



## **Board of Directors Regular Meeting**

**June 23, 2022 | 10:00 a.m.**

The Board of Directors of the Denton County Transportation Authority (DCTA) convened a Regular Board of Directors Meeting with Chair Cesar Molina presiding on June 23, 2022, at 10:00am located at the DCTA Administrative Offices located at 1955 Lakeway Drive, Suite 260, Lewisville, Texas.

### **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 Jeremie Maurina, City of The Colony

### **Legal Counsel**

Joe Gorfida, NJDHS

### **INTERIM DCTA CEO**

Paul Cristina

### **CALL TO ORDER**

Chair Molina called the meeting to order at 10:06am. All voting Board Members, Alternates and Non-Voting Board Members were present except for Jody Gonzalez, Kristin Green and Tom Winterburn. Board Member Eads departed at 2:25pm and Vice-Chair Gilmore departed at 2:38pm.

### **INVOCATION**

Secretary Costa provided the invocation.

### **PLEDGE OF ALLEGIANCE**

Board Members recited the Pledge of Allegiance to the United States and Texas flags.



## INTRODUCTIONS

No introductions at this time.

## CONSENT AGENDA

### 1. Consider Approval of Monthly Financial Statements for May 2022

[\(packet pages 7-14\)](#)

*Action Item*

Backup Information:

Memo

Exhibit 1: Monthly Financial Statements – May 2022

Exhibit 2: Capital Projects Budget Report – May 2022

### 2. Consider Authorizing the Interim Chief Executive Officer (CEO) to execute a contract with Hilltop Securities Asset Management in the amount of \$150,000 for Investment Advisory Services for a contract term of August 1, 2022 through July 31, 2025, with the option to renew for two (2) additional one (1) year terms through July 31, 2027

[\(packet pages 15-210\)](#)

*Action Item*

Backup Information:

Memo

Exhibit 1: Request for Proposal 22-05

Exhibit 2: Hilltop Securities Asset Management Proposal

Exhibit 3: Evaluation Consensus Scores

### 3. Consider Authorizing the Interim Chief Executive Officer (CEO) to execute a contract with Holmes Murphy for the Employee Benefit Broker/Consultant Services in the amount of \$105,000 for a contract term of August 1, 2022 through July 31, 2025 with the option to renew for two (2) additional one (1) year terms through July 31, 2027 for an estimated additional \$70,000

[\(packet pages 211-334\)](#)

*Action Item*

Backup Information:

Memo

Exhibit 1: Request for Proposal 22-09

Exhibit 2: Proposal

Exhibit 3: Evaluation Consensus

### 4. Consider Authorizing the Interim Chief Executive Officer (CEO) to execute a contract with Industrial Power Truck and Equipment under The Interlocal Purchasing System (TIPS) Cooperative Purchasing Agreement

[\(packet page 335\)](#)

*Action Item*

Backup Information:

Memo



**5. Consider Approval of a Resolution Designating David Leininger as the Investment Officer**

**(packet pages 336-338)**

*Action Item*

Backup Information:           Memo  
  Exhibit 1: Resolution

**6. Consider Authorizing the Interim Chief Executive Officer (CEO) to execute a contract with Southern Tire Mart and The Goodyear Tire and Rubber Company for a total amount not to exceed the approved budget of FY22 \$9,500 and FY23 for \$96,000**

**(packet pages 339-431)**

*Action Item*

Backup Information:           Memo  
  Exhibit 1: Request for Bid 22-10  
  Exhibit 2: Bid – Goodyear Tire & Rubber Company  
  Exhibit 3: Bid – Southern Tire Mart  
  Exhibit 4: RFP 22-10 Bid Tabulation

**7. Consider Approval of Regular Meeting Minutes dated May 26, 2022**

**(packet pages 432-438)**

*Action Item*

Backup Information:           Exhibit 1: DCTA Regular Board Meeting Minutes –  
  May 26, 2022

