



DENTON COUNTY
TRANSPORTATION AUTHORITY

1955 Lakeway Dr., # 260, Lewisville, Texas 75057
972.221.4600 | RideDCTA.net

Special Called Meeting of the DCTA Board of Directors
and the **Executive Committee** of the DCTA Board of Directors
February 14, 2017 | 2:00 p.m.

AGENDA

NOTICE IS HEREBY GIVEN that there will be a special called meeting of the DCTA Board of Directors and a meeting of the Executive Committee of the DCTA Board of Directors at the time and location above. The DCTA Board of Directors will not conduct its special called meeting if a quorum of the DCTA Board of Directors does not attend however the DCTA Executive Committee will conduct its meeting regardless of the presence of a quorum of the DCTA Board of the Directors. The DCTA Board of Directors and the Executive Committee of the DCTA Board of Directors will consider the following:

1. Routine Briefing Items (as requested)
 - a. Staff Briefing on Monthly Financial Reports
 - i. Financial Statements for January 2017 (to be provided in March 2017)
 - ii. Capital Projects Budget Report for January 2017 (to be provided in March 2017)
 - iii. Monthly Sales Tax Receipts
 - iv. Current Procurement Activities
 - b. Marketing and Communications
 - i. Special Public Meeting Update
 - ii. FY '17 Go Guide Update
 - iii. Marketing & Communications Awards
 - c. Strategic Planning and Development
 - i. Development Projects Update
 - ii. Regional Planning Initiatives Update
 - d. Capital Projects
 - i. Flood Damage Repairs Update
 - ii. Positive Train Control & Signal System Enhancements
 - e. Staff Briefing on Transit Operations Reports
 - i. Bus and Rail Operations (to be provided in March 2017)
2. Items for Discussion
 - a. February Board Retreat Discussion
3. Discussion of Regular Board Meeting Agenda Items (February 2017)

4. Convene Executive Session. The Board may convene the Work Session into Closed Executive Session for the following:
 - a. As Authorized by Section 551.071(2) of the Texas Government Code, the Board of Directors Work Session may be Convened into Closed Executive Session for the Purpose of Seeking Confidential Legal Advice from the General Counsel on any Agenda Item Listed Herein or the Regular Board Meeting Agenda.
 - b. Texas Government Code Section 551.072 Deliberation regarding Real Property: Discuss acquisition, sale or lease of real property related to long-range service plan within the cities of Denton, Lewisville, or Highland Village.
5. Reconvene Open Session
 - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.
6. Discussion of Future Agenda Items
 - a. Board Member Requests
7. ADJOURN

Chair – Charles Emery
Vice Chair – Paul Pomeroy

Secretary – Richard Huckaby
Treasurer – Dave Kovatch

**Members – Skip Kalb, Doug Peach, Jim Robertson, Tom Winterburn, Don Hartman,
George A. Campbell, Allen Harris, Carter Wilson, Connie White, Eric Jensen**
President – Jim Cline

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 romer@dcta.net or calling Rusty Comer at 972-221-4600.

This notice was posted on 2/10/2017 at 10:48 AM.

Rusty Comer, Senior Public Information Specialist



Board of Directors Memo

February 14, 2017

Subject: Work Session 1ai, ii) Monthly Financial Reports

Background

Due to the change in Board Meeting to February 14th from the normal 4th Thursday of the month, the Monthly Financial Reports for the month ended January 2017 will be presented at the March 2017 Board meeting.


Identified Need

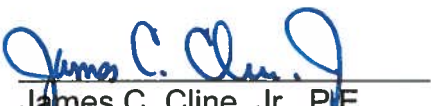
Provides the Board a review of DCTA's financial position and performance to budget.

