



## Board of Directors Regular Meeting Minutes December 2, 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 Chair Cesar Molina presiding on December 2, 2021 at 10:00am located at the DCTA Administrative Offices.

### Voting Members

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

Chair Molina called the meeting to order at 10:02am. All voting Board Members were present in-person. The following alternates were in-person: Jody Gonzalez, Pat Smith and Paul Stevens. The following alternate and non-voting board members participated virtually: Kristin Green, Dennie Franklin, Mark Miller, Joe Perez, Connie White and Tom Winterburn.

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

- Recessed at 10:20am due to technical issues and reconvened at 10:27am.
- Recessed at 11:24am due to technical issues and reconvened at 11:43am.
- Recessed at 2:18pm (lunch) and reconvened at 2:44pm.



- Convened into Executive Session at 2:45pm to consult with Legal Counsel on Agenda Item 3. The Board reconvened into Open Session at 3:07pm with no action taken.

## INVOCATION

Alternate Board Member Pat Smith provided the invocation.

## INTRODUCTIONS

Chair Molina and Board Member Costa thanked Charlotte Wilcox for her service as an Alternate Board Member representing the City of Highland Village and welcomed Paul Stevens as the newly appointed Alternate Board Member for the City of Highland Village. CEO Raymond Suarez also introduced Paul Cristina and DCTA's Deputy CEO.

## PUBLIC COMMENT

The following individuals addressed the Board during this time:

Joshua Hatton – Verbal Comments (virtual)  
Eva Grecco – Verbal Comments (virtual)  
Eric Pruett – Written Comments (email)

## CONSENT AGENDA

### 1. Consider Approval of Monthly Financial Statements for October 2021

[\(packet pages 7-13\)](#)

*Action Item*

Backup Information Memo

Exhibit 1(a): Monthly Financial Statements – October 2021

Exhibit 1(b): Capital Projects Budget Report – October 2021

### 2. Consider Approval of October 28, 2021 Regular Meeting Minutes

[\(packet pages 14-22\)](#)

*Action Item*

Backup Information: Exhibit 1: October 28, 2021 Regular Meeting Minutes

***Motion by Vice-Chair Gilmore with a second by Board Member Maguire to approve as presented.***

***Motion passes 5-0.***

## REGULAR AGENDA

### 1. Consider Approval of Resolution R21-09 approving Budget Revision 2022-02 for Sales Tax associated with the Castle Hills annexation into the City of Lewisville

[\(packet pages 23-31\)](#)

*Action Item*

Presenters: Marisa Perry, Chief Financial Officer/Vice President of Finance

Backup Information: Memo

Exhibit 1: Resolution R21-09 with the following exhibits:



“A”: Budget Revision 2022-02

“B”: Change in Net Position

Exhibit 2: Year to Date FY22 Budget Revisions

Marisa Perry, CFO/VP of Finance presented the staff report highlighting the following:

- Projected increase of \$575,093 with annexation of Castle Hills into City of Lewisville
- GoZone extension approved in September 2021 into Castle Hills Service Area (\$150,094 Cost, \$1565 Passenger Revenues)
- Projections were provided to the City of Lewisville

Board discussion regarding Castle Hills projections from the State Comptroller’s Office.

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

**2. GoZone Update**

**(packet pages 32-33)**

*Discussion Item*

Presenters: Javier Trilla, AVP of Innovation & Information Technology  
Chris Newport, Accenture

Backup Information: Memo

Javier Trilla, AVP of Innovation and Information Technology, presented the staff report highlighting the following:

- Noteworthy Statistics (October – 30,922 rides and November – 27,369 passenger rides as of November 22, 2021)
- Operational Challenges (High demand with supply challenges = higher wait times)
- GoZone Consolidated Dashboard

Board discussion regarding comparisons to 2019 ridership, breakout of multiple rider requests (3 or more people), COVID-19 related ridership, clarification of “unaccepted proposals” definition, the Board receiving a better visual of the “heat map”, additional Via fleet vehicles and how many are wheelchair accessible and the ability to request a wheelchair accessible van through the Via app.

***No Board action required at this time.***

**3. Consider Service Modifications Effective December 5, 2021 and Proposed Recommendations**

**(packet pages 34-89)**

*Action Item*

Presenters: Chris Newport, Accenture  
Raymond Suarez, CEO  
Ari Luks, Via  
Alex Lavoie, Via  
Laney Cloud, Via

Backup Information: Memo  
Exhibit 1: Multimodal System Assessment

CEO Raymond Suarez introduced this item and provided information as relates to consideration of the proposed service modifications and subsequently considering approval of a Budget Revision Resolution in Regular Agenda Item 4. With that being said, Mr. Suarez turned the presentation over to Chris Newport from Accenture and Ari Luks, Alex Lavoie and Laney Cloud; representatives from Via.

