meeting scheduled for December 2, 2021.

Chris Newport, Accenture, presented and highlighted the following:

- Proposed Fixed Route Service Assessment Framework (Factors of: Density, Productivity, Equity and Stability of Alternative)
- September Ridership: Denton/Lewisville Connect and GoZone
- September Ridership: Denton/Lewisville Connect by Daily Peak Period
- September Connect Average Ridership by Revenue
- September Denton/Lewisville Connect Ridership (Route, Day of Week, Hour of Day)
- September Boardings by Timepoint: DC 1-4, DC6-7
- September Boardings by Timepoint: LC 21, LC 22
- September Boardings Pareto Analysis: All DC and LC Routes, All Connect Stops
- Additional Service Assessment Framework Factors

The Board had a healthy discussion regarding services being complimentary of each other, avoidance of duplication (i.e. UNT Campus), concerns with operations, budgeted bus service, route designs, maps in combination with ridership data, graphs and onboarding data being seen simultaneously, receiving “off-boarding” data, Routes 3&7 lead times, ATU conversations, discussions regarding no cuts until March 2021 to receive improved data collection for fixed routes, automatic data collections, possible 3rd party firm doing data collections, random sampling, reconfigurations of service and clarification /interpretation of GoZone as it relates to the July Board Meeting. The Board recommended that staff compile information and data along with financials of the various service impacts.

No Board action required at this time.

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

[\(packet pages 414-416\)](#)

Discussion Item

Presenter: Chris Newport, Accenture

Backup Information: Memo
Exhibit 1: PMO Progress Report



Chris Newport, Accenture, provided a report highlighted the following:

- GoZone
- ERP
- IT Project Manager
- Executive and Staff Fixed Route Dashboard
- GoZone/GoPass Integration
- Trinity Metro

No Board action required at this time.

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

Discussion Item

Presenter(s) Cesar Molina Vice-Chair
Director Dianne Costa
Raymond Suarez, CEO

Backup Information: N/A

Board Member Costa highlighted the Regional Transportation Council (RTC) Meeting agenda noting the following:

- Transportation Improvement Plan
- Rail Service
- Zip Zone Service
- Arlington Via
- DFW Funding Distribution
- UZA Reports

No Board action required at this time.

INFORMATIONAL REPORTS

1. Monthly Financial Reports
(packet pages 417-427)

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 428-441)

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: September 2021 Rail Trail Utilization Report

No Board action required at this time.

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.

Next Board Meeting Date: 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.

Congratulations to the following individuals on their appointment and/or reappointment to the DCT Board of Directors: Sam Burke, Dianne Costa, Paul Stevens, Tom Winterburn and Mark Miller.

City of Lewisville's Castle Hills Annexation Celebration on Saturday, November 20, 2021 from 12 noon until 2pm. Please visit www.cityoflewisville.com for more information.

Denton County Administrative Courthouse Ribbon Cutting ceremony will be held on November 4, 2021 at 1:30pm located at 1 Courthouse Drive, Denton.

CONVENE EXECUTIVE SESSION

The Board may convene the Regular Board Meeting into Closed Executive Session for the following:

As Authorized by Section 551.074 of the Texas Government Code, the Board of Directors Meeting may be Convened into Closed Executive Session for the purpose of discussing the duties and evaluation of the Chief Executive Officer (CEO).

Motion by Board Member Maguire and a second by Board Member Costa to table this item to the next Board Meeting scheduled for December 2, 2021. Motion passes 5-0.

RECONVENE OPEN SESSION

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

A. Consider Amendments to the Chief Executive Officer (CEO) Employment Agreement.

No Board action required at this time.



DENTON COUNTY
TRANSPORTATION
AUTHORITY

1955 Lakeway Drive, #260, Lewisville, Texas 75057
972.221.4600 | RideDCTA.net

ADJOURN

Vice-Chair Molina adjourned the meeting at 2:20pm.



Cesar Molina, Chair

A handwritten signature in black ink, appearing to read "Cesar Molina", is written above a horizontal line. Below the line, the text "Cesar Molina, Chair" is printed.

Sam Burke, Secretary

A handwritten signature in blue ink, appearing to read "Sam Burke", is written above a horizontal line. Below the line, the text "Sam Burke, Secretary" is printed.