



DENTON COUNTY
TRANSPORTATION AUTHORITY

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

Board of Directors Regular Meeting

April 27, 2017 | 3:00 p.m.*

**or immediately following Board Work Session
scheduled at 1:30 p.m. on April 27, 2017*

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS

INVOCATION

WELCOME AND INTRODUCTION OF VISITORS

AGENCY AWARDS AND RECOGNITIONS

Employee Service Awards – 5 Yr

1. CONSENT AGENDA

- a. Approval of Minutes for the Board Work Session and Regular Meeting on March 23, 2017
- b. Acceptance of Financial Statements – March 2017
- c. Acceptance of Quarterly Investment Report – 2nd Qtr 2017
- d. Approve Capital Project Budget Amendment - Valley Ridge Railroad Crossing Street Reconstruction
- e. Approve Capital Project Budget Amendment – Shoretel System
- f. Approve Capital Project Budget Amendment – Trinity Mills Facility
- g. Approve Capital Project Budget Amendment – Fleet {2017}
- h. Approval of Fiscal Year 2017 Annual Program of Projects
- i. Authorize President to Execute an Agreement for Flume Repair at Rail O&M
- j. Approve Award for the Purchase of Automotive Filters
- k. Approve the Purchase of Small and Medium Vehicles off the State of Texas Contract

2. REGULAR AGENDA

- a. Authorize President to Negotiate and Execute Contract with the City of McKinney for Transit Service

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 bpedron@dcta.net or calling Brandy Pedron at 972-221-4600.

This notice was posted on 4/21/2017 at 12:00 PM.

Brandy Pedron, Administrative Assistant



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 1:33 p.m. on March 23, 2017 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057. A quorum was present.

Attendance

Small Cities

Connie White
Skip Kalb
Eric Jensen (arrived at 1:35)

Large Cities

Charles Emery, Lewisville, Chairman
Paul Pomeroy, Highland Village,
Vice-Chair
Richard Huckaby, Denton, Secretary
Dave Kovatch, Treasurer
Carter Wilson, Frisco
Joshua Graham, Frisco Alternate
(arrived at 2:39)
Tom Winterburn, Corinth
Jim Robertson, Flower Mound
(arrived at 2:40)

Denton County Unincorporated

George A. Campbell

Board Members Absent

Allen Harris, The Colony
Doug Peach, Little Elm
Don Hartman, Denton County
Unincorporated

Legal Counsel

Kevin Laughlin, 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

Other Attendees

Marisa Perry, Controller
Athena Forrester, Senior Procurement
Manager
Chrissy Nguyen, Senior Accountant
Amanda Riddle, Budget Manager
Jonah Katz, Senior Planner
Laura Mitchell, Grants and Contracts
Compliance Manager
Jim Owen, Transit Management of
Denton County

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

1. Routine Briefing Items

- a. Staff Briefing on Monthly Financial Reports – Anna Mosqueda, Chief Financial Officer reported on the following
 - i. Financial Statements for January and February 2017
 - ii. Capital Projects Budget Report for January and February 2017
 - iii. Monthly Sales Tax Receipts
 - iv. Current Procurement Activities
 - v. 2017 Finance Committee Calendar
- b. Marketing and Communications – Nicole Recker, Vice President Marketing & Communications, reported on the following
 - i. Hop on Board Blog One-Year Recap
 - ii. February Public Meeting Results – Focus on Denton COA Recommendation
 - iii. New Website Development
- c. Strategic Planning and Development – Kristina Brevard, Vice President Planning & Development, reported briefly on the following
 - i. Local Transportation Planning Update
 - ii. Regional Planning Initiatives Update
 - iii. Partnership Initiatives Update
- d. Capital Projects – Raymond Suarez, Chief Operating Officer, gave an update on the following projects
 - i. Flood Damage Repairs Update
 - ii. Positive Train Control & Signal System Enhancements
- e. Staff Briefing on Transit Operations Reports – Raymond Suarez, Chief Operating Officer, gave an update on ridership
 - i. Bus and Rail Operations

