

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

Board of Directors Regular Meeting

April 28, 2016 | 3:00 p.m.*

*or immediately following Board Work Session scheduled at 1:30 p.m. on April 28, 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 March 24, 2016
- b. Acceptance of Financial Statements (March 2016)
- c. Acceptance of Quarterly Investment Report (Q2 FY2016)
- d. Approve capital project budget for A-train Hike & Bike trail Eagle Point section
- e. Approve Resolution 16-02 confirming intent to accept transfer of Texoma Area Paratransit System fare boxes as required by the Federal Transit Administration
- f. Authorize the president to submit a proposal responding to the Federal Transit Administration's 5339(b) Bus and Bus Facilities Discretionary Program (Bus Program) - 2016 Funding Opportunity competitive grant program for the provision of funding to purchase additional bus fleet. The board supports and approves the necessary local match required upon the award of this funding opportunity

REGULAR AGENDA

- a. Discussion / Authorization to Execute Vanpool Service Contract with Enterprise Holdings (RFP 16-14)
- 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.
- 4. Reconvene Open Session

 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
- c. Update on Compensation Plan

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

This notice was posted on 4/22/2016 at 2:21 PM.	
Rusty Comer, Public Information Coordinator	



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 Chairman Charles Emery presiding at 1:35 p.m. on March 24, 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
(arrived at 2:30 p.m.)
Carter Wilson, Frisco
Tom Winterburn, Corinth
Doug Peach, Little Elm
Allen Harris, The Colony

Denton County Unincorporated

George A. Campbell
Don Hartman (arrived at 2:30 p.m.)

Denton County at Large

Dave Kovatch, Treasurer (arrived at 3:10 p.m.)

Board Members Absent

Jim Robertson, Flower Mound

Legal Counsel

Peter G. Smith, General Counsel

DCTA Staff

Jim Cline, President
Jeff Bennett, AVP Operations
Kristina Brevard, Vice President Planning
and Development
Anna Mosqueda, Chief Financial Officer
Nicole Recker – Vice President, Marketing
and Communications

Others in Attendance

Javier Trilla, IT Manager Chrissy Nguyen – Senior Accountant 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. Financial Reports Anna Mosqueda, Chief Financial Officer, reported on the following financial items
 - i. Financial Statements February 2016
 - ii. Capital Projects Report
 - iii. Sales Tax Report
 - iv. Procurement Report
- b. Marketing and Communications Nicole Recker, Vice President Marketing & Communications, reported on current marketing initiatives

- c. Strategic Planning / Development Kristina Brevard, Vice President Planning & Development, reported on current strategic planning and development initiatives
- d. Capital Projects Update Jeff Bennett, AVP, Operations, reported on current capital projects for the agency
- e. Transit Operations Jeff Bennett, AVP, Operations, reported on bus and rail ridership performance

2. Items for Discussion

- a. Javier Trilla, IT Manager, gave an update on the recent improvements to the information technology infrastructure for the agency
- 3. Committee Chair Reports
 - a. Paul Pomeroy, committee chair, gave an update on the activities of the program services committee meeting in February
 - b. Anna Mosqueda, Chief Financial Officer, gave an update on the activities of the program services committee meeting in March
- 4. Discussion of Regular Board Meeting Agenda Items (March 2016)
- 5. Convene Executive Session at 3:12 p.m.
 - a. As Authorized by Texas Government Code section 551.071 consultation with General Counsel regarding pending litigation Cause No 2011-30066-211; URS Corporation v. Denton County Transportation Authority; 211th District Court, Denton County, Texas.
- 6. Reconvene Open Session at 3:28 There was no action taken
- 7. Discussion of Future Agenda Items Jim Cline gave an update on the vulnerability assessment
- 8. ADJOURN Work session was adjourned at 3:36 p.m.

The minutes of the March 24, 2016 work session meeting of the Board of Directors were passed, and approved by a vote on this 28th day of April, 2016.

