



DENTON COUNTY
TRANSPORTATION AUTHORITY

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

Board of Directors Work Session

December 13, 2018 | 9:00 a.m.

CALL TO ORDER

1. University of North Texas presentation by Dr. Allen Clark regarding UNT Transportation Services and growing the relationship with DCTA
2. Federal legislative update presentation by Christopher Giglio with Capital Edge
3. Discussion of 86th State Legislative Agenda and proposed possible Chapter 460 Transportation Code modifications
4. Discussion of local and regional initiatives and presentation by Raymond Suarez, CEO
5. Routine Briefing Items
 - a. Monthly Financial Reports
 - i. Financial Statements for November 2018
 - ii. Capital Projects Budget Report for November 2018
 - iii. Monthly Sales Tax Receipts
 - iv. Current Procurement Activities
 - b. Marketing and Communications
 - i. Marketing and Public Outreach Updates
 - ii. November Open House Meeting Report
 - c. Strategic Planning and Development
 - i. Regional Planning Initiatives Update
 - ii. Local Planning Initiatives Update
 - iii. Business Development & Partnerships Update
 - d. Capital Projects Update
 - e. Transit Operations Update
6. Discussion of Regular Board Meeting Consent Agenda Items
 - a. Budget Revision 2019-03 Fuel Tanks / Lewisville Bus Fueling Facility
 - b. Budget Revision 2019-04 Fleet 2018

7. Convene Executive Session. The Board may convene the Work Session into Closed Executive Session for the following:
 - a. As Authorized by Section 551.071(2) of the Texas Government Code, the Board of Directors Work Session 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 or the Regular Board Meeting Agenda.
 - 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.
8. Reconvene Open Session
 - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.
9. Discussion of Future Agenda Items
 - a. Board Member Requests
10. ADJOURN

Chair – Charles Emery
Vice Chair – Open

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, Michael Savoie, Sara Bagheri**
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 12/7/2018 at 3:49 PM.



Brandy Pedron, Executive Administrator | Open Records



DENTON COUNTY
TRANSPORTATION AUTHORITY

1955 Lakeway Dr., # 260, Lewisville, Texas 75057
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Board of Directors Regular Meeting

December 13, 2018 | 10:00 a.m.

**or immediately following Board Work Session
scheduled at 9:00 a.m. on December 13, 2018*

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS

INVOCATION

WELCOME AND INTRODUCTION OF VISITORS

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 November 15, 2018.
- b. Approval of Budget Revision 2019-03 Fuel Tanks/Bus Fueling Facility
- c. Approval of Budget Revision 2019-04 Fleet 2018
- d. Approve Amendment 3 to agreement with Segal Waters, Inc. for compensation and classification study

3. REGULAR AGENDA

- a. Discussion and Approval of Fare Changes effective January 2019
- b. Discussion and Approval of Bus Service Changes effective January 2019
- c. Authorize CEO to Negotiate and Execute Task Order 5 with Lyft for Late Night Ride Service
- d. Approval to Award of Agreement with Swiftly for Additional Software Modules
- e. Approval of Change Order to Terracon Consultants, Inc. for Subsurface Environmental Investigation Services
- f. Discussion and Approval of Amendment to Contract with Enterprise Holdings, LLC Adding Vehicle Types to the Vanpool Service Contract
- g. Discussion of DCTA Employee Holiday Time Off

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 – Open

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, Michael Savoie, Sara Bagheri**
CEO – Raymond Suarez

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This notice was posted on 12/7/2018 at 3:50 PM.



Brandy Pedron, Executive Administrator | Open Records



Board of Directors Memo

December 13, 2018

Subject: Work Session 5(a)i, ii Monthly Financial Statements and Capital Projects Budget Report

Background

Due to the change in Board Meeting to December 13th from the normal 4th Thursday of the month, the Financial Statements and Capital Projects Budget Report for the month ended November 2018 will be presented at the January 2019 Board meeting.

Identified Need

Provides the Board a review of DCTA's financial position and performance to budget.

Recommendation

N/A

Submitted by: Amber Karkauskas
Controller

A blue ink signature of Amber Karkauskas, written over a horizontal line.

Final Review:

Marisa Perry, CPA
Chief Financial Officer/VP of Finance

A blue ink signature of Marisa Perry, written over a horizontal line.

Approval:

Raymond Suarez
CEO

A blue ink signature of Raymond Suarez, written over a horizontal line.