2. Items for Discussion

- a. Strategic Planning Guidance Report
 - Jim Cline, President, walked the board through the Strategic Planning Guidance Report and collected feedback on the changes the board would like in the document.
- b. Calendar Updates
 - i. Board and Committee Meeting Dates
 - ii. APTA Events
 - Jim Cline, President, notified the board that the updated board and committee calendar would be distributed on Friday, March 24 with the weekly president's email update.
- c. Board Feedback on the Weekly President's Email Updates

- Jim Cline, President, asked the board for feedback on the weekly emails to see if there was anything that they would like to see changed, added or deleted. The board is happy with the emails as is and asked for no changes.
- 3. Committee Chair Report – Paul Pomeroy gave an update of the Program Services Committee activities from the February 14, 2017 meeting
 - a. Program Services Committee (02/14/2017) Paul Pomeroy, chair
- 4. Discussion of Regular Board Meeting Agenda Items (March 2017)
 - Skip Kalb asked for additional information regarding item 1d from the regular meeting agenda. Jim Cline, President, explained that the point behind the budget transfers was to ensure that the billed amount matches the amount that is in the account when it is closed out.
 - Skip Kalb asked if he was understanding the intent of item 2b on the regular meeting agenda in that we would be awarding to more than one company for this contract. Kristina Brevard, Vice President Planning & Development, explained that this contract was for supplemental services and the two different companies both had different products that they were able to offer.
- 5. Convene Executive Session – Convened at 2:59 p.m.
 - a. 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.
- 6. Reconvene Open Session – Reconvened at 4:14 p.m. no action was taken
 - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.
- 7. Discussion of Future Agenda Items – There was no discussion on this item
 - a. Board Member Requests
- 8. ADJOURN at 4:15 p.m.

The minutes of the March 23, 2017 regular meeting of the Board of Directors were passed, and approved by a vote on this 27th day of April, 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 4:16 p.m., March 23, 2017 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057. A quorum was present.

Attendance

Small Cities

Connie White
Skip Kalb
Eric Jensen

Large Cities

Charles Emery, Lewisville, Chairman
Paul Pomeroy, Highland Village,
Vice-Chair
Richard Huckaby, Denton, Secretary
Dave Kovatch, Treasurer
Carter Wilson, Frisco
Joshua Graham, Frisco Alternate
Tom Winterburn, Corinth
Jim Robertson, Flower Mound

Denton County Unincorporated

George A. Campbell

Board Members Absent

Allen Harris, The Colony
Doug Peach, Little Elm
Don Hartman, Denton County
Unincorporated

Legal Counsel

Kevin Laughlin, 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

Other Attendees

Athena Forrester, Senior Procurement
Manager
Laura Mitchell, Grants and Contracts
Compliance Manager

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 Carter Wilson

INVOCATION – led by Skip Kalb

WELCOME AND INTRODUCTION OF VISITORS

- Anna Mosqueda, Chief Financial Officer, introduced Laura Mitchell, Grants and Contracts Manager. Jim Cline, President, introduced Joshua Graham, new Frisco board alternate.

AGENCY AWARDS AND RECOGNITIONS

- Charles Emery, Chairman, presented Jim Robertson with a plaque for serving 12 years on the DCTA board of directors. Jim Robertson served on the board of directors from 2005 to 2017.

1. CONSENT AGENDA

- a. Approval of Minutes for the Board Work Session and Regular Meeting on February 14, 2017 and approval of minutes from Special Called Board of Directors Work Session / Strategic Planning Retreat held on February 23, 2017
- b. Acceptance of Financial Statements – January and February 2017
- c. Approval of Award and Contract for Security Guard Services
- d. Approve Operating Budget Amendment for transfer from Capital Projects Funds for excess rail liability coverage, delayed single car operations and fare collection system
 - Motion to approve Consent Agenda Items a-d with the amendment to Board Regular Meeting minutes, was made by Dave Kovatch. 2nd by Connie White. Motion passed unanimously.