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

**REGULAR AGENDA**

**1. Consider Authorizing the Interim Chief Executive Officer (CEO) to Execute a Contract with Texas Municipal League (TML) Health for Medical, Dental and Vision benefits beginning October 1, 2022, in the amount of \$576,637 for Fiscal Year (FY) 2023**

**(packet page 439)**

*Action Item*

Presenters:                   Brittney Farr, Senior Director of Engagement and  
  Administration  
  Julie Rickman, Holmes Murphy  
  Adam Kinyicky, Holmes Murphy

Backup Information:       Memo



Brittney Farr, Senior Director of Engagement and Administration, introduced Julie Rickman from Holmes Murphy who provided the presentation highlighting the following:

- COVID-19 Updates
- Plans and Renewal Status
- Medical, Dental and Vision Renewal

Next Steps

June 23 – Board Approval

July 1, 2022 – Signed Renewals due to Texas Municipal League (TML)

July 29, 2022 – Open Enrollment

October 1, 2022 – Plan Year begins

Board discussion regarding clarification of “infusion therapy” and whether there would be an increase in employee contributions.

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

- 2. Consider Authorizing the Interim Chief Executive Officer (CEO) to Execute a Contract with Randy C. Cain, Attorney at Law and Burklund Consulting LLC, to provide State Legislative Consulting Services beginning July 1, 2022, for an initial two-year term in an amount not to exceed \$200,000 (packet pages 440-501)**

*Action Item*

Presenter: Brittney Farr, Senior Director of Engagement and Administration

Backup Information: Memo  
 Exhibit 1: RFP 22-02  
 Exhibit 2: Randy C. Cain, Attorney at Law & Burklund Consulting, LLC Proposal  
 Exhibit 3: Evaluation Consensus Averages

Brittney Farr, Senior Director of Engagement and Administration provided the presentation highlighting the following:

- Background
- Evaluation and Selection Process
- Next Steps

In anticipation of the 88<sup>th</sup> Texas Legislative Session to begin in January 2023, the Request for Proposal for a new State Legislative Consultant was released on March 8, 2022.

Therefore, it is the recommendation of staff to authorize the Interim CEO to execute a contract with Randy C. Cain, Attorney at Law and Burklund Consulting, LLC to provide State Legislative Consulting services to begin July 1, 2022.

Board discussion regarding amount of HillCo contract, impact on staff, and having a broader evaluation committee whereas the Board would have more involvement in the selection process.

***Motion by Board Member Eads and a second by Vice-Chair Gilmore to continue this item until after the interviews and recommendations have been made from an Evaluation Committee consisting of Board Member Eads, Secretary Costa and staff. This motion was later withdrawn, and a second motion was made to reject staff's recommendation to award a contract for State Legislative Consulting Services and further continue the evaluation process to allow Board Representatives to interview the four (4) proposers and make a recommendation back to the Board and for the Evaluation Committee to consist of Chair Cesar Molina, Secretary Dianne Costa, Interim CEO Paul Cristina and Director of Engagement and Administration Brittney Farr. Motion passes 5-0.***

**3. Consider Approval of City of Denton Fiscal Year (FY) 2022 Transportation Reinvestment Program (TRiP) Call for Projects Grants (packet pages 502-513)**

*Action Item*

Presenter: Tim Palermo, Planning and Data Analytics Manager

Backup Information: Memo

Exhibit 1: Adopted TRiP Policy

Tim Palermo, Planning and Data Analytics Manager, presented to the Board highlighting the following:

- TRiP – Transportation Reinvestment Program (Why TRiP?)
- TRiP Process
- Funding
- FY22 TRiP Member City Allocations with FY21 Program Rollover
- FY22 TRiP City of Denton Applications Recommended for Approval
- Mayhill Road Extension Phase 2
- SED-A Street Bundle
- SED-B Street Bundle
- UPRR Quite Zone Pedestrian Improvements
- Loop 288 Sidewalks
- Downtown Sidewalks
- A-train to UNT Bike Path Completion
- All-Way Crossing Construction