	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 Authority was convened with Chairman Charles Emery presiding at 3:36 p.m. March 24, 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
Allen Harris, The Colony
Jim Robertson, Flower Mound
(arrived at 3:45 p.m.)

Denton County UnincorporatedGeorge A. Campbell Don Hartman

Denton County at LargeDave Kovatch, Treasurer

Legal Counsel

Peter G. Smith, General Counsel

DCTA Staff

Jim Cline, President
Jeff Bennett, AVP Operations
Kristina Brevard, Vice President Planning
and Development
Anna Mosqueda, Chief Financial Officer
Nicole Recker – Vice President, Marketing
and Communications

Others in Attendance

Jim Owen, Transit Management of Denton County Dave Hornet, Graybar Daniel Ginn – Graybar Tim Rush, Graybar

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 Paul Pomeroy

INVOCATION – led by Charles Emery

WELCOME AND INTRODUCTION OF VISITORS – Jim Cline introduced Tim Rush and Dave Hornet with Graybar a vendor interested in performing a security assessment for DCTA

AGENCY AWARDS AND RECOGNITIONS

1. CONSENT AGENDA

- a. Approval of Minutes for the Board Work Session and Regular Meeting on February 16, 2016 and Work Session on February 25, 2016
- b. Acceptance of Financial Statements (February 2016)
- c. Approve Settlement and Release Agreement with URS Corporation Cause No 2011-30066-211; URS Corporation v. Denton County Transportation Authority; 211th District Court, Denton County, Texas
- d. Modifications to Capital Budget
 - i. Texoma Area Paratransit System Bus Purchase
 - ii. Stadler Fleet Emergency Lighting Upgrade
 - iii. Lewisville Facilities Study including the analysis of light maintenance facility options at the Rail Operations and Maintenance Facility, space requirements for an administrative facility/multi-modal facility, and requirements for brownfield mitigation at the Rail O&M Facility
 - 1. Motion to approve Consent Agenda Items a-d made by Skip Kalb. 2nd by Connie White. Motion carried unanimously.

2. REGULAR AGENDA

- Approve Resolution 16-01 confirming intent to accept Transfer of Texoma Area Paratransit System buses as required by the Federal Transit Administration
 - i. Motion to approve Resolution 16-01 confirming intent to accept Transfer of Texoma Area Paratransit System buses was made by Allen Harris. 2nd by Paul Pomeroy. Motion carried unanimously.
- b. Authorize President to Enter Into an Agreement Extending the North Central Texas College Contract for Transportation Services
 - Motion to Authorize President to enter into an Agreement Extending the North Central Texas College Contract for Transportation Services was made by Connie White. 2nd by Paul Pomeroy. Motion carried unanimously.
- c. Authorize President to Enter Into an Agreement Extending the University of North Texas Contract for Transportation Services
 - Motion to Authorize President to enter into an Agreement Extending the University of North Texas Contract for Transportation Services was made by Paul Pomeroy. 2nd by Dave Kovatch. Motion carried unanimously.
- d. Authorize President to Enter Into Task Order(s) under existing on-call architecture and engineering services implementing the Lewisville Facility Study
 - Motion to Authorize President to Enter into Task Order(s) under existing on-call architecture and engineering services implementing the Lewisville Facility Study was made by Paul Pomeroy. 2nd by Carter Wilson. Motion carried unanimously.
- e. Authorize President to Enter Into a Purchase, Lease or License Agreement with Huffines Developers

- Motion to Authorize President to Enter into a Purchase, Lease or License Agreement with Huffines Developers was made by George A. Campbell. 2nd by Paul Pomeroy. Motion carried unanimously.
- 1. Convene Executive Session. The board did not meet in executive session.
- 3. CHAIR REPORT Charles Emery gave an update on these issues
 - a. Discussion of Regional Transportation Issues
 - b. Discussion Legislative Issues
 - i. Regional
 - ii. State
 - iii. Federal
- 4. PRESIDENT'S REPORT Jim Cline provided information on the following items
 - a. Budget Transfers
 - b. Regional Transportation Issues
- 5. REPORT ON ITEMS OF COMMUNITY INTEREST
 - a. Pursuant to Texas Government Section 551.0415 the Board of Directors may report on following items: (1) expression of thanks, congratulations, or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming DCTA and Member City events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety.
 - Jim Cline reminded the board of the regional board dinner slated for May 5th.
- 6. ADJOURN 4:32 p.m.
 - Motion to adjourn was made by Skip Kalb. 2nd by George A. Campbell.
 Motion carried unanimously.

