



## Board of Directors Regular Board Meeting Minutes January 27, 2022 | 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 January 27, 2022, at 10:00am located at the DCTA Administrative Offices.

### **Voting Members**

Chair Cesar Molina, Denton County  
Vice-Chair TJ Gilmore, City of Lewisville  
Secretary Dianne Costa, City of Highland Village  
Board Member Andy Eads, Denton County  
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

As authorized by Section 551-071 of the Texas Government Code, the Board of Directors may convene into Closed Executive Session for the purpose of seeking legal advice from Legal Counsel on any item on the agenda at any time during the meeting.

### **CALL TO ORDER**

Chair Molina called the meeting to order at 10:03am. All voting board members and alternates were in-person. The following non-voting board members were present: Joe Perez, Tom Winterburn and Connie White.

Note: The Board recessed at 1:51pm and reconvened at 2:22pm.



## INVOCATION

Dianne Costa provided the invocation.

## INTRODUCTIONS

Chair Molina gave all Board Members an opportunity to introduce themselves and the cities they represent.

## PUBLIC COMMENT

There were no comments received via email; however, the following individual wished to address the board via Zoom: Eva Grecco.

## CONSENT AGENDA

### 1. Consider Regular Meeting Minutes dated December 2, 2021

[\(packet pages 8-18\)](#)

Action Item

Backup Information Exhibit 1: December 2, 2021 Minutes

### 2. Consider and Approve an Interlocal Agreement with Trinity Metro for Cooperative Purchasing

[\(packet pages 19-23\)](#)

Action Item

Backup Information: Memo

Exhibit 1: ILA DCTA and Trinity Metro Cooperative Purchasing Agreement

### 3. Consider and Approve a Second Amendment to the ILA with Trinity Metro for extension of Services at Alliance

[\(packet pages 24-33\)](#)

Action Item

Backup Information: Memo

Exhibit 1: ILA DCTA and Trinity Metro

### 4. Consider Approval of a Contract with Granicus in the amount of \$77,497.80 for a term of 36 months for the Implementation of Granicus Legistar Agenda Management Software

[\(packet pages 34-42\)](#)

Action Item

Backup Information: Memo

Exhibit 1: Granicus Legistar Contract

***Motion by Board Member Maguire with a second by Board Member Costa to approve Consent Agenda items 2 and 4. Motion passes. 5-0. Note: Consent Agenda Item 1 was removed from the agenda and will be considered at the next scheduled regular board meeting.***

***Consent Agenda Item 3, Consider and Approve a Second Amendment to the ILA with Trinity Metro for extension of Services at Alliance was requested by Vice-Chair Gilmore to be removed from the Consent Agenda to be discussed during the Regular Agenda.***



**CEO Raymond Suarez and AVP of Regulatory Compliance Athena Forrester, provided clarification of RTR funding. Motion by Vice Chair Gilmore with a second by Secretary Costa to approve as presented. Motion passes 5-0.**

REGULAR AGENDA

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

**(packet page 43)**

Action Item

Presenter: Raymond Suarez, CEO

Backup Information: Memo

**Motion by Board Member Maguire with a second by Board Member Eads to confirm the nomination of Board Member Costa to serve the remainder of the Board Secretary position term that was vacated due to the resignation of Sam Burke. Motion passes 5-0.**

**2. Presentation and Discussion of Corinth Rail Station and Transit Oriented Development**

Discussion Item

**(packet pages 44-45)**

Presenters: Raymond Suarez, CEO  
Paul Cristina, Deputy CEO  
Bob Hart, City Manager – City of Corinth

Backup Information: Memo  
Exhibit 1: City of Corinth Letter, November 4, 2021

City Manager Bob Hart presented highlighting the following:

- Corinth at a Glance (population, median age, median household income, median home value, education, number of businesses, available properties and trails & bike paths)
- Agora at Corinth
- Commons at Agora
- NCTC Expansion
- Wolverine Interests
- McCaslin Property
- Parkway District
- Corinth DCTA Commuter Rail Station

Board discussion regarding clarification of Wolverine parking spaces/parking garage, Denton’s participation in the project, American Rescue Plan funding, redevelopment along the I35 corridor (mix of public space and educational opportunities, and the acknowledgement of having transit-oriented development conversations). City Manager Hart confirmed that the project would continue to move forward in the absence of a rail system.

