



Board of Directors Regular Meeting Minutes August 25, 2022 | 10:00 a.m.

The Board of Directors of the Denton County Transportation Authority (DCTA) convened a Regular Meeting with Chair Cesar Molina presiding on Thursday, August 25, 2022 at 10:00am located at the Denton County Transportation Authority (DCTA) Administrative Offices located at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

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 10:04am. All voting and alternate board members were present except for Board Member Frankin. Board Member White attended the meeting virtually. The Board recessed at 11:46am and reconvened at 12:23pm. Board Member Smith departed at 1:00pm.

INVOCATION

Board Member Pat Smith provided the invocation.

PLEDGE OF ALLEGIANCE

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

INTRODUCTIONS

There were no introductions at this time.



PUBLIC COMMENT

The following individuals spoke during this time:

Eva Grecco
Paula J. Richardson

CONSENT AGENDA

1. Consider Approval of Monthly Financial Statements for July 2022

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

Action Item

Backup Information: Memo 1
Exhibit 1(a): Monthly Financial Statements – July 2022
Exhibit 1(b): Capital Projects Budget Report – July 2022

2. Consider Authorizing the Interim Chief Executive Officer (CEO) to Execute a Contract with CTJ Maintenance Inc. for Administrative Office Janitorial Services in the amount of \$43,800 for an initial three (3) years with the option to renew for an additional two (2) years for \$29,200 for the total contract cost of \$73,000 for Five (5) years commencing October 3, 2022.

[\(packet pages 15-16\)](#)

Action Item

Backup Information: Memo

3. Consider Authorizing the Interim Chief Executive Officer (CEO) to Execute a contract with Capital Edge Advocacy for Federal Legislative Consulting Services in the amount of \$168,000 for an initial two (2) year term with the option to renew for three (3) additional one (1) year terms beginning October 1, 2022

[\(packet pages 17-18\)](#)

Action Item

Backup Information: Memo

4. Consider Approval of Regular Board Meeting Minutes dated June 23, 2022

[\(packet pages 19-28\)](#)

Action Item

Backup Information: Exhibit 1: June 23, 2022 Minutes

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

REGULAR AGENDA

1. Conduct a Public Hearing of the Proposed FY 2023 Operating & Capital Budget

[\(packet pages 29-39\)](#)

Discussion Item

Presenters: Paul Cristina, Interim CEO
Amanda Riddle, Senior Manager of Budget



Backup Information:

Memo

- Exhibit 1: Long Range Financial Plan
- Exhibit 2: Change in Net Position – Combined
- Exhibit 3: Change in Net Position by Function
- Exhibit 4: Revenue Detail
- Exhibit 5: Grants Detail
- Exhibit 6: Capital Improvement & Major Maintenance Plan
- Exhibit 7: Budget Contingency Plan

Chair Molina opened the Public Hearing and Interim CEO Paul Cristina introduced Amanda Riddle, Senior Budget Manager, who provided the presentation highlighting the following:

- Proposed Budget Calendar (FY 2023 Proposed Budget)
- DCTA Budget Summary (Operating Budget, Capital Budget)
- Budget Adjustment Drivers Revenues and Expenses
- July Connect Service - Budget Impact Summary
- Expand Lewisville Service Zone
- DCTA and NTMC Compensation Adjustment
- Expanded Level Project (ELP) Summary (Capital and Operating)
- Director – Safety and Compliance
- Marketing and Advertising Strategic Review
- On-Call Planning for NTM Evolution, Ops Enhancements and Ridership Growth
- Capital Budget Summary

Board discussion regarding clarification on considering one-time adjustment and salary alternatives, employee retention, salary adjustment “range”, the Union Labor Agreement clarification and the importance equitable treatment of union and non-union employees, clarification of DCTA authority regarding NTMC employee salaries and recommendations on how to use NTMC funding, building adjustments into salaries to reflect future inflation, consideration of the desires of DCTA employees regarding salary structure (i.e. one-time versus salary adjustment), future inflation, DCTA salary savings, average salaries of DCTA employees, average salaries of lower wage salaried employees, impacts to driver count based upon Connect decisions, clarification of reserves, TRiP funding report as revenue, and whether or not the 4 year outlook is incorporated in the Long Range Planning.

Board requests:

- Brackets of budgeted employees (DCTA and NTMC).
- List “median” salaries instead of “average”.

Note: Paula Richardson and Eva Grecco spoke during the Public Hearing. Chair Molina closed the Public Hearing at 11:22am.

No Board action required at this time.

**2. Presentation and Discussion of the Audit Plan for FY2022 Financial Statements
Presentation by Plante & Moran
(packet pages 40-43)**

Discussion Item

Presenters: David Leininger, Interim Chief Financial Officer
Keith Szymanski, Plante & Moran
Amy Tytar, Plante & Moran

Backup Information: Memo
Exhibit 1: FY2022 Audit Planned Scope

David Leininger, Interim CFO, introduced the item and Keith Szymanski from Plante & Moran provided the update highlighting the following:

- Risks Identified
 - ✓ Additional Federal funding.
 - ✓ Vacancies in the Finance Department
 - ✓ Verifying new standards

Plante & Moran plans to return to DCTA to provide a presentation to the Board in January 2023.

No Board Action required at this time.

**3. Discuss and Consider Approval of Contract Amendment #8 to Task Order No. 1 with River North Transit LLC (Via) for GoZone Service in an amount not to exceed \$614,948 effective September 7, 2022 through September 30, 2022
(packet pages 44-47)**

Action Item

Presenter: Javier Trilla, AVP of Innovation and Information Technology

Backup Information: Memo
Exhibit 1: DCTA Amendment #8

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

- Ridership and Service Hours by Month
- Utilization by Month
- Quality of Service by Month
- GoZone Safety Performance
- GoZone Fiscal Year and Contract Alignment
- Alignment of GoZone Contract Years and DCTA Fiscal Years

Board discussion regarding the increased revenue hours, unreached goals despite UNT not being in session, fixed route to supplement GoZone, an increase in Middle School students using the system, conversations with school districts, marketing GoZone for what its designed for (i.e. not a taxi), and GoZone data for Lewisville.

