



## Board of Directors Regular Meeting Minutes

### May 23, 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 TJ Gilmore presiding on Thursday, May 23, 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 10:03am. All Board Members were present except for Secretary Eads and Board Member Jaworski.

#### **INVOCATION**

Board Member Gonzalez provided the invocation.

#### **PLEDGE OF ALLEGIANCE**

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

#### **INTRODUCTIONS**

Andrew Fadner, Data Analytics Manager

#### **PUBLIC COMMENT**

No public comment during this time.



## CONSENT AGENDA

1. Consider Authorizing the Chief Executive Officer (CEO) to Execute a Contract Renewal Option with Capitol-Insights & Bird Advocacy for State Legislative Consulting and Local Government Services for two (2) years in the amount of \$420,000, beginning on July 1, 2024
2. Consider Appointment of DCTA Board Members to the Old Town Lewisville Transit Oriented Development Working Group
3. Consider Approval of Regular Meeting Minutes dated April 25, 2024

***Motion by Board Member Maguire with a second by Vice-Chair Molina to approve the Consent Agenda as presented. Motion passes 5-0.***

## REGULAR AGENDA

1. **Consider Approval of Monthly Financial Statement for March 2024, Quarterly Grants Report for Quarter 2 – Fiscal Year 2024, and Receive an Update from the Chief Financial Officer Regarding Finance Operations and Enterprise Resource Program (ERP) Replacement**

Sherrelle Evans-Jones, CFO, presented the report to the Board highlighting the following:

- Financial Statement – March 31, 2024
  - Revenues and Other Income
  - Operating Expenses
  - Non-Operating Revenues/Expenses and Transfers
  - FY2024 Quarter 1 – Grants
  - Status of Invested Assets
  - Relationship's Effect on Grant Revenue (Increased Demand, Increased Ridership, Increased FTA Program Funding, Increased Capacity & Operating Expenses)
- ERP Status
  - ERP Implementation Stage 1 nearly complete
  - Initiate and Plan Stage
  - Assess & Define
  - Next Steps (as presented during the February 2024 Board Meeting)
    - ✓ Enterprise Application Engineer – IT Staff Hire
    - ✓ Full Staffing on Finance and IT Teams
    - ✓ Sunguard Data Extract Expert – Contractor
    - Consider Temp Staff Augmentation (need)
  - Milestone Overview
    - ✓ Projectwide Maintenance – 65% complete (due December 24, 2025)
    - ✓ 1 Initiate & Plan – 98% complete (Due May 15, 2024)
    - ✓ Prepare Solution – 1% complete (Due November 23, 2025)
  - Functional Areas Included (Phase/Functional areas/Modules)
  - Implementation Schedule – Core Financials



The Board asked for clarification regarding passenger revenues vs. budget. After no further discussion, the Board made the following motion:

***Motion by Vice-Chair Molina with a second by Board Member Maguire to approve Regular Agenda Item 2 as presented. Motion passes 5-0.***

- 2. Consider Approval of Intermediate Service Plan Recommendation for Connect Bus Frequency Service Change, Bus Stop Installation and GoZone Capacity Adjustment**
- 3. Consider Approval of a Resolution Approving Budget Revision 2024-24 for the Intermediate Service Plan for Connect Bus Frequency Change, Bus Stop Installation and GoZone Service Agreement Amendment**

Austin Frith, VP of Planning and Development presented to the Board, Regular Agenda Items 2 and 3, highlighting the following. It should be noted that the Board voted on each item separately.

- Intermediate Service Plan Overview (Steps 1-5)
- Strategy for Execution: ISP Phase 1
- Connect Frequency
  - Average Weekday Cost Per Passenger Comparison
  - Average Weekday Passenger Cost Per Passenger (Mid Day)
  - Average Weekday Passenger Cost Per Passenger Comparison (Morning/Evening)
  - Connect Network Schedule Alternatives – Fiscal Year
  - Connect Network Schedule Alternatives Option 1 (Staff Recommendation)
- Bus Stop Installation
  - Bus Stop Infrastructure Alignment
  - Bus Stop Operator Outreach
  - Bus Stop Implementation Timeline
  - Bus Stop Installation Cost Estimate
- GoZone Performance and Capacity
  - GoZone KPI's – FY to Date
  - Seat Unavailability by Member City
  - Monthly Driver Hours by Member City – FY2024
  - Denton Performance
  - Lewisville Performance
  - Highland Village Performance
  - Balancing Denton and Lewisville/Highland Village Zones
  - GoZone Capacity Management: 2 Stages
  - Intermediate Service Plan Phase 1 Implementation Timeline
  - Intermediate Service Plan Phase 1 Recommendation
  - What's Next?

