



DENTON COUNTY
TRANSPORTATION AUTHORITY

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

Board of Directors Regular Meeting

November 17, 2016 | 3:00 p.m.*

**or immediately following Board Work Session
scheduled at 1:30 p.m. on November 17, 2016*

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 November 17, 2016
- b. Acceptance of Financial Statements – October 2016
- c. Approval of Award of Ballast Undercutting and Crossing Replacement Services
- d. Approval of Award of Purchase of Remanufactured Transmissions for Bus Fleet
- e. Approval of Award of Purchase of Remanufactured Engines for Bus Fleet
- f. Authorize the President to Execute Amendment No. 1 to Task Order 3 for the Lewisville Hike and Bike Trail Project

2. 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.

3. Reconvene Open Session

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

4. CHAIR REPORT

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

5. PRESIDENT'S REPORT

- a. Budget Transfers
- b. Regional Transportation Issues

6. 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.

7. ADJOURN

Chair – Charles Emery
Vice Chair – Paul Pomeroy

Secretary – Richard Huckaby
Treasurer – Dave Kovatch

**Members – Skip Kalb, Doug Peach, Jim Robertson, Tom Winterburn,
Don Hartman, George A. Campbell, Allen Harris, Carter Wilson, Connie White**
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 thenderson@dcta.net or calling Troy Henderson at 972-221-4600.

This notice was posted on 11/11/2016 at 1:08 PM.

Troy Henderson, 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 1:31 p.m. on October 27, 2016 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057. A quorum was present.

Attendance

Small Cities

Connie White
Skip Kalb

Large Cities

Charles Emery, Lewisville, Chairman
Paul Pomeroy, Highland Village, Vice-Chair
Richard Huckaby, Denton, Secretary
Carter Wilson, Frisco (arrived at 1:33)
Tom Winterburn, Corinth
Doug Peach, Little Elm

Denton County Unincorporated

Don Hartman (arrived at 1:33)
George A. Campbell

Denton County at Large

Dave Kovatch, Treasurer

Board Members Absent

Allen Harris, The Colony
Jim Robertson, Flower Mound

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

Others in Attendance

Chrissy Nguyen, Senior Accountant

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 reported the following items:
 - i. Financial Statements for September 2016
 - ii. Capital Projects Budget Report for September 2016
 - iii. Monthly Sales Tax Receipts
 - iv. Quarterly Investment Report Q4 FY2016
 - v. Grant Quarterly Report
 - vi. Current Procurement Activities

- b. Marketing and Communications Reports - Nicole Recker reported the following items:
 - i. Collateral Material Overview
 - ii. October Public Meeting Report
 - iii. Customer Service Update
 - a. GovDelivery Launch
 - b. New Phone System
 - c. GORquest Revamp
 - d. Customer Service Audit
 - iv. Marketing and Communications Awards
 - c. Strategic Planning and Development Reports - Kristina Brevard reported the following items:
 - i. Business Development & Partnerships Update
 - ii. Land Use Planning & Development Update
 - iii. Additional Project Updates
 - d. Capital Projects Reports - Raymond Suarez reported the following items:
 - i. Flood Damage Repairs Update
 - ii. ShoreTel Phone System Expansion Update
 - e. Staff Briefing on Transit Operations Reports - Raymond Suarez reported the following items:
 - i. Bus and Rail Operations
2. Items for Discussion
- a. February Board Retreat
 - Jim Cline presented the Board with the preliminary plans for the February 2017 Board Retreat Work Session.
 - b. 2017 Board Calendar
 - Jim Cline presented the Draft Board Calendar for 2017.
3. Committee Chair Reports
- a. Dave Kovatch, Committee Chair, gave an update on the activities of the Finance Committee in October 2016
 - b. Paul Pomeroy, Committee Chair, gave an update on the activities of the Program Services Committee meeting in October 2016
4. Discussion of Regular Board Meeting Agenda Items (October 2016)
- No discussion.

5. Convene Executive Session – Convened at 3:22 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 at 3:40 p.m. There was no action taken
7. Discussion of Future Agenda Items – No discussion at this time.
8. ADJOURN at 3:44 p.m.

The minutes of the October 27, 2016 work session meeting of the Board of Directors were passed, and approved by a vote on this 17th day of November, 2016.

Charles Emery, Chairman

ATTEST

Richard Huckaby, Secretary



DENTON COUNTY
TRANSPORTATION
AUTHORITY

Board of Directors

Board Meeting Minutes

The regular meeting of the Board of Directors of the Denton County Transportation at 3:47 p.m., October 27, 2016 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057. A quorum was present.

