



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

Board of Directors Regular Meeting

November 15, 2018 | 2:30 p.m.

**or immediately following Board Work Session
scheduled at 1:30 p.m. on November 15, 2018*

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS

INVOCATION

WELCOME AND INTRODUCTION OF VISITORS

AGENCY AWARDS AND RECOGNITIONS

1. PUBLIC COMMENT

This agenda item provides an opportunity for citizens to address the Board of Directors on any agenda items or other matters relating to the DCTA. Anyone wishing to address the Board of Directors should complete a Citizen Comment Registration Card and submit it to the DCTA Administration prior to the start of the Board of Director meeting. There is a three (3) minute time limit for each citizen. Anyone wishing to speak shall be courteous and cordial. The Board of Directors is not permitted to take action on any subject raised by a speaker during Citizen Comments. However, the Board of Directors may have the item placed on a future agenda for action; refer the item to the DCTA Administration for further study or action; briefly state existing DCTA policy; or provide a brief statement of factual information in response to the inquiry.

2. CONSENT AGENDA

- a. Approval of Minutes for the Board Work Session and Regular Meeting on October 25, 2018.
- b. Acceptance of Monthly Financial Statements – October 2018
- c. Access Appeal Panel Member Appointment

3. REGULAR AGENDA

- a. ***REMOVED*** Approval of Change Order to Terracon Consultants, Inc. for Subsurface Environmental Investigation Services
- b. Approval to award contracts for Transit Vehicle Tires for Bus Operations to Goolsbee Tire and T&W Tire
- c. Approval to award contract to Unifirst for ShopUniform Rental Services for Bus Operations
- d. Authorize the CEO to Negotiate and Execute an Agreement to Dell, Inc. for Server/Network Infrastructure Refresh
- e. Discussion of legislation proposed by cities of Denton, Lewisville and Highland Village to amend Chapter 460 Transportation Code.
- f. Discussion of cost of service analysis that would include both direct and indirect costs for all services provided by DCTA as requested by the cities of Lewisville, Denton and Highland Village.

- g. Discussion of implementation of a new Enhanced Local Assistance Program as requested by cities of Lewisville, Denton, and Highland Village.
 - h. Discussion of DCTA New Member Policy for I-35E Rail Corridor that does not require a full catch up payment related to the previous DCTA investment as requested by cities of Lewisville, Denton, and Highland Village.
 - i. Discussion of contract with SGR to provide governance training for DCTA Board members.
- 4. 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 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.
- 5. Reconvene Open Session
 - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.
- 6. CHAIR REPORT
 - a. Discussion of Regional Transportation Issues
 - b. Discussion Legislative Issues
 - i. Regional
 - ii. State
 - iii. Federal
- 7. CEO'S REPORT
 - a. Budget Transfers
 - b. Regional Transportation Issues
- 8. 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.
- 9. ADJOURN

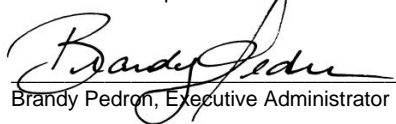
Chair – Charles Emery
Vice Chair – Richard Huckaby

Secretary – Dianne Costa
Treasurer – Dave Kovatch

Members – Skip Kalb, Tom Winterburn, Don Hartman,
George A. Campbell, Allen Harris, Carter Wilson, Connie White, Mark Miller, Ron Trees
CEO – Raymond Suarez

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 11/9/2018 at 4:27 PM.



Brandy Pedron, Executive Administrator | Open Records



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 on October 25, 2018 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

Attendance

Small Cities

Connie White
Skip Kalb, Small Cities

Large Cities

Charles Emery, Lewisville, Chairman
Dianne Costa, Highland Village
Richard Huckaby, Denton, Secretary (at 2:19)
Carter Wilson, Frisco
Tom Winterburn, Corinth
Ron Trees, Little Elm
Mark Miller, Flower Mound
Joe Perez, The Colony 1st Alternate

