



## Board of Directors Regular Meeting

March 26, 2020 | 10:00 a.m.

To be held by Video Conference

*NOTICE IS HEREBY GIVEN that the members of the DCTA Board of Directors will be meeting via video conference link and the meeting will be made available to the public at the following web address:*

<https://meet662935157.adobeconnect.com/dctaboard/>

CALL TO ORDER

BRIEF ORIENTATION TO NAVIGATING THE VIDEO CONFERENCE LINK

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS

INVOCATION

WELCOME AND INTRODUCTION OF VISITORS

PUBLIC COMMENT

This agenda item provides an opportunity for citizens to address the Board of Directors on any agenda items or other matters relating to the DCTA. Anyone wishing to address the Board of Directors should complete a Citizen Comment Registration Card and submit it to the DCTA Administration prior to the start of the Board of Director meeting. There is a three (3) minute time limit for each citizen. Anyone wishing to speak shall be courteous and cordial. The Board of Directors is not permitted to take action on any subject raised by a speaker during Citizen Comments. However, the Board of Directors may have the item placed on a future agenda for action; refer the item to the DCTA Administration for further study or action; briefly state existing DCTA policy; or provide a brief statement of factual information in response to the inquiry.

CONSENT AGENDA

1. **Consider Approval of February 27, 2020 Minutes**

*Action Item*

Presenter: Dianne Costa, Highland Village, Board Chair

Item Summary: Approval of the February 27, 2020 meeting minutes will be requested.

Backup Information: Consent Item 1: February 27, 2020 Minutes

2. **Consider Approval of Monthly Financial Statements for February 2020**

*Action Item*

Presenter: Marisa Perry, CFO/VP of Finance

Item Summary: Board approval will be requested of the following items:

- o Financial Statements for February 2020
- o Capital Projects Budget Report for February 2020

Backup Information: Memo: Monthly Financial Statements for February 2020

Exhibit 1: Monthly Financials – February 2020

Exhibit 2: Capital Projects Budget Report – February 2020



## INFORMATIONAL REPORTS

### 1. Monthly Financial Reports

Item Summary: DCTA staff will answer questions of the Board regarding updates on financial items.

Backup Information: Memo 1: Monthly Sales Tax Receipts  
Exhibit 1: FY20 Monthly Sales Tax Report  
Memo 2: Monthly Mobility-as-a-Service Update  
Memo 3: Budget Information

### 2. Social Service Agency Round Table Recap Report

Item Summary: DCTA staff will answer questions of the Board regarding the February 2020 Social Service Agency Round Table Recap Report.

Backup Information: Exhibit 1: Social Service Agency Round Table Recap Report (February 2020)

### 3. Highland Village Connect Shuttle and Enhanced Lyft Subsidy Program Cost Comparison

Item Summary: At the February Board Meeting, staff presented information on the Highland Village Connect Shuttle and the Board approved discontinuing the Highland Village Connect Shuttle and enhancing the existing Lyft Subsidy Program. The enhancements included increasing the subsidy from \$10 to \$13 and adding Saturday service. During the discussion, the Board requested additional information comparing the cost per trip for each service.

Backup Information: Memo: Highland Village Connect Shuttle and Enhanced Lyft Subsidy Program Cost Comparison

### 4. Transformation Initiative Update

Item Summary: DCTA staff will answer questions of the Board regarding the Transformation Initiative Update.

Backup Information: Memo: Transformation Initiative Update

## REGULAR AGENDA

### 1. Coronavirus (COVID-19) Response Update Regarding DCTA Operations Service Modifications & Staffing

*Discussion Item*

Presenter: Kristina Holcomb, Deputy CEO

Item Summary: DCTA Staff will provide and update on Coronavirus (COVID-19) regarding DCTA operations and staffing and the ever-changing environment on issues and the Agency's response during this health emergency.

Backup Information: A presentation with up-to-date information will be shared during the meeting.

2. **Consider Resolution R20-03 Electing a Secretary to the DCTA Board of Directors**  
*Action Item*  
Presenter: Dianne Costa, Highland Village, Board Chair  
Item Summary: DCTA Staff will recommend the Board of Directors conducted an election for the vacant Secretary position of the Board of Directors and approve Resolution R20-03 Electing a Secretary to the DCTA Board of Directors.  
Backup Information: Memo: Consider Resolution R20-03 Electing a Secretary to the DCTA Board of Directors  
Exhibit 1: Resolution R20-03 Electing a Secretary to the DCTA Board of Directors
  
3. **Discuss North Central Texas College (NCTC) Contracted Service Agreement**  
*Discussion Item*  
Presenter: Nicole Recker, VP of Marketing and Administration  
Item Summary: Staff will provide an update on the NCTC contract, which has an approaching expiration date, and discuss options for next steps  
Backup Information: Memo: Discuss North Central Texas College (NCTC) Contracted Service Agreement  
Exhibit 1: December 2019 NCTC Contract Amendment  
Exhibit 2: NCTC Parent Contract  
Exhibit 3: NCTC Campus Shuttle Map
  