Attendance

Small Cities

Connie White
Skip Kalb

Large Cities

Charles Emery, Lewisville, Chairman
Paul Pomeroy, Highland Village, Vice-Chair
Richard Huckaby, Denton, Secretary
Carter Wilson, Frisco
Tom Winterburn, Corinth
Doug Peach, Little Elm

Denton County Unincorporated

Don Hartman
George A. Campbell

Denton County at Large

Dave Kovatch, Treasurer

Board Members Absent

Allen Harris, The Colony
Jim Robertson, Flower Mound

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

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

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS – led by Dave Kovatch

INVOCATION – led by Charles Emery

WELCOME AND INTRODUCTION OF VISITORS

AGENCY AWARDS AND RECOGNITIONS – Jim Cline recognized Nicole Recker being named in *Mass Transit* magazine’s Top 40 Under 40 2016.

1. CONSENT AGENDA
 - a. Approval of Minutes for the Board Work Session and Regular Meeting on September 22, 2016
 - b. Acceptance of Financial Statements – September 2016
 - c. Acceptance of Quarterly Investment Report – Q4 FY2016
 - d. Approval of Resolution 16-10 for participation in North Central Texas Regional Certification Agency (NCTRCA)
 - Motion to approve Consent Agenda Items a-d made by Carter Wilson. 2nd by George Campbell. Motion carried unanimously.
2. REGULAR AGENDA
 - a. Approval of Modification to FY15 Program of Projects
 - Motion to approve Modification to FY15 Program of Projects was made by Connie White. 2nd by Doug Peach. Motion carried unanimously.
 - b. Approval of Resolution 16-11 Adopting Annual Investment Policy for 2017
 - Motion to approve Resolution 16-11 Adopting Annual Investment Policy for 2017 was made by Connie White. 2nd by Carter Wilson. Motion carried unanimously.
3. Convene Executive Session – Did not conduct an Executive Session
4. CHAIR REPORT – Charles Emery gave an update on these items:
 - a. Discussion of Regional Transportation Issues
 - b. Discussion Legislative Issues
 - i. Regional
 - ii. State
 - iii. Federal
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
 - 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 announced the Street Dedication Ceremony for William (Bill) H. Walker a former member of the DCTA Board.
7. ADJOURN – Adjourned at 4:05 PM
 - Motion to adjourn was made by Don Hartman. 2nd by Dave Kovatch. Motion carried unanimously.

The minutes of the October 27, 2016 regular meeting of the Board of Directors were passed, and approved by a vote on this 17th day of November, 2016.

Charles Emery, Chairman

ATTEST

Richard Huckaby, Secretary



Board of Directors Memo

November 17, 2016

Subject: 1(c) Approval of Award of Ballast Undercutting and Crossing Replacement Services

Background

A request for bids was issued on September 23, 2016, on BidSync for the procurement of Ballast Undercutting and Crossing Replacement Services. Twenty-nine (29) entities viewed the bid documents.

On November 1, 2016, DCTA received two (2) bids in response to our RFB.

1. Herzog Contracting Corp.
2. Railworks Track Systems, Inc.

Staff conducted a review and evaluation of the bids and is recommending the award to Herzog Contracting Corp.

Identified Need

Ballast Undercutting

Flooding in late May and early June, 2015, caused the submersion of several miles of the A-Train track and resulted in fouled to moderately fouled ballast in a one mile stretch of track. Herzog will undercut approximately 6000 lf of fouled ballast in the A-train corridor, from MP 739.7 to MP 740.7, between Hebron Parkway and Dead Deer Creek in Denton County, Texas.

Crossing Replacements

The unprecedented amount of rain in late May and early June, 2015, combined with high and heavy traffic, allowed water to infiltrate the base course below the tubs on 11 crossings. The fine fill material washed out in many locations. This resulted in flexing and cracking of the tubs which allowed even more water infiltration, sinking of the crossing and potential damage to the rails. At the most seriously affected crossings, our rail operator drilled into the tubs and injected polyurethane grout under them to raise them to their original elevation. Herzog will remove the tubs and replace the crossing with standard concrete crossing panels and composite ties.

Financial Impact

The total cost of the Ballast Undercutting and Crossing Replacements is \$2,478,790 and will be reimbursed at 75% of our actual cost by FEMA.

Recommendation

Staff recommends the Board approve the award of Ballast Undercutting and Crossing Replacement Services to Herzog Contracting Corp in the amount not-to-exceed \$2,500,000 and authorize the President to execute a contract.