Denton County Unincorporated

George Campbell
Dave Kovatch, Denton County At Large,
Treasurer

Board Members Absent

Allen Harris, The Colony
Don Hartman, Denton Co. Unincorporated

Legal Counsel

Pete Smith

DCTA Staff

Raymond Suarez, Chief Executive Officer
Kristina Holcomb, Deputy Chief Executive
Officer
Marisa Perry, Chief Financial Officer, Vice
President of Finance
Nicole Recker, Vice President Marketing &
Communications
Michelle Bloomer, Vice President,
Operations

Other Attendees

Rusty Comer, Business Manager, Bus Ops
and Maintenance
Athena Forrester, Assistant Vice President,
Regulatory Compliance, DBE Liaison
Ann Boulden, Senior Project Manager
Sarah Martinez, Director, Procurement
Adrienne Hamilton, Communications
Manager
Chrissy Nguyen, Senior Accountant
Jim Owen
Mark Nelson

Chairman, Charles Emery, called the meeting to order and announced the presence of a quorum at 1:31 p.m.

1. Routine Briefing Items

- a. Staff Briefing on Monthly Financial Reports – *Marisa Perry, Chief Financial Officer, VP of Finance, reported on the following:*
 - i. Monthly Financial Statements for August 2018
 - *Marisa Perry, CFO/VP Finance, stated that the monthly financial numbers are preliminary; the FY 18 final numbers will be presented at the Finance Committee meeting in January and then to the Board at the February Board meeting.*
 - ii. Capital Projects Budget Report for August 2018
 - *Raymond Suarez, CEO stated that DCTA is closely watching the potential flooding with all the rain.*
 - iii. Monthly Sales Tax Receipts
 - *Marisa Perry, CFO/VP Finance, stated that sales tax is 5.5% over budget*
 - iv. Quarterly Investment Report Q4 FY2018
 - *Marisa Perry, CFO/VP Finance, stated that at the end of the year \$350k of budget income; DCTA has a reserve fund*
 - v. Quarterly Grants Update Q4 FY2018
 - *PTC and Fleet replacement are the largest grant funding*
 - vi. Current Procurement Activities
 - vii. Potential revenue sharing and additional Finance Committee meeting discussion
 - *Charles Emery, Chairman, requested a time line draft of an Enhance Local Assistant Program be created for the next Program Services meeting on November 6, 2018.*
- b. Marketing and Communications – *Nicole Recker, VP Marketing and Communications, reported on the following:*
 - i. New Handouts
 - ii. Member City Activities
 - iii. Active Campaigns
 - iv. Monthly Media Report (September 2018)
 - v. Annual Marketing and Communications Metrics Highlights
- c. Strategic Planning and Development – *Kristina Holcomb, Deputy Chief Financial Officer, reported on the following:*
 - i. 2019 Title VI Program & Policy Updates – *Rusty Comer, Business Manager, Bus Operations and Maintenance, present updates to the Board*
 - ii. Regional Planning Initiatives Update
 - iii. Local Planning Update – *Stakeholder forum*
 - iv. Business Development and Partnerships Update – *extending services to Flower Mound medical/seniors, Coppell similar service to Alliance*
 - v. Funding Opportunities Update
 - vi. Land Use Planning & Development

- d. Capital Projects – *Kristina Holcomb, Deputy Chief Executive Officer, reported on the following projects:*
 - i. Positive Train Control
 - ii. Hike and Bike Trail – *Eagle Point Section*
 - iii. Lewisville Bus Fueling Facility
 - iv. Brownfield Investigation - *final report in October*
 - e. Transit Operations Reports – *Michelle Bloomer, Vice President, Operations, reported on the following and gave an update on UNT Game Date Service:*
 - i. Bus and Rail Operations – *System On-Time Performance, Ridership Performance, Boardings, Safety & Security, Maintenance*
2. Committee Chair Reports
- a. Finance Committee report of items discussed at the October 15, 2018 meeting with Richard Huckaby as committee Chairman – *Marisa Perry, CFO, VP of Finance, reviewed and discussed the Chair report provided in the Board Packet*
3. Discussion of Regular Board Meeting Agenda Items (September 27, 2018) – *No discussion at this time*
4. Convene Executive Session – *The board did not meet in Executive Session*
5. Discussion of Future Agenda Items – *No discussion at this time*
6. ADJOURN at 3:01 p.m.