### 3. Presentation of the FY2021 Preliminary Audit Reports from Plante Moran (packet pages 46-95)

*Discussion Item*

Presenters: Amber Karkauskas, Controller/ AVP of Finance  
Keith Szymanski, Senior Manager – Plante Moran  
Amy Tytar, Senior – Plante Moran

Backup Information: Memo  
Exhibit 1: Draft of FY2021 Annual Comprehensive Financial Report (ACFR)  
Exhibit 2: Draft of FY2021 Single Audit Report  
Exhibit 3: Draft of Plante Moran’s Report to the Board of Directors

Amber Karkauskas, Controller/AVP Finance, introduced Plante Moran representatives Keith Szymanski and Amy Tytar who presented the report highlighting the following:

- Audit Timeline
- Deliverables
- Independent Auditor’s Report
- Financial Highlights
- Report to the Board
- Single Audit Report

It was noted by Plante Moran that they will present the final reports to the Board on February 24, 2022; reviewed quarterly investment report and noted no errors or exceptions; and the National Transit Database procedure to be performed prior to the May deadline. Plante Moran complimented DCTA Finance Team and staff citing they were knowledgeable, helpful and a pleasure to work with.

Marisa Perry commented that on page 80-81 of the agenda packet, the DCTA/NTMC final schedules, supplementary budget schedule to actual budget schedule.

Board discussion regarding the “emphasis of matter” paragraph and ensuring there continues to be a strong firewall between DCTA and NTMC. Staff indicated that additional conversations would occur between staff and legal counsel regarding this topic.

The Board thanked the DCTA Finance team and staff for their great work. CEO Raymond Suarez echoed the same sentiments and thanked Amber Karkauskas, Controller/AVP of Finance, and the rest of the Finance Team for their efforts during this busy time of year.

### 4. Consider a Second Amended and Restated Employment Agreement Between Denton County Transportation Authority (DCTA) and the Chief Executive Officer (CEO) (packet page 96)

*Action Item*

Backup Information Memo

**Chair Molina read the agenda captions and indicated that the Board would convene into Executive Session at 11:02am. Voting Board Members and Alternates were invited to participate in the Executive Session.**

**No action taken at this time.**

**5. Review and Discuss Project Management Office (PMO) Activities with Accenture, LLP**  
**(packet pages 97-99)**

*Discussion Item*

Presenter: Chris Newport, Accenture

Backup Information: Memo

Exhibit 1: PMO Progress Report

Chris Newport, Accenture, presented to the Board highlighting the following:

- ERP update: There have been several meetings to discuss this critical initiative and the good progress that is being made. This initiative is critical as there are several activities/processes that are conducted manually throughout the agency. Staff is working to put together demonstrations as 4 vendors have responded.

**6. GoZone Update**

**(packet pages 100-101)**

*Discussion Item*

Presenter: Javier Trilla, AVP of Innovation & Information Technology

Backup Information: Memo

Javier Trilla, AVP of Innovation and Technology presented to the Board highlighting the following:

- GoZone Staff Dashboard (Ridership by Origin, Completed Ridership by City, Request Disposition, Average Time to Pick Up, Completed Requests per Month, Completed Requests by Day of the Week, Departure On Time)
- Castle Hills service launched successfully on January 19, 2022
- Service hour projections assumptions
- Metrics through 4 months of service
- Hours required to support current level of service

Board discussion on whether this information is available to the public and if the Board can be provided the latest month on the dashboard for review (currently lists the month of September).

**7. Consider Approval of Task Order #3 with Accenture, LLP and Consider Approval of Resolution R22-01 Approving FY22 Budget Revision 2022-05**

**(packet pages 102-117)**

*Action Item*

Presenter: Javier Trilla, AVP of Innovation and Technology

Chris Newport, Accenture

Backup Information: Memo

Exhibit 1: Accenture SOW Task Order 3

Exhibit 2: Resolution R22-01 with the following Exhibits:

“A”: Budget Revision 2022-05

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

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

Exhibit 3: Year-to-Date FY22 Budget Revisions

Javier Trilla, AVP of Innovation and Technology and Chris Newport, Accenture, provided the Board with the three (3) major initiatives with Accenture.

