



## Board of Directors Regular Meeting Minutes

April 25, 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, April 25, 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

Courtney Morris, Nichols Jackson

### DCTA CEO

Paul A. Cristina

### CALL TO ORDER

Chair Gilmore called the meeting to order at 10:00am. All Board Members were present with the exception of Board Members Maguire and Smith.

### INVOCATION

Board Member Jaworski provided the invocation.

### PLEDGE OF ALLEGIANCE

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

### INTRODUCTIONS

The following new DCTA employees were introduced to the Board:  
Ashlyn Kwast, HR Technician



Joseph “Joey” Czajkowski, Procurement Coordinator  
Karina Maldonado, Planning Manager  
Todd Plesko, Planning Analyst  
Randi Trantham, Customer Service Manager

#### PUBLIC COMMENT

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

#### CONSENT AGENDA

1. Consider Approval of February 2024 Monthly Financial Statement – February 29, 2024
2. Consider Authorizing the Chief Executive Officer (CEO) to Approve an Amendment of the Interlocal Agreement (ILA) with Trinity Metro for Alliance Lyft Services to Increase the Not to Exceed amount from \$570,000 to \$930,000 for Fiscal Year 2024
3. Consider Authorizing the Chief Executive Officer (CEO) to Execute an Amendment to Task Order 17-03 with Lyft for Alliance Lyft Services to Increase the Not to Exceed Amount from \$570,000 to \$870,000 for Fiscal Year 2024
4. Consider Approval of a Resolution Approving Budget Revision 2024-20 for the Interlocal Agreement for Trinity Metro Alliance Lyft Services
5. Consider Approval of Regular Meeting Minutes dated March 28, 2024

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

#### REGULAR AGENDA

1. **Discuss Update on the Intermediate Service Plan (ISP)**  
Austin Frith, Vice-President of Planning and Development and Sherrelle Evans-Jones, Chief Financial Officer, presented to the Board highlighting the following:
  - Intermediate Service Plan Overview
    - Intermediate Service Plan Principles/Decisions to be Made
  - Phase 1 – Multimode GoZone App directs riders to fixed route for trips with Origin and Destination in 3-route network. GoZone trips no longer allowed.
  - Phase 2 – (1) Geofence 3-route network to eliminate GoZone books with Origin or Destination within 3-route network (2) requires bus stop investment on 3,6,7 to create transfer points for fixed route/GoZone multimodal trips.



- Phase 3 – (1) Geofence 5-route network to eliminate GoZone bookings with Origin and Destination within 5-route network.
  - Requires: (1) Bus stop investment on CE and DP to create transfer points for fixed route/GoZone last multimodal trips (2) Close coordination/partnership with University of North Texas (3) Geofence expansion within fixed route network.
- Strategy for Execution: Intermediate Service Plan – Phase 1
  - Step 1: Increase frequency on Connect
  - Step 2: Implement Bus Stop Infrastructure Plan – Phase 1
  - Step 3: Remove microtransit from ¼ mile buffer of 3/6/7
- GoZone KPIs and Fixed Route OTP
- Lewisville Requested and Completed Trips
- GoZone Highland Village Performance
- Connect Routes vs GoZone: O&D Completed ¼ mile of route
- Unlinked Transit Trip Components
- GoZone App Function Proposal
- Cost Per Operating Hour – UNT Shuttle, Connect and GoZone
  - Direct Costs
  - Proportionate Share of Bus Admin Costs
  - Less: Unduplicated Costs
  - Proportionate Share of G&A Costs
- Marginal Cost Per Operating Hour – Bus and GoZone
- Connect Network Schedule Alternatives
- Average Weekday Passenger Cost Per Passenger Comparison – Midday
- Average Weekday Passenger Cost Per Passenger Comparison – Morning and Evening
- Connect Network Schedule Alternatives (Option 1-3)
- Bus Stop Infrastructure Alignment
- GoZone Reallocation – Lewisville Analysis
- GoZone Reallocation – Highland Village Analysis
- GoZone Reallocation – Denton Future Opportunities
- Next Steps -Preliminary
  - April 2024 – Finalize stop infrastructure plan and City of Denton Coordination
  - May 23, 2024 – Board Action on Preferred Option
  - June 10, 2024 – DCTA Completes Final Schedules
  - June 14, 2024 – DCTA Completes Blocking, Runcutting and Rostering
  - June 17, 2024 – Operator Training Begins
  - July 5, 2024 – Runs and Rosters Posted for Operator Selection
  - July 15, 2024 – Operator Assignment Bidding Complete
  - May 15 – August 18, 2024 – Bus Stop Installation and coordination with the City of Denton
  - August 18, 2024 – Service Begins



Board discussion regarding unduplicated costs, extra training for handicap rides, options for reallocation and timeframe, and Highland Village, Lewisville and Denton seat unavailability disparity and the possibility of addressing earlier than August. Staff discussed the sensitivity of the disparity between the cities and entire service area; however, asked to have the ability to monitor the numbers in April to see if the gap narrows and then receive Board direction. It was also the request of the Board to receive a slide that depicts the cost numbers for GoZone.

