



## **Board of Directors Regular Meeting**

### **September 22, 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 Thursday, September 22, 2022, at 10:00am, located at the DCTA Administrative Offices, 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 10:05am. All Board Members were present except for Board members Franklin, White and Miller.

#### **INVOCATION**

Board Member Smith provided the invocation.

#### **PLEDGE OF ALLEGIANCE**

The Board of Directors recited the pledge of allegiance to the United States and Texas flags.



## INTRODUCTIONS

Interim CEO Paul Cristina introduced the following new DCTA staff members:  
Belinda Dovalina, Accounting Manager  
Sarah McKinney, Senior Procurement Specialist

## PUBLIC COMMENT

The following individuals addressed the Board of Directors during this time:

Rushi Yalamanchili  
Eva Grecco  
Victoria Allen (email distributed to the Board prior to the meeting)

## CONSENT AGENDA

- 1. Consider Authorizing the Interim CEO to Execute a Contract with Vertosoft LLC for the Swiftly Connected Transit Platform (CAD/AVL) in the amount of \$961,493.12**  
**(packet pages 7-17)**  
*Action Item*  
Backup Information:                      Memo  
Exhibit 1: Swiftly ELP Summary Slide  
Exhibit 2: Swiftly Connected Transit Platform Presentation  
Exhibit 3: Vertosoft Swiftly Quote – DCTA
- 2. Consider Authorizing the Interim Chief Executive Officer (CEO) to Execute a Contract with Cummins Southern Plains LLC for remanufactured transmissions, remanufactured engines, and parts for bus services in the estimated amount of \$379,512.00**  
**(packet page 18-29)**  
*Action Item*  
Backup Information:                      Memo
- 3. Consider a Third Amended and Restated Interlocal Agreement (ILA) Renewal with the City of Coppell in the amount not to exceed \$50,000**  
**(packet pages 19)**  
*Action Item*  
Backup Information:                      Memo  
Exhibit 1: Interlocal Agreement
- 4. Consider a Resolution to Adopt the Financial Management and Investment Policies**  
**(packet pages 30-55)**  
*Action Item*  
Backup Information:                      Memo  
Exhibit 1: Resolution with Exhibit "A" Financial Management Policies & Investment Policy  
Exhibit 2: FY 2023 Investment Policy Review Letter

**5. Consider Approval of Regular and Special Called Meeting Minutes dated June 23, 2022, July 27, 2022, July 28, 2022, August 25, 2022, September 6, 2022, September 12, 2022, and September 13, 2022**

**(packet pages 56-90)**

*Action Item*

Backup Information:           Exhibit 1: June 23, 2022 Regular Meeting Minutes  
  Exhibit 2: July 27, 2022 Special Meeting Minutes  
  Exhibit 3: July 28, 2022 Regular Meeting Minutes  
  Exhibit 4: August 25, 2022 Regular Meeting Minutes  
  Exhibit 5: September 6, 2022 Special Meeting Minutes  
  Exhibit 6: September 12, 2022 Special Meeting Minutes  
  Exhibit 7: September 13, 2022 Special Meeting Minutes

**6. Consider Approval of Monthly Financial Statements for August 2022**

**(packet pages 91-97)**

*Action Item*

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

**7. Consider Approval of Task Order with Accenture, LLC in the amount of \$75,000 for Finance Staff Augmentation October 16 through November 30, 2022**

**(packet pages 98-99)**

*Action Item*

Backup Information:           Memo

***Motion by Board Member Maguire with a second by Secretary Costa to approve the Consent Agenda as presented. Motion passes 5-0. Note: Consent Agenda item 4 contained the approval of Resolution R22-09.***

REGULAR AGENDA

**1. Consider a Resolution to Adopt the Fiscal Year (FY) 2023 Operating and Capital Budget, Long Range Financial Plan and Budget Contingency Plan**

**(packet pages 100-112)**

*Action Item*

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

Backup Information:       Memo  
  Exhibit 1: Resolution with attached Schedules and Plans

Interim CEO Paul Cristina and Senior Manager of Budget, Amanda Riddle gave the presentation highlighting the following:

- Overall Budget Summary
- Expanded Level Projects
- Capital Budget Summary

- 4 Year Outlook – Revenue vs. Expenses

Board discussion regarding grant funding.

***Motion by Secretary Costa and a second by Board Member Maguire to approve Resolution R22-10 as presented. Motion passes 5-0.***

**2. Consider One-Time Fiscal Year (FY) 2022 Compensation for Denton County Transportation Authority (DCTA) and North Texas Mobility Corporation (NTMC) Employees to Offset Inflation  
(packet page 113)**

