



DENTON COUNTY
TRANSPORTATION AUTHORITY

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

Board of Directors Regular Meeting

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

**or immediately following Board Work Session
scheduled at 1:30 p.m. on July 27, 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 June 22, 2017
- b. Acceptance of Financial Statements – June 2017
- c. Acceptance of Quarterly Investment Report – Q3 FY17
- d. Approve and Award Contract for Fleet Collision Repair and Painting Services to Spectrum Truck Painting and Big Wheels Body Shop
- e. Approve and Award Contract for Investment Advisory Services to First Southwest Asset Management
- f. Approve and Authorize the President to Execute a Contract with Holmes-Murphy for Employee Benefits Broker/Consultant Services
- g. Authorize President to Execute a Master Research Agreement with Texas A&M Transportation Institute
- h. Approval of Transit Planning Software Contract with Remix
- i. Authorize Purchase of Remanufactured Engines and Transmissions for TAPS Buses to Huffines Chevrolet
- j. Approve Operating/Capital Budget Revision for Rail Safety Crossing Study and authorize Task Order with Jacob's Engineering

2. REGULAR AGENDA

- a. Authorize President to negotiate and execute an MOU and Electric Utility Easement with City of Denton

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.
 - c. As Authorized by Section 551.074 the Texas Government Code Deliberation of Personnel of Discussion regarding Annual President's Performance Review.
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, Tom Winterburn, Don Hartman,
George A. Campbell, Allen Harris, Carter Wilson, Connie White, Mark Miller
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 7/21/2017 at 3:17 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 1:32 p.m. on June 22, 2017 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057. A quorum was present.

Attendance

Small Cities

Skip Kalb

Large Cities

Charles Emery, Lewisville, Chairman
Paul Pomeroy, Highland Village,
Vice-Chair
Richard Huckaby, Denton, Secretary
Carter Wilson, Frisco
Tom Winterburn, Corinth
Mark Miller, Flower Mound

Denton County Unincorporated

Don Hartman (arrived at 1:50)

Board Members Absent

Dave Kovatch, Denton County At Large,
Treasurer
George Campbell, Denton County
Unincorporated
Connie White, Small Cities
Allen Harris, The Colony

Legal Counsel

Pete Smith

DCTA Staff

Kristina Brevard, Vice President
Planning and Development
Anna Mosqueda, Chief Financial Officer
Nicole Recker, Vice President,
Marketing and Communications

Other Attendees

Josh Graham, Frisco Alternate
Michelle Bloomer, Assistant VP, Bus
Operations & Maintenance
Jeff Bennett, Assistant VP, Transit
Operations
Marisa Perry, Controller
Chrissy Nguyen, Senior Accountant
Amanda Riddle, Budget Manager
Laura Mitchell, Grants and Contracts
Compliance Manager
Selena Asire, Citizen/HNTB

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 May 2017
 - ii. Capital Projects Budget Report for May 2017
 - 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. New Collateral Overview
 - ii. North Texas Xpress Campaign Recap Report
 - iii. July 2017 Citizens' Advisory Team Meetings
 - iv. Media Reporting
 - c. Strategic Planning and Development – Kristina Brevard, Vice President Planning & Development, reported on the following
 - i. Regional Planning Initiatives Update
 - ii. Local Planning Update
 - iii. Business Development and Partnerships Update
 - d. Capital Projects – Michelle Bloomer, Assistant Vice President of Business Operations and Maintenance, gave an update on the following projects
 - i. Flood Damage Repairs Update
 - ii. Positive Train Control and Signal System Enhancements
 - e. Staff Briefing on Transit Operations Reports – Michelle Bloomer, Assistant Vice President of Business Operations and Maintenance, gave an update on ridership
 - i. Bus and Rail Operations
2. Committee Chair Report – Paul Pomeroy, Vice-Chairman, gave an update of the Program Services Committee activities from the May 15, 2017 meeting
 - a. Program Services Committee (06/13/2017) Paul Pomeroy, chair
3. Discussion of Regular Board Meeting Agenda Items (June 2017) – There was no discussion on this item
4. Convene Executive Session – The board did not meet in Executive Session
5. Discussion of Future Agenda Items – There was no discussion on this item
 - a. Board Member Requests
6. ADJOURN at 2:50 p.m.

