



Board of Directors Regular Meeting Minutes
March 27, 2025 | 10:00 a.m.

The Board of Directors of the Denton County Transportation Authority (DCTA) convened a Regular Board of Directors Meeting with Chair Gilmore presiding on Thursday, March 27, 2025 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 Stephen Christo, Alternate - 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

Vice Chair Molina called the meeting to order at 10:01am. All Board Members were present except for Chair Gilmore and Board Member Christo. Board Member Stevens departed at 11:39pm. Attorney Cortney Morris from Nichols Jackson filled for Joe Gorfida, Legal Counsel.

INVOCATION

Board Member Smith provided the invocation.

PLEDGE OF ALLEGIANCE

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



INTRODUCTIONS

Vice Chair Molina announced that Chair Gilmore was absent, and Board Member Green (Lewisville Alternate) would fill in his place during the meeting.

PUBLIC COMMENT

No public comment during this time.

CONSENT AGENDA

1. Consider Approval of a Contract with Structured Construction, LLC in an Amount Not to Exceed \$61,269.92 for the Fiscal Year 2024 Expanded Level Project (ELP) – Bus Operations and Maintenance Facility Fuel Tank Rehabilitation, Utilizing the Sourcewell Cooperative Contract Number: TX-R3-GC-052124-SCL
2. Consider Approval of the Denton County Transportation Authority New Member City
3. Consider Approval of Regular Meeting Minutes dated January 23, 2025

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

REGULAR AGENDA

1. Discuss and Consider Acceptance of the Fiscal Year (FY) 2024 Financial Audit

CFO Evans-Jones and Keith Szymanski, Principal at Plante & Moran presented to the Board highlighting the following:

- Audit Timeline – July 2024 through March 2025
- 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 – currently in draft form/unmodified opinion
- Financial Highlights
 - \$8.1 million addition to net position
 - Sales Tax revenue increased (0.7%)
 - Operating revenue increase (4.5%)
 - Total Grant revenue Increase (30.7%)
 - Operating expenses increase (12.3%)
 - Strong Balance Sheet
 - ✓ \$118 million of unrestricted cash and investments
 - ✓ \$16 million of long-term debt
 - ✓ Total net position of \$393 million
 - ✓ \$263 million net investment in capital assets
 - ✓ \$4000,000 restricted for net pension asset
 - ✓ \$129 million unrestricted
- Report to the Board
- Section I – Required communications
- Section II – Other Recommendation and Informational Items

- Other recommendations to DCTA
- Inflation Reduction Act
- Monitoring lease, SBITA and PPP activity
- Cybersecurity
- OMB Revisions to the Uniform Guidance
- Capitalization Thresholds
- Upcoming Accounting Standards
- Single Audit Report
 - Report on schedule
 - Report on internal control over financial program
 - Report on compliance with major federal program
 - \$12.2 million of federal expenditures
 - Deficiencies related to internal control over financial reporting
- Other Comments
 - Reviewed quarterly investment reports and noted no errors or exceptions
 - National Transit Database procedures to be performed
 - Thanks to the Financial Department staff and many others that assisted with the audit

Motion by Board Member Jaworski with a second by Secretary Eads to accept the Fiscal Year (FY) 2024 Financial Audit as presented. Motion passes 5-0.

2. Discuss and Consider Approval of Monthly Financial Statement for January 31, 2025, Grants Report for the period ended January 31, 2025, and Receive an Update from the Chief Financial Officer Regarding Finance Operations and Enterprise Resource Program (ERP) Replacement

CFO Evans-Jones presented to the Board highlighting the following:

- Revenues and Other Income
- Selected Operating Expenditures (Purchased Transportation, Salary, Wages and Benefits, Outsourced Services and Charges, Materials and Supplies)
- Comparison of Grant Balances (September 30, 2024 through January 31, 2025)
- Status of Investment Assets
- ERP Phase I Status Update
 - ERP Implementation Stages 1, 2 and 3 are complete
 - Go Live – April 1, 2025
 - Key Accomplishments
 - ✓ End User Training – Prepared/led/trained approximately 30 End Users in a non-production environment for “practice”
 - ✓ Import FY24 balances into production – FY25 is now live in the system and requires sequencing with External Audit
- Tyler Technologies, Inc. – Final Cost Breakdown
 - Primarily Capital Costs - \$659,663
 - Primarily Operating Costs - \$893,985
 - 5 Year Total - \$1,553,648