The minutes of the March 24, 2016 meeting of the Board of Directors were passed, and approved by a vote on this 28th day of April, 2016.

	Charles Emery, Chairman	
ATTEST		
Richard Huckaby, Secretary		

DENTON COUNTY TRANSPORTATION AUTHORITY RESOLUTION NO. 16-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY ("DCTA") EXPRESSING THE INTENT OF DCTA TO ACQUIRE CERTAIN PERSONAL PROPERTY FROM THE TEXOMA AREA PARATRANSIT SYSTEM, SPECIFICALLY TWENTY (20) DIAMOND FAREBOXES, FOR THE PROVISION OF PUBLIC TRANSPORTATION BY DCTA, INCLUDING ANY FEDERAL GRANT INTEREST ASSOCIATED WITH THE PROCUREMENT, PURSUANT TO APPROVAL BY THE FEDERAL TRANSIT ADMINISTRATION OF THE PROPOSED TRANSFER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Texoma Area Paratransit System ("TAPS"), was previously apportioned federal transportation dollars by the Federal Transit Administration ("FTA") for the purchase of various assets relating to the provision of public transportation pursuant to the ARRA Grant Program ("the FTA Grants"); and

WHEREAS, the assets purchased by TAPS with funds provided through the FTA Grants included twenty (20) Diamond Fareboxes ("the Fareboxes"); and

WHEREAS, TAPS desires to transfer title to the Fareboxes to DCTA; and

WHEREAS, DCTA desires to use these Fareboxes for DCTA bus operations; and

WHEREAS, the amount of the remaining useful life of the Fareboxes makes them sufficient for DCTA's needs with respect to the above-described service level increase; and

WHEREAS, FTA requires that, prior to FTA approval of any conveyance of assets funded by the FTA Grant, the recipient of such assets express its intent to continue to use the assets for the purposes required by the FTA Grant agreement after such conveyance; and

WHEREAS, the Board of Directors of the Denton County Transportation Authority finds it to be in the best interest of DCTA and the public residing within DCTA's jurisdiction to adopt the resolution expressing DCTA's formal intent to acquire and take possession and ownership of the Fareboxes from TAPS and to authorize the President to take additional actions related thereto:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY, THAT:

<u>SECTION 1</u>. DCTA hereby expresses its intent to acquire and procure for the purpose of providing public transportation the Fareboxes and the federal grants associated therewith, inclusive of the FTA Grants, and including the assumption of all terms and conditions of the FTA Grants from the TAPS, including, without limitation, the capital interest of TAPS in the Fareboxes, the Fareboxes being more particularly identified in Exhibit "A," attached hereto and incorporated herein by reference.

SECTION 2. The President is hereby authorized to take such actions as reasonable and necessary to carry out the intent expressed in Section 1, above, including, but not limited to, signing on behalf of DCTA such documents as necessary to (i) complete the transfer of title to the Fareboxes from TAPS to DCTA and (ii) obtain final approval of such transfer of title by FTA.

SECTION 3. The President, or his designee, is hereby directed to transmit a true and correct copy of this Resolution of intent, subsequent to its adoption, to the Federal Transit Administration.

SECTION 4. This Resolution shall become effective immediately upon its passage and approval.

DULY PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY THE 28TH DAY OF APRIL, 2016.