Board of Directors Memo

December 13, 2018

Subject: Current Procurement Activities

Transit Shelters

Staff released a solicitation on Tuesday, October 30, 2018, for the design, manufacture, and delivery of two (2) transit shelters for the UNT campus. Bids were received on November 30, 2018 and are under review. Staff will award administratively in December 2018.

Mobility as a Service

Staff is developing a solicitation for various modes of mobility services as a supplement to our existing services. Staff anticipates releasing the RFP in January with responses due sixty days from RFP issuance. Award is anticipated at the March meeting.

Modifications at Rail

Staff is developing a solicitation for Building Modifications at the Rail Facility. Staff anticipates releasing the RFB in mid December with responses due in January. Award is anticipated at the January meeting.

Submitted by:


Athena Forrester, CPPO, CPPB
AVP of Regulatory Compliance

Final Review:


Marisa Perry, CPA
Chief Financial Officer/VP of Finance



Board of Directors Memo

December 13, 2018

Subject: Marketing & Communications Update

NEW HANDOUTS

- Wheels & Rails (December 2018)
- Media Recap Report (November 2018)
- Bus Driver Job Fair Flyer

EVENTS

- Holiday Express (Denton)
 - Event Date – December 1
 - Total Ridership – 600+

PROMOTIONS

- Veterans Day Promotion {Free Ride}
 - Promotion Date – November 12
 - Total Ridership – 23 total passengers (bus and rail)
- Election Day Promotion {Free Ride}
 - Promotion Date – November 6
 - Total Ridership – 18,285
- Denton Holiday Lighting Promotion {Free Ride}
 - Promotion Date – November 30
 - Total Ridership – 421

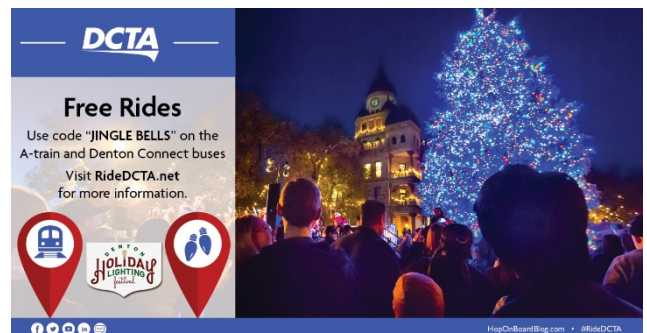
NOVEMBER OPEN HOUSE MEETING REPORT

{Full Report Attached}

- Campaign Dates – October 26 through November 16
- Number of Attendees – 158
- Number of Comments – 307

ACTIVE CAMPAIGNS

- **Unique Campaigns**
 - Denton Holiday Lighting and Wassail Festival Free Ride Promotion
 - Holiday Service Schedule
 - PTC Testing/Service Modifications and Progress Report
 - Local Fare Promotion
 - University A-train Promotion (Ending Communications)
 - Denton Enterprise Airport On-Demand
- **Evergreen Campaigns**
 - #AskDCTA
 - #TransitTipTuesday
 - #WhyIRideDCTA
 - Photo Roundup
 - Fun Things to Do
 - A-train Free Fare Zones
 - Flashback Friday
 - GovDelivery
 - Hop on Board Blog
 - North Texas Xpress



- Discount Pass Programs
- Travel Tools
- Transit and Regional Connections
- Employment Opportunities

MEDIA RECAP REPORT (NOVEMBER 2018)

- Metrics
 - Total Stories – 119
 - Total Reach – 15.1M
 - Total Publicity Value – \$132.7K
- Top Media Outlets
 - KXAS-TV/NBC 5
 - KTVT-TV/CBS 11
 - Denton Record-Chronicle
 - KRLD-AM
 - Community Impact
 - Star Local Media
 - Cross Timbers Gazette
 - Metro Magazine
 - Mass Transit
 - Progressive Railroading

Submitted by:



Adrienne Hamilton
Communications Manager



Kelly Briggs
Community Relations Manager

Approved by:



Nicole Recker Crim
VP, Marketing & Communications

Board of Directors Memo

December 13, 2018

Subject: Strategic Planning & Development Update

REGIONAL TRANSPORTATION PLANNING

Regional High Intensity Bus Coordination

- DCTA, DART, and Trinity Metro recently met with NCTCOG staff to discuss advancing implementation of guaranteed, premium bus service on two proposed high-intensity bus corridors. IH 30 Express and IH 35W Express are proposed corridors identified in Mobility 2045 and may serve as an opportunity to implement innovative transit services regionwide. Following the stakeholder discussions, NCTCOG has amended the proposal to focus on I-635 Express and 35W in lieu of the original I-30 proposal. NCTCOG has identified 2020 for initial implementation.

