



DENTON COUNTY  
TRANSPORTATION AUTHORITY

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

## **Board of Directors Regular Meeting**

**June 22, 2017 | 3:00 p.m.\***

*\*or immediately following Board Work Session  
scheduled at 1:30 p.m. on June 22, 2017*

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS

INVOCATION

WELCOME AND INTRODUCTION OF VISITORS

### **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

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

This notice was posted on 6/16/2017 at 8:36 AM.

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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 May 25, 2017 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057. A quorum was present.

### Attendance

#### Small Cities

Connie White (arrived at 1:54)  
Skip Kalb (arrived at 2:07)

#### Large Cities

Charles Emery, Lewisville, Chairman  
Paul Pomeroy, Highland Village,  
Vice-Chair  
Carter Wilson, Frisco  
Tom Winterburn, Corinth  
Allen Harris, The Colony  
George Campbell, Denton County At  
Large  
Dave Kovatch, Denton County At Large,  
Treasurer

#### Denton County Unincorporated

Don Hartman (arrived at 1:34)

#### Board Members Absent

Doug Peach, Little Elm  
Jim Robertson, Flower Mound  
Richard Huckaby, Denton, Secretary

#### Legal Counsel

Pete Smith

#### 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  
Chrissy Nguyen, Senior Accountant  
Amanda Riddle, Budget Manager  
David Smith, Citizen  
Jim Owen, Transit Management of  
Denton County  
Dave Gordon, Citizen/Estrada Hinojosh  
Selena Asire, Citizen/HNTB  
Cameron Roquemore, 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 April 2017
    - ii. Capital Projects Budget Report for April 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. Service Change Update
    - iii. Summer Campaign Preview
    - iv. Collin County Transit Update
    - v. Website Update
  - 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 – Raymond Suarez, Chief Operating Officer, gave an update on the following projects
    - Flood Damage Repairs Update
    - Positive Train Control and 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. Committee Chair Report – Dave Kovatch, Treasurer, gave an update of the Finance Committee activities from the May 15, 2017 meeting
  - a. Finance Committee (05/15/2017) Dave Kovatch, chair
3. Discussion of Regular Board Meeting Agenda Items (May 2017) – There was no discussion on this item
4. Convene Executive Session – Convened at 3:02 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.

5. Reconvene Open Session - Reconvened at 3:27 p.m. no action was taken
6. Discussion of Future Agenda Items – There was no discussion on this item
7. ADJOURN at 3:31 p.m.

The minutes of the May 25, 2017 regular meeting of the Board of Directors were passed, and approved by a vote on this 22<sup>nd</sup> day of June, 2017.

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Charles Emery, Chairman

ATTEST

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Richard Huckaby, Secretary



## Board of Directors

### Board Meeting Minutes

The regular meeting of the Board of Directors of the Denton County Transportation at 3:31 p.m., May 25, 2017 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  
Carter Wilson, Frisco  
Tom Winterburn, Corinth  
Allen Harris, The Colony  
George Campbell, Denton County At  
Large  
Dave Kovatch, Denton County At Large,  
Treasurer

#### Denton County Unincorporated

Don Hartman

#### Board Members Absent

Doug Peach, Little Elm  
Jim Robertson, Flower Mound  
Richard Huckaby, Denton, Secretary

#### Legal Counsel

Pete Smith

#### 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

Amanda Riddle, Budget 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 Charles Emery

WELCOME AND INTRODUCTION OF VISITORS

1. CONSENT AGENDA

- a. Approval of Minutes for the Board Work Session and Regular Meeting on April 27, 2017
- b. Acceptance of Financial Statements – April 2017
- c. Approval of Award and Contract for Mobile Video Surveillance System
  - Motion to approve the Consent Agenda items was made by Don Hartman. The motion was seconded by Skip Kalb. Motion passed unanimously.

2. REGULAR AGENDA

- a. Discussion/Approval of Resolution 17-02 adopting Revised Fiscal Year 2017 Operating and Capital Budget
  - Motion to approve Resolution 17-02 adopting Revised Fiscal Year 2017 Operating and Capital Budget was made by Connie White. The motion was seconded by Dave Kovatch. Motion passed unanimously.
- b. Approve changes to Financial Policies
  - Motion to approve the changes to the Financial Policies was made by Skip Kalb. The motion was seconded by Paul Pomeroy. Motion passed unanimously.
- c. Approval of agreement with Texoma Area Paratransit System (TAPS) for transfer of twelve vehicles
  - Motion to approve the agreement with TAPS for transfer of twelve vehicles was made by Carter Wilson. The motion was seconded by Skip Kalb.

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

4. CHAIR REPORT – Charles Emery and Jim Cline gave updates on the following

- 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.
7. ADJOURN – Adjourned at 3:54 PM
  - Motion to adjourn was made by Skip Kalb. Motion seconded by Carter Wilson. Motion carried unanimously.