Chris Newport, Ari Luks and Alex Lavoie presented highlighting the following information:

- Service Assessment – Recap (Consolidate, Analyze and Recommend)
- Service Assessment – Current State Summary
- Monthly Service Assessment – Framework
- GoZone Weekly Ridership Trend
- September and October Ridership: GoZone by Daily Peak Period
- September and October Ridership: GoZone and Connect
- September vs October – Denton/Lewisville Connect Ridership
- September and October – Connect Total Monthly Ridership by Daily Peak Period
- Boardings per Revenue Hour by Daily Peak Period
- Connect Route Indicator Assessment Summary
- Proposed Connect Alternative Service Considerations
- GoZone Utilization and Connect Coverage Overlap – Weekdays – Denton
- GoZone Utilization and Connect Coverage Overlap – Weekdays – Lewisville/Highland Village
- Distribution of GoZone rides by Distance (last 2 months)
- Key Takeaways (Ridership, Efficiency, Service Enhancement through Collaboration)
- Designing DCTA Integrated Multi-Modal Service (Re-design fixed route network, configure GoZone app to highlight hubs and increase fixed route awareness, adjust GoZone pricing for efficiency and to driver rider behavior, and deploy Intermodal Technology to optimize modes
- Proposed Fixed Route Network Changes – Denton
- Proposed Fixed Route Network Changes – Lewisville
- Proposed Connect Route Schedules
- Proposed Denton Connect and existing University Service
- Proposed Lewisville Connect Service Profile
- GoZone Map – Highlight Fixed Route Hubs
- Pricing – Potential Goals and Impact
- Potential Pricing Structures and How They Might Work (Hub discounts, Distance Based, Combination of Hubs/Discounts)
- Intermodal Trip Planning
- Designing DCTA Integrated Multi-Modal Service to be brought back for Board consideration in June 2022, as part of a Comprehensive Service Analysis

#### Recommendation Summary

1. Discuss and Approve Revised Connect Routes
2. Discuss and Approve Revised Connect Schedules
3. Discuss and Approve Not-To-Exceed Budget Amendment Options (Agenda Item R04)



Budget Revision Description	R04 Option 1: December 2021 – March 2022 (Current Service Levels)	R04 Option 2: December 2021 – September 2022 (Revised Service Levels)
Net Position Impact, Lewisville Connect	(\$403,430)	(\$727,841)
Net Position Impact, Denton Connect	(\$345,224)	(\$1,019,290)
<b>Net Position Impact, Total</b>	<b>(\$748,654)</b>	<b>(\$1,747,131)</b>

- September and October Boardings by Timepoint: DC1
- September and October Boardings by Timepoint: DC2
- September and October Boardings by Timepoint: DC3
- September and October Boardings by Timepoint: DC4
- September and October Boardings by Timepoint: DC6
- September and October Boardings by Timepoint: DC7
- September and October Boardings by Timepoint: LC 21
- September and October Boardings by Timepoint: LC22
- GoZone Intensity of Pick-ups and Drop-offs – Saturdays - Denton
- GoZone Intensity of Pick-ups and Drop-offs – Saturdays – Lewisville/Highland Village
- Equity Considerations with Connect and GoZone – Denton
- Equity Considerations with Connect and GoZone – Lewisville/Highland Village
- Fixed Route Changes: DC1 (Discontinued)
- Fixed Route Changes: DC2
- Fixed Route Changes: DC3
- Fixed Route Changes: DC4
- Fixed Route Changes: DC5 (new)
- Fixed Route Changes: DC6
- Fixed Route Changes: DC7
- Fixed Route Changes: LC21
- Fixed Route Changes: LC22

***Motion by Secretary Burke with a second by Board Member Costa to adopt Option #2 for Denton Connect only from December 24, 2021 through September 2022 (end of Fiscal Year 2022). After further discussion of the motion, the motion was amended to include the base rate in Lewisville/Highland Village will be the same as the base rate in Denton and that the Lewisville/Highland Village users will not be charged any additional distance charges whether or not these are implemented in Denton. Motion passes 5-0.***

***Motion by Vice-Chair Gilmore with a second by Board Member Costa to extend routes LC 21 and LC22 through December 24, 2021 for ridership notification purposes. Motion passes 5-0.***

***Motion by Board Member Maguire with a second by Vice-Chair Gilmore to extend DC Route 1 through December 24, 2021. Motion passes 5-0.***