*Action Item*

Presenter: Paul Cristina, Interim CEO  
Backup Information: Memo

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

- DCTA and NTMC Compensation Adjustment
  - ✓ Table 1 – Member City and Denton County Benchmarking, August Board Meeting (One-Time Payment/Annual Increase FY23)
  - ✓ Table 2 – One-Time Payment Calculation, August Board Meeting Category, Annual Cost, Inflation % (Prior 12 months)
- DCTA benchmarked against member cities and Denton County when considering compensation for FY23 Budget and recommended: 4% across-the-board increase and a one-time payment of \$2,300 for all DCTA and NTMC employees, calculated to address inflation. Per Board direction, staff included a 5% across-the-board salary increase to all DCTA and NTMC staff within the FY23 Budget and to identify salary levels in the DCTA and NTMC organizations, number of employees per salary level and relative impact of a \$1,000 one-time payment.
- DCTA and NTMC Employee Salary Distribution and Proportionate One-Time Pay Impact: Identification of number of employees at various salary levels across DCTA and NTMC organization and the proportionate impact of a proposed \$1,000, one-time payment relative to annual pay with the following assumptions:
  - ✓ 5% “across the board” pay increase included in the FY2023 budget.
  - ✓ Includes only active employees. Vacant positions are not included.
  - ✓ Executive positions (CEO, Deputy CEO, CFO) and HTG staff are not included.
  - ✓ Payment, if approved, made from existing FY2023 budget.
  - ✓ NTMC Employees are paid hourly. Therefore, pay level is equivalent to full time work at various hourly wages.
- Total cost for 113 employees if approved: \$113,000

Board discussion regarding clarification of the inclusion of operators and mechanics in the recommended compensation. It was the consensus of the Board to have, in the near future, a broader discussion regarding compensation of employees to remain competitive and encourage tenure and longevity across the agency.

***Motion by Secretary Costa with a second by Board Member Eads to approve budget authority to provide compensation to address inflation of 5% increase across the board with a one-time payment in the amount of \$1,000 to be paid from FY2022 funds. All DCTA and NTMC employees in good standing as of September 30, 2022, are eligible, with the encouragement to the NTMC Board of Directors to take action to approve the payment to NTMC employees. Motion passes 5-0.***

### 3. Consider Fiscal Year 2023 Election of Board Officers ([packet page 114](#))

Action Item

Presenter: Brittney Farr, Senior Director of Engagement & Administration  
Backup Information: Memo

Brittney Farr, Senior Director of Engagement and Administration, provided the Board with the following information:

- DCTA Bylaws state the Board shall elect three (3) Voting Board Members to serve as Chair, Vice-Chair and Secretary
- The term of these officers is one (1) year and shall run from October 1 through September 30.
- A Board Member may not be elected to more than three (3) consecutive one-year terms as Chair.
- Current Officer term expire on September 30, 2022

Board discussion regarding future DCTA representation on the Dallas Regional Mobility Commission and Regional Transportation Council.

***Motion by Vice-Chair Gilmore with a second by Board Member Maguire to elect the current Officers to serve an additional year: Cesar Molina, Chair; TJ Gilmore, Vice-Chair; Dianne Costa, Secretary. Motion passes 5-0.***

### 4. Discuss State Legislative Update and Strategy ([packet page 115](#))

Discussion Item

Presenters: Brittney Farr, Senior Director of Engagement & Administration  
Brandi Bird, Bird Advocacy  
Drew Campbell, Capitol Insights  
Byron Campbell, Capitol Insights  
Backup Information: Memo

Brittney Farr, Senior Director of Engagement and Administration, introduced Brandi Bird, Bird Advocacy, Drew Campbell and Byron Campbell from Capitol Insights who presented the following:

#### First Steps

- Formal introduction to the Board
- Discuss outreach strategy for Legislative delegation
- Discuss ideas for potential legislation in the upcoming season
- Strategy to achieve DCTA's goals
- Explain legislative process
- Feedback from Board and staff
- Discussed Legislative Delegation (State Senate/State House of Representatives)

#### Legislative Agenda Development – Next Six Weeks

- Identify key goals for the 88<sup>th</sup> Legislative session (Board/Staff)
- Introduce agenda to friends and leaders in the community
- Determine (if any) “sticking points” with other agencies and determine what (if any) negative legislation may be introduced
- Enter the session proactively and with a plan

#### Strategic Meetings

- Strategic meetings with members of the legislature and other partners (ongoing)
- Develop an in-person tour of DCTA facilities with Senators and Representatives within the DCTA Service area, following, other members within the DFW areas and transportation leadership in the House and Senate
- Identify key partners and invite to similar tours (University of North Texas/Texas Woman’s University)

#### DCTA Legislative Day

- DCTA Day at the Capitol (coordinate with Denton County Days) – to meet with members of the legislature in Austin during session which increases visibility of DCTA and reinforces existing relationships

#### Key Dates:

- October 24, 2022 – First Day of Early Voting
- November 8, 2022 – Election Day
- November 14, 2022 – First Day Members Can File Legislation
- January 10, 2023 – First Day of Session
- March 10, 2023 – Bill Filing Deadline
- May 29, 2023 – Sine Die

Board and staff discussion regarding priorities and opportunities such as the A-train Enhancement Study, general revenue funding for public transportation and DCTA success stories.

