



DENTON COUNTY
TRANSPORTATION AUTHORITY

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

Board of Directors Regular Meeting

April 26, 2018 | 3:00 p.m.*

**or immediately following Board Work Session
scheduled at 1:30 p.m. on April 26, 2018*

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS

INVOCATION

WELCOME AND INTRODUCTION OF VISITORS

AGENCY AWARDS AND RECOGNITIONS

1. 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.

2. CONSENT AGENDA

- a. Approval of Minutes for the Board Work Session and Regular Meeting on March 22, 2018.
- b. Acceptance of Monthly Financial Statements – March 2018
- c. Acceptance of Quarterly Investment Report – Q2 FY2018
- d. Approval of Award of Contract to Kronos, Inc. for Payroll Processing and Human Data Management Services.
- e. Approve Access Service Policies and Procedures Revisions

3. REGULAR AGENDA

- a. Approve Budget Revision and Award of Contract to Arreguin Group, Inc. for the Construction of a Bus Fueling and Parking Facility at the Rail O&M.
- b. Approve and Authorize President to execute an amendment to the Stateside ROW professional services contract for real estate services.
- c. Approve and Authorize President to execute an agreement with the University of North Texas for Transportation Services

4. 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 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, Highland Village, or the A-train corridor.
5. Reconvene Open Session
 - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.
6. CHAIR REPORT
 - a. Discussion of Regional Transportation Issues
 - b. Discussion Legislative Issues
 - i. Regional
 - ii. State
 - iii. Federal
7. PRESIDENT'S REPORT
 - a. Budget Transfers
 - b. Regional Transportation Issues
8. 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.
9. ADJOURN

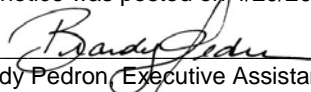
Chair – Charles Emery
Vice Chair – Richard Huckaby

Secretary – Dianne Costa
Treasurer – Dave Kovatch

Members – Skip Kalb, Tom Winterburn, Don Hartman,
George A. Campbell, Allen Harris, Carter Wilson, Connie White, Mark Miller, Ron Trees
President – James 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 bpedron@dcta.net or calling Brandy Pedron at 972-221-4600.

This notice was posted on 4/20/2018 at 10:56 AM.



Brandy Pedron, Executive Assistant | Public Information Coordinator | Records Manager



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 on March 22, 2018 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

Attendance

Small Cities

Skip Kalb
Connie White

Large Cities

Charles Emery, Lewisville, Chairman
Dianne Costa, Highland Village
Richard Huckaby, Denton, Secretary
Tom Winterburn, Corinth
Mark Miller, Flower Mound
Carter Wilson, Frisco
Allen Harris, The Colony (at 1:5)

Denton County Unincorporated

George Campbell
Dave Kovatch, Denton County At Large,
Treasurer (at 1:33)
Don Hartman, Denton County
Unincorporated (at 1:32)

Board Members Absent

None

Legal Counsel

Kevin Laughlin

DCTA Staff

Jim Cline, President
Marisa Perry, Chief Financial Officer, VP
of Finance
Nicole Recker, Vice President,
Marketing and Communications
Kristina Holcomb, Vice President,
Planning and Development
Raymond Suarez, Chief Operating
Officer

Other Attendees

Josh Graham, Frisco Alternate
Chrissy Nguyen, Senior Accountant
Lindsay Baker, Director of Strategic
Partnerships
Rusty Comer, Business Manager of Bus
Operations and Maintenance
Michelle Bloomer, Assistant VP of Bus
Operations and Maintenance
Jim Owen, Citizen

Chairman, Charles Emery, called the meeting to order and announced the presence of a quorum at 1:30 p.m.

1. Routine Briefing Items

- a. Staff Briefing on Monthly Financial Reports – Marisa Perry, Chief Financial Officer, VP of Finance, reported on the following:
 - i. Monthly Financial Statements for February 2018
 - ii. Capital Projects Budget Report for February 2018
 - iii. Monthly Sales Tax Receipts
 - iv. Current Procurement Activities
- b. Marketing and Communications – Nicole Recker, Vice President Marketing and Communications, reported on the following
 - i. April Public Meetings
 - ii. Citizen’s Advisory Team Recap Report (Denton and Lewisville/Highland Village)
 - iii. Monthly Media Report
 - iv. Marketing and Communications Awards
- c. Strategic Planning and Development – Kristina Holcomb, reported on the following
 - i. Regional Planning Initiatives Update
 - ii. Local Planning Update
 - iii. Business Development and Partnerships Update
 - iv. Funding Opportunities Update
 - v. Land Use Planning & Development
- d. Capital Projects – Raymond Suarez, Chief Operating Officer, reported on the following projects
 - i. Positive Train Control
 - ii. Hike and Bike Trail
 - iii. Pokrus Page
 - iv. Trinity Mills Crew Room
- e. Staff Briefing on Transit Operations Reports – Raymond Suarez, Chief Operating Officer, reported on the following and gave an update on ridership:
 - i. Bus and Rail Operations

2. Items for Discussion

- a. Upcoming Public Meetings
 - i. Possible Service Changes – Michelle Bloomer, Assistant VP of Bus Operations and Maintenance, presented and discussed the possible Service Changes that will be presented at the upcoming Public Meetings.
 - ii. Possible Fare Changes - Marisa Perry, Chief Financial Officer, VP of Finance, presented and discussed the possible Fare Changes that will be presented at the upcoming Public Meetings.
 - The Board agreed to continue the discussion of proposed local fare changes at Program Services meeting
 - iii. Public Input

- b. Strategic Planning Guidance Report – Jim Cline, President, led the discussion and review of the Strategic Planning Guidance Report Draft and the Board discussed amendments to the Strategic Planning Guidance Report

** The Board of Directors convened the Board meeting for a break at 3:15 p.m.

** The Board of Directors Work Session meeting reconvened from break at 3:25 p.m.

3. Committee Chair Reports – Charles Emery requested a Program Services Committee meeting to be scheduled on April 17, 2018.
4. Discussion of Regular Board Meeting Agenda Items (January 25, 2018) – There was no discussion on this item
5. Convene Executive Session – The board did not meet in Executive Session
6. Discussion of Future Agenda Items – There was no discussion on this item
 - a. Board Member Requests
7. ADJOURN at 4:42 p.m.

The minutes of the March 22, 2018 Work Session meeting of the Board of Directors were passed, and approved by a vote on this 26th day of April, 2018.

Charles Emery, Chairman

ATTEST

Dianne Costa, Secretary



Board of Directors

Board Meeting Minutes

The Board of Directors of the Denton County Transportation Authority convened the regular meeting of the Board of Directors with Charles Emery, Chairman presiding at on March 22, 2018 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

Attendance

Small Cities

Skip Kalb
Connie White

Large Cities

Charles Emery, Lewisville, Chairman
Dianne Costa, Highland Village
Richard Huckaby, Denton, Secretary
Tom Winterburn, Corinth
Mark Miller, Flower Mound
Carter Wilson, Frisco

Denton County Unincorporated

George Campbell
Dave Kovatch, Denton County At Large,
Treasurer
Don Hartman, Denton County
Unincorporated

Board Members Absent

Allen Harris, The Colony

Legal Counsel

Kevin Laughlin

DCTA Staff

Jim Cline, President
Marisa Perry, Interim Chief Financial
Officer
Nicole Recker, Vice President,
Marketing and Communications
Kristina Holcomb, Vice President,
Planning and Development
Raymond Suarez, Chief Operating
Officer

Other Attendees

Josh Graham, Frisco Alternate
Chrissy Nguyen, Senior Accountant
Lindsay Baker, Director of Strategic
Partnerships
Rusty Comer, Business Manager of Bus
Operations and Maintenance
Michelle Bloomer, Assistant VP of Bus
Operations and Maintenance
Jim Owen, Citizen

CALL TO ORDER –Chairman, Charles Emery, called the meeting to order and announced the presence of a quorum at 4:44 p.m.

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS – led by Carter Wilson

INVOCATION – led by Charles Emery

WELCOME AND INTRODUCTION OF VISITORS – Jim Cline, President, welcomed Josh Graham, Frisco Alternate to the meeting

AGENCY AWARDS AND RECOGNITIONS – None at this time

1. CONSENT AGENDA

- a. Approval of Minutes for the Board Regular Meeting on February 13, 2018 and Strategic Planning Session on February 22, 2018
- b. Acceptance of Monthly Financial Statements for January and February 2018
- c. Approval and Award of Contract to Progenis Services for the Purchase of Coolant and Gear Oil, to Ataram, LLC for the Purchase of Engine Oil and Grease, to Western Marketing dba Reladyne for the Purchase of Transmission Fluid, and to Douglass Distributing for the Purchase of Engine Oil and Exhaust Fluid
- d. Approve Operating/Capital Budget Revision 2018-05 for Passenger Amenities-Denton
- e. Approval and Award of Contract to Xtreme Landsystems for Concrete, Bus Shelter, and Miscellaneous Construction Services
- f. Authorize the President to Purchase Twelve ARBOC Spirit of Independence Buses from Creative Bus Sales, Inc. pursuant to cooperative purchasing from Oklahoma State Contract
 - Motion to approve the Consent Agenda items a - f was made by Skip Kalb. The motion was seconded by George Campbell. Motion passed unanimously.

2. REGULAR AGENDA

- a. Board Approval of Resolution R18-02 Provided for the Adoption of the Strategic Planning Guidance Report – Jim Cline, President, briefly discussed
 - Motion to defer Resolution R18-02 until the next Board meeting was made by Dave Kovatch. Motion was seconded by Connie White. Votes in favor to table motion were made by George Campbell, Mark Miller, Don Hartman, Dave Kovatch and Charles Emery. Votes against the motion to table were made by Ron Trees, Tom Winterburn, Richard Huckaby, Carter Wilson, Skip Kalb, Connie White, and Dianne Costa.
 - Motion to approve of Resolution R18-02 Provided for the Adoption of the Strategic Planning Guidance Report with amendments noted there on as a result of the work session discussion was made by Richard Huckaby. Motion was seconded by Skip Kalb. Votes in favor of the motion to approve were made by Ron Trees, Tom Winterburn, Richard Huckaby, Carter Wilson, Skip Kalb, Connie White, and Dianne Costa. Votes against the motion to approve were made by George Campbell, Mark Miller, Don Hartman, Dave Kovatch and Charles Emery.

3. CONVENE EXECUTIVE SESSION – convened at 4:55 p.m.
 - a. As Authorized by Section 551.072 of the Texas Government Code regarding Real Property, the Regular Board Meeting convened into Closed Executive Session for the Purpose of Discussion of Acquisitions, Sale or Lease of real property related to long range service plan within the cities of Denton, Lewisville, Highland Village, or the A-train corridor.

4. RECONVENE OPEN SESSION – reconvened at 5:11 p.m.
 - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session
 - No action was taken

5. CHAIR REPORT – No report given at this time

6. PRESIDENT’S REPORT
 - a. Budget Transfers – Jim Cline briefly discussed the budget transfers and amendments regarding passenger amenities and fueling facility.

7. REPORT ON ITEMS OF COMMUNITY INTEREST – there was none at this time
 - 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 – Adjourned at 5:13 p.m.

The minutes of the March 22, 2018 regular meeting of the Board of Directors were passed, and approved by a vote on this 26th day of April, 2018.

Charles Emery, Chairman

ATTEST

Dianne Costa, Secretary

**Board of Directors Memo**

April 26, 2018

Subject: 2(d) Approval of Award of Contract to Kronos, Inc. for Payroll Processing and Human Data Management Services**Background**

A request for proposals was released on February 22, 2018 for payroll processing and human data management services. Firms were invited to submit proposals demonstrating experience in payroll, human resources, tax reporting, compliance, recruiting, and workforce management. On March 9, 2018 DCTA received three (3) proposals in response to our RFP:

1. ADP
2. Kronos, Inc.
3. PDS

Staff conducted a review and evaluation of the proposals received and recommends award of the contract to Kronos, Inc.

Identified Need

The change to a new payroll provider would assist DCTA and TMDC with efficiency and reporting. This new provider will more accurately control/manage time & attendance methods for TMDC, and give the HR/Finance departments - in addition to employees - stronger support; as well as provide more advanced services to both DCTA and TMDC in the forms of Carrier Connections for Benefits/Open Enrollment, more in-depth reporting, financial importing, back-end support, and recruiting. A more integrated payroll system will save both DCTA and TMDC several hours per week (with payroll and recruiting, alone) and will eliminate or streamline some of the current processes.

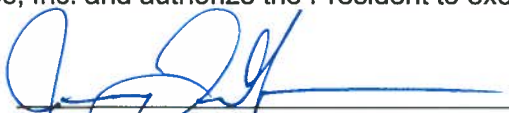
Financial Impact

The agreement is for a five year term with an option to renew for two (2) additional one (1) year terms. The cost for the payroll processing and human data management ELP was approved for FY18 and is included in the DCTA operating budget. The approved budget amount for the five-year contract is \$178,953, and Kronos, Inc.'s estimate for the five-year term is \$202,605.35; which includes an annual cost of roughly \$36,240, and one-time implementation fees totaling \$21,405.35. This will include services for both DCTA and TMDC.

Recommendation

Staff recommends the Board approve the award of payroll processing and human data management services to Kronos, Inc. and authorize the President to execute an agreement.


Submitted by:


Athena Forrester, CPPO, CPPB
AVP of Procurement

Final Review:


Marisa Perry, CPA
Chief Financial Officer/VP of Finance

Approval:


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

**Board of Directors Memo**

April 26, 2018

Subject: 2(e) Approve Access Service Policies and Procedures Revisions**Background**

Access service provides complementary paratransit service to those individuals determined to be eligible under the Americans with Disabilities Act (ADA). In accordance with the Service Plan, DCTA also provides demand response service to individuals who are elderly or disabled throughout the DCTA service area.

Identified Need

The current Access Service Policies and Procedures need to be updated to reflect recent changes in guidance published by the Federal Transit Administration (FTA). A listing of the material changes is attached as well as a redlined copy of the policy.

Recommendation

Staff recommends the Board of Directors approve the revisions to the Access Policies and Procedures.

Final Review:

A handwritten signature in cursive script that reads "Michelle Bloomer".

Michelle Bloomer, AVP Operations

Approval:

A handwritten signature in cursive script that reads "Raymond Suarez".

Raymond Suarez, COO

Board of Directors Memo

April 26, 2018

Item: 3(a) Approve Budget Revision and Award of Contract to Arreguin Group, Inc. for the Construction of a Bus Fueling and Parking Facility at the Rail O&M.**Background**

A request for bids was released on February 12 on BidSync for the Construction of a Bus Fueling and Parking Facility at the Rail O&M facility. Firms were asked to provide pricing for the base bid, the installation of a 10,000 gallon above-ground unleaded fuel tank with dispenser, integrated fuel/fluid management system, additional concrete paving for parking and circulation, a fuel island canopy, additional parking lot lighting and data conduits. Firms were also asked to provide pricing for two additional alternates: Alternate #1 for an additional fuel tank, pad, and associated work; Alternate #2 for an additional 21,197 sq.ft. of concrete paving.

On March 12, 2018, DCTA received seven (7) bids in response to our RFB:

1. Reyes Group
2. Arreguin Group
3. Basco Group
4. JC Commercial
5. LMC Corporation
6. Schmoltdt Construction
7. Unified Services of Texas

Staff conducted a review and evaluation of the bids received. Based on lowest overall bid, staff is recommending the award of the base bid and Alternate 1 to Arreguin Group.

Identified Need

As part of DCTA's continuing service improvement, we are relocating the Lewisville, Frisco, and Collin County Transit fleet to the Rail O&M facility. The project will provide additional parking and fueling facilities for this bus fleet.

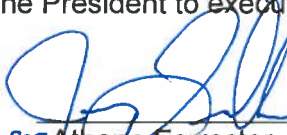
Financial Impact

The total for the base bid is \$641,576.88 and alternate #1 is \$263,745.00 for a total amount of \$905,321.88. The addition of Alternate #1 requires a \$250,000 increase to the approved capital project budget of \$740k. The additional funds will be transferred from rail fuel savings with attached Budget Revision 2018-06. There will be no financial impact to the bottom line.

Recommendation

Staff recommends the Board approve Budget Revision 2018-06 and the award to Arreguin Group and authorize the President to execute a contract.

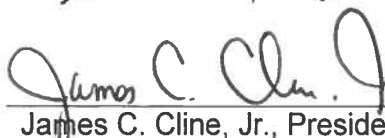
Submitted by:


Athena Forrester, CPPO, CPPB,
AVP of Procurement

Final Review:


Raymond Suarez, COO

Approval:


James C. Cline, Jr., President

DENTON COUNTY TRANSPORTATION AUTHORITY (DCTA)
BUDGET TRANSFER / REVISION REQUEST

Number: 2018-06

TRANSACTION TYPE: Transfer
 Revision

	Current Budget Amount	Budget Revision Amount	Adjusted Budget Amount
FROM: 620-50410 Rail Fuel	\$ 1,111,667	\$ (250,000)	\$ 861,667
TO: 50305 IOMF Fuel Tanks	\$ 740,000	\$ 250,000	\$ 990,000
	\$ 1,851,667.00	\$ -	\$ 1,851,667.00

EXPLANATION: As part of DCTA's continuing service improvement, we are relocating the Lewisville, Frisco, and Collin County Transit fleet to the Rail O&M facility. The project will provide additional parking and fueling facilities for this bus fleet. The addition of Alternate #1 requires a \$250,000 increase to the approved capital project budget of \$740k. The additional funds will be transferred from rail fuel savings. There will be no financial impact to the bottom line.

DATE: 04/18/18 REQUESTED BY: Ann Boulden

DATE: 04/18/18 REVIEWED BY: Amanda Riddle

DATE: 20 April 2018 PRESIDENT: 



Board of Directors Memo

April 26, 2018

Subject: 3(b) Approve and Authorize President to execute an amendment to the Stateside ROW professional services contract for real estate services.

Background

In August 2016, the Board approved the award of an agreement with Stateside Right of Way Services, LLC., to provide property acquisition services. The agreement term was for an initial year with the option to extend the term for one additional year with a notice to exceed amount of \$150,000.

Identified Need

As DCTA continues planning efforts, the need for additional property acquisition services continues. Staff is requesting an amendment to the agreement to extend the term for an additional two years through September 9, 2020.

Financial Impact

The agreement was awarded with a not to exceed amount of \$150,000. Staff is requesting the authority to continue services and compensate the contractor for services performed under the agreement at the hourly rate set forth in the original Exhibit A.

Recommendation

Staff recommends that the Board approve and authorize the president to execute amendment one with Stateside Right of Way Services, LLC.


Submitted by:


FOIA: Athena Forrester, CPPO, CPPB
AVP of Procurement

Final Review:


Kristina K. Holcomb,
VP Planning & Development

Approval:


James C. Cline, Jr., President



Board of Directors Memo

April 26, 2018

Subject: 3(c) Approve and Authorize President to execute an Agreement with the University of North Texas for Transportation Services

Background

DCTA staff has worked closely with UNT to develop a long-term agreement for campus transportation services. UNT service is very important to DTA, and the proposal balances the need to ensure costs are covered while leveraging existing personnel and facilities. The agreement is sustainable, and provides a great degree of flexibility. It also calls for an annual review of the costs to ensure UNT and DCTA are properly managing financial risks. The attached draft has been reviewed by DCTA legal staff as well as UNT legal staff.

This agreement will be considered by the UNT Board of Regents May 17-18, 2018.

Recommendation

Staff recommends that the Board approve and authorize the president to execute an agreement with the University of North Texas for Transportation Services.

Submitted,
Reviewed
and Approval
by:

A handwritten signature in black ink, appearing to read "James C. Cline, Jr.", is written over a solid black horizontal line.

James C. Cline, Jr., President