Recommendation

N/A

Submitted by: Marisa Perry, CPA 
Controller

Final Review: 
Anna Mosqueda,
CFO

Approval: 
James C. Cline, Jr., P.E.,
President



Board of Directors Memo

February 14, 2017

Subject: Sales Tax Report

Background

Sales tax represents the single largest source of revenue for DCTA at 51.34% for FY17 budget. The annual Sales Tax budget for FY 2017 is \$24,624,601. Because of its importance in funding of DCTA's ongoing operations, the Board adopted a Budget Contingency Plan that outlines the Agency's response when declines in sales tax hit a specific target.

This month, receipts were favorable compared to budget by 13.44%. The February allocation is for sales generated in the month of December and represents revenue for the third month of FY 2017.

- Sales tax for sales generated at retail in the month of December and received in February was \$2,793,331.
- This represents an increase of 13.44% or \$330,871 compared to budget for the month.
- Compared to the same month last year, sales tax receipts are \$124,276 or 4.66% higher.

- Member city collections for the month compared to prior year are as follows:
 - City of Lewisville up 5.11%
 - City of Denton up 10.53%
 - Highland Village down 12.50%

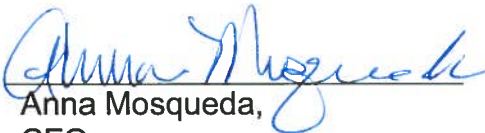
Need

Provides the Board of Directors a monthly status on Sales Tax collections.

Recommendation

For information only. No action required.

Final Review:


Anna Mosqueda,
CFO

Denton County Transportation Authority (DCTA)
Sales Tax Report
Budget to Actual and Previous Year Comparison

Sales Generated in Month of:	Received in Month of:	2016-2017 Year Budget	2016-2017 Year Actual	Variance Actual to Budget	CY Actual to CY Budget % Variance	2015-2016 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 1,969,968	\$ 1,978,638	\$ 8,670	0.44%	\$ 1,821,854	\$ 156,784	8.61%
November	January	\$ 1,969,968	\$ 2,170,262	\$ 200,294	10.17%	\$ 1,959,303	\$ 210,959	10.77%
December	February	\$ 2,462,460	\$ 2,793,331	\$ 330,871	13.44%	\$ 2,669,055	\$ 124,276	4.66%
January	March	\$ 1,723,722				\$ 1,637,497		
February	April	\$ 1,723,722				\$ 1,776,656		
March	May	\$ 2,216,214				\$ 2,340,336		
April	June	\$ 1,969,968				\$ 1,955,110		
May	July	\$ 1,969,968				\$ 1,931,826		
June	August	\$ 2,216,214				\$ 2,397,828		
July	September	\$ 1,969,968				\$ 1,919,001		
August	October	\$ 2,216,214				\$ 2,128,874		
September	November	\$ 2,216,214				\$ 2,281,816		
YTD Total		\$ 24,624,601	\$ 6,942,232	\$ 539,836	8.43%	\$ 24,819,156	\$ 492,020	9.73%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
Prepared By: Denton County Transportation Authority Finance Department
February 10, 2017

**Denton County Transportation Authority (DCTA)
Member Cities Sales Tax Report
Month Allocation is Received from Comptroller
Previous Year Comparison**

City of Lewisville					
Sales Generated in Month of:	Received in Month of:	2015-2016 Year Actual	2016-2017 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 2,537,910	\$ 2,795,751	\$ 257,840	10.16%
November	January	\$ 2,541,494	\$ 2,867,155	\$ 325,661	12.81%
December	February	\$ 3,661,985	\$ 3,849,204	\$ 187,218	5.11%
January	March	\$ 2,441,184			
February	April	\$ 2,533,341			
March	May	\$ 3,373,295			
April	June	\$ 2,982,209			
May	July	\$ 2,781,814			
June	August	\$ 3,395,384			
July	September	\$ 2,802,579			
August	October	\$ 2,907,256			
September	November	\$ 3,105,183			
YTD Total		\$ 35,063,635	\$ 9,512,109	\$ 770,719	8.82%