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

## **2. Discuss Update on the Old Town Lewisville Transit Oriented Development (TOD)**

Austin Frith, Vice-President of Planning and Development, presented to the Board highlighting the following:

- Old Town Lewisville TOD
  - Considerations: Alignment with Old Town Master Plan
  - TOD Working Group Formulation
  - Critical Path for Project Development
    - ✓ Next Steps to Ensure Progression
    - ✓ Mid-May 2024 – Schedule and conduct the design workshop to discuss site plan and program options
    - ✓ June 2024 – Refinement of site plan concepts - Develop revised site plan, land use program and renderings that will paint a non-prescriptive vision to be included in the RFQ
    - ✓ July 2024 – Develop draft and revised RFQ

Board discussion regarding the establishment of the Working Group to include Chair Gilmore, Secretary Eads, members of the Lewisville Planning Department and DCTA staff. An action to appoint members to the Working Group will be on the May Board Meeting agenda.

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

## **3. Discuss Update on Solicitation for On-Call Architectural, Engineering, and Planning Services for Denton County Transportation Authority (DCTA)**

Austin Frith, Vice-President of Planning and Development presented to the Board highlighting the following:

- Planning and Development Existing Contracts
  - Jacobs (On-Call Architecture & Engineering Professional Services)
  - LAN (On-Call Railroad Engineering Professional Services)
  - AECOM (Transit and Transportation Planning Services)
  - Kittleson (Transit and Transportation Planning Services)
- Planning and Development Needs





- Goal: Consolidation of existing contracts to align with the immediate and long-term needs of DCTA Planning Department
- Planning and Development New Contract Strategy
  - Goal: Develop contract solicitation strategy to align future contract support to current and future needs
  - Plan: Award three (3) contracts for the support of the Planning and Development Department of DCTA
    - ✓ On-Call, task order-based contract for Professional Services
    - ✓ On-Call, task order-based contract for Program Management
    - ✓ On-Call task order-based contract for Planning Services
  - Benefits
    - ✓ Single, larger contracts for each discipline
    - ✓ Single contract manager and point of contact for DCTA staff
    - ✓ Consistency throughout projects and programs
    - ✓ Efficiency realized through both internal and external collaboration
    - ✓ Program management stand-alone contract allows for laser focus on A-train program support
  - Next Steps
    - ✓ Program Management Contract – (1) Finalize scope of services for Program Management Contract (2) Develop solicitation schedule (3) Execute procurement process (4) Anticipate award in late Fall 2024
    - ✓ On-Call Professional and Planning Services Contract – (1) Develop new scope consolidating elements from past contracts (2) Develop solicitation schedule (3) Execute procurement process (4) Execute contract extension for existing on-call contracts to allow for overlap and transition period (5) Anticipate award Spring 2025

Board discussion regarding clarification of AECOM and Kittelson contracts and prequalifying firms.

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

#### **4. Discuss Update on Mobility As A Service (MAAS) Contracts**

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

- Current Contracts – Irving Holdings, Lyft, River North Transit
- Contracted Services – Mobility as a Service, On-Call Taxi Non-Emergency, On-Demand Rideshare Services



- Proposed Reset – Reclassification of current service contracts to align with current practices
- Contract Extension/Reclassification
- Re-Procurement Timeline
  - May 2024 – Audit and Re-Scope
  - October 2024 – RFP for On-Demand Service
  - January 2025 – RFP Review
  - March 2025 – Notification of Award and initiation of transition timeline
  - October 2025 – Start-up (Service provide by awarded vendor)

Board discussion regarding clarification of MaaS contracts and ensuring efficiency and refinement.

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

None at this time.

#### INFORMATIONAL REPORTS

1. Safety, Service, and Ridership Reports
2. Update on State Legislative & Local Government Relations Consulting
3. Update on Proposed Scope of Services and Timeline on the A-train Enhancement Program Management Contract

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

#### FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

None at this time.

#### REPORT ON ITEMS OF COMMUNITY INTEREST

##### **April 27, 2024**

Color Palooza

10am – 5pm (Free)

Wayne Ferguson Plaza

150 Church Street

Lewisville, Texas

##### **May 2-5, 2024**

The Wall That Heals

Replica – Vietnam Veterans Memorial

Frisco, Texas

#### CONVENE EXECUTIVE SESSION

No Executive Session is scheduled for this meeting.





RECONVENE OPEN SESSION

No Executive Session is scheduled for this meeting.

ADJOURN

No further business was discussed, and the meeting was adjourned at 11:16am.

A handwritten signature in black ink, appearing to read "TJ Gilmore", is written over a horizontal line.

TJ Gilmore, Board Chair

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

Andy Eads, Board Secretary