***Motion by Vice-Chair Gilmore with a second by Board Member Eads to approve the Budget Revision in the amount of \$447,000. Motion passes 5-0.***

**8. Discuss Amendment #4 to Via Task Order #1 for Via to Provide Customer Service for GoZone (packet pages 118-122)**

*Discussion Item*

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

Backup Information: Memo  
Exhibit 1: DCTA Rider Support Proposal

Javier Trilla, AVP of Innovation and Technology presented to the Board highlighting the following:

- GoZone Customer Service:
  - Initially handled by NTMC Customer Service staff
  - Customer support for service hours of NTMC staff hours provided by Via by mean of Amendment #3 to Via’s Task Order #1
  - Existing staff levels are not capable of handling GoZone call volumes, causing increased wait times
- Via agreed to assist DCTA’s call center
  - Timeline: From launch through March 2022 at no cost
  - Via has provided a pricing proposal to amend Task Order #1 to extend customer support until the end of FY22
- GoZone Customer Service: Via Customer Service Proposal
  - Proposed monthly fee for Via to provide GoZone customer support is \$35,000 (\$35,000 x 7 months = \$245,000)
  - Annualized support cost = \$420,000. Includes phone and email support for all GoZone service hours

Board discussion regarding existing staff, number of calls per month, wait times during peak and non-peak hours, and clarification of how customer service works currently. This item will be brought back to the Board for approval during the February 2022 Board Meeting.

**9. Consider Approval of Monthly Financial Statements for November 2021 and December 2021 and Quarterly Reports for Q1 FY2022**

**(packet pages 123-156)**

*Action Item*

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

Backup Information: Memo 1

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

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

Memo 2

Exhibit 2(a): Monthly Financial Statements – December 2021

Exhibit 2(b): Capital Projects Budget Report – December 2021

Memo 3

Exhibit 3(a): Quarterly Investment Report Q1 FY2022

Memo 4: Quarterly Grants Report Q1 FY2022

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

- Investment Report: Account Summary – Beginning values as of September 30, 2022, and Ending Values as of December 31, 2021.
- Investment Report: Allocation by Security Type
- Constant Maturity Treasury
- Grant Activities: Denton/Lewisville UZA, Bus and Bus Facilities (5307), Fixed Guideway, STP-MM/STP-Flex, CARES Act Relief Funding, ARP Act Relief Funding, Congestion Mitigation & Air Quality, Consolidated Rail Infrastructure and Safety Improvements (CRISI), Transit Oriented Development, Bus and Bus Facilities (5339b)

Note: Capital Projects Budget Report (page 136) – Changed format to include the TRiP amounts of the TRiP program that have already been utilized in the previous Fiscal Year to show what amount is left that has not been paid out.

Board discussion regarding higher-than-normal anticipated ridership and less than anticipated shared rides. Board request, after 6 months of the contract (March 2022), a summary of Via's performance versus what was promised in the contract (i.e., ridership, total cost, etc.). Specifically, a "reset baseline" compared to the contract.

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

**10. Discuss and Consider Approval of Dallas Area Rapid Transit (DART) Short Term Lease Agreement for use of Denton County Transportation Authority (DCTA) Operations and Maintenance Facility**

**(packet pages 157-222)**

*Action Item*

Presenters: Paul Cristina, Deputy CEO

Raymond Suarez, CEO

Backup Information: Memo

Exhibit 1: Lease Rate and Operating Expense Calculation and DART Counterproposal

Exhibit 2: DCTA – DART Interlocal Agreement

Exhibit 3: Draft Lease Agreement (Currently Under Review by DART)

Paul Cristina, Deputy CEO, presented to the Board highlighting the following:

- Timeline (November 2020 – November 2021)
- ILA Phases and Milestones (Phases 1-3)
- Appraisal Methodology and Value (land, facility, railroad & support systems, facility valuation, railway support systems valuation and appraised value)
- Lease Rate and Operating Expense Calculation and DART Counterproposal

***Motion by Vice-Chair Gilmore with a second by Secretary Costa to approve Option 1 of the agenda item memo as provided with the understanding that DART will provide an operations flow that can be included in the agreement and authorize the CEO to execute any necessary documents after review by Legal Counsel. Motion passes 5-0.***

**11. Discuss and Consider Approval of Receipt of DART design funds and execution of Task Orders with Jacobs Engineering for design of the Joint Rail Operations Facility (JROF) expansion at the Denton County Transportation Authority (DCTA) Rail Operations and Maintenance Facility (ROMF)**  
**(packet pages 223-259)**

*Action Item*

Presenter: Paul Cristina, Deputy CEO

Backup Information: Memo

Exhibit 1: Accounts Receivable Letter

Exhibit 2: Jacobs Engineering Scope of Work

Exhibit 3: DCTA – DART Interlocal Agreement

Paul Cristina, Deputy CEO, presented the report to the Board. Board discussion regarding whether staff would manage the design and construction and possible concerns with utilizing Jacobs Engineering. Paul Cristina indicated that he will be the lead on the project; however, staff will be discussing either to utilize a consultant or employ an already budgeted project management staff member.