**4. Consider Approval of Resolution R21-10 approving Budget Revision 2022-03 for Fixed Route Service Extension**

**(packet pages 90-105)**

*Action Item*

Presenter: Marisa Perry, Chief Financial Officer/Vice President of Finance

Backup Information: Memo

Exhibit 1: Resolution R21-10 with the following exhibits:

“A”: Option 1 – Budget Revision 2022-03A

“B”: Option 1 – Change in Net Position (DCTA Only)

“B-1”: Option 1 – Change in Net Position (DCTA & NTMC Combined)

“C”: Option 2 – Budget Revision 2022-03B

“D”: Option 2 – Change in Net Position (DCTA Only)

“D-1”: Option 2 – Change in Net Position (DCTA & NTMC Combined)

Marisa Perry, CFO/VP of Finance, presented the staff report highlighting the following: She noted that the modification with extending Lewisville routes LC 21 and LC22 through December 24, 2021 was not included in the options presented and therefore, staff will determine if a budget revision is needed during the January Board Meeting.

**Budget Revision 2022-03A (Option 1)**

- Extends Lewisville and Denton Fixed Route Service through March 2022
- Based on Current Service Levels
- Total Budget Impact Lewisville FR - \$403,430
- Total Budget Impact Denton FR - \$345,224

**Budget Revision 2022-03B (Option 2)**

- Extends Lewisville and Denton Fixed Route Service through September 2022
- Based on Modified Service Levels
- Total Budget Impact Lewisville FR - \$727,841
- Total Budget Impact Denton FR - \$1,019,290

***Motion by Board Member Maguire with a second by Board Member Costa to approve Option 2, Budget Revision 2022-03B, as presented. Motion passes 5-0.***

**5. Discussion Regarding Dallas Area Rapid Transit (DART) Lease Agreement for use of Denton County Transportation Authority (DCTA) Operations and Maintenance Facility**

**(packet page 106)**

*Discussion Item*

Presenters: Paul Cristina, Deputy CEO  
Raymond Suarez, CEO

Backup Information: Memo

Paul Cristina, Deputy CEO, presented the staff report highlighting the following:

- DCTA/DART Joint Rail Operations Facility Timeline (November 202 – January 2022)
- ILA Phases and Milestones (1-3)



- Appraisal Methodology and Value (Land, Facility, Railroad & Support Systems)  
(Contracted with Stateside Real Estate for appraisal and drafting of the lease agreement. Stateside subcontracted with Lowery Property Advisors (provides appraisals for rail operators including TRE, DART and Trinity Metro) to perform the work.
- Lease Rate and Expense Calculation: Years 1-2 (Facility & Rail Lease/Operating Expense)

Board discussion regarding being on track to see a resolved document in January 2022.

***No Board action required at this time.***

**6. Discussion regarding Project Management Office (PMO) Activities Related to Task Order #2 with Accenture, LLP**

*Discussion Item*

**(packet pages 107-109)**

Presenter: Chris Newport, Accenture

Backup Information: Memo

Exhibit 1: PMO Progress Report

Chris Newport, Accenture, provided the Board with an update highlighting the following:

- GoZone Update
- ERP Sourcing
- Trinity Metro

Board discussion regarding the GoZone Dashboard going “live” and the GoZone/GoPass integration and clarification.

***No Board action required at this time.***

**7. Discuss Task Order #3 with Accenture for Transformation Initiative Priority Project Implementation Services**

**(packet pages 110-116)**

*Discussion Item*

Presenters: Raymond Suarez, CEO  
Chris Newport, Accenture

Backup Information: Memo

Exhibit 1: DCTA Transformation Initiative Roadmap

CEO Raymond Suarez briefly presented to the Board a proposed Task Order #3 with Accenture (for Board approval in January 2022) to include the following scope of work:

- Agency Strategic Planning, including an off-site workshop
- Bus Parts Management and Maintenance
- ERP alternative solution selection advisory services
- IT Project Management capability implementation
- Touchless and digital fare experience design and implementation

***No Board action required at this time.***

**8. Discuss and Provide Direction Regarding Future Board Strategic Workshop  
(packet page N/A)**

*Discussion Item*

Presenters: Raymond Suarez, CEO  
Chris Newport, Accenture

Backup Information: N/A

CEO Raymond Suarez and Chris Newport from Accenture discussed the potential structure for a Full Day Board Workshop highlighting the following:

- Review/Recap Session
- Long Range Financial Planning
- Strategic Initiatives
- Transformation Roadmap
- Survey Questions

Note: Staff will not seek formal action during this workshop.

