



Board of Directors Regular Meeting

January 24, 2019 | 2:30 p.m.

**or immediately following Board Work Session scheduled at 1:30 p.m. on January 24, 2019*

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 December 13, 2018.
- b. Acceptance of Monthly Financial Statements – November 2018 and December 2018
- c. Acceptance of Quarterly Investment Report – Q1 FY2019

3. REGULAR AGENDA

- a. Discussion and Approval of Agency Legislative Agenda for the 86th Texas Legislature
- b. Discussion and approval of Resolution R19-01 Proposed amendments to Chapter 460 of the Texas Transportation Code
- c. Approval of Resolution R19-02 Authorizing Formation of a Local Government Corporation
- d. Approval of Resolution R19-04 Board Officer Elections
- e. Announcement of 2019 Board Committee assignments
- f. Authorize CEO to rescind award to Goolsbee Tires and T&W Tire LLC., and reject all bids for transit tires
- g. Authorize CEO to execute and negotiate an Interlocal Agreement (ILA) with Trinity Metro for Alliance service
- h. Authorize CEO to negotiate and execute task order with Lyft to replace Alliance Link service

- i. Approval of Resolution R19-03 Changes to Board Threshold Approval for Contracts and Agreements
 - j. Authorize CEO to Negotiate and Execute Task Order 5 with Jacobs Engineering Group for Rail Station Canopy Frieze Repair and Replacement
 - k. Authorize CEO to Negotiate and Execute Task Order 6 with Jacobs Engineering Group for Categorical Exclusion Environmental Study for Bus Light Maintenance Facility
- 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

Treasurer – Dave Kovatch
Secretary – Dianne Costa

Members:

Skip Kalb, Tom Winterburn, Don Hartman, Allen Harris, Carter Wilson,
Connie White, Mark Miller, Ron Trees, Michael Savoie, Sara Bagheri

Staff Liaison:

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 1/18/2019 at 4:05 PM.


Brandy Pedron, Executive Administrator | Open Records

Board of Directors Work Session Meeting Minutes for:December 13, 2018**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 on December 13, 2018 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

Attendance**Small Cities**

Connie White
Skip Kalb
Michael Savoie

Large Cities

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

Denton County Unincorporated

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

Board Members Absent

Ron Trees, Little Elm

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

Amanda Riddle, Budget Manager
Adrienne Hamilton, Communications
Manager
Lindsey Baker, Director of Strategic
Partnerships
Ann Boulden, Director of Capital
Development
Kelly Briggs, Community Relations Manger
Brandy Pedron, Executive Administrator
Jim Owen
Stephen Knobbe, HNTB

CALL TO ORDER: *Chairman, Charles Emery, called the meeting to order and announced the presence of a quorum at 9:02 a.m.*

1. University of North Texas presentation by Dr. Allen Clark regarding UNT Transportation Services and growing the relationship with DCTA – *Dr. Allen Clark presented to the Board*
2. Federal legislative update presentation by Christopher Giglio with Capital Edge – *Christopher Giglio presented to the Board*
3. Discussion of 86th State Legislative Agenda and proposed possible Chapter 460 Transportation Code modifications – *Raymond Suarez, CEO and Pete Smith, Legal Counsel, discussed that the final language is being drafted and a final draft will be sent to the Board in the next few days. Charles Emery, Chair, Dianne Costa, Secretary, and Sara Bagheri provided input regarding discussions and language.*
4. Discussion of local and regional initiatives and presentation by Raymond Suarez, CEO – *Raymond Suarez, CEO gave a "Path Forward" presentation to the Board regarding local and regional initiatives.*
5. Routine Briefing Items
 - a. Staff Briefing on Monthly Financial Reports – *Marisa Perry, Chief Financial Officer, VP of Finance, provided a report on the following. No further discussion*
 - i. Monthly 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 – *Nicole Recker, VP Marketing and Communications, briefly discussed the following. No further discussion*
 - i. Marketing and Public Outreach Updates
 - ii. November Open House Meeting Report
 - c. Strategic Planning and Development – *Kristina Holcomb, Deputy Chief Financial Officer, provided a report on the following. No further discussion.*
 - i. Regional Planning Initiatives Update
 - ii. Local Planning Initiatives Update
 - iii. Business Development & Partnerships Update
 - d. Capital Projects Update – *Kristina Holcomb, Deputy Chief Executive Officer, provided brief Capital Projects update.*
 - e. Transit Operations Reports Update – *Michelle Bloomer, Vice President Operations, provided a brief Transit Operations Update and noted that the FRA has approved DCTA's PTC application.*
6. Discussion of Regular Board Meeting Consent Agenda Items – *Marisa Perry, Chief Financial Officer, VP of Finance, briefly discussed following. No further discussion*
 - a. Budget Revision 2019-03 Fuel Tanks / Lewisville Bus Fueling Facility
 - b. Budget Revision 2019-04 Fleet 2018



7. Convene Executive Session – *convened at 11:45 a.m.*
 - a. As Authorized by Texas Government Code Section 551.072 Deliberation regarding Real Property:
Discussed 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 – *reconvened at 12:23 p.m.*
 - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session - *No action was taken*
9. Discussion of Future Agenda Items – *No discussion at this time*
10. ADJOURN at *12:24 p.m.*

The minutes of the December 13, 2018 Work Session meeting of the Board of Directors were passed and approved by a vote on this 24th day of January 2019.

Charles Emery, Chairman

ATTEST

Dianne Costa, Secretary



Board of Directors Regular Meeting Minutes for:

December 13, 2018

Board of Directors Regular Meeting 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 on December 13, 2018 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

Attendance

Small Cities

Connie White
Skip Kalb
Michael Savoie

Large Cities

Dianne Costa, Highland Village
Sara Bagheri, Denton
Carter Wilson, Frisco
Mark Miller, Flower Mound
Allen Harris, The Colony
Tom Winterburn, Corinth

Denton County Unincorporated

George Campbell
Dave Kovatch, Denton County At
Large, Treasurer

Board Members Absent

Ron Trees, Little Elm
Charles Emery, Lewisville, Chairman
Don Hartman, Denton County
Unincorporated

Legal Counsel

Pete Smith

DCTA Staff

Raymond Suarez, Chief Executive Officer
Marisa Perry, Chief Financial Officer, Vice
President of Finance
Nicole Recker, Vice President Marketing &
Communications

Other Attendees

Brandy Pedron, Executive Administrator
Jim Owen
Stephen Knobbe, HNTB

CALL TO ORDER: *Secretary, Dianne Costa, called the meeting to order and announced the presence of a quorum at 12:28 p.m.*

PLEDGE OF ALLEGIANCE – *led by Connie White*

INVOCATOIN – *led by Skip Kalb*

WELCOME AND INTRODUCTION OF VISITORS – *no introductions at this time*

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 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
 - A Motion to approve the Consent Agenda items (a – d) was made by Skip Kalb. The motion was seconded by Dave Kovatch. Motion passed unanimously by the Board

3. REGULAR AGENDA

- a. Discussion and Approval of Fare Changes effective January 2019 – *Presented for discussion by Marisa Perry, Chief Financial Officer, Vice President of Finance*
 - A Motion to approve the Regular Agenda item (a) was made by Carter Wilson. The motion was seconded by Connie White. Motion passed unanimously by the Board
- b. Discussion and Approval of Bus Service Changes effective January 2019 – *Presented for discussion by Marisa Perry, Chief Financial Officer, Vice President of Finance*
 - A Motion to approve the Regular Agenda item (b) was made by Dave Kovatch. The motion was seconded by Connie White. Motion passed unanimously by the Board
- c. Authorize CEO to Negotiate and Execute Task Order 5 with Lyft for Late Night Ride Service
 - A Motion to approve the Regular Agenda item (c) was made by Carter Wilson. The motion was seconded by Skip Kalb. Motion passed unanimously by the Board
- d. Approval to Award of Agreement with Swiftly for Additional Software Modules– *Presented for discussion by Raymond Suarez, Chief Executive Officer*
 - A Motion to approve the Regular Agenda item (d) was made by Skip Kalb. The motion was seconded by Mark Miller. Motion passed unanimously by the Board

- e. Approval of Change Order to Terracon Consultants, Inc. for Subsurface Environmental Investigation Services – *Presented for discussion by Raymond Suarez, Chief Executive Officer*
 - A Motion to approve the Regular Agenda item (e) was made by Skip Kalb. The motion was seconded by Connie White. Motion passed unanimously by the Board
 - f. Discussion and Approval of Amendment to Contract with Enterprise Holdings, LLC Adding Vehicle Types to the Vanpool Service Contract – *Presented for discussion by Marisa Perry, Chief Financial Officer, Vice President of Finance*
 - A Motion to approve the Regular Agenda item (f) was made by Connie White. The motion was seconded by Dave Kovatch. Motion passed unanimously by the Board
 - g. Discussion of DCTA Employee Holiday Time Off – *Dianne Costa lead discussion over adding more holiday time off for DCTA Staff. The Board of Directors discussed and agreed on an Action to approve Raymond Suarez, CEO to add three (3) floating holidays to DCTA Staff Time-Off*
 - A Motion to approve the Regular Agenda item (g) was made by Dave Kovatch. The motion was seconded by Carter Wilson. Motion passed unanimously by the Board
4. Convene Executive Session. The Board may convene the Regular Board Meeting into Closed Executive Session for the following: - *The Board did not meet in executive session at this time*
5. Reconvene Open Session – N/A
- a. Reconvene and Take Necessary Action on Items Discussed during Executive Session. – N/A
6. CHAIR REPORT – *No Chair Report given at this time*
- a. Discussion of Regional Transportation Issues
 - b. Discussion Legislative Issues
 - i. Regional
 - ii. State
 - iii. Federal
7. CEO'S REPORT – *No CEO Report given at this time*
- a. Budget Transfers
 - b. Regional Transportation Issues
8. REPORT ON ITEMS OF COMMUNITY INTEREST – *None discussed 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.
9. ADJOURN – *The meeting was adjourned at 12:56 p.m.*



The minutes of the December 13, 2018 Regular meeting of the Board of Directors were passed and approved by a vote on this 24th day of January 2019.

Charles Emery, Chairman

ATTEST

Dianne Costa, Secretary



Board of Directors Memo

January 24, 2019

SUBJECT: Discussion and Approval of Agency Legislative Agenda for the 86th Texas Legislature

Background

As DCTA engages the state legislative delegation, both Denton county's and statewide, it is a best practice by political subdivisions of the state, including transit entities, to have a formalized policy document that clearly articulates positions on matters that may impact the Agency. The proposed legislative agenda also signifies that the Board of Directors speaks with a unified voice on legislative items.

The proposed legislative program seeks primarily to preserve authority and resources. There are two general statements of preservation and four legislative position statements, that provide greater specificity. The statements in the program would allow DCTA to actively oppose legislation that would erode the Agency's authority to provide the transportation services needed and requested by member cities and contracted entities. In addition, DCTA has been on the front lines of innovation, and the Agency seeks to protect these activities, while supporting the North Central Texas Council of Governments and other state/local entities in developing innovative transportation solutions to meet the growing needs of our communities.

Finally, staff proposes a position statement that would allow DCTA to oppose legislation that seeks to erode cities' ability to raise adequate revenues to fund needed infrastructure improvements, fire and police, parks and libraries, and other programs/projects that citizens want in their respective communities. As the Texas Municipal League says, "Our Home, Our Decisions", reinforcing that local governments need to be able to make budget and revenue-generating policy decisions at the government closest to the citizens they serve.

Identified Need

A legislative agenda facilitates and guides Board and staff activities during the state legislative session, ensuring the Agency speaks with a unified voice.

Committee Review

Executive and Program Services Committees discussed this item on January 14, 2019.

Financial Impact

N/A

Recommendation

Staff recommends approval of the Legislative Agenda for the 86th Texas Legislature.

Exhibits

Exhibit 1, Legislative Program for the 86th Texas Legislature

Submitted By:

Lindsey Baker, Director of Strategic Partnerships

Approval:

Kristina Holcomb, Deputy CEO



LEGISLATIVE AGENDA

DENTON COUNTY TRANSPORTATION AUTHORITY LEGISLATIVE AGENDA FOR THE 86TH TEXAS LEGISLATURE

STATEMENT OF PRESERVATION

- During the 86th Texas Legislature, Denton County Transportation Authority (DCTA) seeks to preserve current authority and Agency resources to implement traditional and innovative mobility solutions which support the transportation needs of Denton County and North Texas residents, improved air quality, vibrant economic development opportunities, and enhanced livability.
- DCTA will actively oppose legislation considered detrimental to the Agency's preservation of authority and resources or the ability to meet strategic priorities serving member and non-member stakeholders.

LEGISLATIVE POSITION STATEMENTS

- Seek introduction and passage of legislation that would amend the current composition of the Board of Directors from 14 members to five voting and six non-voting members.
- Support efforts that would enhance the ability of transit authorities and metropolitan planning organizations to leverage new and evolving technologies, implement innovative mobility solutions, and improve connectivity to meet the changing transportation needs and demands of Denton County, North Texas and residents statewide.
- Support legislation that would promote initiatives identified in the North Central Texas Council of Government's (NCTCOG) Mobility 2045: The Metropolitan Transportation Plan for North Central Texas.
- Oppose legislation that would erode existing municipal authority to manage revenue streams.





DENTON COUNTY
TRANSPORTATION
AUTHORITY

AGENCY OVERVIEW

Q1 FY 2019

VISION & MISSION

DCTA's vision is to be a leader in advancing mobility alternatives. As a regional partner, our mission is to provide safe, customer-focused, and efficient mobility solutions with an emphasis on improving mobility, air quality, economic development and livability..



SERVICES

- 22 Bus Routes
- A-train Commuter Rail
- Demand-Responsive Service
- Paratransit Service
- Commuter Bus



RIDERSHIP

- Carried over 2.9 million passengers in FY 2017



DEMO-GRAPHICS

- 35.7% - Under age 25
- 28.7% - Over age 65
- 23.9% - Household Income <\$20K
- 15.6% - Household Income >\$60K



WHY THEY RIDE*

- 43.48% - Get to School
- 20.15% - Get to Work
- 13.33% - Avoid Traffic
- 7.01% - Save Money

CONTACT

- Raymond Suarez, President:
972.316.6100 • rsuarez@dcta.net
- Kristina Holcomb, Deputy CEO:
972.316.6113 • kholcomb@dcta.net
- Lindsey Baker, Director of Strategic Partnerships:
972.316.6117 • lbaker@dcta.net

FINANCIAL STEWARDSHIP

- Strong Reserve Funds
 - Operating Reserve: 90 days
 - Sales Tax Stabilization: 3%
 - Fuel: \$450,000
 - Capital Reserve: \$2M
- Internal Coverage Ratio: 2.04 (Target >1.25)
- Current-year operating revenue exceeds current-year operating expenditures
- Positive net cash
- Sustainable five-year cash flow model
- Clean audits (no management comments in FY '17)
- Government Finance Officers Association Awards
 - Distinguished Budget
 - Certificate of Excellence: Comprehensive Annual Financial Report
- National Procurement Institute, Inc. Awards
 - Awarded the Achievement of Excellence in Procurement Award for three consecutive years

*Results reported by the DCTA 2017 Passenger Satisfaction Survey. Multiple answers accepted per response.



Board of Directors Memo

January 24, 2019

SUBJECT: Discussion and approval of Resolution 19-01 Proposed amendments to Chapter 460 of the Texas Transportation Code

Background

DCTA seeks to pass legislation that will reconfigure the current DCTA Board of Directors to allow for greater emphasis on sales-tax contributing member cities in the policy-making process. The bill applies only to Chapter 460 of the Texas Transportation Code, bracketed exclusively to DCTA.

The three sales-tax contributing cities, then-Precinct 4 Commissioner and now-County Judge, and Precinct 3 Commissioner worked closely with legislative consultants to draft the proposed language, which has been reviewed by DCTA's legal counsel and is attached as Exhibit 2, Draft Legislation.

DCTA was enabled by the 77th Texas Legislature in 2001. The enabling legislation determined the Board of Directors would be comprised of 14-voting members to represent small and large cities throughout Denton County. An election was held thereafter, in which three cities, Denton, Highland Village, and Lewisville, voted to dedicate a half-cent sales tax to fund DCTA. The intent of the draft legislation is to reconfigure the Board of Directors to constitute three-voting members appointed by the founding and sales-tax contributing municipalities and two additional voting members appointed by Denton County. The Board will also include non-voting members to represent small and large cities in Denton County. The other transit authorities in North Texas operate with boards comprised only of sales-tax contributing cities. Full details are available in Exhibit 2, Draft Legislation.

Identified Need

The resolution articulates DCTA's position and intent to seek introduction and passage of the draft legislation, a known benefit when carrying substantive legislative changes.

Committee Review

Executive Committee discussed this item on January 14, 2019.

The Board of Directors discussed this item December 13, 2018 prior to receiving proposed language.

Financial Impact

N/A

Recommendation

Staff recommends approval of Resolution 19-01.

Exhibits


Exhibit 1, Resolution 19-01

Exhibit 2, Draft Legislation



Submitted By: 
Lindsey Baker, Director of Strategic Partnerships

Final Review: 
Kristina Holcomb, Deputy CEO

Approval: 
Raymond Suarez, CEO

**DENTON COUNTY TRANSPORTATION AUTHORITY
RESOLUTION NO. 19-01**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY (“DCTA”) APPROVING PROPOSED AMENDMENTS TO CHAPTER 460 OF THE TEXAS TRANSPORTATION CODE SET FORTH IN EXHIBIT “A” ATTACHED HERETO; AUTHORIZING THE DCTA CHAIRMAN AND DCTA CHIEF EXECUTIVE OFFICER TO TAKE THE NECESSARY ACTION FOR THE INTRODUCTION OF LEGISLATION IN THE 86TH REGULAR SESSION OF THE TEXAS LEGISLATURE ADOPTING SAID AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Denton County Transportation Authority (“DCTA”) is a county-wide transportation authority created by House Bill 3323, under Chapter 460 of the Texas Transportation Code, approved by the 77th Texas Legislature and signed into law by the Governor in 2001. On November 5, 2002, the voters in Denton County approved the confirmation of DCTA by 73%. The DCTA Board of Directors represents every geographic area of the county; and

