



Board of Directors Regular Meeting Minutes

Amended

July 27, 2023 | 10:00 a.m.

The Board of Directors of the Denton County Transportation Authority (DCTA) convened a Regular Board of Directors Meeting with Vice-Chair TJ Gilmore presiding on Thursday, July 27, 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

Vice-Chair Gilmore called the meeting to order at 10:04am. All Board Members were present except for Chair Molina. Board Members Miller and Winterburn participated in the meeting virtually.

INVOCATION

Alternate Board Member Smith provided the invocation.

PLEDGE OF ALLEGIANCE

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



INTRODUCTIONS

There were no introductions.

PUBLIC COMMENT

No individuals wished to address the Board during this time.

CONSENT AGENDA

1. Consider Authorizing the Chief Executive Officer to Enter into a Sixty (60) Month Contract with Kyocera Document Solutions Southwest, LLC for Copiers for an Amount Not To Exceed \$120,000
2. Discuss and Consider Approval of Agreement with The Standard for Life, Accidental Death and Dismemberment, and Disability Insurance Renewal in the Amount of \$19,715.04
3. Consider Approval of May 2023 Monthly Financials
4. Consider Approval of Regular Meeting Minutes dated June 22, 2023

Motion by Board Member Eads with a second by Secretary Costa to approve the Consent Agenda as presented. Motion passes 4-0.

REGULAR AGENDA

1. **Discuss Update on Proposed Fiscal Year (FY24) Operating & Capital Budget and Reserve Policies**

The following staff members presented:

Paul Cristina, Chief Executive Officer
Sherrelle Evans-Jones, Chief Financial Officer
Jane Filarowicz, Senior Manager of Budget
Brittney Huff, Senior Manager of Grants

Highlights of the presentation are as follows:

- FY24 Budget – Revisions since June Board Meeting
- Capital Grants – FY 2024 (Positive Train Control, TOD/KCS Study, ITC Tenant Relocation Payment)
- Operating Grants – FY 2024 (Preventative MTX Rail, Preventative MTX Bus)
- Asked and Answered: Electronic Security and Digital Passenger Signage (Escalation percentage used in total calculation – 7%).

- Asked and Answered: Server Infrastructure Refresh (Working with DENCO-911 as backup location for DCTA servers – Since DCTA primary servers are located in Lewisville, DENCO-911 (a Lewisville location) would not be a good selection to mitigate the geo-redundancy risk.)
- **FY 2024 Budget Updates:**
 - *NTMC Living Wage Increase - Built \$30K into overall salaries to ensure all positions earn at least \$18.87/hour. However, anticipate slight revision to correct standard of \$18.24/hour in August briefing for approval.*
 - Executive Coaching ELP – Lowered Executive Coaching to \$40K.
 - Updates in Employee Development, Contract Revenue, Outsourced Services and Utilities, Capital Grants and Operating Grants.
- Four-Year Outlook – Revenue vs. Expenses
- Capital Budget Summary
- Transportation Reinvestment Program (TRiP)
- Long Range Financial Plan
- Next Steps/Questions

Board discussion regarding Four-Year outlook, clarification on Long Range Financial Plan, TAM fleet replacement Connect, rail infrastructure and the TRiP program.

Although no formal Board action was required at this time, it was the consensus of the Board to move forward with \$10.4 million as the budgeted amount from TRiP funding in FY2024, calculated in accordance with current policy.

2. Discuss Update on the Collin County Rides Program

Chief Executive Officer Paul Cristina presented highlighting the following:

- Potential Cost and Service Structure (Cost Model, Service Productivity and Annual Rollup)
- Funding and Agreement Identification and Current Status
- Collin County Rides Tasks and Timeline (In Development)

The Board expressed gratitude to DCTA for being proactive and leaders in the Region.

No Board action required at this time.

3. Discuss and Consider Approval of Contract with Vertosoft, LLC for Spare Labs Demand Response Software Platform in the Not To Exceed Amount of \$247,296

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

- Demand Response Technology – Current State (Strategic Objectives and Challenges)
- Spare Labs – Innovative Agencies
- Spare Labs – Mixed Fleets (Integration with both dedicated and non-dedicated service providers)
- Spare Labs – Dispatch and Booking Tools (Administrative Modules, Rider App and Web Booking Tools, Driver App, Paratransit Eligibility and Driver to Rider Communications)
- Spare Labs – Pricing (Total Contract Value: August 1, 2023 to September 20, 2025: \$247,296)

Board discussion regarding the possibility of integrating apps.

Motion by Secretary Costa with a second by Board Member Maguire to approve a contract with Vertosoft, LLC in the not to exceed amount of \$247,296 for the acquisition of the Spare Labs platform for a term of 26 months, effective August 1, 2023. Motion passes 4-0.

4. Discuss Update on Member City Transit Oriented Development Study and Old Town Lewisville Station Planning

Tim Palermo, Interim Director, Planning and Development presented highlighting the following:

- How Do We Plan for Transit Oriented Development (TOD)?
- DCTA TOD Program Goals
- Project Schedule
- Synthesis of Station Area Analysis by Stations
- Campus TOD: UNT Station
- Recreational and Active Living TOD: US-377 Station
- Suburban Activity Center TOD: Justin Road
- Emerging Greenfield TOD: Valley Ridge/Old Town North Station
- Environmentally Adjacent TOD: Parker Road
- Commercial Infill TOD: Hebron Parkway Station
- Partners Involved in TOD Joint Development
 - Public Partners: DCTA, Denton County, Local Cities/Municipalities, Special Utility District
 - Private Partners: Property Owners, Building Owners, Real Estate Developers, Primary Tenants/Leaseholds
- Advancing Transit-Supportive Development at Old Town Lewisville A-train Station
- 2022 Update to the Old Town Master Plan
- Land Use and Infrastructure Needs for DCTA Properties
- Joint Development Models for Old Town Station

- Implementation Options
- Structured Partnership Options
- TOD Value Capture
- Public-Private Partnerships (Ground Leases, High ROI, Synthetic TIF's)
- Upcoming Milestones
 - In-Person PAG #2 Meeting – Design Charrette (August 10-11, 2023)
 - TOD Station Area Plans and Implementation Framework: August-October 2023
 - Board Update/Feedback on approaches – October 2023
 - Draft RFQ/RFP for Existing Old Town A-train Station – December 2023
 - Final Report – January 2024

Board discussion regarding DCTA financing, partnerships with other cities and/or developers, RFQ process, and Workforce Housing.

No Board action required at this time.

5. Discuss Local and Regional Transportation Updates and Legislative Issues

RTC Updates:

DART -Silver Line Policy Statement and Funding
Transit Funding – Collin County

INFORMATIONAL REPORTS

1. Monthly Safety, Service and Ridership Reports
2. DCTA Fare Policy Scope Development

These reports are provided for informational purposes only. No action required or questions from the Board at this time.

FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

None. The next Board Meeting is scheduled for August 24, 2023.

REPORT ON ITEMS OF COMMUNITY INTEREST

The Board recognized and offered condolences to the family regarding the passing of former Lewisville Mayor and RTC Member, Rudy Durham.

CONVENE EXECUTIVE SESSION

No items scheduled for this agenda.

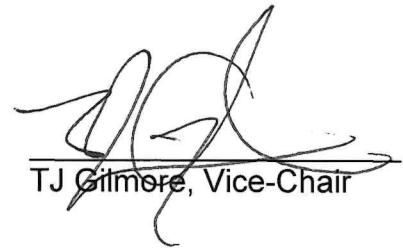
RECONVENE OPEN SESSION

Not applicable.



ADJOURN

Vice-Chair Gilmore adjourned the meeting at 12:57pm.



TJ Gilmore, Vice-Chair



for Dianne Costa, Board Secretary