SRT 121 Commuter Corridor Development

- As previously presented to the DCTA Board of Directors, staff has identified a proposed commuter bus service along the Sam Rayburn Tollway (SRT), connecting the Old Town Station in Lewisville to downtown McKinney. Proposed Route 70 would stop at high-density locations within the SRT corridor. The service may also travel north to the Frisco North Platinum Corridor along the Dallas North Tollway to capture the high-density developments of Hall Park, the Star, and others.
- DCTA recently hosted two transportation forums for private and public stakeholders within the SRT footprint to assess needs and identify potential stops and transit hubs. Housing, workforce development, and low-wage employment/high turnover rates were identified as critical challenges businesses and public entities are facing. A well-defined commuter service connecting lower-household income areas to high-density employment centers would help mitigate these challenges.

Cotton Belt Connection Coordination

- Through DCTA's On-call A&E Railroad Services contract with Lockwood, Andrews & Newnam (LAN), staff is exploring the feasibility to extend the A-train corridor south to Belt Line for a connection to the Cotton Belt corridor. With LAN's assistance, DCTA reviewed and submitted input relating to DART's Cotton Belt DEIS to ensure the new rail corridor and the A-train extension meet effectively at Belt Line. To continue agency coordination, DCTA will meet with DART staff to further discuss this project and develop any necessary "next steps." A more detailed report will be provided at the January board meeting.

LOCAL TRANSPORTATION PLANNING

Innovative Transit Solutions

Federal Initiatives

- U.S. Department of Transportation AV 3.0 "Preparing for the Future of Transportation": This draft document advances U.S. DOT's commitment to support the safe, reliable, efficient and cost-effective integration of automation into the broader multimodal surface transportation system. AV 3.0 builds upon, but does not replace, voluntary guidance provided in the AV 2.0 document. DCTA reviewed and submitted comments regarding the draft AV 3.0 document and affirming DCTA's appreciation of the U.S. DOT's efforts. *A copy of the comments submitted is attached.*

Regional Engagement

- FHWA DFW Workshop on Multimodal Transportation Operations Management: DCTA staff attended portions of a 3-day workshop hosted by NCTCOG and the Federal Highway Administration, held during the last week of November. The meeting gathered regional transportation partners, USDOT, and other industry experts to explore the future direction of DFW regional mobility technology deployment and outline an operational roadmap. Participants included DART representatives, as well as some state and Federal transportation officials who had not heard from DCTA before on mobility technology initiatives. Staff provided an update on the Frisco AV program, existing and planned Mobility-on-Demand programs including the Alliance Link shuttle, and discussed the Mobility-as-a-Service (MaaS) RFP.

Local Initiatives

- Mobility as a Service (MaaS) / Mobility as a Platform (MaaP): As provided in previous board reports, DCTA will issue an innovative Request for Proposals (RFP) for Mobility Services in January 2019. Prior to issuing the RFP, DCTA procurement and planning staff will host an informational workshop and pre-proposal webinar with potential vendors in December/early January. The draft scope of work and full RFP document is currently undergoing review. Staff also sought feedback from the three member cities to ensure the RFP met the needs of our primary stakeholders. To recap, the RFP is intended to qualify mobility and technology vendors to enter into service contracts with DCTA, providing customized service proposals to meet the mobility needs of our and member cities and regional partners.
- Frisco Automated Vehicle Pilot Program Update Drive.ai's self-driving, on-demand service, operated in conjunction with the Frisco TMA, recently amended service hours. The service originally operated Monday through Friday, 10am to 7pm. Due to ridership trends, Drive.ai has updated the schedule to Monday through Friday, 11am-6pm.

As of the last week of November, Drive.ai has reported 922 completed trips and more than 1,500 passengers carried since the service launched July 30. Rider surveys indicate that 97% of passengers felt safe and 98% were happy with the service and will recommend to others. Staff will continue to update the board on future ridership numbers and next steps.

BUSINESS DEVELOPMENT & PARTNERSHIPS

Alliance Area Transit Coordination Update

- The status of the Alliance Link Shuttle continues to be discussed by DCTA, Hillwood, Trinity Metro, Tarrant County, and Toyota. The current service, funded and managed by Toyota, will end in January 2019. There is ongoing discussion related to which entity will take over that service and what type of on-demand option would be deployed to continue meeting first/last mile connectivity.
- A letter of support has been sent on behalf of the Alliance partners for NCTCOG's consideration to provide funding for phase two of the program.
- SpareLabs, the platform technology provider, continues to report overall increased ridership. Due to the Thanksgiving holiday, there was a slight decrease in the week-over-week ridership, but this is expected to recover from 73 to the more than 80 rides on average.
- Staff will keep the Board apprised of any new developments.