The minutes of the June 22, 2017 work session meeting of the Board of Directors were passed, and approved by a vote on this 27th day of July, 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 3:03 p.m., June 22, 2017 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057. A quorum was present.

Attendance

Large Cities

Charles Emery, Lewisville, Chairman
Paul Pomeroy, Highland Village,
Vice-Chair
Richard Huckaby, Denton, Secretary
Carter Wilson, Frisco
Tom Winterburn, Corinth
Mark Miller, Flower Mound

Denton County Unincorporated

Don Hartman

Board Members Absent

Dave Kovatch, Denton County At Large,
Treasurer
George Campbell, Denton County
Unincorporated
Connie White, Small Cities
Allen Harris, The Colony
Skip Kalb, Small Cities

Legal Counsel

Pete Smith

DCTA Staff

Kristina Brevard, Vice President
Planning and Development
Anna Mosqueda, Chief Financial Officer
Nicole Recker, Vice President,
Marketing and Communications

Other Attendees

Josh Graham, Frisco Alternate
Michelle Bloomer, Assistant VP, Bus
Operations & Maintenance
Jeff Bennett, Assistant VP, Transit
Operations
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 Paul Pomeroy

WELCOME AND INTRODUCTION OF VISITORS – Charles Emery, Chairman, announces and welcomes Mark Miller as a new Board Member to DCTA, and Anna Mosqueda, Chief Financial Officer, announces and welcomes Josh Graham, Frisco Alternate.

AGENCY AWARDS AND RECOGNITIONS – Anna Mosqueda, Chief Financial Officer, announced the First Time Recipient of and EPA Grant Award for the Brownfields Assessment Grant.

1. CONSENT AGENDA

- a. Approval of Minutes for the Board Work Session and Regular Meeting on May 25, 2017
- b. Acceptance of Financial Statements – May 2017
- c. Approve and Award Contract for Printing Services to Nieman Printing and Signarama Lewisville
- d. Approve and Award Contract for Grant Consulting Services to Blais and Associates
- e. Authorize Purchase of Support Vehicle for Bus Operations
- f. Approve Capital Project Budget for Brownfield Remediation and Authorize Task Order with HNTB for Project Engineering and Oversight
 - Motion to approve the Consent Agenda items was made by Carter Wilson. The motion was seconded by Tom Winterburn. Motion passed unanimously.

2. Convene Executive Session – The board did not meet in Executive Session

3. CHAIR REPORT – Charles Emery, Chairman, gave updates on the following

- a. Discussion of Regional Transportation Issues
- b. Discussion Legislative Issues
 - Regional
 - State
 - Federal

4. PRESIDENT’S REPORT – Anna Mosqueda, Chief Financial Officer, provided information on the following items

- a. Budget Transfers
- b. Regional Transportation Issues

5. 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.

6. ADJOURN – Adjourned at 3:12 PM

The minutes of the June 22, 2017 regular meeting of the Board of Directors were passed, and approved by a vote on this 27th day of July, 2017.

Charles Emery, Chairman

ATTEST

Richard Huckaby, Secretary

Board of Directors MemoJuly 27th, 2017**Subject: 1(d) Approve and Award Contract for Fleet Collision Repair and Painting Services****Background**

A request for bids was released on May 31, 2017, on BidSync seeking to contract with one or more vendors to provide as-needed fleet repair paint and body services over a four (4) year term. Twenty-eight (28) suppliers viewed the bid documents.

On June 23rd, DCTA received four (4) bids in response to our RFB:

1. Spectrum Truck Painting
2. Big Wheels Body Shop
3. ABC Bus Company
4. MHC Kenworth

Staff conducted a review and evaluation of the bids received and staff recommends awarding two contracts to the two low bidders, Spectrum Truck Painting and Big Wheels Body Shop.