The minutes of the October 25, 2018 Work Session meeting of the Board of Directors were passed and approved by a vote on this 15th day of November 2018.

Charles Emery, Chairman

ATTEST

Dianne Costa, Secretary



Board of Directors

Board Meeting Minutes

The Board of Directors of the Denton County Transportation Authority convened the regular meeting of the Board of Directors with Charles Emery, Chairman presiding at on October 25, 2018 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

Attendance

Small Cities

Connie White
Skip Kalb, Small Cities

Large Cities

Charles Emery, Lewisville, Chairman
Dianne Costa, Highland Village
Richard Huckaby, Denton, Secretary (at 2:19)
Carter Wilson, Frisco
Tom Winterburn, Corinth
Ron Trees, Little Elm
Mark Miller, Flower Mound
Joe Perez, The Colony 1st Alternate

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Legal Counsel

Pete Smith

DCTA Staff

Raymond Suarez, Chief Executive Officer
Kristina Holcomb, Deputy Chief Executive
Officer
Marisa Perry, Chief Financial Officer, Vice
President of Finance
Nicole Recker, Vice President Marketing &
Communications
Michelle Bloomer, Vice President,
Operations

Other Attendees

Rusty Comer, Business Manager, Bus Ops
and Maintenance
Athena Forrester, Assistant Vice President,
Regulatory Compliance, DBE Liaison
Ann Boulden, Senior Project Manager
Sarah Martinez, Director, Procurement
Adrienne Hamilton, Communications
Manager
Chrissy Nguyen, Senior Accountant
Jim Owen
Mark Nelson

CALL TO ORDER – Chairman, Charles Emery, called the meeting to order and announced the presence of a quorum at 3:12 p.m.

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS – *led by Tom Winterburn*

INVOCATION – *led by Dianne Costa*

AGENCY AWARDS AND RECOGNITIONS – *Richard Huckaby gave a recognition for Thankfulness*

1. PUBLIC COMMENT – *no public comments at this time*

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2. CONSENT AGENDA

- a. Approval of Minutes for the Board Work Session and Regular Meeting on September 27, 2018
- b. Acceptance of Monthly Financial Statements for September 2018
- c. Acceptance of Quarterly Investment Report for Q4 FY2018
 - *A Motion to approve the Consent Agenda items a - c was made by Dave Kovatch. The motion was seconded by Skip Kalb. Motion passed unanimously by the Board.*

3. REGULAR AGENDA

- a. Approval of Resolution R18-09 adopting the updated Title VI Policy Statement
- b. Approval of Resolution 18-08 Approving Financial Management Policies and Annual Investment Policy for FY2019
- c. Approval to award for Construction of the Bike and Pedestrian Trail-Eagle Point Section to Northstar Construction, LLC
- d. Approval of Task Order to Jacobs Engineering Group for Bike and Pedestrian Trail-Eagle Point Section
 - *A Motion to approve the Regular Agenda items a - d was made by Dianne Costa. The motion was seconded by George Campbell. Motion passed unanimously by the Board.*
- e. Discussion of Board Governance Training for DCTA Board Members
 - *Dianne Costa briefly discussed that she has reached out to Ron Holifield regarding board governance training interest for the DCTA Board.*

4. CONVENE EXECUTIVE SESSION – *The Board did not meet in Executive Session at this time*

5. CHAIR REPORT – *Charles Emery briefly mentioned the grand opening for Serve Denton and listed the various Lewisville meetings he has attended.*
6. PRESIDENT'S REPORT
 - a. Budget Transfers – *Marisa Perry, CFO, briefly listed the three budget transfers for rail crossing, Trinity Mills crew room, and Pockrus Page*
 - b. Regional Transportation Issues – *Raymond Suarez, CFO, briefly updated the Board regarding Alliance, the DCTA RFP for all vendors, the BNSF Frisco line, and the DCTA culture for a Year of Change*
7. REPORT ON ITEMS OF COMMUNITY INTEREST – *Jim Cline, President, stated that there was positive feedback about DCTA in the community coming from Evergreen*
 - 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 3:49 p.m.*

The minutes of the October 25, 2018 regular meeting of the Board of Directors were passed and approved by a vote on this 15th day of November 2018.

