



Board of Directors Regular Meeting Minutes May 25, 2023 | 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, May 25, 2023 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 Mark Miller, City of Flower Mound
Board Member Jeremie Maurina, City of The Colony

Legal Counsel

Joe Gorfida, Nichols Jackson

DCTA CEO

Paul A. Cristina

CALL TO ORDER

Chair Molina called the meeting to order at 10:06am. All Board Members were present with the following exceptions: Vice Chair Gilmore departed at 11:50am and returned at 12:43pm, Board Member Maguire arrived at 10:11am, Alternate Board Member Stevens arrived at 10:38am, and Board Members Eads, Gonzalez, Miller and Winterburn were absent. The Board recessed at 11:54am and reconvened at 12:39pm.

INVOCATION

Alternate Board Member Pat Smith performed the invocation.

PLEDGE OF ALLEGIANCE

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



INTRODUCTIONS

Legal Counsel

Courtney Morris, Legal Counsel

New Employees

Valeria Rodriguez, Communications Specialist

Brittney Huff, Grants Manager

Bertram DeSha, NTMC General Manager

Chair Molina advised the Board and public that Alternate Board Member Pat Smith would be filling in for Board Member Maguire until her arrival. Board Member Maguire arrived at 10:11am.

PUBLIC COMMENT

No public comments at this time.

CONSENT AGENDA

1. Consider Approval of Task Order Amendment with AECOM in the Amount of \$68,000 to Provide Bus Stop, Shelter and Amenity Relocation Plan and Additional Support to the Intermediate Service Plan
2. Consider Approval of Amended Interlocal Agreement with Trinity Metro for Alliance ZipZone Services
3. Consider Approval of a Resolution approving Budget Revision 2023-04 for Alliance ZipZone Services
4. Consider Approval of Regular Meeting Minutes dated April 27, 2023

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

REGULAR AGENDA

1. **Consider Approval of Monthly Financial Statements for March 2023 and Quarterly Reports for Quarter 2 – Fiscal Year 2023 and Receive an Update from the Chief Financial Officer Regarding Finance Operations**

Sherrelle Evans-Jones, Chief Financial Officer, gave the presentation highlighting the following:

- Financial Statement – March 31, 2023 (Revenues and Other Income)
- Financial Statement – March 31, 2023 (Operating Expenses)
- Financial Statement – March 31, 2023 (Non-Operating Revenues/Expenses/Transfers)
- Financial Statement – March 31, 2023 – NTMC
- Status of Invested Assets

Other Finance Team Updates

- January 2023 – Violet Killeen (Accountant II) and De’Andrea Harrell (AP Coordinator)
- April 2023 – Jane Filarowicz (Senior Manager of Budget) and Joe Oerum (Senior Manager of Procurement)
- May 2023 – Brittney Huff (Senior Manager of Grants)
- Senior Manager of Accounting – Interviewing Candidates

FY 2024 Budget

- Week of May 15 – Internal meetings with staff
- June 22, 2023 – Board Meeting and Budget Retreat (NTMC Budget discussion June 15)

Lagniappe

- Trainings with Accounting Software provider
- New technology underway to work smarter – Procurement software
- Internal trainings on key financial processes
- Theme: *Learn the Process. Tweak the Process. Share the Process*

Board discussion regarding “grant drawdowns” and the crucial need to have a solid grants operation with appropriate personnel to facilitate the program and avoid delayed or underutilized federal grant funds. The Board also discussed emergency cash flow options in the event of a government default, whether DCTA has any grant-funded positions (which it does not) and the transition from the contractual assistance from Accenture.

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

2. Discuss Intermediate Service Planning Study and Review Service Change Alternatives

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

- Intermediate Service Plan – Process (Steps 1-5)
- GoZone Demand and KPI Performance – FY 23 YTD
- Connect Network Performance (Connect 6, 7 and 3 Monthly Comparison)
- January – April 2023 GoZone OD Pairs in Connect 3, 6 and 7 Service Area
- Passenger Trip Capture Potential – ¼ mile travel shed
- Intermediate Service Plan – Road Ahead
- Passenger Trip Capture Potential – UNT and Discovery Park
- Peak Period Consideration
- Connect Network Schedule Alternatives
- Bus Investment and GoZone Cost Offset (FY23) – Existing Stops

Board discussion regarding ridership statistics and UNT's impact on the system, GoZone capacity, the amount of GoZone rides within a ½ mile or less, GoZone service levels, balancing the collection of data and start times, and concerns regarding changing frequency in the middle of the day.