City of Frisco

- As reported in the November Board report, a pilot program integrating Lyft service into existing On-Demand service launched in October 2018. Elderly and disabled Frisco service customers receive a \$7 discount for Lyft trips, providing real-time, demand-response service to the area. Letters were sent out to Frisco residents who currently participate in the existing On-Demand service, inviting them to participate in this pilot. 16 customers were enrolled in the program from the initial customer outreach, with 40 completed rides in October, the first full month of service.

Service Expansion within New Service Areas

- Update: Following meetings with DCTA staff, City of Coppell staff presented DCTA's proposal to serve the large warehouse and distribution facility district using Lyft to connect to nearby transit stations and enhance regional connectivity. Because Coppell does not have affordable housing and limited public transportation (SPAN provides contracted paratransit services), these businesses face recruitment and retention issues like many of our partner areas. The City Council directed staff to move forward on the initiative to implement Lyft as a contract service. DCTA and Coppell staff will meet to finalize details and will keep the Board apprised of new developments.

FUNDING OPPORTUNITIES

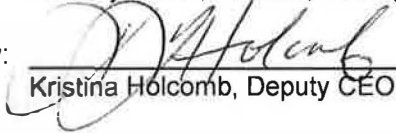
- DCTA applied for the Federal Transit Administration (FTA) Access and Mobility Partnership Grants funding opportunity in November 2018. The grant is intended to improve access to healthcare services (emergency and non-emergency) through partnerships among transportation and human services providers.
 - \$3.9M is available with a focus on financing innovative capital projects for “transportation disadvantaged” populations that will improve the coordination of transportation services and non-emergency medical transportation services.
 - DCTA's proposal includes partnering with the United Way of Denton County, as the managing stakeholder, to install secure lockers on the grounds of a social service agency, most likely Monsignor King Outreach Center, along a DCTA Connect bus route. The lockers would be used by the homeless population to eliminate a barrier to attending medical and other lifeline services appointments, by providing a secure location to place their belongings while they travel to available healthcare services. The grant awards will be announced between Jan-March 2019.

Submitted by:



Lindsey Baker, Director, Strategic Partnerships

Approved by:



Kristina Holcomb, Deputy CEO

December 2, 2018

Office of the Secretary
U.S. Department of Transportation
1200 New Jersey Avenue S.E.
Washington, D.C. 20590

Dear Secretary Chao,

Please accept these comments on behalf of the Denton County Transportation Authority regarding the Department of Transportation (DOT) Office of the Secretary (OST) **Notice of Request for Comments: Preparing for the Future of Transportation: Automated Vehicles 3.0 (AV 3.0), published on October 9, 2018 at 83 FR 50746.**

The Denton County Transportation Authority (DCTA) is a mobility provider serving Denton and Collin counties, the two fastest growing counties in North Texas. In August 2018, DCTA partnered with the Frisco Transportation Management Association (TMA), a coordinated group including the City of Frisco, Dallas Cowboys' The Star, Hillwood's Frisco Station and HALL Business Park to address mobility needs within the City of Frisco's North Platinum Corridor. In August 2018, DCTA and the Frisco TMA partnered with Drive.ai to implement an on-street, on-demand autonomous pilot shuttle service. The pilot service has allowed DCTA and its TMA partners to gauge community acceptance while testing autonomous vehicle technology in a real-world environment. With much support from the private sector, city, regional MPO and community members, this pilot has been a success and has resulted in 98% of the AV passengers stating they felt "safe" during their ride. We look forward to continuing leading the transit industry by leveraging technology-based solutions including Autonomous Vehicle programs to meet the growing needs for non-traditional mobility solutions in the suburban environments we serve.

Over the past several months, DCTA staff has remained engaged in discussions led by the DOT and the American Public Transportation Association (APTA) regarding AV technology. As a transit agency leading innovated mobility, we greatly appreciate the ongoing conversation and applaud the DOT for supporting innovative change by issuing a multimodal framework for AV technology and establishing a supportive regulatory environment. As industry discussions and trends have proven, the public transit industry has been transforming over the past several years and must continually reinvent itself by embracing technology driven mobility solutions complimenting traditional transit modes to effectively meet the growing expectations and needs of our passengers.

DCTA's comments are structured around the key areas of AV 3.0 (1) Advancing multi-modal safety, (2) reducing policy uncertainty, and (3) outlining a process for working with DOT.