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

4. Discuss and Consider Approval of Inflation Adjustment Compensation for DCTA and NTMC Staff

(packet page 48)

Discussion Item

Presenter: Paul Cristina, Interim CEO

Backup Information: Memo

Motion by Board Member Maguire with a second by Secretary Costa to Table this item until the September Board Meeting. The Board gave staff direction to research and evaluate for the FY 2023 Budget a 5% pay increase adjustment and a one-time payment of \$1,000 across all salaries. In addition, staff are to work with the North Texas Mobility Corporation (NTMC) Board and NTMC staff for discussions regarding pay adjustments and one-time payment for union employees. Motion passes 5-0.

5. Consider Approval of Task Order with Kittelson & Associates, Inc. in the amount of \$750,000 for Member City Transit-Oriented Development as Described in Previously Awarded Federal Transit Administration (FTA) Grant Agreement

(packet pages 49-50)

Action Item

Presenters: Paul Cristina, Interim CEO

Tim Palermo, Planning and Data Analytics Manager

Backup Information: Memo

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

- Member City Transit-Oriented Development (TOD) Planning Project
- Integrated Project Approach
- Scope and Schedule

Board discussion regarding clarification of the location of the study and future long-range planning.

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

6. Discuss A-train Updates: Long Range Maintenance Planning, Loram Friction Modifier System, Joint Rail Operations Facility, and A-train Enhancement Study

(packet page 51)

Discussion Item

Presenters: Paul Cristina, Interim CEO

Rony Philip, Senior Director Rail Operations

Backup Information: Memo

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

- Joint Rail Operations Facility (JROF) Update – Short Term Lease, building expansion and Long-Term Lease.
- A-train Enhancement Study
- Informing Long-Range Financial Plan with Rail Maintenance Estimates
- Loram Friction Modifier

Board discussion regarding relationship between additional siding and double-tracking, the ability for infrastructure to be converted into double-tracking, customer experience based upon space and federal grant opportunities.

No Board action required at this time.

7. Consider Approval of Contract with Loram Technologies for purchase of Railway Friction Modifiers in the amount of \$63,051.80

(packet pages 52-57)

Action Item

Presenters:

Paul Cristina, Interim CEO
Rony Philip, Senior Director Rail Operations

Backup Information:

Memo
Exhibit 1: DCTA Loram Technologies Second Amendment Agreement
Exhibit 2: LORAM Quote for installation of four units

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

- Loram Friction Modifier System

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

8. Discuss FY23 Projects: Arctic Wolf Cybersecurity Service and Swiftly Connected Transit Platform

(packet pages 58-60)

Discussion Item

Presenter:

Javier Trilla, AVP of Innovation and Information Technology

Backup Information:

Memo
Exhibit 1: Swiftly – August 2022 Budgetary Estimate

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

Artic Wolf

- Artic Wolf – Service Architecture (Managed Detection and Response Architecture)
- Resources and Benefits (Proactive Monitoring, Resources)



- Artic Wolf Service Assurance and Financial Assistance
- Artic Wolf Pricing – Next month will present the contract for Board approval in the amount of \$156,434.32.

Board discussion regarding whether desktops and workstations that are included in the contract.

Swifty

- Connected Transit Platform (ELP)
- Timeline
 - ✓ September – Approval of Proposed FY23 Budget/Contract
 - ✓ October – Contract execution- DCTA/Swifty
 - ✓ October/November – Project Kick-Off
 - ✓ Installation Timeline: 6-9 months
 - ✓ Project Costs: Total Year = \$895,803 (ongoing operating fees: \$233,493)

Board discussion regarding ongoing operating fees being included in the FY23 budget, costs reflecting the service change, possible financial contributions from UNT, grant funding availability, and the volunteered IT assistance of Denton County with these projects.

No Board action required at this time.

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

The Board and staff provided updates from the Irving Transportation Summit, Regional Transportation Council, Dallas Regional Mobility Coalition and Transit Coalition of North Texas. In addition, discussion of an article by Michael Morris, Director of Transportation – North Central Texas Council of Governments regarding High-Speed Rail 2.0. Board suggested a possible letter of support or Resolution.

No Board action required at this time.

INFORMATIONAL REPORTS

1. **Monthly Financial Reports** **(packet pages 61-65)**

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

2. **Monthly Ridership Reports** **(packet pages 66-74)**

Backup Information: Memo
Exhibit 1: Ridership by Mode – July 2022
Exhibit 2: Connect and GoZone Ridership by Month and Year



- Exhibit 3: Connect Ridership Year-Over-Year by Month
- Exhibit 4: A-train Year-Over-Year by Month
- Exhibit 5: Fixed-Route Ridership – July 2022
- Exhibit 6: UNT Ridership Year-Over-Year by Month

3. **Denton County Transportation Authority Board of Directors Officer Elections**
(packet page 75)

Backup Information: Memo

4. **Interlocal Agreement Renewal with City of Coppell for Mobility Services**
(packet pages 76-77)

Backup Information: Memo

No Board action required for Informational Reports.

FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

None at this 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 did not convene into Executive Session.

RECONVENE OPEN SESSION

Not applicable.

ADJOURN

With no further action taken, the Board Meeting was adjourned at 1:27pm.



Cesar Molina, Board Chair



Dianne Costa, Board Secretary