The minutes of the May 25, 2017 regular meeting of the Board of Directors were passed, and approved by a vote on this 22<sup>nd</sup> day of June, 2017.

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Charles Emery, Chairman

ATTEST

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Richard Huckaby, Secretary



**Board of Directors Memo****June 22, 2017****Subject: 1(c) Approval of Award and Contract for Printing Services****Background**

A request for proposals was issued on March 20, 2017 seeking one or more firms to provide a variety of marketing, administrative, and operational printing services on an as-needed basis. One hundred ten (110) entities viewed the documents on the electronic procurement platform used by DCTA.

On June 1, 2017, DCTA received ten (10) proposals in response to our RFP.

1. Legacy Graphics, Inc. dba Alphagraphics
2. C2 Imaging
3. Superior Graphics dba Color Dynamics
4. Mediagraphix
5. Nieman Printing
6. Sermar Printing, Inc.
7. TCE Inc., dba Signarama Lewisville
8. Risner Naukam Design Group dba the Bubble
9. The Print Team
10. 9terrains

Staff conducted a review and evaluation of the proposal and is recommending awarding to Nieman Printing and TCE Inc., dba Signarama Lewisville.

**Identified Need**

Staff currently bids out all printing on an individual project basis. This process is time consuming and labor intensive. These contracts will enable staff to have a single point of contact for the specific printing project types and will allow for a good working relationship with a printing firm.

**Financial Impact**

The agreement is for a three (3) year term. The total anticipated cost for the contract is \$300,000 over the three (3) year term. Expenditures will be reimbursed at 80% from passenger amenities grant funds.

**Recommendation**

Staff recommends the Board approve the award of printing services in the amount of \$300,000 and authorize the President to execute a contract with Nieman Printing and TCE Inc., dba Signarama Lewisville.

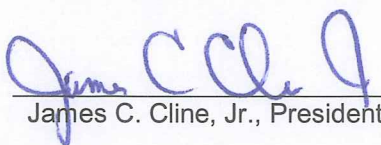
Submitted by:

  
Athena Forrester, CPPO, CPPB  
AVP of Procurement

Final Review:

  
Anna Mosqueda, CFO

Approval:

  
James C. Cline, Jr., President



## **Board of Directors Memo**

**June 22, 2017**

### **Subject: 1(d) Approval of Award and Contract for Grant Consultant Services**

#### **Background**

A request for proposals was issued on May 5, 2017 seeking a firm to provide grant consulting services. Twenty-five (25) entities viewed the documents on the electronic procurement platform used by DCTA.

On June 1, 2017, DCTA received one (1) proposal in response to our RFP.

#### **1. Blais and Associates**

Staff conducted a review and evaluation of the proposal and is recommending the award to Blais and Associates.

#### **Identified Need**

Grant funding is an important component of DCTA's capital and operating budget with an average \$11 million in grant expenditures over the last five years. Grant awards have been received from both state and federal funding sources. These awards carry a significant compliance and reporting responsibility for the agency that begins from time of grant award and spans the procurement processes, project management, reporting and compliance, invoicing to close-out of grant, through the end of the useful life of the project. As such, it is important for DCTA to constructively examine its policies, systems and procedures and make sure that best practices are incorporated into its grant process agency-wide.

In addition, DCTA needs to be in a position to leverage local funds by securing grant funding for its various initiatives as identified in its service plan and long range plan. This includes both operating and capital needs. Targeted research is essential for successful grant writing. A grant consulting firm will assist DCTA maximize grant funding opportunities by assisting with grant writing services and application submittal. They will also assist with monitoring and reporting as needed. The firm will serve as a supplement to staff and help provide an in-depth understanding of the grant funding environment. They will help identify new funding sources based on DCTA's planned needs, identify requirements for a successful grant and grant eligibility, assist with compliance requirements and recommend appropriate policies and procedures. DCTA currently utilizes funding opportunities from: Federal Transit Administration, TxDOT, FEMA, NCTCOG and most recently EPA.

The firm will work with staff to maximize DCTA's grant opportunities to help leverage local dollars and at the same time serve as an authoritative source and research arm for staff in addressing the changing grant regulatory requirement. It will also serve as a resource in assisting staff with compliance and reporting to ensure that requirements of grant programs and associated regulations are being met.

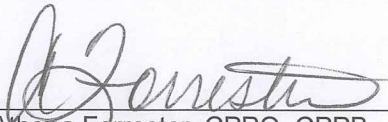
#### **Financial Impact**

The agreement is for a five (5) year term with an option to extend for two (2) additional one (1) year terms with an hourly rate of \$100.