Identified Need

DCTA has the need for a local repair company to provide services for damage repair to fleet in order to maintain the appearance and performance of its fleet and safety to passengers.

Financial Impact

Expenditures for fleet repair and painting services are reimbursed by FTA funds at 80% from preventative maintenance grant funds. Repair and painting services will be performed on an as needed basis over a four (4) year term. Estimated expenditures are \$120,000 for the first year of the agreement. This also includes painting and body of the twelve (12) TAPS buses that DCTA acquired. Repair and painting costs for the remaining years is estimated not-to-exceed \$70,000 per year.


Recommendation

Staff recommends the Board approve the award of fleet collision repair and painting services and authorize the President to execute contracts with Spectrum Truck Painting and Big Wheels Body Shop.


Submitted by:


Athena Forrester, CPPO, CPPB
AVP of Procurement

Final Review:


Raymond Suarez, COO

Approval:


James C. Cline, Jr., President

Board of Directors Memo**July 27th, 2017****Subject: 1(e) Approve and Award Contract for Investment Advisory Services****Background**

A request for proposals was released on May 9th, 2017, on BidSync for the services of a qualified investment advisory firm to assist DCTA with portfolio management services, monthly and quarterly reporting services, and supplemental cash management assistance. Forty-five (45) suppliers viewed the solicitation documents.

On June 6, 2017, DCTA received three (3) proposals in response to our request for proposals:

1. First Southwest Asset Management
2. Valley View Consulting LLC
3. Raymond James & Associates dba Atlanta Consulting Group

Staff conducted a review and evaluation of the proposals received and staff is recommending the award for investment advisory services to First Southwest Asset Management.

Identified Need

The current contract for investment advisory services will expire in August, 2017. This contract will provide ongoing support to ensure prudent management of DCTA's investment portfolio and assist with required reporting and compliance with the Public Funds Investment Act and DCTA's investment policy.

Financial Impact

The initial contract will be for two (2) years commencing August 5, 2017, with the option to extend for three (3) additional one (1) year terms. The fee structure combines a fixed annual fee and an asset-based fee as outlined below. DCTA's current portfolio balance is \$20.7 million.

Portfolio Balance	Fee
\$0 - \$30 million	\$14,000 annually, billed quarterly
\$30 - \$200 million	0.03% (Asset-Based Fee)
Over \$200 million	0.01% (Asset-Based Fee)

Recommendation

Staff recommends the Board approve the award of investment advisory services, and authorize the President to execute a contract with First Southwest Asset Management.

Submitted by: 

Athena Forrester, CPPO, CPPB
AVP of Procurement

Final Review: 

Anna Mosqueda, CFO

Approval: 

James C. Cline, Jr., President



Board of Directors Memo

July 27, 2017

Subject: RM 1(f) Approve and Authorize the President to Execute a Contract with Holmes-Murphy for Employee Benefits Broker/Consultant Services

Background

DCTA accepted competitive, sealed Proposals under RFP 17-23 for employee Benefit Brokers/Consultants to provide consulting and broker services for the employee benefits program. The DCTA is interested in a qualified firm capable of taking a creative, innovative approach that helps mitigate the rising costs of health care and employee benefits, while maintaining a fiscally responsible and competitive plan. It is the goal of DCTA to continue to offer benefit choices to fit employee needs, to work to provide the level of coverage currently offered at an affordable contribution rate, to remain compliant in all benefit needs, and to maintain employee satisfaction with these services.

To this end, DCTA issued a Request for Proposals (RFP 17-23) for Benefits Broker/Consultant Services on May 10, 2017, advertised for four consecutive weeks on DCTA's electronic procurement platform – BidSync. There were 26 firms who viewed the proposal. Two (2) Firms expressed interest in the RFP and submitted responses:

- Holmes Murphy
- McGriff, Seibels & Williams

An evaluation process was conducted based on the best value for DCTA. Maximum points were 100. The evaluation review committee evaluated both written proposals based on the following criteria:

- Firms Experience and Past Performance of the Firm : 25
- Familiarity of the Firm with the Scope of Work Required by DCTA: 30
- Availability of Knowledgeable Personnel Within the Firm: 20
- Price Proposal: 25

Following the evaluation process, the two (2) firms: Holmes Murphy, and McGriff, Seibels & Williams were separately asked to take part in a conference call with the evaluation review committee to answer, and clarify, a few inquiries that arose during the evaluation process.