- Discussed FY 2023 GoZone Rider Requests and GoZone Trips Along University Drive/TWU Corridor FY2023 to June 2023

Board discussion regarding the potential impacts funding between modes & utilizing KPI's to justify shifts, concerns for funding next Fiscal Year, presenting Denton Connect numbers for Board review, and whether there were any public comments regarding changes in wait times.

***Motion by Board Member Maguire with a second by Vice-Chair Molina to approve Regular Agenda Item 2 as presented. Motion passes 5-0.***

***Motion by Vice-Chair Molina with a second by Board Member Maguire to approve Regular Agenda Item 3 as presented. Motion passes 5-0.***

4. **Discuss Update and Consider Approval of Revised Interlocal Agreement with Dallas Area Rapid Transit (DART) for Joint Rail Operations**
5. **Discuss Update and Consider Approval of Return of Funding to Dallas Area Rapid Transit (DART) in the amount of \$1,623,515 for Design Services related to the Joint Rail Operating Maintenance Facility (JROF) at the Request of Dallas Area Rapid Transit (DART)**
6. **Discuss Update and Consider Approval of a Resolution Approving Budget Revision 2024-23 to Reduce the Revenue of \$751,700 that is allocated for Fuel and Lease Income and other Applicable Expenses for the Joint Rail Operating Facility (JROF)**

Austin Frith, VP of Planning and Development presented to the Board, Regular Agenda Items 4, 5 and 6 highlighting the following. It should be noted that the Board voted separately on each item.

- **Revised Interlocal Agreement Highlights**
  - MKT Easement allows DCTA to provide passenger rail service between Downtown Denton and the DART Trinity Mills Station in Carrollton, will expire on May 25, 2030, unless extended by DCTA for up to an additional 20 years.
  - DCTA and DART executed the ILA for Construction, Operations and Maintenance for JROF on November 18, 2021.
  - April 2, 2024, DART formally notified DCTA that it will be constructing an equipment and maintenance facility in Plano, to service the Silver Line vehicles and no longer desires JROF at this point.
  - The parties mutually agree to indefinitely suspend the expansion of the OMF to a JROF serving both DCTA and DART. Upon execution, DCTA shall reimburse DART total funds paid by DART to DCTA for design services but not utilized by DCTA.
  - The agreement amends, replaces and fully supersedes the JROF ILA.



- Article II – Supporting Regional Transit
- JROF Design Expenses Summary
- JROF Budget Revision

***Motion by Board Member Gonzalez with a second by Board Member Maguire to approve Regular Agenda Item 4 as presented. Motion passes 5-0***

***Motion by Board Member Maguire with a second by Vice-Chair Molina to approve Regular Agenda Item 5 as presented. Motion passes 5-0.***

***Motion by Board Member Maguire with a second by Vice-Chair Molina to approve Regular Agenda Item 6 as presented. Motion passes 5-0.***

## **7. Discuss Update on the Bus Fleet Replacement Plan and FY2025 Bus Purchase**

Maurice Bell, Chief Operating Officer, presented to the Board staff recommendations for various components of a new bus purchase to prepare for order replacement highlighting the following:

- Exterior/Interior/Powertrain
- Electrical Infrastructure Technology
- Operator Workstation Ergonomics
- Customer Experience
- Bus Scheduled Stops
- Summary: The base price of the bus model includes 88% of the standard vehicle, covering engine type, and interior configurations. The remaining 12% accounts for modifications tailored to our Agency's needs. Additional costs will be incurred for training modules for operations and maintenance.

Board discussion regarding base pricing, prioritizing ADA, safety and comfort, and low emission vehicles in the Long-Range Service Plan.

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

## **8. Discuss Local and Regional Updates and Legislative Issues**

CEO Cristina updated the Board on the continued conversations with the North Central Texas Council of Governments regarding Transit 2.0.

## **INFORMATIONAL REPORTS**

1. Safety, Service, and Ridership Reports
2. RFP Landscape Maintenance for Rail, Bus Operations Maintenance (BOM) Facility and Downtown Denton Transit Center (DDTC)



### 3. Update on Electronic Security, Access Control and Passenger Signage Project Procurement

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

#### FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

No items or requests at this time.

#### REPORT ON ITEMS OF COMMUNITY INTEREST

The Board encouraged residents and visitors to use DCTA's public transportation system this summer. Also, the following events were discussed:

June 1 – Celebrate Trails Day

June 1 – Grand Opening – Agora Park in Corinth

June 8 – Celebrate Highland Village

July 3-4 – Frisco Freedom Fest

#### CONVENE EXECUTIVE SESSION

No items scheduled for this agenda.

#### RECONVENE OPEN SESSION

Reconvene and Take Necessary Action on Items Discussed during Executive Session (if applicable).

Not applicable.

#### ADJOURN

No further business was discussed, and the meeting was adjourned at 11:22am.

  
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TJ Gilmore, Board Chair  
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Andy Eads, Board Secretary