2. REGULAR AGENDA

- a. Discussion and Approval of Proposed Denton Connect Service Changes
 - Kristina Brevard, Vice President Planning and Development, provided the board with information on the upcoming service changes due to take effect on May 15, 2017.
 - Motion to approve the proposed Denton Connect Service Changes as presented was made by Skip Kalb. 2nd by Carter Wilson. Motion passed unanimously.
- b. Authorize President to Execute Contract(s) for On-Demand Ride Share Services
 - Motion to authorize the president to execute contract(s) for On-Demand Ride Share Services was made by Paul Pomeroy. 2nd by Connie White. Motion passed unanimously.
- c. Board Approval of Resolution 17-01 Providing for the Adoption of the Strategic Planning Guidance Report
 - Motion to approve resolution 17-01 providing for the adoption of the Strategic Planning Guidance Report as amended during the work

session, was made by Richard Huckaby. 2nd by George Campbell.
Motion passed unanimously.

3. Convene Executive Session – The board did not meet in Executive Session
4. CHAIR REPORT – Charles Emery gave an update on these items:
 - a. Discussion of Regional Transportation Issues
 - b. Discussion Legislative Issues
 - Regional
 - State
 - Federal
5. PRESIDENT’S REPORT – Jim Cline provided information on the following items
 - a. Budget Transfers
 - b. Regional Transportation Issues
6. REPORT ON ITEMS OF COMMUNITY INTEREST – there was none
 - 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, President, gave an update on the Frisco contract. Taxi service has been added to supplement medical trips to Plano.
 - Jim Cline informed the board that staff continues to participate in talks with the City of McKinney regarding service options.
 - Kristina Brevard let the board know about the State of the City Luncheon hosted by the City of Denton on March 30th.
7. ADJOURN – Adjourned at 4:44 PM
 - Motion to adjourn was made by Skip Kalb. 2nd by Dave Kovatch. Motion carried unanimously.

The minutes of the March 23, 2017 regular meeting of the Board of Directors were passed, and approved by a vote on this 27th day of April, 2017.

Charles Emery, Chairman

ATTEST

Richard Huckaby, Secretary

**Board of Directors Regular Meeting Memo****April 27, 2017****Item: 1(d) Capital Project Budget Amendment – Valley Ridge Rail Road Crossing Street Reconstruction****Background**

In March of 2015 DCTA and the City of Lewisville signed a Public Road Crossing License Agreement to allow city of Lewisville to extend Valley Ridge Boulevard easterly across the Rail ROW to establish a new at-grade rail crossing at Mile Post 735.73. Per Federal Highway Administration Railroad-Highway Grade Crossings Handbook, this approval by DCTA is contingent upon city of Lewisville closing another Rail ROW crossing. City of Lewisville City Council agreed to cease the use of the North Cowan Avenue Crossing of the rail ROW upon completion of the crossing at Valley Ridge Boulevard. At the time the Public Road Crossing Agreement was signed in March of 2015, the costs of the project were not fully known so an estimate was provided in the initial agreement.

On this Board agenda, there is also an action item to authorize the President approve the amendment to the Public Road Crossing License Agreement to revise the cost of the project.

Identified Need

It is necessary for the Highway Grade Crossing to be completed as part of the City of Lewisville's reconstruction project. Since DCTA's rail operations contractor is best positioned and most knowledgeable of DCTA track, and to ensure that the rail road crossing is appropriately constructed and all safety requirements (including the use of flaggers) are met, DCTA and the City of Lewisville determined that it would be in the best interest of both agencies if DCTA contracted via its Rail Operations Contractor to get the work on the Highway Grade crossing completed. Because of the time sensitive nature of the project and the lead-time required to get equipment and materials on order, DCTA issued a notice to proceed to its Rail Operations Contractor under authority level for currently budgeted Rail Capital. However this project needs to be established as a separate capital project in order to appropriately track and collect all the costs, including construction, associated with the crossing as well as maintain visibility with the costs associated with this reconstruction.

Financial Impact

City of Lewisville will be responsible for all costs associated with the construction of the Crossing and will reimburse DCTA an amount Not-to-Exceed \$1,000,000 for the reconstruction of the Valley Ridge Boulevard crossing. It is anticipated that the cost of the project will not exceed \$1,000,000 and the Lewisville City Council at its May 2017 meeting is set to approve an amendment to the original 2015 agreement to cover the additional costs. As DCTA receives payment requests from the contractor for the re-construction, DCTA will invoice City of Lewisville for those amounts. The payments will be offset against the capital project expenditures. The net financial impact of this project to DCTA is anticipated be zero.