Both firms have significant related experience and knowledgeable personnel to support and meet DCTA needs. However the price proposal provided by Holmes-Murphy was the most competitive. The evaluation team determined that the recommended firm, Holmes Murphy, will provide the best combination of experience, qualifications, price, and understanding of the Benefits consultation service required by DCTA. Their approach will give DCTA the security that the employee benefit needs will be fulfilled by qualified and knowledgeable personnel in the appropriate amount of time.

The term for the Benefits Brokers/Consultant Services contract would be for three (3) years with two (2) additional one (1) year renewal options. This is not a commission based contract. The firm will be paid an annual retainer fee of \$24,500 for the term of the contract, and for the 2 optional renewals as well, if renewals are awarded.

Identified Need

DCTA needs to continue offering a benefits package that will compete with similar organizations in the region to retain a high quality professional staff. It is the goal of DCTA to continue to offer benefit choices to fit employee needs, to work to provide the level of coverage currently offered at an affordable contribution rate, and to maintain employee satisfaction with these services. In addition, the changing health care related environment requires monitoring and compliance with a number of legislative mandates.

Financial Impact

The cost for the Employee Benefits Broker/Consultant is included in the DCTA operating budget. Holmes Murphy's \$24,500 annual retainer fee amount is within the budgeted amount. The will include services for both DCTA and TMDC.

Recommendation

Staff recommends the Board of Directors to authorize the President to execute a contract with Homes Murphy to provide Employee Benefit Broker/Consultant Services to DCTA.

Respectfully submitted,

Submitted by:


Athena Forrester, CPPO, CPPB
AVP of Procurement

Final Review:


Anna M. Mosqueda, CFO

Approval:


James C. Cline, Jr., President

Board of Directors Memo

July 27, 2017

Subject: 1(g) – Authorize President to Execute a Master Research Agreement with Texas A&M Transportation Institute**Background**

The Texas Transportation Institute (TTI), a member of The Texas A&M University System, assists public transportation providers in Texas, as well as nationwide, by providing multi-modal transportation research and technology expertise in the areas of public transportation planning, management, and operations.

Staff desires to enter into a one year Master Research Agreement with TTI to provide technical assistance in an amount not to exceed \$250,000. In the past, TTI has provided technical assistance to DCTA related to drafting of the bus operations request for proposals and development of DCTA's updated Title VI Plan.

Identified Need

Research and technical assistance related to opportunities and challenges of enhancing bus operations efficiency and effectiveness, development and implementation of innovative services while leveraging technology, updating the agency's long range service plan as well as providing assistance with Title VI analysis and program updates.

Financial Impact

Staff anticipates the work being performed within current budget limits, including the remaining budget for Professional Services in FY2017, plus funds proposed in the FY2018 Budget.

Recommendation

Staff recommends the Board authorize the President to execute a Master Research Agreement with Texas A&M Transportation Institute.

Submitted by:



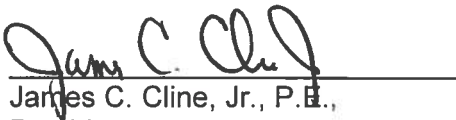
Athena Forrester
AVP of Procurement

Approval:



Raymond Suarez
Vice President, Bus Operations and Maintenance

Approval:



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

Board of Directors Memo**July 27, 2017****Subject: RM 1(c) Approval of Transit Planning Software Contract with Remix****Background**

In December of 2015, DCTA entered into a one (1) year sole source agreement with Remix for their planning module. A renewal was issued in January 2017 for an additional three (3) year term. Remix is the only web-based transit planning software platform that allows staff to quickly sketch bus routes and estimate costs, evaluate and compare scenarios and alternatives, and automatically generate service equity analysis for use in meeting Title VI requirements.