4. **Discuss City of McKinney Interlocal Agreement Providing Service to the McKinney Urban Transit District (MUTD)**  
*Discussion Item*  
Presenter: Lindsey Baker, Director of Strategic Partnerships  
Item Summary: Staff will provide an update on the City of McKinney Interlocal Agreement, which has an approaching expiration date, and discuss options for next steps.  
Backup Information: Memo: Discuss Six-Month Extension of City of McKinney Interlocal Agreement Providing Service to the McKinney Urban Transit District (MUTD)  
Exhibit 1: City of McKinney Original ILA  
Exhibit 2: City of McKinney ILA Extension  
Exhibit 3: Map of MUTD Service Area

5. **Consider Approval of Task Order 12 with Lyft for Contract 17-03 On-Demand Rideshare Services for University of North Texas (UNT) Late Night Ride Service**

*Action Item*

- Presenter: Nicole Recker, VP of Marketing and Administration
- Item Summary: Approval of task order for Lyft program to provide a supplemental late-night service for eligible students, faculty and staff at the University of North Texas in Denton.
- Backup Information: Memo: Consider the Approval of Task Order 12 with Lyft for Contract 17-03 On-Demand Rideshare Services for University of North Texas (UNT) Late Night Ride Service  
Exhibit 1: Task Order 12 with Lyft  
Exhibit 2: Agreement with UNT for Transportation Services

6. **Consider Award of RFP 20-04 for Public Relations Software Services**

*Action Item*

- Presenter: Nicole Recker, VP of Marketing and Administration
- Item Summary: RFP 20-04 continues DCTA's existing Public Relations Software Services. These services provide a turnkey solution for DCTA to target and engage with local and national media outlets, and appropriately measure coverage and engagement. Staff recommends award to Cision and requests authorization for the CEO to execute the contract for a three-year term with two, one-year extensions.
- Backup Information: Memo: Consider Award of RFP 20-04 for Public Relations Software Services  
Exhibit 1: Evaluation Consensus  
Exhibit 2: Request for Proposal Package  
Exhibit 3: Cision Proposal  
Exhibit 4: Cision Overview Handout

7. **Consider Approval of Chevrolet Auto Parts Contract**

*Action Item*

- Presenter: Athena Forrester, Assistant VP Regulatory Compliance
- Item Summary: Staff is recommending approval of RFB 20-06 Chevrolet Titan Bus Parts to Creative Bus Sales and request authorization for the CEO to execute a contract for one year.
- Backup Information: Memo: Consider Approval of Chevrolet Auto Parts Contract  
Exhibit 1: Items to Be Awarded  
Exhibit 2: Request for Bid Package  
Exhibit 3: Creative Bus Bid

**8. Comptroller Sales Tax Proposed Rule Changes and Budgetary Implications**

*Discussion Item*

- Presenter: Marisa Perry, CFO/VP of Finance  
Item Summary: Staff will provide an overview of the Comptroller's proposed rule changes.  
Backup Information: Exhibit 1: Legislative Summary from Texas Municipal League  
Exhibit 2: Editorial Opinion from Texas Comptroller

**9. Budget Process Strategic Direction**

*Discussion Item*

- Presenter: Raymond Suarez, CEO  
Item Summary: Staff will discuss the proposed direction of the agency in preparation for the start of the FY21 budget process. Staff will review the budget calendar and provide a general overview.  
Backup Information: Exhibit 1: FY21 Proposed Budget Calendar

**10. Hydrogen Ecosystem Initiative Update**

*Information Item*

- Presenter: Raymond Suarez, CEO  
Item Summary: Staff will provide an update on the Hydrogen Ecosystem Initiative, including the status of FTA grant application opportunities.  
Backup Information: Memo: Hydrogen Ecosystem Initiative Update  
Exhibit 1: Project Executive Summary, FTA Low-No Emissions Grant  
Exhibit 2: FTA Notice of Funding Opportunity, Low or No Emissions Grant Program  
Exhibit 3: FTA Notice of Funding Opportunity, Grants for Buses and Bus Facilities Program

**11. Discussion of Local & Regional Transportation and Legislative Issues**

*Information Item*

- Presenters: Dianne Costa, Highland Village, Board Chair  
Raymond Suarez, CEO  
Kristina Holcomb, Deputy CEO  
Item Summary: The Board Chair and staff will provide an update on local and regional transportation initiatives and discuss state and federal legislative issues.  
Backup Information: N/A

**FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS**

Staff will discuss proposed future agenda items. Board members may request an informational item or action item to be added to the next Board meeting agenda.

- Backup Information: Exhibit 1: Board Agenda Outlook as of 03.20.2020

REPORT ON ITEMS OF COMMUNITY INTEREST

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

ADJOURN

**Board Members:**

Dianne Costa, Highland Village, *Chair*  
TJ Gilmore, Lewisville, *Vice Chair*  
Cesar Molina, Denton County Seat 1  
Sam Burke, Denton County Seat 2  
Chris Watts, Denton

**Non-Voting Board Members:**

Mark Miller, Ron Trees, Connie White, Carter Wilson, Tom Winterburn, Joe Perez

**Staff Liaison:**

Raymond Suarez, CEO

The Denton County Transportation Authority meeting rooms are wheelchair accessible. Access to the building and special parking are available at the main entrance. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by emailing bpedron@dcta.net or calling Brandy Pedron at 972.221.4600.

This notice was posted on 3/20/2020 at 3:05 PM.



Brandy Pedron, Executive Administrator | FOIA Requests