



DENTON COUNTY
TRANSPORTATION AUTHORITY

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

Board of Directors Regular Meeting

December 14, 2017 | 10:00 a.m.*

**or immediately following Board Work Session
scheduled at 9:00 a.m. on December 14, 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 November 16, 2017
- b. Acceptance of Monthly Financial Statements – October 2017

2. REGULAR AGENDA

- a. Approval of Change Order to Alstom USA Signaling for Positive Train Control

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, Highland Village, or the A-train corridor.

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 – Vacant

Secretary – Richard Huckaby
Treasurer – Dave Kovatch

Members – Skip Kalb, Tom Winterburn, Don Hartman,
George A. Campbell, Allen Harris, Carter Wilson, Connie White, Mark Miller, Dianne Costa
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 12/8/2017 at 8:51 AM.

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 November 16, 2017 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057. A quorum was present.

Attendance

Small Cities

Connie White

Large Cities

Charles Emery, Lewisville, Chairman
 Dianne Costa, Highland Village
 Richard Huckaby, Denton, Secretary
 Tom Winterburn, Corinth
 Mark Miller, Flower Mound
 Carter Wilson, Frisco
 Allen Harris, The Colony

Denton County Unincorporated

Don Hartman
 George Campbell
 Dave Kovatch, Denton County At Large,
 Treasurer

Board Members Absent

Skip Kalb, Small Cities

Legal Counsel

Pete Smith

DCTA Staff

Jim Cline, President
 Anna Mosqueda, Chief Financial Officer
 Raymond Suarez, Chief Operating
 Officer
 Nicole Recker, Vice President,
 Marketing and Communications
 Kristina Holcomb, Vice President,
 Planning and Development

Other Attendees

Ann Boulden, Senior Project Manager
 Michelle Bloomer, Assistant VP, Bus
 Operations and Maintenance
 Chrissy Nguyen, Senior Accountant
 Marisa Perry, Controller
 Amanda Riddle, Budget Manager
 Dave Smith
 Jim Owen
 Selena Asire, HNTB
 George Cisneros, HNTB
 Jory Dille, HDR

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 and Marisa Perry, Controller reported on the following
 - i. Monthly Financial Statements for October 2017
 - ii. Capital Projects Budget Report for October 2017
 - iii. Monthly Sales Tax Receipts
 - iv. Current Procurement Activities
 - v. FY18 Budget Document
 - b. Marketing and Communications – Nicole Recker, Vice President Marketing and Communications, reported on the following
 - i. New Collateral Distribution
 - ii. State Fair of Texas Campaign Recap Report
 - iii. DCTA Transit Tracker Campaign Recap Report
 - iv. Monthly Media Report
 - c. Strategic Planning and Development – Kristina Holcomb, reported on the following
 - i. Departmental Administrative Update
 - ii. Regional Planning Initiatives Update
 - iii. Local Planning Update
 - iv. Business Development and Partnerships Update
 - v. Funding Opportunities Update
 - vi. Land Use Planning & Development
 - d. Capital Projects – Raymond Suarez, Chief Operating Officer, gave an update on the following projects
 - i. Flood Damage Repairs Update
 - ii. Positive Train Control
 - e. Staff Briefing on Transit Operations Reports – Raymond Suarez, Chief Operating Officer, gave an update on ridership
 - i. Bus and Rail Operations
2. Items for Discussion
 - a. Service Change Update – Michelle Bloomer, Assistant VP of Bus Operations and Maintenance, gave an update on service change.
 - b. Pockrus Page Drainage Repairs – Ann Boulden, Senior Project Manager, provided overview and update with PowerPoint presentation.
3. Discussion of Regular Board Meeting Agenda Items (November 16, 2017) – There was no discussion on this item
 - The Board agreed to move the December Board meetings to begin at 9:00 am rather than 1:30 pm, on December 14, 2017.

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 2:56 p.m.

The minutes of the November 16, 2017 work session meeting of the Board of Directors were passed, and approved by a vote on this 14th day of December, 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 3:04 p.m., November 16, 2017 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057. A quorum was present.

Attendance

Small Cities

Connie White

Large Cities

Charles Emery, Lewisville, Chairman
 Dianne Costa, Highland Village
 Richard Huckaby, Denton, Secretary
 Tom Winterburn, Corinth
 Mark Miller, Flower Mound
 Carter Wilson, Frisco
 Allen Harris, The Colony

Denton County Unincorporated

Don Hartman
 George Campbell
 Dave Kovatch, Denton County At Large,
 Treasurer

Board Members Absent

Skip Kalb, Small Cities

Legal Counsel

Pete Smith

DCTA Staff

Jim Cline, President
 Anna Mosqueda, Chief Financial Officer
 Raymond Suarez, Chief Operating
 Officer
 Nicole Recker, Vice President,
 Marketing and Communications
 Kristina Holcomb, Vice President,
 Planning and Development

Other Attendees

Ann Boulden, Senior Project Manager
 Michelle Bloomer, Assistant VP, Bus
 Operations and Maintenance
 Dave Smith
 Jim Owen