2010.	APPROVED:	
	Charles Emery, Chairman	
ATTEST:		
Richard Huckaby, Secretary		
APPROVED AS TO FORM:		
Peter G. Smith, General Counsel		

Resolution No. 16-02 Exhibit "A"

Texoma Area Paratransit System Fareboxes to be Transferred to DCTA

DENTON COUNTY TRANSPORTATION AUTHORITY RESOLUTION NO. 16-02 EXHIBIT A

QTY	Maunufacturer	Model	Description	Serial
1	Diamond	XV	Farebox	9759
1	Diamond	XV	Farebox	10948
1	Diamond	XV	Farebox	9758
1	Diamond	XV	Farebox	9762
1	Diamond	XV	Farebox	9760
1	Diamond	XV	Farebox	9761
1	Diamond	XV	Farebox	7694
1	Diamond	XV	Farebox	6385
1	Diamond	XV	Farebox	7596
1	Diamond	XV	Farebox	1289
1	Diamond	XV	Farebox	453
1	Diamond	XV	Farebox	6389
1	Diamond	XV	Farebox	6378
1	Diamond	XV	Farebox	6388
1	Diamond	XV	Farebox	6383
1	Diamond	XV	Farebox	1287
1	Diamond	XV	Farebox	1286
1	Diamond	XV	Farebox	6382
1	Diamond	XV	Farebox	2618
1	Diamond	XV	Farebox	1288
20				



April 28, 2016

Subject 1f: Authorize the president to submit a proposal responding to the Federal Transit Administration's 5339(b) Bus and Bus Facilities Discretionary Program (Bus Program) - 2016 Funding Opportunity competitive grant program for the provision of funding to purchase additional bus fleet. The board supports and approves the necessary local match required upon the award of this funding opportunity

Background

The Grants for Buses and Bus Facilities program (49 U.S.C. 5339) makes federal resources available to states and direct recipients to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities including technological changes or innovations to modify low or no emission vehicles or facilities. Funding is provided through formula allocations and competitive grants. A sub-program provides competitive grants for bus and bus facility projects that support low and zero-emission vehicles.

DCTA staff is currently working on a Bust and Bus Facilities grant submittal requesting capital funding to purchase additional buses. The grant project submittal will include the purchase of up to ten heavy duty transit buses for operation on local bus service and will require a 15% local match.

Additional Details

More details will be provided at the board meeting.

Submitted by:

Kristina Brevard,

Vice President of Planning & Development

Approval:

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

President



April 28, 2016

Subject 1f: Authorize the president to submit a proposal responding to the Federal Transit Administration's 5339(b) Bus and Bus Facilities Discretionary Program (Bus Program) - 2016 Funding Opportunity competitive grant program for the provision of funding to purchase additional bus fleet. The board supports and approves the necessary local match required upon the award of this funding opportunity.

Background

The Grants for Buses and Bus Facilities program (49 U.S.C. 5339) makes federal resources available to states and direct recipients to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities including technological changes or innovations to modify low or no emission vehicles or facilities. Funding is provided through formula allocations and competitive grants. A sub-program provides competitive grants for bus and bus facility projects that support low and zero-emission vehicles.

DCTA staff is currently working on a Bus and Bus Facilities grant submittal requesting capital funding to purchase additional buses. The grant project submittal will include the purchase of up to twenty-six (26) heavy duty transit buses for operation on local bus service and will require a 15% local match.

Identified Need

Purchase up to twenty-six (26) heavy duty transit buses for the provision of service expansion and fleet replacement. These funds are available under the Bus & Bus Facilities competitive grant program.

Financial Impact

The financial impact will not exceed \$2 million in the course of the three year proposed award expenditure.

Total Project Cost \$11.7 million
DCTA Local Match \$1.8 million
Grant Funding \$10 million

Recommendation

Staff recommends that the Board Authorize the president to submit a proposal responding to the Federal Transit Administration's 5339(b) Bus and Bus Facilities Discretionary Program (Bus Program) - 2016 Funding Opportunity competitive grant program for the provision of funding to purchase additional bus fleet. Through approval, the board demonstrates support of this proposal and willingness to dedicate the necessary local match, in an amount not to exceed \$2 million required upon the award of this funding opportunity.