Charles Emery, Chairman

ATTEST

Dianne Costa, Secretary



Board of Directors Memo

November 15, 2018

Subject: RM 2(c) Access Appeal Panel Member Appointment**Background**

The Denton County Transportation Authority (DCTA) Board of Directors approved the creation of an Access Appeal Panel at their meeting on September 27, 2007. The Panel's responsibilities are to hear appeals arising from Access eligibility and suspension of service determinations. The Panel is composed of three (3) members. Two members, as well as alternates, shall be appointed by the DCTA President/CEO and will include a DCTA staff member familiar with the provision of Access service, and a professional who works with the elderly and/or disabled community in Denton County and is not employed by DCTA or its contractors. The third member shall be the Board of Director's ADA Liaison or designee.

Identified Need

Raymond Suarez currently serves as the Board of Director's designee to the Access Appeal Panel. With the recent leadership changes, staff is recommending that Michelle Bloomer be named the Board of Director's designee.

Financial Impact

None

Recommendation

Staff recommends the Board name Michelle Bloomer to serve as their ADA Liaison and designee on the Access Appeal Panel.

Submitted by: *Mona Pickens*
Business Manager, Mobility as a Service

Final Review: *Michelle Bloomer*
Michelle Bloomer, Vice President of Operations

Approval: *Raymond Suarez*
Raymond Suarez, CEO

**Board of Directors Memo****November 15, 2018****Subject: 3(a) Approval of Change Order to Terracon Consultants, Inc. for Subsurface Environmental Investigation Services****Background**

DCTA received an EPA grant for subsurface evaluation of the approximately 46 acres of vacant land adjacent to the Rail O&M facility. This property was an unpermitted landfill and we have completed removal of surface debris, including a large number of tires and barrels. The EPA grant allowed DCTA to conduct an investigation to determine what may be located below the surface and to determine an appropriate remediation to reuse the property.

Identified Need

Terracon discovered some soil and groundwater contamination that requires action on the part of DCTA, but not sufficient to require remediation. This change order will provide for the completion of the brownfield regulatory site closure for affected soil and/or groundwater through Texas Commission on Environmental Quality (TCEQ) Voluntary Cleanup Program (VCP).

Financial Impact

The initial project was funded with a grant received from the Environmental Protection Agency for Brownfields Remediation. Expenditures for the initial assessment will be reimbursed at 100% up to \$178,200 as stipulated in the grant. The expenditures for the change order will be paid for from the capital budget and will not be reimbursed by grant funds.

Recommendation

Staff recommends the Board of Directors approve and authorize the CEO to execute Change Order no. 1 with Terracon Consultants, Inc. in an amount not to exceed \$68,700.

Submitted by: *For*

[Signature]
Alicia Forrester, CPPO, CPPB
VP of Regulatory Compliance

Final Review by:

[Signature]
Marisa Perry, CPA
Chief Financial Officer/VP of Finance

Approval:

[Signature]
Raymond Suarez
CEO



Board of Directors Memo

November 15, 2018

Subject: 3b Approval to award contracts for Transit Vehicle Tires for Bus Operations to Goolsbee Tire and T&W Tire.

Background

A Request for Bids was released on September 11, 2018 for the purchase of new and recapped transit vehicle tires, and related services, for the DCTA fleet. Four responses were received:

1. Goodyear
2. Goolsbee Tire
3. Southern Tire
4. T&W Tire

Staff conducted a review and evaluation of the proposals and recommends award of the contracts as follows:

T&W Tire

195/65R/15 (new)
 195/75R/16 D (new)
 225/65R/17 (new)
 225/70R/15 (new)
 225/75R/16 E (new)
 235/70R/17 (new)
 235/80R/17 E (new)

Goolsbee Tire

275/70R/22.5 J (new)
 275/80R/22.5 G (new)
 305/85R/22.5 J (new)
 275/70R/22.5 J (recapped)
 275/80R/22.5 G (recapped)
 3005/85R/22.5 J (recapped)

Southern Tire's pricing came in lower; however, the tires quoted were incorrect sizes and/or not transit-grade tires.