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

**4. Discuss GoZone Performance, Fare Structure Alternatives, Route Alternatives for Connect Fixed Route Service and Comprehensive Operations Analysis Public Feedback Summary (packet page 514)**

*Discussion Item*

Presenter: Javier Trilla, AVP of Innovation and Information Technology

Backup Information: Memo

Javier Trilla, AVP of Innovation and Information Technology and Steven David of Accenture provided the presentation to the Board highlighting the following:

- Overview
- Ridership and Service Hours by Month
- Utilization by Month
- Quality of Service by Month
- Increased Supply – May/June (significantly improved service)
- GoZone Safety Performance
- Lewisville and Highland Village – total hours and service costs
- Lewisville and Highland Village – van hours
- Expanding Lewisville and Highland Village to encompass Lewisville City Limits – increase population coverage.
- FY23 Ridership – All Zones, Lewisville and Highland Village
- Service Design - Approach
- Current Fare Schedule Review
- GoZone Ride Pass Structure – Current
- Potential GoZone Ride Pass Structure – Option 1, Option 2 and Other Future Considerations
- Fare Revenue Alternatives
- DCTA Connect Fare
- Connect Operating Costs Allocation – Detail
- GoZone Weekday Demand – Lewisville/Highland Village/Denton
- GoZone Origin/Destination Analysis – Lewisville/Highland Village/Denton
- Alternative A : Productivity Parity between Denton Connect and GoZone
- Alternative B: 60% Productivity Factor
- Alternative C: 50% Productivity Factor
- Alternative C: Denton Connect has 50% Productivity Factor
- Alternative D: Reinvestment Option 1
- Alternative D: Reinvestment Option 2 (Routes 5 and 7 only)
- Alternative F: Reinvestment Option 2 with Extension of Routs 3 to Our Daily Bread
- Alternative G: Reinvestment Option 3 (Routes 6 and 7 only)
- Alternative Summary
- Potential Future Design – Lewisville Alternatives Overview
- Potential Future Design – Lewisville – Option 21A, 22A, 22B

- Seat Unavailability and Active Vehicles by Hour of Day 1 and 2
- Lewisville GoZone Requests Reachable for Proposed Fixed Route Stops
- Seat Unavailability – Lewisville
- Public Feedback – Summary
- Survey Responses
- Public Involvement Snapshot
- Survey Response Word Cloud

Board discussion regarding plan of action to address multiple issues (i.e. language barriers of GoZone customer service, update on Mobility Services Manager candidate, quality improvement actions, seat unavailability and Estimated Time of Arrival (ETA) by zone and time of day data (data requested by board member for August 2022 Board Meeting), clarification of population counts – i.e. Castle Hills, clarification of new expanded zone, GoZone expanded coverage, 1-day pricing, how passes work from customer service viewpoint, not-for-profit tool for discounted rates, cost savings with elimination of fares, clarification of base fare and mileage over base, “cash” costs, the Board’s interest in a free-fare analysis, revenue hours for GoZone, inclusion of Our Daily Bread across all alternative options, seat unavailability, UNT semester/schedules, coding comments as opposed to “word cloud”, flat fares (no coins), and costs between modes.

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

**5. Discuss Marketing and Communications Business Engagement, Ridership Campaign, Public Information Officer Coordination Initiative, and Strategic Communications Assessment  
(packet page 515)**

*Discussion Item*

Presenter: Paul Cristina, Interim CEO

Backup Information: Memo

Paul Cristina, Interim CEO, presented the report highlighting the following:

- Business Engagement
- Ridership Campaign: High Gas Prices – Dump the Pump
- Public Information Office Committee (City of Denton, City of Highland Village, City of Lewisville and Denton County representatives)
- Strategic Marketing and Communications Assessment (Minerva)