Identified Need

The addition of the ReMix scheduling module will assist staff two fold. First, by allowing staff to bring route scheduling in-house, which is currently being performed by an outside consultant. Secondly, it will reduce staff time needed by automating a variety of scheduling related processes that are currently completed manually, including the review of current schedules and identification of where cost savings can be achieved by reducing operational requirements; automatically generating route profiles and bid sheets; and automatically tracking route miles and hours, required to meet State and federal reporting requirements.

Financial Impact

The license is \$46,280 annually over a three (3) year term. The total contract cost is \$138,840 and will be paid from the operating budget.

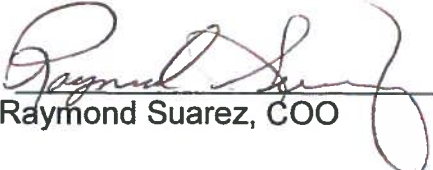
Recommendation

Staff recommends the Board approve the award for the scheduling tool 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

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

Number: **2017-18**

Type: Transfer ✓
 Revision

	Current Budget Amount	Budget Revision Amount	Adjusted Budget Amount
From:			
510-50309 Professional Services	30,000	(20,000)	10,000
510-50410 Fuel	597,744	(30,000)	567,744
To:			
510-50313 Computer & Software Supplies	-	50,000	50,000
Total	<u>627,744</u>	<u>-</u>	<u>627,744</u>

Explanation:

This transfer will allow staff to expedite purchase of the ReMix Scheduling Module as discussed at the July Finance Committee Meeting. We currently have the ReMix Planning Platform that allows staff to quickly sketch bus routes and estimate costs, evaluate and compare scenarios and alternatives, as well as automatically generate a service equity analysis for use in meeting Title VI requirements.

We are requesting to add the ReMix Scheduling Engine to assist in:

- * Reviewing current schedules to see where we can save money by reducing operational requirements and potentially vehicle requirements
- * Automatically generate paddles/route profiles and bid sheets which are currently updated manually requiring significant staff time
- * Automatically tract route miles and hours, which is also currently being done manually

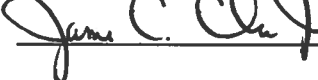
Date: 7/19/2017

Requested By Michelle Bloomer

Date: 7/19/2017

Reviewed By Amanda Riddle

Date: 20 July 2017

President 

Board of Directors Memo**July 27th, 2017****Subject: 1(i) Authorize Purchase of Remanufactured Engines and Transmissions****Background**

A request for bids was released on June 28th, 2017, on BidSync for the purchase of twelve (12) remanufactured engines and transmissions over a one (1) year term. Nineteen (19) suppliers viewed the bid documents.

On July 13th, DCTA received two (2) bids in response to our RFB:

1. Huffines Chevrolet
2. Reliable Chevrolet

Staff conducted a review and evaluation of the bids received and staff is recommending purchase of twelve (12) remanufactured engines and transmissions to Huffines Chevrolet.

Identified Need

The remanufactured engines and transmissions will be purchased and installed in the twelve (12) former TAPS buses that were transferred to DCTA. The parts will be purchased over the next twelve (12) month period.

Financial Impact

The total cost of the twelve (12) remanufactured engines and transmissions is \$119,634.96 and will be paid from operating budget. A core charge of \$2,500 per engine and \$1,500 per transmission is charged and credited upon return of core. Expenditures will be reimbursed with grant funds at 80%.

Recommendation

Staff recommends the Board approve the acquisition of twelve (12) remanufactured engines and transmissions from Huffines Chevrolet.

Submitted by:


Athena Forrester, CPPO, CPPB
AVP of Procurement

Final Review:


Raymond Suarez, COO

Approval:


James C. Cline, Jr., President

**Board of Directors Memo****July 27, 2017**

Subject: 1(j) Approve Operating/Capital Budget Revision for Hike and Bike Trail Safety Enhancement Study and Authorize Task Order No. 10 with Jacobs Engineering Group, Inc.