It was the consensus of the Board to have staff develop alternatives around increasing frequency on Route 3 within Option 2 and Option 3. However, the Board also requested staff to gather ridership data over the summer before bringing the item back to the Board for consideration.

3. Discuss Update on the Collin County Rides Program

Maurice Bell, Chief Operating Officer and Brittney Farr, Senior Director of Engagement and Administration, provided the update for the Board highlighting the following:

- Background and History
- Collin County Rides Program – Existing Conditions (service area, service hours, fare structure and eligibility program cost)
- Potential Cost and Service Structure (cost model, service productivity, annual rollup)
- Frisco Service Snapshot
- Next Steps
 - Offer proposal to North Central Texas Council of Governments (NCTCOG)
 - Coordinate with Dallas Area Rapid Transit (DART) and participating cities on changeover logistics
 - Establish required agreements (NCTCOG, Cities, etc.)
 - Briefings with DCTA Board of Directors
 - Coordinate with NCTCOG and participating cities on communication and outreach
 - Stand up DCTA operations desk
 - DART cessation of service target: September 30, 2023

Board discussion regarding funding source and who pays for the service and how do the cities pay with local match, discussion of regional transportation: critical service, quality of service, paratransit needs, short-term solution and bringing Collin County into the fold of transit.

No Board action required at this time.

4. Discuss Bus Fleet Plan Update and Status of Swiftly Technology Implementation

Maurice Bell, Chief Operating Officer and Javier Trilla, AVP of Innovation and Technology presented to the Board highlighting the following:

- Bus Fleet Plan Development
 - Inventory and Condition Approach
 - DCTA Bus Fleet
 - Bus Review
 - Bus Planning Objectives and Actions

- Swiftly Technology Implementation
 - Automated Passenger Counters
 - Passenger Signage – Large Buses/Cutaway Fleet
 - Onboard Tables
 - Cellular Connectivity Hardware
- Phases 1-4: Complete
- Phase 5: Almost Complete

Board discussion regarding exploration of transitioning to alternate fuel (i.e. electric vehicles, natural gas), industry guideline on maintenance, spikes in replacement of vehicles, “end of life” for vehicles (i.e. auction process), NTD reporting process, and consideration of a fund for budgeting replacements.

No Board action required at this time.

5. Discuss First Draft of Fiscal Year 2024 Work Plan and Business Goals and Objectives for Denton County Transportation Authority (DCTA)

CEO Paul Cristina led the discussion regarding the FY 2024 Work Plan and Business Goals & Objectives highlighting the following:

- 2023 Leadership Team Work Plan – update May 25, 2023
- Current Work Plan (completed and in-progress items)
- 2024 Leadership Team Work Plan – Draft (highlights: Planning and Development; CFO/COO projects, Compliance/Procurement, Engagement and Administration, and Innovation/Information Technology)

Board discussion regarding A-train Enhancement Program, ERP timing and adequacy of staff resources to deliver the proposed FY 2024 Work Plan. The Board congratulated staff on the outstanding job continuing the execution of the FY 2023 Work Plan and the future plan for FY 2024.

No Board action required at this time.

6. Discuss Local and Regional Transportation Updates and Legislative Issues

The Board discussed and provided updates of the following:

- DRMC – Several bills were discussed. Highlighted “local control”.
- RTC – Federal/State legislative items (DCTA not affected), Hydrogen corridor, Walk to School Day (October 4), Walking School Bus (PTA driven).
- CEO Seminar (Houston) – Great opportunity to meet with industry CEO’s and discuss current trends and challenges. Some topics included: Fiscal Cliff, Job Force, Transit Workforce Shortage, Diversity, Equity and Inclusion Conversation, and Labor Settlements.

INFORMATIONAL REPORTS

1. Monthly Safety, Service and Ridership Reports
2. Provide Update on Fiscal Year 2024 Healthcare Benefit Contracts

These items were provided to the Board for informational purposes only. No Board questions regarding informational reports. No Board action required at this time.

FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

None at this time.

REPORT ON ITEMS OF COMMUNITY INTEREST

- Saturday, June 10, 2023: "Celebrate Highland Village"

CONVENE EXECUTIVE SESSION

The Board of Directors will convene into Closed Executive Session pursuant to Section 551.076(1) of the Texas Government Code, Deliberation Regarding Security Devices or Security Audits.

The Board convened into Closed Executive Session at 1:19pm.

RECONVENE OPEN SESSION

The Board reconvened into Open Session at 1:58pm with no action taken.

ADJOURN

Chair Molina adjourned the meeting at 1:58pm.



Cesar Molina, Board Chair



Dianne Costa, Board Secretary