City of Highland Village					
Sales Generated in Month of:	Received in Month of:	2015-2016 Year Actual	2016-2017 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 290,956	\$ 298,777	\$ 7,820	2.69%
November	January	\$ 301,727	\$ 313,524	\$ 11,796	3.91%
December	February	\$ 469,889	\$ 411,143	\$ (58,746)	-12.50%
January	March	\$ 264,553			
February	April	\$ 233,938			
March	May	\$ 330,255			
April	June	\$ 265,293			
May	July	\$ 288,202			
June	August	\$ 369,689			
July	September	\$ 271,812			
August	October	\$ 279,518			
September	November	\$ 329,430			
YTD Total		\$ 3,695,262	\$ 1,023,443	\$ (39,130)	-3.68%

City of Denton					
Sales Generated in Month of:	Received in Month of:	2015-2016 Year Actual	2016-2017 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 2,246,579	\$ 2,451,245	\$ 204,666	9.11%
November	January	\$ 2,342,199	\$ 2,918,947	\$ 576,747	24.62%
December	February	\$ 3,372,458	\$ 3,727,632	\$ 355,174	10.53%
January	March	\$ 1,869,754			
February	April	\$ 2,128,444			
March	May	\$ 2,842,993			
April	June	\$ 2,317,882			
May	July	\$ 2,405,495			
June	August	\$ 3,157,640			
July	September	\$ 2,260,102			
August	October	\$ 2,775,088			
September	November	\$ 3,026,800			
YTD Total		\$ 30,745,434	\$ 9,097,823	\$ 1,136,587	14.28%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
Prepared By: Denton County Transportation Authority Finance Department
February 10, 2017

**All Transit Agencies
Monthly Sales and Use Tax Comparison Summary**

Transit	Current Rate	Net Payment This Period	Comparable Payment Prior Year	% Change	Payments YTD (Calendar)	Prior Year Payments YTD (Calendar)	% Change
Austin MTA	1.00%	\$22,836,293.96	\$22,592,732.23	1.07%	\$41,326,390.66	\$39,534,262.58	4.53%
Corpus Christi MTA	0.50%	\$3,087,585.45	\$3,272,060.00	-5.63%	\$5,439,759.98	\$5,761,555.03	-5.58%
Dallas MTA	1.00%	\$59,701,897.37	\$57,512,166.88	3.80%	\$102,967,112.76	\$97,866,556.42	5.21%
Denton CTA	0.50%	\$2,793,331.38	\$2,669,054.99	4.65%	\$4,963,593.57	\$4,628,357.96	7.24%
El Paso CTD	0.50%	\$4,528,843.48	\$4,558,576.15	-0.65%	\$7,981,213.86	\$7,882,634.79	1.25%
Fort Worth MTA	0.50%	\$7,497,045.25	\$7,317,402.72	2.45%	\$13,318,631.81	\$12,343,990.84	7.89%
Houston MTA	1.00%	\$70,626,951.18	\$74,122,713.37	-4.71%	\$124,626,910.60	\$129,780,998.99	-3.97%
Laredo CTD	0.25%	\$808,114.99	\$870,556.55	-7.17%	\$1,436,702.84	\$1,509,735.44	-4.83%
San Antonio ATD	0.25%	\$6,855,576.70	\$7,124,839.71	-3.77%	\$11,941,365.06	\$11,777,922.95	1.38%
San Antonio MTA	0.50%	\$15,045,555.95	\$15,437,540.47	-2.53%	\$26,210,780.75	\$25,723,520.00	1.89%
TOTALS		\$193,781,195.71	\$195,477,643.07	-0.87%	\$340,212,461.89	\$336,809,535.00	1.01%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
Prepared By: Denton County Transportation Authority Finance Department
February 10, 2017



Board of Directors Memo

February 14, 2017

Subject: Item WS 1 (a) iv: Procurement Activities

Drainage Flume Repair

On February 2nd staff released the procurement solicitation documents for repair of the drainage channel and flume wall that was damaged by the 2015 flooding. This project has been approved and will be reimbursed with FEMA funds. Bids are due March 7th with award anticipated at the March Board meeting.

Automotive Filters

On January 16 staff released the procurement solicitation documents for the purchase of automotive filters for our fleet. This is to replace our current agreement that will expire at the end of April. Bids are due on March 3rd with award anticipated at the March Board meeting.

On Call Architectural & Engineering Services

Staff is developing the procurement solicitation documents for a five year contract for on-call architectural and engineering services. It is anticipated that the procurement will be released this month.

Submitted
by:


Athena Forrester, CPPO, CPPB
Senior Procurement Manager

Final
Review:


Anna Mosqueda, CFO



Board of Directors Memo

February 14, 2017

Subject: Marketing & Communications Update

Special Public Meeting Update

DCTA | DENTON COUNTY
TRANSPORTATION
AUTHORITY

**OPEN
HOUSE**

TOPIC
Proposed Denton Connect Bus Service Changes

DOWNTOWN DENTON TRANSIT CENTER

MONDAY, FEBRUARY 13, 2017 • 11 A.M. – 7 P.M.

DDTC LOBBY • 604 EAST HICKORY STREET

UNIVERSITY OF NORTH TEXAS

WEDNESDAY, FEBRUARY 15, 2017 • 11:30 A.M. – 1 P.M.

STUDENT UNION, 3RD FLOOR • 1155 UNION CIRCLE

TEXAS WOMAN’S UNIVERSITY

THURSDAY, FEBRUARY 16, 2017 • 11:30 A.M. – 1 P.M.

STUDENT UNION, 2ND FLOOR • 304 ADMINISTRATION DRIVE

ONLINE

MONDAY, FEBRUARY 6, 2017 – FRIDAY, FEBRUARY 17, 2017

RIDEDCTA.NET

An informational video and an online comment form will be available.

Everyone is welcome to attend the public meetings. Persons with hearing or sight interpretive service needs are asked to contact DCTA at least five (5) business days in advance of the specific meeting at 940.243.0077 or via email at dctainfo@dcta.net so that DCTA can accommodate requests.

RideDCTA.net • 940.243.0077 • HopOnBoardBlog.com

FY '17 Go Guide Update

- The August 2016 Go Guide will be in effect until May 2017
- In May, DCTA will be making the change from one Go Guide to seven individual Route Guides – Denton Service, Lewisville Service, Highland Village Service, NCTC Service, North Texas Xpress Service, A-train Service, and a System Guide
- Moving from a Go Guide to a series of Route Guides will allow us to save more than \$23K per year and will provide much more flexibility with the production of passenger information

Marketing & Communications Awards

Below are the marketing and communications awards that DCTA has received in FY '17 thus far.

- 2017 APTA AdWheel Marketing Awards Winner
 - First Place for How to Load Your Bike Video for Electronic Media (e.g. online video, radio ad, web content) in the Best Marketing and Communications Educational Effort category
 - First Place for A-train Fifth Birthday Campaign for Shoestring Tactic (e.g. any subcategory done on a very limited budget) in the Best Marketing and Communications to Increase Ridership or Sales category
- 2017 AVA Digital Awards Winner
 - A-train Fifth Birthday Campaign – Platinum Winner
 - GORequest Campaign – Gold Winner
 - Brand Video – Honorable Mention
- 2016 Women in Business Stevie Awards Winner
 - Bronze Winner for Highland Village New Services marketing campaign
- 2016 Marcom Awards Winner
 - Highland Village New Services Launch Campaign – Platinum Winner
 - GORequest Campaign – Platinum Winner
 - Brand Video – Gold Winner
 - Corporate Pass Sales Kit – Gold Winner
 - A-train Fifth Birthday Campaign – Honorable Mention
 - Corporate Pass Direct Mailer – Honorable Mention

Approved by:



Nicole M. Recker
Vice President of Marketing & Communications



Board of Directors Memo

February 14, 2017

Subject: Strategic Planning & Development Update

REGIONAL TRANSPORTATION PLANNING

High Intensity Bus Corridors (Regional Express Bus Service)

- These high intensity bus corridors have been incorporated as “proposed” corridors into the 2040 Regional Mobility Transportation Plan which was approved by the RTC in March 2016
- The North Texas Xpress was successfully launched in partnership with the FWTA along the 35W corridor
- A Park & Ride agreement with Presbyterian Hospital of Denton has been executed and the stop will be served in the coming weeks
- A joint funding request with the FWTA for the ultimate High Intensity Bus Corridor Service has been submitted to the NCTCOG

Mobility Transportation Plan Policy Bundle

- To encourage the development of alternative and strategic solutions, the Regional Mobility 2040 Transportation Plan includes a voluntary list of policies that local governments and transit agencies can choose to adopt
- By participating in 50% of applicable policies, participant agencies will receive an offset of local funds in federal transportation projects through the utilization of Transportation Development Credits (TDC)
- On February 1, DCTA submitted all of the necessary documentation demonstrating participation in at least 50% of the policies
- The early submittal deadline was February 3, 2017 with a final deadline of March 3, 2017

Regional Trail Initiative

- DCTA has been an active participant in the NCTCOG Bike and Pedestrian Advocacy Committee (BPAC)
- A current BPAC initiative is the Regional Trail Veloweb which includes planning to connect the A-train Rail Trail from the Hebron Station to the DART Frankford Station
- This section of trail will involve coordination and collaboration between DCTA, NCTCOG, DART, as well as the cities of Carrollton and Lewisville
- A small task force consisting of representatives from all five agencies has been meeting regularly to outline an action plan including preliminary design which will likely require each entity to provide a small level of funding support. The level of support being requested of DCTA has not yet been finalized

LOCAL TRANSPORTATION PLANNING

Innovative Transit Solutions

- DCTA has released an RFP for taxi service providers and Transportation Network Company (TNC) services. Proposals are due to DCTA on February 23.
- Companies selected through this RFP process will be available on call to provide customized cost-effective transportation solutions for member and non-member cities in situations where fixed route traditional transportation service is not feasible
- Staff is also staying engaged in conversations within the industry regarding other technology-driven transit solutions as well as discussions regarding the utilization of automated vehicles in transit

BUSINESS DEVELOPMENT & PARTNERSHIPS

City of Frisco Contract Service

- At the city's request, staff is developing a program incorporating taxi service into the currently provided service to assist in service area expansion, increased capacity capabilities and improved operational efficiencies

City of McKinney

- DCTA will present to the new McKinney's Urban Transit District (MUTD) this month
- The presentation is expected to include an overview of DCTA's services and provide options for different approaches to addressing the community's transit needs through contract services

Service Expansion within New Service Areas

- Staff is being responsive to requests from non-member cities interested in exploring transit solutions to meet the demands within their communities

LAND USE PLANNING & DEVELOPMENT

Downtown Denton Parking

- In coordination with the Union Pacific Railroad and the NCTCOG, DCTA is working with City of Denton staff to identify solutions addressing downtown parking shortages, aesthetics, noise mitigation and safety enhancements.
- Conversations continue with City staff to develop the best plan of action to address all of these issues

Additional Land Use Planning

- DCTA continues conversations with member cities in an effort to support their respective City Strategic Plan which include historical neighborhood revitalization, transit oriented development, transportation thoroughfare planning, transit service enhancements and trail planning initiatives
- Ongoing conversations continue with City staff to develop the best plan of action to address all of these issues

ADDITIONAL PROJECTS

- Regional Trail Veloweb
- Highland Village Service Enhancements
- Huffines-Hebron Joint Development Project
- Infrastructure Development Planning
- Innovative Transit Service Development
- Long-Range Agency Planning Efforts
- State and Federal Legislative Initiatives
- Grant Funding Opportunities
- TxDOT 35W Expansion Coordination

Submitted by: _____


Kristina Brevard, VP, Planning & Development



Board of Directors Memo

February 14, 2017

Subject: Capital Projects Update

Signal System Enhancements Phase II

- Construction and installation is underway and is coordinated with the PTC construction and installation to make the projects more efficient.
- Phase II completion is expected by the end of March 2017.

