



DENTON COUNTY
TRANSPORTATION AUTHORITY

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

Board of Directors Regular Meeting

January 26, 2017 | 3:00 p.m.*

**or immediately following Board Work Session
scheduled at 1:30 p.m. on January 26, 2017*

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS

INVOCATION

WELCOME AND INTRODUCTION OF VISITORS

AGENCY AWARDS AND RECOGNITIONS

1. CONSENT AGENDA

- a. Approval of Minutes for the Board Work Session and Regular Meeting on December 15, 2016
- b. Acceptance of Financial Statements – November and December 2016
- c. Acceptance of Quarterly Investment Report – Q1 FY2017
- d. Approval of Award and Contract for Bus Shelter, Sign Installation and Removal, and Miscellaneous Construction Services.
- e. Approval of Award and Contract for Concrete Construction Services
- f. Approval of agreement with Route Match for Software Upgrade

2. REGULAR AGENDA

- a. Board Officer Elections

3. Convene Executive Session. The Board may convene the Regular Board Meeting into Closed Executive Session for the following:

- a. As Authorized by Section 551.071(2) of the Texas Government Code, the Work Session or the Regular Board Meeting 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.
- b. As Authorized by 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.

4. Reconvene Open Session
 - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.

5. CHAIR REPORT
 - a. Discussion of Regional Transportation Issues
 - b. Discussion Legislative Issues
 - i. Regional
 - ii. State
 - iii. Federal

6. PRESIDENT'S REPORT
 - a. Budget Transfers
 - b. Regional Transportation Issues

7. REPORT ON ITEMS OF COMMUNITY INTEREST
 - a. 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.

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

This notice was posted on 1/20/2017 at 4:10 PM.

Rusty Comer, Senior Public Information Specialist



Board of Directors

Work Session Minutes

The Board of Directors of the Denton County Transportation Authority convened the work session of the Board of Directors with Charles Emery, Chairman presiding at 1:45 p.m. on December 15, 2016 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057. A quorum was present.

Attendance

Small Cities

Connie White
Skip Kalb (arrived at 2:00 p.m.)
Eric Jensen

Large Cities

Charles Emery, Lewisville, Chairman
Paul Pomeroy, Highland Village, Vice-Chair
Richard Huckaby, Denton, Secretary
Carter Wilson, Frisco
Tom Winterburn, Corinth (arrived at 2:00 p.m.)
Jim Robertson, Flower Mound (arrived at 1:59 p.m.)

Denton County Unincorporated

George A. Campbell (arrived at 1:58 p.m.)
Don Hartman

Denton County at Large

Dave Kovatch, Treasurer

Board Members Absent

Doug Peach, Little Elm
Allen Harris, The Colony

Legal Counsel

Peter G. Smith, General Counsel

DCTA Staff

Jim Cline, President
Raymond Suarez, Chief Operating Officer
Kristina Brevard, Vice President Planning and Development
Anna Mosqueda, Chief Financial Officer
Nicole Recker – Vice President, Marketing and Communications

Others in Attendance

Randy Pennington, Pennington Group
Jonah Katz, Senior Planner
Marty Burke, First Transit
David Smith, Citizen
Kurt Hyde, Citizen

Chairman Charles Emery called the meeting to order and announced the presence of a quorum.

1. Strategic Planning for DCTA – Randy Pennington with the Pennington Group led the board and executive staff on a discussion of the following items in preparation for the board retreat in February
 - a. Future Service Options
 - b. Financing Options
 - c. Expansion
 - d. Service Improvements
 - e. Infrastructure Development
 - f. Policy Updates

<Break – 3:30 p.m. – 3:40 p.m.>

2. Convene Executive Session – The board did not meet in Executive Session
3. Committee Chair Reports
 - a. Program Services Committee (12/06/2016) Paul Pomeroy, chair
 - Paul Pomeroy gave an update of the committee’s discussions during the Program Services meeting on December 6. .
4. Discussion of Future Agenda Items – there was no discussion
5. Routine Briefing Items
 - a. Staff Briefing on Monthly Financial Reports - Anna Mosqueda, Chief Financial Officer, reported on the following financial items
 - i Financial Statements for November 2016 (to be provided in January 2017)
 - ii Capital Projects Budget Report for November 2016 (to be provided in January 2017)
 - iii Monthly Sales Tax Receipts
 - iv Current Procurement Activities
 - b. Marketing and Communications – Nicole Recker, Vice President Marketing & Communications, reported on current marketing initiatives
 - i Collateral Material Overview
 - ii State Fair of Texas Campaign Recap
 - iii Veteran’s Day Promotion Recap
 - iv Highland Village/Uber Marketing and Communications Plan Update
 - v Discount Pass Program Update
 - c. Staff Briefing on Planning and Development Projects – Kristina Brevard, Vice President Planning & Development, reported on current strategic planning and development initiatives
 - i Partnership Development Update
 - ii Infrastructure Development Update
 - d. Capital Projects – Raymond Suarez, Chief Operating Officer, reported on current capital projects for the agency
 - i Flood Damage Repairs Update
 - ii Positive Train Control & Signal System Enhancements
 - e. Staff Briefing on Transit Operations Reports – Raymond Suarez, Chief Operating Officer, reported on bus and rail ridership performance
 - i Bus and Rail Operations

6. ADJOURN - Work session was adjourned at 4:26 p.m.

The minutes of the December 15, 2016 regular meeting of the Board of Directors were passed, and approved by a vote on this 26th day of January, 2017.

Charles Emery, Chairman

ATTEST

Richard Huckaby, Secretary



Board of Directors

Board Meeting Minutes

The regular meeting of the Board of Directors of the Denton County Transportation at 1:33 p.m., December 15, 2016 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057. A quorum was present.

Attendance

Small Cities

Connie White
Eric Jensen

Large Cities

Charles Emery, Lewisville, Chairman
Paul Pomeroy, Highland Village, Vice-Chair
Richard Huckaby, Denton, Secretary
Carter Wilson, Frisco

Denton County Unincorporated

Don Hartman

Denton County at Large

Dave Kovatch, Treasurer (arrived at 1:34 p.m.)

Board Members Absent

Doug Peach, Little Elm
Allen Harris, The Colony
Skip Kalb, Small Cities
Tom Winterburn, Corinth
Jim Robertson, Flower Mound
George A. Campbell, Denton County
Unincorporated

Legal Counsel

Peter G. Smith, General Counsel

DCTA Staff

Jim Cline, President
Raymond Suarez, Chief Operating Officer
Kristina Brevard, Vice President Planning
and Development
Anna Mosqueda, Chief Financial Officer
Nicole Recker – Vice President, Marketing
and Communications

Others in Attendance

Randy Pennington, Pennington Group
Jonah Katz, Senior Planner
Marty Burke, First Transit
David Smith, Citizen
Kurt Hyde, Citizen

CALL TO ORDER –Chairman Charles Emery called the meeting to order and announced the presence of a quorum.

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS – led by Don Hartman

INVOCATION – led by Paul Pomeroy

WELCOME AND INTRODUCTION OF VISITORS

AGENCY AWARDS AND RECOGNITIONS – Jim Cline was recognized for being appointed to the TxDOT Public Transit Advisory Committee

1. CONSENT AGENDA
 - a. Approval of Minutes for the Board Work Session and Regular Meeting on November 17, 2016
 - b. Approval of Shared Services Interlocal Agreement with Dallas Area Rapid Transit (DART)
 - c. Approval of Transit Planning Software Contract Renewal with ReMix
 - d. Capital Budget Amendment – Legal Services
 - Motion to approve consent agenda items a-d was made by Dave Kovatch. 2nd by Connie White. Motion carried unanimously.
2. Convene Executive Session. – The board did not meet in Executive Session
3. CHAIR REPORT – Charles Emery gave an update on these items
 - a. Discussion of Regional Transportation Issues
 - b. Discussion Legislative Issues
 - i. Regional
 - ii. State
 - iii. Federal
4. PRESIDENT’S REPORT – Jim Cline provided information on these items
 - a. Budget Transfers
 - b. Regional Transportation Issues
5. REPORT ON ITEMS OF COMMUNITY INTEREST
 - a. 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.
 - Jim Cline reminded the board of the upcoming Texas Transportation Forum as well as Denton County Days
6. ADJOURN at 1:45 p.m.
 - Motion to adjourn was made by Paul Pomeroy. 2nd by Connie White. Motion carried unanimously.

The minutes of the December 15, 2016 regular meeting of the Board of Directors were passed, and approved by a vote on this 26th day of January, 2017.

Charles Emery, Chairman

ATTEST

Richard Huckaby, Secretary

**Board of Directors Memo**

January 26, 2017

Subject: RM 1(d) Approval of Award and Contract for Bus Shelter, Sign Installation and Removal, and Miscellaneous Construction Services**Background**

A request for bids was released on November 30, on BidSync for bus shelter, sign installation and removal, and miscellaneous construction services. This includes services related to major service changes as well as various modifications to the bus system.

Forty six (46) suppliers viewed the bid documents.

On January 9, 2017 DCTA received four (4) bids in response to our RFB:

1. Xtreme Landsystems
2. JB Construction Services
3. LMC Corp.
4. LEMCO Construction Services

Staff conducted a review and evaluation of the bids received. Based on lowest overall bid, staff is recommending the award for bus shelter, sign installation and removal, and miscellaneous construction services to Xtreme Landsystems.