- Why Berry Dunn?
 - Expertise/experience serving in this capacity for other Tyler Tech ERP conversions (cities of Allen, Plano, Frisco, Farmers Branch)
 - Contact negotiation expertise
 - Cost estimate for Phase 1 and Phase 2 is based on 3,120 hours at an average rate of \$255/hour. Total: \$862,800 which includes estimated travel costs.
 - A contract not to exceed \$900,00 is recommended
- ERP Budget Summar – Overall
- ERP Phase 1 Budget Summary

Board discussion regarding sales tax clarification (i.e. percentage of growth) and how does DCTA schedule for long range financial planning and insurance. The Board congratulated DCTA and the Finance Team on the progress and wished for a successful ERP Phase 1 launch day.

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

3. Discuss and Consider Approval of an Agreement Renewal with CentralSquare Technologies, LLC for Software Subscription Services in an Amount Not to Exceed \$108,042.76 for up to Two (2) Six (6) Month Periods beginning May 1, 2025 through October 31, 2025 and November 1, 2025 through April 30, 2026

Javier Trilla, VP of Innovation and Information Technology, presented to the Board highlighting the following:

- DCTA is finalizing its Enterprise Resource Platform (ERP) migration from CentralSquare OneSolution to Tyler Munis
- Planned Go-Live date: April 1, 2025
- Current CentralSquare contract expires April 30, 2025
- A 6-month extension (\$54,021.38) ensures parallel operation for a smooth transition through October 31, 2025
- Seeking Board approval for an additional 6-month extension if needed through April 30, 2026
- Ensures system continuity, data validation and operational stability

Board discussion regarding costs to utilize CentralSquare (i.e. same or increased), scope of work performed, other options for timeframe, licensing fees. The Board noted that they would like to see accountable billable hours for work performed by CentralSquare.

Motion by Secretary Eads and a second by Board Member Jaworski to approve one (1), six (6) month contract extension with CentralSquare Technologies, LLC for Software Subscription Services for a total amount of \$54,021.38. Motion passes 5-0.



- 4. Discuss and Consider Approval of the Purchase of Three (3) 35-foot Transit Buses from Gillig, LLC in an Amount Not to Exceed \$2,320,000**
- 5. Discuss and Consider Approval of a Resolution Approving Budget Revision 2025-09 in the amount of \$280,000 for the Purchase of Transit Buses**

Javier Trilla, VP of Innovation and Technology, presented both Regular Agenda Items 4 and 5 to the Board highlighting the following:

- Procurement Method and Contract Review
- Gillig 35' – Heavy Duty Transit Bus
- DCTA Options and Amenities
- Bus Technology Options and Enhancements
- Pricing and Next Steps
- Budget Amendment

Board discussion regarding protective film on glass (staff will investigate), questions regarding contingency pricing relative to production/delivery date, timeframe of bus production, possible tariffs, and replacement of old buses.

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

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

- 6. Discuss and Consider Approval of an Amended Lease Agreement with Holt Lunsford Commercial for Expansion at 1955 Lakeway Drive, Lewisville, Texas, including an Additional 5,088 Square Feet within Suite 265 Under a Short-Term Lease from June 2025 through September 2025 and a Long-Term Lease for 12,695 Square Feet Spanning Suites 260-265 from October 2025 through September 2028**
- 7. Discuss and Consider Approval of a Resolution Approving Budget Revision 2025-10 in the amount of \$23,380 for Amended Lease for Denton County Transportation Authority (DCTA) Headquarters at 1955 Lakeway Drive, Suite 260, Lewisville, Texas**

VP of Planning and Development Austin Frith presented Regular Agenda Item 6 and Regular Agenda Item 7 to the Board highlighting the following:

Why Consider Additional Space?