Submitted by:

Kristina Brevard.

Vice President of Planning & Development



April 28, 2016

Subject: Approve Capital Project for A-train Lewisville Hike & Bike Trail - Eagle Point Section

Background

In April, 2014, the DCTA Board of Directors approved submittal of an application for the Texas Department of Transportation (TxDOT) Transportation Alternatives Program (TAP) grant program. The grant application was for funding to complete remaining portion of the Lewisville Hike and Bike Trail from Mill Street and Jones to the Highland Village/Lake Lewisville Station. DCTA was awarded the grant and has now received the approved Advance Funding Agreement (AFA) from TxDOT to complete this remaining section of the A-train Lewisville Hike & Bike Trail referred to in the AFA as the Eagle Point Section.

Identified Need

DCTA Board of Directors approved a resolution as part of the grant submittal authorization confirming their commitment to provide the required local match. Since grant funding for this capital was not yet identified at the time the FY16 Budget was completed, the project was not included in the FY16 Capital projects Budget. Per the adopted Board Financial Policies, it is necessary for the Board to approve new capital projects and any changes to the capital projects budget. Upon approval of this request, staff will add this project to the capital projects budget and make the necessary budget adjustment to allocate the DCTA local match portion from available funds. The grant will fun 80% of the project, with DCTA funding the 20% local match.

This project will complete the last section of the A-train Lewisville Hike and Bike Trail as was originally envisioned to enhance mobility alternatives in conjunction with the A-train.

Financial Impact

The total estimated cost for the project is \$2,995,873.00. The TAP grant would cover 80% of project costs, or \$2,396,,698. DCTA will be responsible for the local 20% match equaling \$599,174.

Recommendation

Staff recommends the Board approve the Budget for the Lewisville Hike and Bike Trail, Eagle Point Section and appropriate the required local match in the FY16 Budget from available funds.

Submitted by:

Approval:

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

Afina Mosqueda, CF

President



April 28, 2016

Subject: 2(a) – Authorization to Execute Vanpool Service Contract (RFP 16-14)

Background

DCTA accepted competitive sealed proposals for the Management and Operations of the Vanpool Program. The vanpool program is intended to provide Denton County residents with an additional viable alternative to single-occupancy vehicle commuting. Vanpools will range in sizes from 8 to 15 passengers and operate along routes not currently served by DCTA or other regional transit or vanpool service providers.

A Request for Proposals was released on BidSync on March 7, 2016. A Pre-proposal meeting was held on March 16, at DCTA offices to inform the interested vendors on the requirements for this program. Two participants attended the pre-proposal meeting.

On March 31, two (2) proposals were received and evaluated. Each firm was evaluated on the firms experience managing vanpool programs, proposed management plan and fee structure.

Proposals were received from the current provider, Enterprise Holdings, and vRide. Staff recommends awarding the contract to Enterprise Holdings, LLC.

The contract is for a three (3) year term with the option to renew for three (3) additional one (1) year terms.

Identified Need

The DCTA vanpool program will provide Denton County residents with an additional viable alternative to single-occupancy vehicle commuting. DCTA's Vanpool program will provide cost effective transportation services to commuters who are not in the traditional service area. Also, this program will reduce air pollution to meet Environmental Protection Agency (EPA) directives and will expand the range of services provided by DCTA.

Financial Impact

This project will be funded by 65% reimbursement from rider participation in each approved van and 35% from Surface Transportation Program - Metropolitan Mobility (STP-MM) funds. The budget for these services is \$2,398,150 total for the next three fiscal years.

Van Size	Current Monthly Lease Rate	New Monthly Lease Rate
8 - Passenger	\$850.00	\$750.00
15 - Passenger	\$900.00	\$800.00

Recommendation

Staff recommends that the Board authorize the President to negotiate and execute a contract with Enterprise Holdings LALC for the Vanpool program.

Submitted by:

Athera Forrester Senior Procurement Manager

Anna Mosqueda CF

Approval: