



Board of Directors Regular Meeting Minutes March 28, 2024 | 10:00 a.m.

The Board of Directors of the Denton County Transportation Authority (DCTA) convened a Regular Board of Directors Meeting with Chair TJ Gilmore presiding on Thursday, March 28, 2024 at 10:00am, located at the DCTA Administrative Offices, 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

Voting Members

Chair TJ Gilmore, City of Lewisville
Vice-Chair Cesar Molina, Denton County
Secretary Andy Eads, Denton County
Board Member Daniel Jaworski, City of Highland Village
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 Dennie Franklin, City of Frisco
Board Member Jeremie Maurina, City of The Colony
Board Member Jared Eutsler, City of Corinth

Legal Counsel

Joe Gorfida, Nichols Jackson

DCTA CEO

Paul A. Cristina

CALL TO ORDER

Chair Gilmore called the meeting to order at 10:01am. All Board Members were present with the exceptions of Board Member Maguire who arrived at 10:03am and Secretary Eads who arrived at 10:24am.

INVOCATION

Board Member Jaworski provided the invocation.

PLEDGE OF ALLEGIANCE

The Board recited pledges to the United States and Texas flags. At the conclusion of the pledges, Chair Gilmore wished Board Member Jaworski a Happy Birthday!

INTRODUCTIONS

CFO Sherrelle Evans-Jones introduced the following Finance Department new employees to the Board:

Denise Anderson, Grants Administrator
Josue Galvan, Accounting Manager
Bertha Zenda, Payroll Administrator

In addition, Ms. Evans-Jones re-introduced Dawn Jones to the Board as she has recently transferred to the Finance Team as the Finance Specialist.

Javier Trilla, VP of Innovation and Information Technology, introduced the following new employee to the Board:

Mark Gibson, Enterprise Application Engineer

PUBLIC COMMENT

No members of the public wished to address the Board during this time.

CONSENT AGENDA

1. Consider Approval of January 2024 Monthly Financial Statement – January 31, 2024
2. Consider Approval of Strategic Work Session Meeting Minutes dated January 17-18, 2024 and Regular Meeting Minutes dated February 22, 2024

Motion by Board Member Maguire with a second by Board Member Jaworski to approve the Consent Agenda as presented. Motion passes 4-0.

REGULAR AGENDA

1. Discuss and Consider Acceptance of the FY2023 Financial Audit

CFO Sherrelle Evans-Jones introduced Keith Szymanski and Amy Tytar from Plante Moran who presented the Financial Audit to the Board highlighting the following:

- Audit Timelines
- Deliverables (Independent Auditor's Report on the Annual Comprehensive Financial Report, End of Audit Letter to the Board and Single Audit Report)
- Independent Auditor's Report
- Financial Highlights
 - \$9.4 million addition to net position
 - Sales Tax Revenue of \$40.3 million (increase)

- Operating Revenue of \$6.7 million (increase)
- Total Grant Revenue of \$9.5 million (decrease)
- Operation expenses of \$51.4 million (decrease)
- Strong Balance Sheet
 - ✓ \$111 million of unrestricted cash and investments
 - ✓ \$19 million of long-term debt
 - ✓ Total net position of \$385 million
 - ✓ \$269 million net investment in capital assets
 - ✓ \$116 million unrestricted
- Report to the Board
 - Section 1 – Required Communications
 - Section 2 – Other Recommendations and Informational Items
- Single Audit Report
 - Report on the schedule of expenditures of federal awards, internal control over financial reporting, compliance with major federal program, \$9.5 million of federal expenditures. No audit findings.
- Other Comments
 - Reviewed quarterly investment reports and noted no errors or exceptions
 - National Transit Database procedures to be performed

Plante Moran staff thanked the Finance Department and the entire DCTA team that assisted in the audit. CEO Paul Cristina echoed the sentiments made by Plante Moran.

Motion by Board Member Jaworski with a second by Vice-Chair Molina to approve Regular Item 1 as presented. Motion passes 4-0.

2. Consider Authorizing the Chief Executive Officer to Enter into a Three-Year Contract with Cintas Through the Omina Partnership Co-Op beginning April 1, 2024 for Uniform Services and Supplies for North Texas Mobility Corporation (NTMC) in the amount of \$271,294

Maurice Bell, Chief Operating Officer, presented highlighting the following:

- Uniform and Supplier Enhancements
 - History of current uniform supplier
 - Cost Comparison and Contract Terms Review
 - New Uniform Rollout
 - Laundry Program Inclusion
 - Additional Uniforms Provision
 - Focus on Uniform Comfort and Function

- FY24 Breakdown by Vendor
 - Unifirst Uniforms
 - Unifirst and Infinity Supplies
 - Cintas Uniform
 - Cintas Supplies

Motion by Vice-Chair Molina with a second by Board Member Maguire to approve Regular Agenda Item 2 as presented. Motion passes 4-0.

3. Discuss Update on Bus Fleet Replacement and Bus Purchase

Maurice Bell, Chief Operating Officer, presented highlighting the following:

- Purpose: To discuss the Bus Fleet Replacement approach to ensure safety and sustainability.
- Transit Asset Management (TAM)
 - Asset Category: Rolling Stock
 - Meeting or exceed TAM Plan Rolling Stock Performance Target
- Bus Fleet Management Plan
- Bus Fleet Detail
- Purchase Options
- Low/No Emission Fleet Plan
- Hybrid Diesel

Board discussion regarding the useful life of a vehicle, supply chain, modification of GoZone (more buses), proactive technology on vehicles (i.e. predictability of oil changes), diesel vs. electric vehicles, the vehicle auction process, exploring “Green Credit” to reduce greenhouse gases and emissions (increase ridership), adopting low emission vehicles, electric battery industry (i.e. maintenance, “shelf life”), obtaining feedback from the public (i.e. customization – 1or 2 features that would delight a customer), and ensuring communication to the public of the timelines.

No Board action required at this time.

4. Discuss Update on the Intermediate Service Plan

Austin Frith, VP of Planning and Development, presented highlighting the following:

- Intermediate Service Plan Overview
 - Intermediate Service Plan Principles
 - Decisions to be made
- Objectives: Phase 1-3
- Ridership through February 2024 at 1.48 Million Trips (Projection for total FY 2023 Ridership is beyond 3 Million)
- Fixed Route Bus Ridership

- Average Weekday Passenger per Revenue Hour and per Network Hour
- Connect Routes vs GoZone: O&D Completed within ¼ mile of route
- Connect Routes 3,6 and 7 vs GoZone: O&D Completed within ¼ mile of route
- GoZone KPIs and Fixed Route OTP
- Potential Opportunity: Single, year-round unified bus network
- Peak Period Consideration – Connect Routes 3, 6 and 7
- Bus Stop Infrastructure Alignment
- Phase 1 of Bus Stop Implementation
- Unlinked Transit Trip Components
- GoZone App Function Proposal
- Connect Network Schedule Strategy
- Connect Network Schedule Alternatives
- Cost Trade-Offs
- Methodology: Active Management of GoZone Supply
- Next Steps
 - Identify costs for bus frequency alternatives
 - Cost per hour/Cost per passenger
 - Communicate with operators, City of Denton, and public on proposed new bus stop locations
 - Finalize bus stop infrastructure plan – identify costs
 - Evaluate potential ridership capture and GoZone capacity savings
 - Continued collaboration with Via on alternative service proposal
 - Next Briefing: April 2024

Board discussion regarding adjusted metric between modalities, reallocating resources in ¼ mile travel shed of bus stops, diversifying KPIs, gradually changing GoZone supply in Denton to see how KPIs improve, potential expansion of GoZone to West Park – Airport Road corridor, network schedule (ensuring clarity with the public – multiple changes to schedule may prove confusing) and ensuring appropriate outreach to the public (not taking away service – enhancing the system).

No Board action required at this time.

5. Discuss Update on the A-train Enhancement Program

Austin Frith, VP of Planning and Development, presented highlighting the following:

- Multiple Decision Points of Impact (Recommendations to Spend Design Funds)
- Overall Program Scope and Cost Estimate

- Potential to Implement Curve and Speed Improvements Identified in 15-minute Headway Scope for Near-Term Run Time Improvement
- Speed and Curve Improvements
- Carrollton Extension Update
- A-train Corridor: Carrollton Extension on Current A-train Schedule
- FTA Capital Investment Grant (CIG) Program
 - Project Development Phase
 - Project Rating Process
- A-train Program Management Consulting
 - Scope Outline
- A-train Enhancement Program – Project Delivery Team
- City of Corinth Update
 - February 27, 2024 – Met with Mayor, City Manager and Planning Director
 - City interested in exploring different site locations for station
 - Corinth Station could be in the vicinity of residential units and commercial of which half will be retail and restaurants
- A-train Enhancement Program – Path Forward
 - Phase 1 – Curve and Speed Improvements
 - Phase 2 – Downtown Carrollton Extension
 - Phase 3 – 15-minute Headway Improvement
 - Potential Scope Add: Corinth Station
- Next Steps
 - Emerging Tasks: Scope and Cost Estimates for Curve and Speed Improvements
 - RFP for A-train Enhancement Program Management
 - Regional Funding Exploration and Alignment on Near Term Steps

Board discussion regarding improvements to crossings, quiet zones and supplemental safety. CEO Paul Cristina thanked Mr. Frith for his efforts providing the update on the Intermediate Service Plan recognizing his recent arrival (6 months) to DCTA.

6. Discuss Local and Regional Updates and Legislative Issues

Regional Transit 2.0 Kick Off Meeting – Good conversation with Board Chairs and other transit agency officials.

INFORMATIONAL REPORTS

- 1. Safety, Service, and Ridership Reports**
- 2. Provide Update on Member City Transit Oriented Development (TOD) Study**



3. Update on Solicitation for On-Call Professional Architectural, Engineering, and Planning Services for Denton County Transportation Authority (DCTA)
4. Update on Transition of Member City Trips from Span of Denton County to Denton County Transportation Authority (DCTA)

No Board action required at this time. These items are for informational purposes only.

FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

No items at this time.

REPORT ON ITEMS OF COMMUNITY INTEREST

CEO Paul Cristina provided items of community interest highlighting the following events and achievements by the Agency in the first half of FY 2024:

- Hiring: DCTA has hired 14 Board-authorized positions since October 1, 2023 (recently honored all 1-year employees)
- Recognized Transit Employee Appreciation Day
- Recognized Bobby Yard as the recipient of the Safety Award
- Participated in “Demo Day” to commemorate the new site of the DCTA Administrative Building
- Launch and training for a new dispatch platform
- Launched and refined Collin County Rides program
- Completed a 1.5-day Strategic Work Session to define the next 5-year Work Plan and Strategic Goals through 2035
- Maintained KPI’s on ridership that is on record pace
- Discussed Intermediate Service Plan (ISP)
- Discussed the A-train Enhancement Program
- Discussed possible Corinth Station
- Discussion of the New Member Policy
- Discussion of Bus Fleet Purchase
- Customer Service Leader – Revamp underway
- Old Town Transit Oriented Development and New Policy
- Launching a Finance ERP

CONVENE EXECUTIVE SESSION

1. Pursuant to Texas Government Code Section 551.072(2), the Board of Directors will convene into Closed Executive Session to Consult with General Counsel regarding Collective Bargaining Agreement between North Texas Mobility Corporation (NTMC) and Amalgamated Transit Union (ATU)

2. Pursuant to Texas Government Code Section 551.074, Personnel Matters, the Board of Directors will convene into Closed Executive Session to Deliberate the Duties and Performance of the Chief Executive Officer (Fiscal Year 2024 Mid-Year Performance Evaluation)

The Board convened into Closed Executive Session at 10:47am.

RECONVENE OPEN SESSION

The Board reconvened from Closed Executive Session to Open Session at 12:05pm with no action taken.

ADJOURN

The Board adjourned the meeting at 12:57pm.



Andy Eads, Board Secretary



TJ Gilmore, Board Chair