- Insourcing GoZone Customer Service, an Agency Work Plan objective
- Anticipating the New Member City Admission and Contracted Services Policy with Regional Transit 2.0 will yield new service opportunities
- Staff co-location in combined spaces drives collaboration, efficiency and culture
- Anticipate permanent facility at Old Town Lewisville is roughly 3-5 years away
- Current lease space is nearly 100% occupied



Expanding Lewisville lease space emerged as a preferred alternative as the February 2025 vacancy in office suite adjacent to current Suite 260 accelerated this evaluation.

- Alternative Considerations:
 - Downtown Denton Transit Center
 - Rail Operations Maintenance Facility
 - Secure New Office Space
 - Status Quo- Wait for Permanent Facility at Old Town
 - Lakeway Suite 265 (preferred option)
 - DCTA Admin Lease Space (current and available)
 - DCTA Admin – Concept Layout/Flexibility
 - DCTA Admin Lease Discussions
 - DCTA Admin Lease Proposal – 3 year, 4/5 years compared

Board discussion regarding Old Town Lewisville estimated timeframe (tentative construction late 2028 – conservatively early 2029).

Motion by Board Member Jaworski with a second by Board Member Maguire to authorize the Chief Executive Officer to execute a Lease Agreement with Holt Lunsford Commercial for expansion at 1955 Lakeway Drive, Lewisville, Texas, including an additional 5,088 square feet within Suite 265 under a Short-Term lease for June 2025 through September 2025 and a Long-Term lease for \$12,695 square feet spanning Suites 260-265 from October 2025 through September 2029. Motion passes 5-0.

Motion by Board Member Jaworski and a second by Board Member Maguire to approve Resolution 25-03 approving Budget Revision 2025-10 in the amount of \$23,380 for an amended lease for Denton County Transportation Authority (DCTA) Headquarters at 1955 Lakeway Drive, Suite 260, Lewisville, Texas. Motion passes 5-0.

8. Discuss Update on Enterprise Resource Planning (ERP) Phase 2 Implementation for Human Resources Support

VP of Engagement and Administration Jackie Bronson presented to the Board highlighting the following:

- ERP Phases – Human Resource Management Modules
 - Payroll with employee self-serve
 - HR and Talent Management
 - Recruiting
 - Time and Attendance with Mobile Access
 - Employee Expense Reimbursement
- ERP Phase 2 Budget Summary
- ERP Phase 2 Update
 - ✓ Initiate and Plan State – Complete
 - ✓ Assess and Define – Complete



- Next Steps for Phase 2
 - Testing and Training
 - Solution and Validation – Parallel Processes
 - Go Live Preparations
 - End User Training
 - Project Overview – 31% complete

9. Discuss Local and Regional Updates and Legislative Issues

Michael Morris – NCTCOG presented at the January 2025 Strategic Planning Work Session.

INFORMATIONAL REPORTS

- 1. Safety, Service, and Ridership Reports – February 2025**
- 2. Update on Landscape Maintenance Contract through the City of Denton**
- 3. Update on Intermediate Service Plan – FY 25 Year to Date Results and Anticipated Objectives for Future Phases**

FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

No Board Member requests or future agenda items. The next regular board meeting will be held on April 24, 2025.

REPORT ON ITEMS OF COMMUNITY INTEREST

Pursuant to Texas Government Section 551.0415 the Board of Directors may report on the 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.

- Onboarded a new Marketing Firm
- Celebrated Transit Employee Appreciation Week
- “Night at Old Havana” – Hosted by Serve Denton/Serve Lewisville on April 12, 2025

CONVENE EXECUTIVE SESSION

The Board of Directors will convene into Closed Executive Session to Discuss the Duties of the Chief Executive Officer Pursuant to the Texas Government Code Section 551.074, Personnel Matters. Action as a Result of Executive Session

The Board convened into Closed Executive Session at 11:54am.

RECONVENE OPEN SESSION

The Board reconvened into Open Session at 12:22pm with no action taken.



DENTON COUNTY
TRANSPORTATION
AUTHORITY

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ADJOURN

The meeting was adjourned at 12:22pm.

A handwritten signature in blue ink, appearing to read "Cesar Molina", is written above a horizontal line.

Cesar Molina, Board Vice Chair

A handwritten signature in blue ink, appearing to read "Andy Eads", is written above a horizontal line.

Andy Eads, Board Secretary