Identified Need

Tires will be ordered on an as-needed basis to perform repairs and preventive maintenance on buses and other fleet vehicles.

Financial Impact

Funds will be paid from the Operating budget and reimbursed by an FTA grant at 80%. The agreement is for a one (1) year term; total estimated expenditures is \$185,000.

Recommendation

Staff recommends the Board approve the award of the purchase of new and recapped tires to T&W Tire and Goolsbee Tire.

Submitted by:

For [Signature]
 Athena Forrester, CPPO, CPPB
 AVP of Procurement

Final Review:

[Signature]
 Marisa Perry, CPA
 Chief Financial Officer/VP of Finance

Approval:

[Signature]
 Raymond Suarez
 Chief Executive Officer



Board of Directors Memo

November 15, 2018

Subject: 3c Approval to award contract to UniFirst for Shop Uniform Rental Services for Bus Operations.

Background

A Request for Bids was released on August 31, 2018 for the rental and associated services of uniforms, floor mats, mops & towel for Bus Operations & Maintenance.

UniFirst was the only responding bidder. It was determined that competition was adequate for the solicitation.

Staff conducted a review and evaluation of the bid, as well as an evaluation of sample product, and recommends award of the contract to UniFirst.

Identified Need

DCTA elects to provide uniforms for the protection and benefit of Bus Operations Shop employees and to create, maintain, and promote an attractive business image, promote the DCTA brand, and improve security. Rather than purchasing uniforms, rental provides laundering, repair and/or replacement as needed. DCTA's current contract will expire on January 31, 2019, with all options for renewal having been executed.

Financial Impact

Funds will be paid from the Operating budget and reimbursed by an FTA grant at 80%. The agreement is for five (5) years; total estimated expenditure is \$90,000.

Recommendation

Staff recommends the Board approve the award of uniform rental services to UniFirst and authorize the CEO to execute an agreement.

Submitted by:

A handwritten signature in blue ink, appearing to read "A. Forrester", written over a horizontal line.

Athena Forrester, CPPO, CPPB
AVP of Procurement

Final Review:

A handwritten signature in black ink, appearing to read "Marisa Perry", written over a horizontal line.

Marisa Perry, CPA
Chief Financial Officer/VP of Finance

Approval:

A handwritten signature in black ink, appearing to read "Raymond Suarez", written over a horizontal line.

Raymond Suarez
Chief Executive Officer



Board of Directors Memo

November 15, 2018

Subject: 3(d) Authorize the CEO to Negotiate and Execute an Agreement to Dell, Inc. for Server/Network Infrastructure Refresh

Background

DCTA's existing network and server infrastructure was designed and planned prior to the existence of the Bus Operations facility and linking of all sites through our corridor fiber. The network has evolved tremendously in the past five years - server virtualization has consolidated much of the physical hardware and centralized IT operations to two facilities. Our server warranties have been extended to this fiscal year, which dictates the time line for DCTA's hardware replacement cycles.

DCTA entered into a interlocal contract with the State of Texas Department of Information Resources (DIR) for a Shared Services Program which includes contracts that have been competitively procured by DIR. This purchase is being made through the interlocal contract with Department of Information Resources (DIR) contract.

Identified Need

This is Phase 1 of the network and server infrastructure project and focuses on the server portion. This project will entail a complete replacement of our server and data storage infrastructure with a focus towards an enterprise business continuity mindset.

Financial Impact

Expenditures for the server/network infrastructure refresh are anticipated to be \$210,000. These costs are part of the Server and Network Infrastructure project and will be paid from the FY2019 Capital budget.


Recommendation

Staff recommends the Board of Directors authorize the CEO to negotiate and execute an agreement with Dell, Inc. for a server/network infrastructure refresh.

Submitted by: *FF*


Athena Forrester, CPPO, CPPB
AVP of Procurement

Final Review:


Marisa Perry, CPA
Chief Financial Officer/VP of Finance

Approval:


Raymond Suarez
Chief Executive Officer