***It was the consensus of the Board to conduct the Board Workshop on Friday, February 18, 2022, gathering at 8am and beginning the agenda at 8:30am. Location will be determined at a later date.***

**9. Federal Legislative Update  
(packet pages 117-119)**

*Discussion Item*

Presenters: Chris Giglio, Capital Edge  
Brittney Farr, Director of Government Relations

Backup Information: Memo

Chris Giglio from Capital Edge provided the update on the Infrastructure Investment and Jobs Act highlighting the following:

- \$1.2 trillion for traditional infrastructure
- \$550 billion in new spending
- New funding – either competitive grant programs or state formulas
- Crafted by bipartisan group of Senators
- Includes 5-year reauthorization of Department of Transportation programs
- Signed into law November 15, 2021
- How much does DCTA get? (compete for grants for electric buses, railroad grade crossings, rail vehicle replacement, \$61 million federal transit formula grants over next 5 years; current funding is approximately \$9 million per year)
- When can DCTA get it? (formula funds will start flowing when a budget is approved, competitive grants as Department of Transportation announces)
- What kind of projects will be priorities? (safety, modernization, climate and equity)





- Build Back Better (\$1.75 trillion “human” infrastructure plan, childcare, universal Pre-K, Medicare Expansion, Affordable Housing, \$10 billion for FTA-HUD Competitive Grant, 30% Tax Credit for electric bus purchases, House approved last month; changes expected in Senate)
- Mask mandates extended until March 2022

***No Board action required at this time.***

## **10. Discuss Local and Regional Transportation Updates & Legislative Issues**

**(packet pages N/A)**

Discussion Item

Presenters: Cesar Molina, Chair  
Director Dianne Costa  
Raymond Suarez, CEO

Board Member Costa provided an update from the Regional Transportation Council (RTC) and CEO Raymond Suarez advised the Board that he and the Chair attended the APTA Conference in Orlando, Florida in which DCTA received the AdWheel Grand Award, information regarding Castle Hills Annexation and the proposed City of Corinth Rail.

## **INFORMATIONAL REPORTS**

### **1. Monthly Financial Reports**

**(packet pages 120-134)**

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(a): Year to Date FY21 Budget Revisions  
Exhibit 3(b): Year to Date FY22 Budget Revisions  
Exhibit 3(c): FY22 TRiP Funding Allocations

### **2. Ridership Trends & Rail Trail Utilization Report**

**(packet pages 135-148)**

Backup Information: Memo  
Exhibit 1: FY19-FY22 Total Monthly Ridership Comparison Chart: Rail  
Exhibit 2: FY19-FY22 Total Monthly Ridership Comparison Chart: Bus  
Exhibit 3: FY19-FY22 Total Monthly Ridership Comparison Chart: Access  
Exhibit 4: FY19-FY22 Total Monthly Ridership Comparison Chart: On-Demand  
Exhibit 5: A-train Ridership Pre and Post COVID-19 Comparison and Trend  
Exhibit 6: October 2021 Rail Trail Utilization Report



**3. Social Services Agency Recap**

**(packet pages 149-160)**

Backup Information: Memo

Exhibit 1: Social Service Agency Roundtable Recap Report

**4. Community Advisory Committee Meeting Recap Report**

**(packet pages 161-168)**

Backup Information: Memo

Exhibit 1: Community Advisory Committee Meeting Recap Report

**5. Interlocal Agreement with Trinity Metro for Cooperative Purchasing**

**(packet pages 169-173)**

Backup Information: Memo

Exhibit 1: DRAFT Interlocal Agreement with Trinity Metro Cooperative Purchasing

**6. Title VI Policy Updates Due to FTA by June 1, 2022**

**(packet pages 174-175)**

Backup Information: Memo

***No Board action required at this time regarding the Informational Reports. However, Marisa Perry, CFO/VP of Finance, advised the Board of an Exhibit on page 134 of the Monthly Financial Reports (TRiP allocation/FY21/Sales). This information will be communicated to member cities for use during the Call for Projects.***

**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.

- A-train Authorization Study

**Next Board Meeting Date: January 27, 2022**

**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.

- Highland Village Christmas at the Ranch Event – Doubletree Ranch – Saturday, December 11, 2021 from 10am until 2pm.
- Mass Transit announces 40 under 40 recognition awarded to Brittney Farr, Director of Government Relations



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).

The Board convened into Executive Session at 4:44pm and reconvened into Open Session at 5:11pm.

RECONVENE OPEN SESSION

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

A. Consider Amendments to CEO Employment Agreement.


***The Board reconvened into Open Session at 5:12pm with no action necessary.***

ADJOURN

Chair Molina adjourned the meeting at 4:44pm.



Cesar Molina, Chair



Sam Burke, Secretary