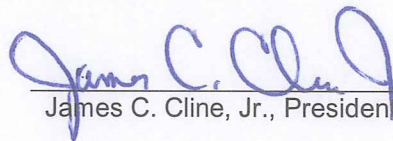
Grant consulting is currently budgeted in the Finance budget and the annual contract amount will be based on the approved annual budget. The current FY17 budget includes \$24,000 for grant consulting services. The current grant consultant Blasé and Associates identified and assisted with the writing and submission of the recent \$178,200 EPA grant award for remediation at the Rail O&M.

**Recommendation**

Staff recommends the Board approve the award of grant consultant services to Blais and Associates and authorize the President to execute a contract.

Submitted by:   
Athena Forrester, CPPO, CPPB  
AVP of Procurement

Final Review:   
Anna Mosqueda, CFO

Approval:   
James C. Cline, Jr., President

**Board of Directors Memo**

June 22, 2017

**Subject: 1(e) Authorize Purchase of Support Vehicle for Bus Operations through the State of Texas SmartBuy Program****Background**

The FY17 capital budget approved by the Board of Directors on September 22, 2016 includes the acquisition of one support vehicle for Bus Operations. The State of Texas Comptroller has a SmartBuy program to allow agencies to purchase from established contracts and agreements.

Staff has selected a 2017 Ford F-250 Regular Cab to be purchased from Sam Pack's Five Star Ford and Chevrolet through the State of Texas contract.

**Identified Need**

The service vehicle will be stored at the Rail O&M and will handle light maintenance and service road calls for Lewisville, Frisco, and Highland Village. This will reduce the down time and service disruptions caused by waiting for the Denton crew to arrive with equipment necessary for repairs.

**Financial Impact**

The estimated expenditure for the one support vehicle is \$40,000 to be paid with capital funds.

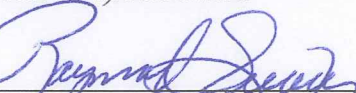
**Recommendation**

Staff recommends the Board authorize the purchase of one (1) support vehicle from Sam Pack's Five Star Ford and Chevrolet through the State of Texas SmartBuy program and authorize the issuance of a purchase order.

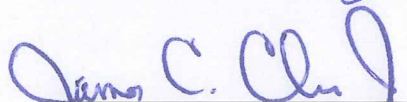
Submitted by:

  
Athena Forrester, CPPO, CPPB  
AVP of Procurement

Final Review:

  
Raymond Suarez, COO

Approval:

  
James C. Cline, Jr., President



**Board of Directors Memo****June 22, 2017****Subject: 1(f) Approve Capital Project Budget for Brownfield Remediation and Authorize Task Order for Project Engineering and Oversight****Background**

In the second half of 2016, HNTB conducted a detailed inventory and analysis of the remains of the landfill located on the vacant land adjacent to the Rail O&M facility. HNTB has identified and estimated the cost of several items of work, including sub-surface analysis and removal of surface debris.

**Identified Need**

A scope of services and fees was negotiated with HNTB to write the specifications and prepare the technical documents for bid and to provide inspection services during the work of removing tires and barrels and other surface debris, and conducting exploratory borings.

**Financial Impact**

The Brownfield Remediation capital project funds of \$60k will be transferred from the existing Rail Capital Maintenance project with attached Budget Revision 2017-16 attached. There will be no financial impact bottom line for the FY17 engineering portion of this project. The task order amount is not-to-exceed \$55,250.

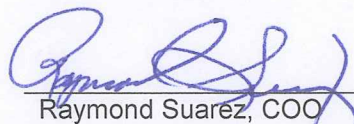
**Recommendation**

Staff recommends that the Board approve Budget Revision 2017-16 and authorize the president to execute the task order with HNTB, in the amount of \$55,250.

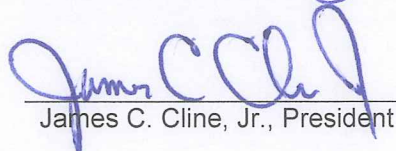
Submitted by:

  
Athena Forrester, CPPO, CPPB  
AVP of Procurement

Final Review:

  
Raymond Suarez, COO

Approval:

  
James C. Cline, Jr., President

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

Number: **2017-16**

Type:                      Transfer                                ✓            
                                 Revision                                                        

	Current Budget Amount	Budget Revision Amount	Adjusted Budget Amount
<b>From:</b>			
61714 - Rail Capital Maintenance	3,575,430	(60,000)	3,515,430
<b>To:</b>			
61605 - Brownfield Remediation	-	60,000	60,000
Total	<u>3,575,430</u>	<u>-</u>	<u>3,575,430</u>

**Explanation:**

These funds will be used for engineering documents, specifications and construction period services for the brownfield project. This will enable us to issue the RFB and be ready to begin work when the grant funds are available in October.

Date: 6/14/2017

Requested By Ann Boulden

Date: 6/14/2017

Reviewed By Anna Mosqueda

Date: 14 June 2017

President 