Advancing Multi-Modal Safety: AV 3.0 provides a framework for dealing with cybersecurity and customer privacy issues, allowing for innovation which addresses a concern we hear from community members.

Reducing Policy Uncertainty: AV 3.0 addresses the need for transit agencies to work with their counterparts at city departments of transportation and metropolitan planning organizations on implementing complete streets policies and curb space management to ensure that transit vehicles will both pick-up and drop-off passengers at accessible stops. In our agency's experience collaboration with city departments and MPOs is an absolute must but the collaborative efforts could greatly benefit by having the DOT invest in infrastructure that improves access to transit and support research into how technology can be leveraged to meet passenger needs in the absence of an operator.

Outlining A Process for Working with DOT: DCTA is optimistic about working with the DOT to address impediments to leveraging AV technology. Issues the DOT could address include:

- Provide flexibility on spending federal dollars for the use of AVs by transit agencies.
- Encouraging greater intergovernmental communication and data sharing to route AVs (and traditional transit modes) around a roadway issue. The DOT could facilitate the development of a data-aggregator to provide up-to-date information on traffic, construction sites and other information, which can be used by all government stakeholders.
- Clarifying and updating federal guidance on procurement policies and Buy America compliance would allow transit agencies to procure the technologies needed for AV services
- Allow an 18-24 month pilot program timeframe to provide a transit agency adequate time to truly gauge a program's success, obtain the necessary public feedback and make necessary modifications prior to finalizing a mobility program.
- Where "best practices" and industry standards could be helpful, many critical policy issues are best worked-out at the local level. This might include incident management aboard automated services; securement of wheelchairs; and fare collection and enforcement procedures.

The DCTA greatly appreciates the opportunity to provide comments on AV 3.0 and looks forward to continued discussions with the DOT, APTA and the North Central Texas Council of Governments, our regional MPO as we work to meet the growing mobility needs and demands within our region. Thank you for all your efforts in helping provide a flexible and supportive regulatory environment and assisting to minimize barriers to leverage innovation and technology-based solutions in our ever-changing environment.

Best Regards,



Kristina K. Holcomb
Deputy Chief Executive Officer
Denton County Transportation Authority

Board of Directors Memo

December 13, 2018

Subject: WS 5 (d) Capital Projects Update

Lewisville Hike and Bike Trail – Eagle Point Section

- In October, the DCTA Board approved contract award to North Star Construction which has since received official award authorization by TxDOT. Notice-to-proceed will be given following completion of all necessary documentation by contractor.

Lewisville Bus Fueling Facility

- The contractor has poured 100% of the parking lot and is preparing to complete the striping with fuel tank scheduled for delivery in mid-December. Canopy and Fleet Watch installation will follow. Completion is expected by the end of calendar year 2018.

Brownfield Investigation

- Staff has requested a change order to the Terracon contract to fund the necessary documentation and closure process.

Eagle Point Grade Crossing Closure

- The Eagle Point crossing was closed as scheduled on December 4 with the assistance of TxDOT. The signals and crossing arms have been disconnected and temporary barricades have been placed at the crossing. Final closed crossing reconfiguration including placement of concrete jersey barriers, removal of crossing panels, tubs and signal masts will be scheduled in 2019.

A-train Station Platform Damage

- DCTA is awaiting further information from the insurance carrier as Frontier Waterproofing recently submitted an inspection report and cost estimate. Jacobs Engineering is preparing a bid package to include an alternate lighter and more resilient exterior cladding.

Positive Train Control (PTC)

- Revenue Service Demonstration (RSD) application submitted to Federal Railroad Administration (FRA) for approval expected response NLT, 7 December 2018.
- Positive Train Control Implementation Plan (PTCIP) was revised to reflect an alternate schedule (waiver). The changes on the PTCIP reflects new schedules and document submissions for the alternate schedule.
- Alternate Schedule (Waiver) to be filed with FRA once RSD approval is received.

Submitted By: Rose Jerome, Projects Control Coordinator

Approved By: Ann Bouden, Director of Capital Programming

Final Review: 
Kristina Holcomb, Deputy CEO

Board of Directors Memo

December 13, 2018

Subject: Transit Operations Report

- Due to the impact of the holidays, which moved the December board meeting up, the November ridership report will be presented in January.

Submitted By: Troy Raley
Troy Raley, Business Manager

Final Review: Michelle Bloomer
Michelle Bloomer, VP of Operations

Approval: 
Raymond Suarez, CEO