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 Dianne Costa

INVOCATION – led by Charles Emery, Chair

WELCOME AND INTRODUCTION OF VISITORS – None at this time

AGENCY AWARDS AND RECOGNITIONS – None at this time

1. CONSENT AGENDA

- a. Approval of Minutes for the Board Work Session and Regular Meeting on October 26, 2017
- b. Approval of Resolution R17-07 to adopt NCTCOG's revised Clean Fleet Policy
- c. Approval of Award of Contract for Tire and Barrel Removal to EPCS Environmental LLC
- d. Approval of Change Order for Document Imaging with Iron Mountain
- e. Approval of Resolution 17-06 Designating Brandy Pedron as the Public Information Coordinator and Records Manager
 - Motion to approve the Consent Agenda items a - e was made by Dianne Costa. The motion was seconded by Dave Kovatch. Motion passed unanimously.

2. REGULAR AGENDA

- a. Approval of Award of Contract for Construction of Concrete Flume Repair at Pockrus Page to Reyes Group
 - Motion to approve Award of Contract for Construction of Concrete Flume Repair at Pockrus Page to Reyes Group was made by Connie White. The motion was seconded by Don Hartman. Motion passed unanimously.
- b. Discussion and Approval of the Bus Service Changes for August 2017 and January 2018
 - Motion to approve Bus Service Changes was made by Don Hartman. The motion was seconded by Connie White. Motion passed unanimously.

3. CONVENE EXECUTIVE SESSION – convened at 3:08 p.m.

- a. As Authorized by Section 551.072 of the Texas Government Code regarding Real Property, the Regular Board Meeting convened into Closed Executive Session for the Purpose of Discussion of Acquisitions, Sale or Lease of real property related to long range service plan within the cities of Denton, Lewisville, Highland Village, or the A-train corridor.

4. RECONVENE OPEN SESSION – reconvened at 3:20

- a. Reconvene and Take Necessary Action on Items Discussed during Executive Session
 - No action was taken

5. CHAIR REPORT

- a. Discussion of Regional Transportation Issues – Charles Emery, Chairman briefly discussed the following:
 - Joint DCTA and FWTB Board of Directors Dinner to be scheduled in the near future
 - Articles of interest from the RTC meeting in November were presented to the Board
 - Meeting with Hillwood regarding and overview of the 35W corridor
 - DART meeting with DART’s new Board of Directors Chairman
 - Successful Highland Village Veterans Day Event
- b. Discussion Legislative Issues – none at this time

6. PRESIDENT’S REPORT

- a. Budget Transfers – none at this time
- b. Regional Transportation Issues - Jim Cline, President, provided information on the following
 - November DRMC big issues discussed was the 635E Garland/Mesquite area and the NCTCOG funds going into that project.

7. REPORT ON ITEMS OF COMMUNITY INTEREST – there was none at this time

- 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 – Adjourned at 3:28 PM

The minutes of the November 16, 2017 regular meeting of the Board of Directors were passed, and approved by a vote on this 14th day of December, 2017.

Charles Emery, Chairman

ATTEST

Richard Huckaby, Secretary

**Board of Directors Memo**

December 14, 2017

Subject: Regular Board Meeting 1(b) Acceptance of Monthly Financial Statements - October 2017**Background**

Last month, at the November Board of Directors Work Session Meeting the Financial Reports for the month ending October 31, 2017 were presented and discussed with the Board. Unfortunately due to an oversight, the agenda caption for acceptance of the Financial Reports presented was not on the Regular Meeting Consent agenda, so the Board was not able to take official action to accept the reports.

The Financial Reports for the month ending October 31, 2017 are attached again as matter of reference.


Identified Need


To record action of the Board for acceptance of the October 2017 Financials presented for review and discussion at the November Board Meeting.

Recommendation

N/A

Submitted by: Marisa Perry, CPA 
Controller

Final Review: 
Anna Mosqueda,
CFO

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

Board of Directors Memo**December 14, 2017****Item: 2 (a) Approval of Change Order to Alstom USA Signaling for Positive Train Control****Background**

DCTA procured PTC services with rates based on the previous rail operations and maintenance contractor. Alstom compiled a firm fixed price proposal based on the rates of the previous rail operations and maintenance contractor. In October 2016, DCTA changed rail operations and maintenance contractors. The rates for the new contractor were different from the previous contractor.

Identified Need

The current operations and maintenance contractor's rates are higher, resulting in a price delta of what was originally estimated.

Financial Impact

In order for continued project support, an amount of \$125,474.47 is required to make up for the price delta. The change order will be funded from the PTC project and will be reimbursed with federal funds.

Recommendation

Staff recommends the Board approve the change order to the agreement with Alstom and authorize the President to execute.


Submitted by:


Athena Forrester, CPPO, CPPB
AVP of Procurement

Final Review:


Raymond Suarez, COO

Approval:


James C. Cline, Jr., President