Recommendation

Staff recommends the Board of Directors approval of establishing this capital project and the associated budget of \$1,000,000 via approval of this budget amendment (2017-12) to cover collection of the costs for this capital project. This will be included in the resolution adopted at revised budget. A copy of the Budget Transfer is included for reference.

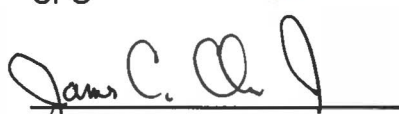
Submitted by: _____

 for
Raymond Suarez, COO

Final Review: _____


Anna Mosqueda,
CFO

Approval: _____


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

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

Number: **2017-12**

Type: Transfer _____
 Revision ✓

	Current Budget Amount	Budget Revision Amount	Adjusted Budget Amount
61717 - Valley Ridge Crossing	-	1,000,000	1,000,000
			-
Total	-	1,000,000	1,000,000

Explanation:

City of Lewisville will be responsible for all costs associated with the construction of the Crossing and will reimburse DCTA for the reconstruction of the Valley Ridge Boulevard crossing. It is anticipated that the cost of the project will not exceed \$1,000,000 and the Lewisville City Council at its May 2017 meeting is set to approve an amendment to the original 2015 agreement to cover the additional costs. As DCTA receives payment requests from the contractor for the re-construction, DCTA will invoice City of Lewisville for those amounts. The payments will be offset against the capital project expenditures. The net financial impact of this project to DCTA is anticipated be zero.

Date: 4/18/2017

Requested By Ann Boulden

Date: 4/18/2017

Reviewed By Anna Mosqueda 

Date: _____

President 

**Board of Directors Memo****April 27, 2017****Subject: 1(e) Capital Budget Amendment – Shoretel System****Background**

DCTA's phone system refresh began in January 2014, with the opening of the new Bus Operations and Maintenance Facility in Denton. At the time, a Shoretel phone system was selected for that facility, with the expectation of expanding it to the rest of DCTA's facilities. The expansion of the system depended on an upgrade to the network connectivity among all sites. Once this project was completed, focus shifted towards the planning and procurement of the equipment and implementation of the Shoretel expansion. The RFP was won by Peak Uptime, the same firm that won the original contract. Working closely with Peak, we rolled out and completed the installation of all sites by October of 2016.

Identified Need

The Telstrat call recording software module builds upon our existing Shoretel phone system to add additional monitoring capabilities and training opportunities for our customer service department. This new module adds robust call recording capabilities that allow supervisors to record all calls, listen to active calls live, easily search through recorded calls, and includes additional call metrics to improve upon already existing reporting features.

Financial Impact

Savings of \$3,610 in the General Services operating account (50310) will be utilized for the additional Telstrat call recording software module expense.

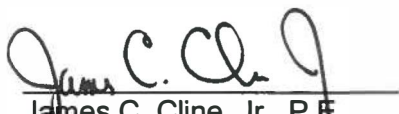
There will be no bottom line impact to the overall FY17 Operating and Capital Budget. There will be an off-setting transfer between the operating and capital budget totaling \$3,610.

Recommendation

Staff recommends the Board of Directors approval of this budget amendment (2017-11) to transfer funds from the operating budget to the capital budget to cover additional costs that were not anticipated. This will be included in the resolution adopted at revised budget. A copy of the Budget Transfer is included for reference.

Submitted by: Amanda Riddle
Budget Manager

Final Review: 
Anna Mosqueda,
CFO

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

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

Number: 2017-11

Type: Transfer ✓
 Revision

	Current Budget Amount	Budget Revision Amount	Adjusted Budget Amount
FROM:			
570-50310 General Services	49,000	(3,610)	45,390
			-
			-
TO:			
10402 - Shortel Phone System	85,000	3,610	88,610
Total	134,000	-	134,000

Explanation:

Savings of \$3,610 in the General Services operating account (50310) will be utilized for the additional Telstrat call recording software module expense. There will be no bottom line impact to the overall FY17 Operating and Capital Budget. There will be an off-setting transfer between the operating and capital budget totaling \$3,610.

Date: 4/11/2017

Requested By Michelle Bloomer

Date: 4/11/2017

Reviewed By Amanda Riddle

Date 20 April 2017

President 

**Board of Directors Regular Meeting Memo****April 27, 2017****Item 1(f): Capital Project Budget Amendment – Trinity Mills Crew Room****Background**

In March of 2016, in support of A-train operations personnel, DCTA and DART signed a Construction Funding License Agreement to provide for the construction of a crew room at the Trinity Mills Station. However after DART's review of DCTA project construction plans DART determined that the project construction needed to be consistent with the construction at their other stations. DART elected to include the Trinity Mills restroom in their project to construct eight other facilities on other DART property.

Identified Need

DART redesigned and bid the project twice, before receiving the most cost effective, responsible bid. The bid for Trinity Mills was \$260,000, which is \$30,000 higher than their original estimate. During that time, in order to meet DCTA crew needs, DCTA acquired and provisioned a temporary restroom facility from this budget. As a result, we are requesting an additional \$60,000 in order to reimburse DART per our agreement and allow for a small contingency.

Financial Impact

The additional amount needed to cover this amendment will be transferred from the Rail Capital Maintenance project which has available funds and will close the year under budget. There is no impact to the bottom line for the DCTA Capital Projects Fund.

Recommendation

Staff recommends the Board of Directors approval of this Capital Project Budget Amendment in the amount of \$60,000.

Submitted by:  *for*
Raymond Suarez, COO

Final Review: 
Anna Mosqueda,
CFO

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

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

Number: **2017-13**

Type: Transfer ✓
 Revision

	Current Budget Amount	Budget Revision Amount	Adjusted Budget Amount
From: 61714 - Rail Capital Maintenance	3,970,430	(60,000)	3,910,430
To: 61209 - Trinity Mills Crew Facility	250,000	60,000	310,000
Total	4,220,430	-	4,220,430

Explanation:

DART redesigned and bid the project twice, before receiving the most cost effective, responsible bid. The bid for Trinity Mills was \$260,000, which is \$30,000 higher than their original estimate. In addition, DCTA acquired and provisioned the temporary restroom facility from this budget. As a result, we are requesting an additional \$60,000 in order to reimburse DART per our agreement and allow for a small contingency.

Date: 4/18/2017

Requested By Ann Boulden

Date: 4/18/2017

Reviewed By Anna Mosqueda 

Date:

President 



Board of Directors Memo

April 27, 2017

Item 1(g): Approve Capital Project Budget Amendment – Fleet 2017

Background

In January 2017, DCTA issued a Request for Proposals (RFP) to purchase the small and medium sized vehicles. Only one vendor submitted a proposal for both vehicle types. The proposal submitted did not meet the required specifications and was determined to be non-responsive. Staff determined that either another RFP would need to be issued or the State of Texas Contract site could be searched to see if vehicles meeting required specifications were available via the State of Texas Cooperative Agreement. The vehicles are available on the State of Texas Contract site.

In order to expedite delivery of the vehicles to meet service requirements, DCTA staff is recommending moving forward with purchasing the small and medium vehicles via of the State of Texas contract.

The State Contract for the purchase of these vehicles is \$1,750,000. This is \$200,000 more than the amount approved in the FY17 Fleet Capital Project budget. This amount includes a 1.5% administrative fee for utilizing the State of Texas procurement, as well as the cost of purchasing six (6) medium sizes buses with a useful life longer than the ones originally budgeted.

Identified Need

Based on the DCTA Fleet Replacement Plan, we are scheduled to replace eight (8) small and six (6) medium vehicles. The small vehicles are low-floor cutaway vans that will be placed in to service on Access, Highland Village Connect Shuttle, Highland Village Community On-Demand and other demand response service. The medium vehicles are low-floor cutaway buses that will be placed on the Lewisville Connect fixed routes.

When developing the FY17 Fleet capital project budget associated with the Fleet Replacement staff estimated the cost of the small and medium vehicles based on current published pricing.

The FY17 Fleet capital project for the six (6) medium sized vehicles was based on a light-duty cutaway bus with a five (5) year useful life consistent with the current fleet. The bus being recommended for purchase is a seven (7) year low-floor cutaway bus. This vehicle is used by other transit providers in the region, and has a proven track record. The original five (5) year bus was estimated at \$130,000, or \$26,000 per year. A seven (7) year bus costs \$167,573, or \$24,000 per year. While the upfront cost of purchasing the seven (7) year buses is \$1,005,438 or \$225,438 more than the original 5 year bus, the per year cost is less resulting in a more favorable life cycle cost. Thus saving DCTA money in the long run.

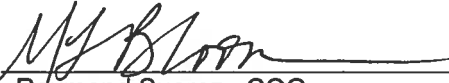
An additional \$135,000 is being requested to install cameras (\$5,500 each), Diamond fare boxes (\$2,000 each) on all 14 vehicles and, magnetic card readers (\$7,000 each) on the six (6) medium sized buses. This was not previously included in the budget for the FY17 Fleet Capital Project.


Financial Impact

A total of an additional \$335,000 to the current Capital Project budget is being requested to move forward with the purchase and provisioning these vehicles for service. The amount will be transferred from the Rail Capital Maintenance project which has available funds and will close the year under budget. There is not impact to the bottom line for the DCTA Capital Projects Fund.

Recommendation

Staff recommends the Board of Directors approval of the Capital Projects Budget Amendment in the amount of \$335,000

Submitted by: 
for Raymond Suarez, COO

Final Review: 
Anna Mosqueda, CFO

Approval: 
James C. Cline, Jr., President

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

Number: **2017-14**

Type: Transfer ✓
 Revision

	Current Budget Amount	Budget Revision Amount	Adjusted Budget Amount
From:			
61714 - Rail Capital Maintenance	3,910,430	(335,000)	3,575,430
To:			
50510 - Fleet {2017}	1,550,000	335,000	1,885,000
Vehicle Acquisition			1,750,000
Equipment			135,000
Total	5,460,430	-	5,460,430

Explanation:

The FY17 Capital Projects Budget includes \$1.550 million for the purchase of eight (8) small and six (6) medium duty. The budget was based on an estimated based on current published pricing at the time the Fleet replacement Plan and FY17 Budget were completed. Staff has determined that due to service delivery requirements and additional useful life the the medium vehicles that the State of Texas Contract is the most advantageous method for purchae of these vehicles. The additional cost for the vehicle acquisition is \$200,000. There is an additional amount of \$135,000 requested to install cameras (\$5,500 each) and Diamond fare boxes (\$2,000 each) on all 14 vehicles, plus magnetic card readers (GFI units) (\$5,000 each) on the six (6) medium sized buses.

	Cost Per	Small (8)	Medium (6)
Cameras \$	5,500	\$ 44,000	\$ 33,000
Diamond Fareboxes \$	2,000	\$ 16,000	\$ 12,000
GFI Units \$	5,000	\$ -	\$ 30,000
		\$ 60,000	\$ 75,000

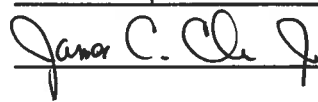
Date: 4/20/2017

Requested By Michelle Bloomer 

Date: 4/20/2017

Reviewed By Anna Mosqueda 

Date: 20 April 2017

President Jana C. Clark 



Board of Directors Memo

April 27, 2017

Subject: Regular Meeting 1(h) Discussion/Approval of 2017 Annual Program of Projects

Background

The Program of Projects identifies how DCTA will use federal funds which have been appropriated to DCTA as the designated recipient of Federal Transit Administration (FTA) Section 5307-Urbanized Area Formula Program (UZA) and Section 5339 – Bus and Bus Facilities funds.

The North Central Texas Council of Governments (NCTCOG) serves as the regional Metropolitan Planning Organization. NCTCOG staff has outlined the plan for the annual Fiscal Year 2017 Program of Projects submittal for the federal funding process. The Fiscal Year 2017 Program of Projects (POP) proposal is based on a partial funding estimate of \$3.3 million (5307 UZA) and \$225k (5339 Bus/Bus Facilities).

A copy the FY17 DCTA POP is included for reference.

The general schedule for the Fiscal Year 2017 Program of Projects (POP)

Action	Date
Providers submit proposed Program of Projects (POP) to NCTCOG	April 2017
NCTCOG review POP and pass POPs to the Transportation Improvement Program (TIP)	April – May 2017
POP Presented to public for comments	June 2017
Regional Transportation Council (RTC) award funds	July 13, 2017
DCTA staff submits the grant application	February – April 2018

Identified Need

The DCTA Board of Directors needs to approve the annual expenditure of federal funds so these funds can be programmed for the identified projects. The DCTA staff has identified capital and operating needs which are eligible for funding. These include operations & preventative maintenance, bus fleet replacement and security enhancements.

Since the DCTA Marketing public meeting schedule does not coincide with the timing for the required public comment timeline for the FY17 POP, DCTA staff is working with NCTCOG to include the DCTA FY17 POP into the NCTCOG Public Meeting schedule in June to ensure the public comment requirement is met.

Financial Impact

The total revenue from federal 5307 and 5339 formula funds in the current year is anticipated to be \$6.0 million. If awarded funding, DCTA would be required to secure funding to cover the local match costs.

DCTA has requested that the local share be covered by Transportation Development Credits (TDC).

Recommendation

Staff recommends Board approval of the FY 2017 Program of Projects.

Submitted by:


 Anna Mosqueda
 Chief Financial Officer

Approval:


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

*Urbanized Area Apportionment over the 200,000 in population (Denton-Lewisville)***Total Funds Estimated for FY 2017 Program Projects Section 5307 and 5339: \$3,528,198**

FUNDING PROGRAM	FP CODE	Activity	FEDERAL SHARE	LOCAL SHARE/TDC Requests	TOTAL COST
5339	Capital	Purchase Replacement Vehicles	\$224,651	\$39,644	\$264,295
Total			\$224,651	\$39,644	\$264,295

FUNDING PROGRAM	FP CODE	Activity	FEDERAL SHARE	LOCAL SHARE/TDC Requests	TOTAL COST
5307	Capital	Fleet Replacement	\$2,437,231	\$430,100	\$2,867,331
5307	Capital	Preventive Maintenance	\$272,046	\$68,012	\$340,058
5307	Capital	ADA Paratransit Service	\$561,234	\$140,309	\$701,543
5307	Capital	Acquire - Security equipment	\$33,036	\$8,259	\$41,295
Total			\$3,303,547	\$646,680	\$3,950,227

Notice to the public: This Program of Projects for FY 2017 will be available to the public and will serve as the final, unless amended.



Board of Directors Memo

April 27, 2017

Subject: 1(i) Authorize President to Execute an Agreement for Flume Repair at the Rail O&M

Background

A request for bids was issued on February 2, 2017, on BidSync for the procurement of Flume Repair at the Rail O&M Facility. Forty-one (41) entities viewed the bid documents.

On March 24, 2017, DCTA received one (1) bid in response to our RFB.

1. TNT Farms and Landscaping, Inc.

Staff conducted a review and evaluation of the bid and is recommending the award to TNT Farms and Landscaping, Inc.

Identified Need

Flooding in late May and early June, 2015, caused significant damage to the A-train guideway and DCTA facilities. Part of this damage was erosion and wash-out of an area adjacent to a yard track, just outside the north gate to the Rail OMF facility. The excessive water flow scoured an area immediately adjacent to an existing drainage channel and damaged the flume wall.

The work of this contract includes reconstruction of concrete channel (flume), excavation of the existing backfilled material and replacement with suitable material; construction of gabion lined ditch; ditch grading, and installation of track ballast.

Financial Impact

The total cost of the Flume Repair is \$111,793.21. FEMA classifies this as a "small project" and we have received reimbursement of \$87,000, which is 75% of their preliminary estimate. If the final cost exceeds their estimate, additional reimbursement can be requested.

Recommendation

Staff recommends the Board approve the award of Flume Repair at the Rail O&M to TNT Farms and Landscaping, Inc. in the amount not-to-exceed \$115,000 and authorize the President to execute a contract.

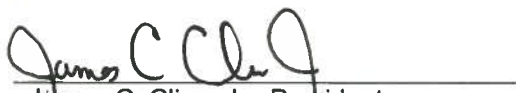
Submitted by:


Athena Forrester, CPPO, CPPB
Senior Procurement Manager

Final Review:


Raymond Suarez, COO

Approval:


James C. Cline, Jr., President

**Board of Directors Memo**

April 27, 2017

Subject: 1(j) Approve Award for the Purchase of Automotive Filters**Background**

A request for bids was released on January 16, 2017 on BidSync for the purchase of automotive filters for various vehicles in the fleet. Notices were provided to over 1,000 potential suppliers, forty-five (45) suppliers viewed the documents.