***Motion by Secretary Costa with a second by Vice Chair Gilmore to approve as presented. Motion passes 5-0.***

**12. Discuss FY21 TRiP Annual Report and FY22 TRiP Annual Call for Projects**  
**(packet pages 260-314)**

*Discussion Item*

Presenter: Tim Palermo, Planning & Data Analytics Manager

Backup Information: Memo

Exhibit 1: TRiP Annual Report for FY21

Exhibit 2: Proposed FY22 Member City Funding Allocations Including FY21 Rollover Amounts

Exhibit 3: TRiP Annual Call for Projects for FY22



Time Palermo, Planning & Data Analytics Manager, provided the Board with the report highlighting the following:

- Definition of TRiP: Transportation Reinvestment Program
- FY21 Program Highlights: 10 grants awarded totaling over \$5.3 million. Over \$2.2 million rolled over to FY22.
  - 6 in Denton
  - 3 in Lewisville
  - 1 in Highland Village
- FY22 TRiP Program Funding Levels
- FY22 Call for Projects
- TRiP Project Selection – Key Dates
  - May 2 – Applications Due
  - June 16 – Project Eligibility Reviews Completed
  - June 23 – DCTA Board Consideration
  - July – Prepare and Execute Member City TRiP Reimbursement Agreements

Board discussion regarding sales tax collection by member cities, accessibility of pedestrian sidewalks. The Board thanked former Board Chair Chris Watts for his leadership in reinstating this program.

### **13. Discuss Local and Regional Transportation Updates and Legislative Issues**

[\(packet pages N/A\)](#)

*Discussion Item*

Presenters: Cesar Molina, Chair  
Dianne Costa, Board Member  
Raymond Suarez, CEO

Secretary Costa provided the following updates:

- Dallas Regional Mobility Coalition: Ridership, Service modifications and the Castle Hills expansion
- RTC: Discussed the Colin County Transportation Study

## INFORMATIONAL REPORTS

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

[\(packet pages 315-321\)](#)

Backup Information: Memo 1: Monthly Sales Tax Receipts  
Exhibit 1: FY22 Monthly Sales Tax Report  
Memo 2: Monthly Mobility-as-a-Service Update  
Memo 3: Budget Information

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

[\(packet pages 322-338\)](#)

Backup Information: Memo  
Exhibit 1: FY19-FY22 Total Monthly Ridership Trend – Rail  
Exhibit 2: FY19-FY22 Total Monthly Ridership Trend – Bus



Exhibit 3: FY19-FY22 Total Monthly Ridership Trend – Access  
Exhibit 4: FY19-FY22 Total Monthly Ridership Trend – On-Demand  
Exhibit 5: Total Rail Boardings as a Percentage of February 2020  
Exhibit 6: November/December 2021 Rail Trail Utilization Report

**3. Capital Edge Federal Legislative Briefing**

(packet pages 339-340)

Backup Information: Memo

**4. Request for Proposals (RFP) 22-01 Commuter Vanpool Program**

(packet pages 341-423)

Backup Information: Memo

Exhibit 1: Request for Proposal 22-01

The Board did not have any questions or comments as it relates to the 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 following are topics and/or board requests.

- March 24, 2022 – Agenda item: Set new date for Board Workshop/Retreat
- March 24, 2022 – Agenda item: DCTA property
- A-train Optimization
- Extending A-train to the Silver Line
- Update on bus operation with Trinity Metro
- Board Request: A list of all contracts with expiring terms to be sent to the entire Board

**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.

- NTMC General Manager RJ Garza has accepted a new position. Maurice Pearl will be the new General Manager for NTMC.

**CONVENE EXECUTIVE SESSION**

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

**The Board of Directors will convene into Closed Executive Session pursuant to Section 551.074 of the Texas Government Code, Personnel Matters, to deliberate the evaluation and duties of General Counsel.**



**The Board of Directors will convene into Closed Executive Session pursuant to Section 551.074 of the Texas Government Code, Personnel Matters, to deliberate the evaluation and duties of the Chief Executive Officer.**

***The Board of Directors convened into Executive Session at 11:03am and concluded Executive Session at 1:50pm with no action taken on both items.***

RECONVENE OPEN SESSION

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

ADJOURN

Having no further business, the Board of Directors adjourned at 3:31pm.



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Cesar Molina, Chair



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Dianne Costa, Board Secretary