Positive Train Control (PTC)

- Wayside installation has commenced.
- The vehicle installation kick-off meeting will take place on February 8 and the first vehicle installs will begin on February 13.
- The FRA document approval process may delay the final acceptance date. We are actively working with the FRA and Alstom to ensure the project is not delayed.
- The project is expected to be completed well before the federal deadline of December, 2018

Lewisville Hike and Bike Trail – Eagle Point Section

- TxDOT has reported that review comments are complete, but we have not yet received the results. We expect to review and respond by the end of February for April or May, 2017 letting.

Flood Damage Repairs

Issue	FEMA Claim	Estimated DCTA Cost	Status
DTA 003G Washout of RipRap and ballast (includes Herzog Emergency response)	\$280,411	\$70,103	Invoice sent to TDEM. Working with TDEM auditors. Have answered all questions. Expect payment soon.
DTA 001G and DTA 004G Replace Crossings	\$2,036,198	\$509,050	Contract awarded to Herzog. Const. to begin March 19 th at Shady Oaks.
DTA 002E Bus O&M Electrical repairs*	\$14,616	\$3,654	Complete. Reimbursement received.
DTA 001E Signal & Comm. System	\$122,000	\$6,500	Repair is complete.

DTA006G Rail OMF drainage	\$116,079	\$29,019	Small project reimbursement received. No bids received. Staff is assessing alternatives.
DTA 002G Undercut Ballast	\$657,652	\$164,413	Contract awarded to Herzog. Work is 75% complete.
Replace flume at Pockrus Page	\$623,000* \$161,338 **	\$155,750 \$461,662	Appeal filed. Engineers are finalizing repair recommendations. Surveying complete. 90% drawings received for review.

* Original claim 290'

** Approved claim

- Ballast undercutting work is approximately 75% complete and has proceeded without incident. The contractor is preparing ties for the crossing replacements at the same time. Work on the crossings will begin on March 19, 2017.
- Total estimated cost of repairs is \$3,065,618. The current estimated DCTA cost is \$776,239.00. This number may vary depending on the results of the appeals and actual cost.

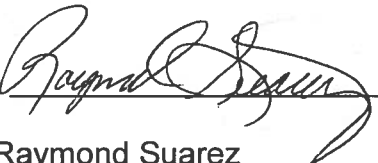
IOMF – Bus Fueling at the Rail Facility

- Site plan development will begin with approval of the task order for Jacobs Engineering. Permit requirements are minimal however, the new site plan will need Council approval as there are 5 permanent zoning variances in place. The site plan approval process is expected to take 4 months.
- Fuel tank specifications are under development.

Rail Facility – Brownfield Investigation

- An EPA grant application was filed in December.
- If approved, the grant requires no local match.
- HNTB is reviewing the bid package for tire and barrel removal from the site.

Final Review:


Raymond Suarez



Board of Directors Memo

February 14, 2017

Subject: Work Session 1 (e) Transit Operations Report

Background

Due to the change in the Board Meeting date from the 4th Thursday of the month to February 14, the Monthly Transit Operations Report for the month of January 2017 is not available. At the Board's March Meeting, staff will present the Transit Operations Report for the months of January and February 2017.

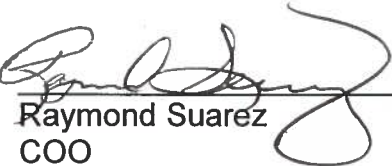
Identified Need

Provides the Board a monthly report of system ridership.

Recommendation

N/A

Final Review:


Raymond Suarez
COO

Approval:


James C. Cline, Jr., P.E.,
President