On March 3, 2017 DCTA received nine (9) bids in response to our RFB:

1. Gillie Hyde Ford Lincoln, Inc.
2. Harlow Filter Supply
3. Muncie Transit Supply
4. O'Reilly Auto Parts
5. MHC Kenworth
6. Midway Auto Supply
7. Vehicle Maintenance Program, Inc.
8. XL Parts, LLC
9. Park Cities Ford

Staff conducted a review and evaluation of the bids received and is recommending award Gillie Hyde Ford Lincoln Inc., MHC Kenworth, and Vehicle Maintenance Program Inc.

Identified Need

Filters will be ordered on an as needed basis to perform repairs and preventative maintenance on buses and other fleet vehicles.

Financial Impact

Expenditures for filters are reimbursed by FTA funds at 80% from preventive maintenance grant funds. Anticipated annual expenses are \$50,000 and are included in the Parts budget. There is no bottom line impact to the budget. Filters are replaced on an as needed basis.

Recommendation

Staff recommends the Board approve the award to Gillie Hyde Ford Lincoln Inc., MHC Kenworth, and Vehicle Maintenance Program Inc.

Submitted by:

Athena Forrester, CPPO, CPPB
Senior Procurement Manager

Final Review:

for Raymond Suarez, COO

Approval:

James C. Cline, Jr., President



Board of Directors Memo

April 27, 2017

Subject: 1(k) Approval of Award of Small and Medium Vehicles purchased through the State of Texas SmartBuy Program

Background

A request for proposals was issued for the purchase of small and medium vehicles. One proposal was received in response to the RFP. Staff evaluated the proposal and determined it to be non-responsive. The proposal was rejected.

The State of Texas Comptroller has a SmartBuy program to allow agencies to purchase from established contracts and agreements.

Identified Need

Based on the DCTA Fleet Replacement Plan, we are scheduled to replace eight (8) small and six (6) medium vehicles in fiscal year (FY) 2017. The small vehicles are low-floor cutaway vans that will be placed in to service on Access, Highland Village Connect Shuttle, Highland Village Community On-Demand and other demand response service. The medium vehicles are low-floor cutaway buses that will be placed on the Lewisville Connect fixed routes. These vehicles are necessary to replace existing vehicles that are past their useful life, improve our spare ratio, and create a contingency fleet to be able to respond to service requests in a more timely manner.

Financial Impact

The estimated expenditure for 8 small vehicles and 6 medium vehicles is \$1,750,000. The expenditure will be reimbursed with federal funds from FTA at 85%. The Award will require approval of a Capital Project Budget Amendment which is on today's regular Board Agenda for approval


Recommendation

Staff recommends the Board approve the award of the purchase of small and medium vehicles from Creative Bus Sales through the State of Texas SmartBuy program and authorize the issuance of a purchase order.


Submitted by:


Athena Forrester, CPPO, CPPB
Senior Procurement Manager

Final Review:


for Raymond Suarez, COO

Approval:


James C. Cline, Jr., President

**Board of Directors Memo****March 23, 2017****Subject: 2(a) Authorized President to Negotiate and Execute Contract with the City of McKinney for Transit Service**

On April 14, 2017, DCTA submitted a proposal to the City of McKinney acting on behalf of the McKinney Urban Transit District. It was requested that service (primarily taxicab through our agreement with Irving Holdings) begin June 1, 2017. While the decision will not likely be made until May 2, 2017, the ability to execute an agreement shortly after this date is important. Our next Board meeting on May 25, 2017 is too late.

It is requested that I be authorized to negotiate and execute a contract with the City of McKinney in the case that we are selected. The form of the contract is expected to be similar in form to our agreement with the City of Frisco. While appearing to be presumptive, this action is necessary to allow DCTA the ability to effectively meet the needs of the McKinney Urban Transit District.

A handwritten signature in black ink that reads "James C. Cline, Jr." The signature is written in a cursive, flowing style.

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