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

**6. Discuss Interim Chief Financial Officer (CFO) Observations and Recommendations on DCTA Financial Management Policies and Practices**  
**(packet page N/A)**

*Discussion Item*

Presenter: David Leininger, Interim CFO

David Leininger, Interim CFO, presented highlighted the following:

- Observations and Recommendations
  - ✓ Organization and staffing within the Finance Team warrants reconsideration once Controller position is filled and a decision is made regarding replacement of the existing SunGard ERP software.
  - ✓ Manual processes – The use of several Excel spreadsheets utilizes considerable staff time maintaining.
  - ✓ Anticipate additional opportunities to transition authorized Finance positions to Service Delivery/Operations functions once Controller position is filled (i.e. Finance Assistant to Director and Safety & Compliance)
  - ✓ Fare policies, fare collection and ridership measurement practices warrant review.
  - ✓ Innovative technology solutions.
  - ✓ Financial Budgeting and Long-Term Financial Planning

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

**7. Update on Transformation Initiative, Options for Enterprise Resource Planning (ERP) Initiative, and Temporary and Augmented Staff Status and Budget**

**(packet page 516)**

*Discussion Item*

Presenter: Paul Cristina, Interim CEO  
Chris Newport, Accenture

Backup Information: Memo

Paul Cristina, Interim CEO, presented the reporting highlighting the following:

- April Interim Staffing Timeline and Recommendations
- Transformation Initiative Background
- Transformation Initiative – Previously Prioritized Project Set
- Summary Roadmap – Initiative Status
- Enterprise Resource Planning (ERP) Implementation Options
- ERP Alternative Selection: Actions To Date
- ERP Alternative Selection: Implementation Readiness
- Temporary and Augmented Staff Status and Budget Utilization
- April Board Approval and Budget Estimates, Budget Impacts and Financial Plan Estimates
- Integrated Operations Timeline





- Integrated DCTA Finance, HR Organization and Staffing Update
- Interim Staffing Support: Spend to Plan Status Update

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

**8. Discuss Local and Regional Transportation Updates and Legislative Issues  
(packet page N/A)**

*Discussion Item*

Board Secretary Costa discussed updates from the Regional Transportation Council.

**INFORMATIONAL REPORTS**

**1. Monthly Financial Reports  
(packet pages 517-521)**

Backup Information:      Memo 1: Monthly Sales Tax Receipts  
   Exhibit 1: FY22 Monthly Sales Tax Report  
   Memo 2: Budget Information

**2. Monthly Ridership Reports  
(packet pages 522-529)**

Backup Information:      Memo  
   Exhibit 1: Ridership by Mode – May 2022  
   Exhibit 2: A-train Year-Over-Year Ridership  
   Comparison  
   Exhibit 3: Connect and GoZone Ridership by Month  
   and Year  
   Exhibit 4: Fixed-Route Ridership – May 2022  
   Exhibit 5: Connect Ridership Year-Over-Year by  
   Month  
   Exhibit 6: UNT Ridership Year-Over-Year by Month

**3. Request for Bids (RFB) 22-14 Remanufactured Transmissions and Engines  
for Buses  
(packet page 530)**

Backup Information:      Memo

**4. Denton County Sheriff's Office Interlocal Agreement for Law Enforcement  
Services  
(packet page 531)**

Backup Information:      Memo

***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.

***No Board Member requests at time.***

## REPORT ON ITEMS OF COMMUNITY INTEREST

***None at this time.***

## 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 employment and duties of the Chief Executive Officer.

The Board of Directors convened into Executive Session at 1:43pm.

## RECONVENE OPEN SESSION

The Board of Directors reconvened into Open Regular Session at 2:09pm with no action taken.

## ADJOURN

Motion by Secretary Costa and a second by Board Member Maguire to adjourn the meeting at 3:06pm. Motion passes unanimously.



Cesar Molina, Board Chair



Dianne Costa, Board Secretary