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

**5. Discuss DCTA Letter of Support – Texas Central High-Speed Rail  
(packet pages 116-118)**

*Discussion Item*

Presenter: Brittney Farr, Senior Director of Engagement and Administration

Backup Information: Memo  
Exhibit 1: Michael Morris (NCTCOG) News Column

Brittney Farr, Senior Director of Engagement and Administration, provided a briefing to the Board highlighting the Mobility High Speed Rail Map and news column by Michael Morris.

Board discussion regarding rail connectivity meeting the needs of the community and clarification of the “audience” for the letter of support. It was the consensus of the Board around the sentiment; however, for staff to work with the legislative consultants regarding policy or position statements and formally present to the Board at a later date.

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

**6. Update on GoPass Participation and DCTA Pass Structure  
(packet page 119)**

*Discussion Item*

Presenter: Javier Trilla, AVP Innovation and Information Technology

Backup Information: Memo

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

- DCTA – Passenger Facing Technology (DCTA, GoZone, Transit, GoPass)
  - ✓ Local A-train and Fixed Route Bus Planning
  - ✓ GoZone
  - ✓ Regional Trip Planning
  - ✓ Fare Payment
  
- GoPass – Features and Benefits to DCTA
  - ✓ Trip Planning
  - ✓ Mobile Ticketing
  
- GoPass – GoZone Integration Update
  - ✓ Trinity Metro ZipZone Integration
  - ✓ DCTA GoZone Integration
  
- GoPass – Modifications to DART/DCTA Interlocal Agreement

Board discussion regarding Trinity Metro and DART Interlocal Agreement, possible impact with Via contract, desire for customer/rider to have “seamless” experiences with Via and DART, fixed pricing, “turn-key” options, concerns with \$200 per hour development rate, and percentages of fares collected through GoPass (50%).

**7. Consider November 2022 and December 2022 Board Meeting Dates**  
**(packet page 120)**

*Action Item*

Presenter: Paul Cristina, Interim CEO  
Backup Information: Memo

After discussion with the Board and staff, it was the consensus of the Board to combine the November and December board meetings. The combined Board Meeting will be held on December 1, 2022.

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

*Discussion Item*

Cesar Molina

- Transit Coalition of North Texas Annual Luncheon  
September 16, 2022 – Future of Transit  
Panelists: Board Chairs from DCTA, DART and Trinity Metro

Dianne Costa

- DMRC – Discussions of Joint Rail Operations, 1 Year GoZone Anniversary, A-train Efficiency Study, Downtown Carrollton Station, CEO Search, 2023 Unified Transit Program and November elections.
- RTC – Bylaws Revision Committee, DART Update, Increase in fatality rates, High Speed Rail Version 2.0 and Transit Strategic Partnership

**INFORMATIONAL REPORTS**

**1. Monthly Financial Reports**  
**(packet pages 121-125)**

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

**2. Monthly Ridership Reports**  
**(packet pages 126-133)**

Backup Information: Memo  
Exhibit 1: Ridership by Mode – August 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 Ridership Comparison  
Exhibit 5: Fixed-Route Ridership – August 2022  
Exhibit 6: UNT Ridership Year-Over-Year by Month





**3. Social Service Agency Recap Report**

**(packet pages 134-143)**

Backup Information: Memo

Exhibit 1: Social Services Roundtable Recap Report

**4. Community Advisory Committee Recap Report**

**(packet pages 144-151)**

Backup Information: Memo

Exhibit 1: Community Advisory Committee Recap Report

**5. Public Transportation Agency Safety Plan (PTASP) Update**

**(packet pages 152-155)**

Backup Information: Memo

Exhibit 1: FTA Dear Colleague Letter

***There were no questions regarding Informational Items.***

**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 Regular Board Meeting Date:** October 27, 2022

There were no Board Member requests at this time.

**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.

Western Days – Lewisville  
September 23-24, 2022

Denton Arts and Jazz Festival – Quaker Town Park  
October 8-9, 2022

DCTA Finance Team Awarded the Distinguished Budget Presentation Award (16<sup>th</sup> consecutive year)

DCTA Procurement Staff awarded the 2022 Achievement of Excellence in Procurement Award (7<sup>th</sup> consecutive year)

**CONVENE EXECUTIVE SESSION**



*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.*


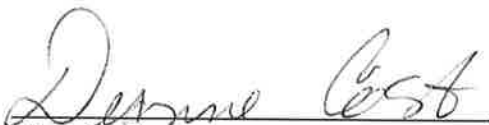
Chair Molina read the Executive Session language and the Board convened into Executive Session at 11:39am.

#### RECONVENE OPEN SESSION

The Board of Directors adjourned the Executive Session and reconvened in Open Session at 2:22pm with the following action taken: Motion by Vice Chair Gilmore with a second by Board Member Eads to authorize the Board Chair to execute an employment agreement for the DCTA Chief Executive Officer position with Paul Cristina. Motion passes 5-0.

#### ADJOURN

Motion by Vice-Chair Gilmore with a second by Board Member Eads to adjourn the meeting at 2:29pm. Motion passes 5-0.

  
Cesar Molina, Board Chair  
Dianne Costa, Board Secretary