Background

The DCTA Hike and Bike Trail has been in place for over six years. With increased popularity of the trail, it is appropriate to review the operation of the trail for any safety enhancements at rail crossings. We have asked Jacobs Engineering to conduct a study of the trail crossings to determine if there are additional safety features that should be incorporated.

Identified Need

Jacobs Engineering will conduct video pedestrian and biker counts at each crossing and examine existing conditions with regard to signage, rail signalization, traffic awareness, rail crossings, pedestrian safety, and other items pertaining to rail and pedestrian safety at the crossings. From this data, Jacobs will create a Safety Enhancement Matrix for each crossing and recommend a range of improvements.


Financial Impact

The Rail Crossing Study capital project funds of \$73k will be transferred from the existing Rail Capital Maintenance project with attached Budget Revision 2017-19. There will be no financial impact bottom line for the FY17 budget.

Recommendation


Staff recommends the Board of Directors approve Budget Revision 2017-19 and authorize the President to execute the task order with Jacobs Engineering Group, Inc., in an amount not-to-exceed \$73,000.

Submitted
by:



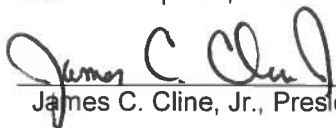
Athena Forrester, CPPO, CPPB
AVP of Procurement

Final
Review:



Anna Mosqueda, CFO

Approval:



James C. Cline, Jr., President

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

Number: **2017-19**

Type: Transfer _____
 Revision ✓

	Current Budget Amount	Budget Revision Amount	Adjusted Budget Amount
From:			
61714 - Rail Capital Maintenance	3,515,430	(73,000)	3,442,430
To:			
61606 - Rail Crossing Study	-	73,000	73,000
Total	<u>3,515,430</u>	<u>-</u>	<u>3,515,430</u>

Explanation:

DCTA staff has identified 10 locations where the Hike and Bike Trail crosses the rail. In addition, there are two locations where the trail does not actually cross the tracks, but access is awkward due to the location of the medians. We have asked Jacobs Engineering to conduct a study of these crossings to see if there are any reasonable improvements that can be made for bike and pedestrian safety. Jacobs will be creating a compliance and risk matrix and recommend a variety of solutions.

Date: 7/19/2017

Requested By Ann Boulden

Date: 7/19/2017

Reviewed By Amanda Riddle

Date: _____

President 

**Board of Directors Memo****July 27, 2017****Subject: 2(a) Approval to Negotiate and Execute MOU and Electric Utility Easement Agreement with City of Denton****Background**

On or about June 1st, DCTA staff received an offer from the City of Denton to purchase an electric easement across the Bus Operations and Maintenance facility property. The easement is needed to facilitate the City's upgrade of the existing electric transmission line that crosses DCTA's property. The City of Denton is requesting a seventy-five (75) foot wide electric easement, effectively increasing by 15 feet an existing sixty (60) foot wide utility easement that crosses the property and was dedicated at the time DCTA replatted the property. The combined easement will permanently encumber 1.666 acres of DCTA's property. The City has offered to purchase the easement for \$60,811 based on an appraisal prepared by CBRE, Inc. provided as part of the offer package. Staff is working with the City and its appraisal firm to determine if the purchase price is fair. Based on discussions relating to the impact the existing electric easement and transmission line might have on future development of DCTA's property conducted with City and DEU staff at the time of replatting DCTA's property, staff is working with DCTA's attorneys to revise the language in the electric utility easement agreement to mitigate negative impacts the wider transmission line easement might have on the future use and development of the property by DCTA.

Financial Impact

This action will have no budget impact.

Recommendation

Staff recommends the Board authorize the President to negotiate and execute an MOU and Electric Utility Easement with the City of Denton regarding the conveyance of an electric utility easement across the Bus O&M Facility property.

Submitted by:


Athena Forrester, CPPO, CPPB
AVP of Procurement

Approval:


James C. Cline, Jr., President