Submitted by:

Athena Forrester,
Senior Procurement Manager

Final Review:

Raymond Suarez, COO

Approval:

James C. Cline, Jr., President



Board of Directors Memo

November 17, 2016

Subject: 1(d) Approval of Purchase of Remanufactured Transmissions for Bus Fleet

Background

The Gillig buses have a useful life of twelve (12) years or 500,000 miles. The buses have reached the midpoint of their useful life and require replacement of the engines and transmissions to continue to be useful.

A request for bids was released on October 25, 2016, on BidSync for the purchase of five (5) remanufactured transmissions over a one (1) year term. Twenty-four (24) suppliers viewed the bid documents.

On November 7, 2016, DCTA received four (4) bids and one (1) no-bid in response to our RFB:

- 1. MHC Kenworth - Dallas
- 2. Creative Bus Sales
- 3. Industrial Transmission Solutions
- 4. DEFEO
- 5. Weller Truck Parts, LLC – NO BID

Staff conducted a review and evaluation of the bids received and staff is recommending purchase of five (5) remanufactured transmissions from MHC Kenworth-Dallas.

Identified Need

The transmissions will be installed in the 2011 Gillig fleet to meet the useful life of twelve (12) years.

Financial Impact

The total cost of the five (5) transmissions is \$20,738.95. A core charge of \$4,809 per unit is charged and credited upon return of core. Purchase will be reimbursed with grant funds at 80%.

Recommendation

Staff recommends the Board approve the acquisition of five (5) transmissions from MHC Kenworth-Dallas.

Submitted by: 
 Athena Forrester,
 Senior Procurement Manager

Final Review: 
 Raymond Suarez, COO

Approval: 
 James C. Cline, Jr., President

Board of Directors Memo

November 17, 2016

Subject: 1(e) Approval of Purchase of Remanufactured Engines for Bus Fleet**Background**

The Gillig buses have a useful life of twelve (12) years or 500,000 miles. The buses have reached the midpoint of their useful life and require replacement of the engines and transmissions to continue to be useful.

A request for bids was released on October 25, 2016, on BidSync for the purchase of six (6) remanufactured engines over a one (1) year term. Seventeen (17) suppliers viewed the bid documents.

On November 8, 2016, DCTA received one (1) bid in response to our RFB:

1. MHC Kenworth - Dallas

Staff conducted a review and evaluation of the bid received and staff is recommending purchase of six (6) remanufactured engines from MHC Kenworth-Dallas.

Identified Need

The engines will be installed in the 2011 Gillig fleet to meet the useful life of twelve (12) years.

Financial Impact

The total cost of the six (6) engines and freight is \$159,845.46. A core charge of \$5,750.00 per unit is charged and credited upon return of core. Purchase will be reimbursed with grant funds at 80%.

Recommendation

Staff recommends the Board approve the acquisition of six (6) engines from MHC Kenworth-Dallas.


Submitted by:


Athena Forrester,
Senior Procurement Manager

Final Review:


Raymond Suarez, COO

Approval:


James C. Cline, Jr., President



Board of Directors Memo

November 17, 2016

Subject: 1(f) Authorize the President to Execute Amendment No. 1 to Task Order 3 for the Lewisville Hike and Bike Trail Project

Background

Jacobs Engineering is the Engineer of record on the Lewisville Hike and Bike Trail project. The Eagle Point section of the trail ends at the Highland Village/Lewisville Lake station after passing through a section of park land leased by the City of Lewisville from the Corps of Engineers. During final permit review by the Corps and the City of Lewisville, we were asked to modify the trail alignment to accommodate large groves of trees and the Eagle Point Marina boat storage area.

Identified Need

This task order amendment will provide for changes to the alignment requested by the Corps of Engineers and the City of Lewisville after plans were at 95% completion.

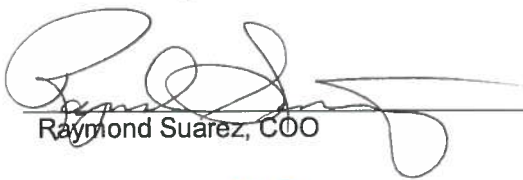
Financial Impact

The original task order amount is \$632,662.80. The total cost of the amendment is \$32,000. The revised task order amount is \$664,662.80.

Recommendation

Staff recommends that the Board authorize the president to execute Amendment No. 1 to Task Order 3 for the Lewisville Hike and Bike Trail Project in the amount of \$32,000.

Submitted by: 
Athena Forrester,
Senior Procurement Manager

Final Review: 
Raymond Suarez, COO

Approval: 
James C. Cline, Jr., President