Identified Need

This agreement will provide for the installation of new bus stops poles and signs in connection with the Denton COA implementation. In addition, it will provide for additional miscellaneous construction services and the installation of future shelters, benches and trash cans as needed. Work will be assigned on a task order basis.

Financial Impact


The agreement is for a one (1) year term with an option to renew for an additional one (1) year. Costs are not to exceed \$120,500 per year. Funds are available in the current budget to cover these expenses. The total contract cost is a not to exceed amount of \$241,000.

Recommendation

Staff recommends the Board approve the award of bus shelter, sign installation and removal, and miscellaneous construction services to Xtreme Landsystems and authorize the president to execute an agreement.

Submitted by:

FOR:


Athena Forrester, CPPO, CPPB
Senior Procurement Manager

Final Review:


Raymond Suarez, COO

Approval:


James C. Cline, Jr., President



Board of Directors Memo **January 26, 2017**
Subject: RM 1(e) Approval of Award and Contract for Concrete Construction Services

Background

A request for bids was released on November 30, on BidSync for concrete construction services. This includes services related to major service changes as well as various modifications to the bus system.

Fifty three (53) suppliers viewed the bid documents.

On January 11, 2017 DCTA received four (4) bids in response to our RFB:

1. Xtreme Landystems
2. Starkbuilt Ltd
3. Gene's Construction, LLC
4. LEMCO Construction Services

Staff conducted a review and evaluation of the bids received. Based on lowest overall bid, staff is recommending the award for concrete construction services to Xtreme Landystems.

Identified Need

This agreement will provide for the installation concrete pads at new bus stops in connection with the Denton COA implementation. In addition, it will provide for miscellaneous concrete construction as needed, such as sidewalk extensions or ADA curb ramps. Work will be assigned on a task order basis.

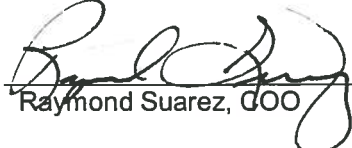
Financial Impact

The agreement is for a one (1) year term with an option to renew for an additional one (1) year. Costs are not to exceed \$54,500 per year. Funds are available in the current budget to cover these expenses. The total contract cost is a not to exceed amount of \$109,000.

Recommendation

Staff recommends the Board approve the award of concrete construction services to Xtreme Landystems and authorize the president to execute an agreement.

Submitted by: 
FOR Athena Forrester, CPPO, CPPB
Senior Procurement Manager

Final Review: 
Raymond Suarez, COO

Approval: 
James C. Cline, Jr., President



Board of Directors Memo

January 26, 2017

Subject: RM 1(f) Award of Agreement with Route Match for Software Upgrades

Background

Public transit is undergoing a paradigm shift from a service oriented perspective to a more rider oriented perspective. This new paradigm is referred to as Mobility on Demand (MOD), and seeks to make public transit more accessible and appealing to its current and future customers by incorporating mobile technology and alternative transportation modes.

Implementing new MOD technology and service models present an opportunity for DCTA to enhance its existing services by improving connections to public transit, as well as connections to private transportation service providers within its service area, to improve mobility for all customers.

As a result, DCTA seeks to provide a technology tool to empower its users with a mobile application or web portal that provides an Uber-like mobility-on-demand experience including same day trip scheduling and trip planning; mobile ticketing that allows customers to select the appropriate individual fare options, set-up their preferred payment method, and pay their fare in advance or on-site; real-time travel information and vehicle location; as well as integrating alternative transportation options available to the customer in making their trip.

Identified Need

The software upgrade will increase the functionality of the existing demand response scheduling module to include a mobile application and web portal that provides trip planning, trip scheduling, and fare payment, as well as access vehicle location and arrival times.

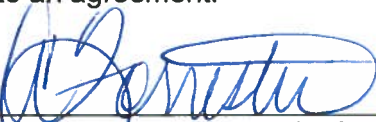
Financial Impact

Total contract cost not to exceed \$230,000 which includes \$200,000 to upgrade the existing demand response module, \$25,000 to integrate a third party partner (e.g., transportation network companies/TNCs), and \$5,000 in contingency funds. This project for scheduling software is included in the current budget and the cost is within the budget. Cost will be reimbursed with grant funds at 80%. This purchase is a sole-source purchase.


Recommendation

Staff recommends the Board approve award of the agreement with RouteMatch and authorize the president to execute an agreement.

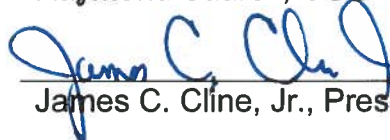
Submitted by:


Athena Forrester, CPPO, CPPB
Senior Procurement Manager

Final Review:


Raymond Suarez, COO

Approval:


James C. Cline, Jr., President