WHEREAS, representatives of DCTA have met with representatives of the Cities of Denton, Highland Village, Lewisville and Denton County to discuss appropriate amendments to Chapter 460 of the Texas Transportation Code that would apply to DCTA only; and

WHEREAS, the DCTA Board of Directors has reviewed the proposed amendments to Chapter 460 of the Texas Transportation Code set forth in the draft legislation attached hereto as Exhibit “A” and finds the proposed amendments would apply only to DCTA and are in the best interest of DCTA, the Cities of Denton, Highland Village, Lewisville, Denton County, and those whom DCTA serves; and

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

SECTION 1. DCTA hereby approves the proposed amendments to Chapter 460 of the Texas Transportation Code set forth in Exhibit “A” attached hereto.

SECTION 2. The DCTA Board Chairman and DCTA Chief Executive Officer, or designee are hereby authorized to take such actions as are reasonable and necessary on behalf of DCTA to obtain sponsors in the Texas Senate and Texas House of Representatives for the introduction of proposed legislation in the 86th Regular Session of the Texas Legislature substantially in form attached hereto as Exhibit “A”.

SECTION 3. 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 24TH DAY OF JANUARY 2019.

APPROVED:

Charles Emery, Chairman

ATTEST:

Secretary

APPROVED AS TO FORM:

A handwritten signature in cursive script that reads "Peter G. Smith".

Peter G. Smith, General Counsel
(PGS:1-18-19:TM 105196)

Resolution No. 19-01

Exhibit "A"

1 (d) An elected officer of a political subdivision of this state who is not prohibited by the Texas
2 Constitution from serving on the board is eligible, as an additional duty of office, to serve on the board.
3 An elected officer who is a board member is not entitled to receive compensation for serving as a member,
4 but is entitled to reimbursement for reasonable expenses incurred in performing duties as a member.

5 (e) If a member to the board appointed under Subsection (c)(1) or (g) by a municipality that is not
6 a founding municipality will result in:

7 (1) the founding municipalities no longer having a majority of votes on the board, or

8 (2) the board having an even number of members appointed under Subsections (c) and
9 (g),

10 one of the founding municipalities shall appoint an additional member to the board.

11 (f) The board shall adopt rules and bylaws governing the appointment by the founding
12 municipalities of additional board members under Subsection (e), provided such appointment shall
13 require a vote of a majority of the members appointed by the founding municipalities and one member
14 appointed under Subsection (c)(2).

15 (g) The governing body of a municipality that designates a public transportation financing area for
16 the benefit of the authority under Subchapter I and enters into an agreement under Section 460.602(2)
17 may be authorized by the board to appoint one member to the board.

18 (h) The board shall adopt rules and bylaws governing the authorization of board members under
19 Subsection (g), provided such authorization shall require a vote of all members appointed by the founding
20 municipalities and one member appointed under Subsection (c)(2).

Resolution No. 19-01

Exhibit "A"

1 (i) Nonvoting members of the board shall be appointed to represent municipalities that have not
2 appointed a member to the board under Subsection (c)(1) or (g).

3 (j) A nonvoting member appointed under Subsection (i) is not a member of the board for purposes
4 of constituting a quorum.

5 (k) The board may adopt rules and bylaws governing the appointment, number of appointees,
6 authority and duties of an nonvoting members appointed under Subsection (i) in distinction to members
7 appointed under Subsection (c) or (g).

8 (l) Section 460.054 does not apply to a board described under this section.

9 SECTION 2. Section 460.205, Transportation Code, is amended to read as follows:

10 Sec. 460.205. [QUORUM:] VOTING REQUIREMENTS. ~~[(a) Five members constitute a quorum of the~~
11 ~~board of directors.~~

12 ~~(b)]~~ An action of the board of directors requires a vote of a majority of the members present
13 unless the bylaws require a larger number for a specific action, including requiring a majority or all of the
14 members appointed by the founding municipalities and one member appointed by the commissioners
15 court with respect to certain actions by an authority described under Section 460.20155.

16 SECTION 3. (a) This section applies only to an authority governed by a board to which Section
17 460.20155, Transportation Code, as added by this Act, applies.

18 (b) Upon the effective date of this Act, the board shall be modified to conform to the terms of this
19 Act as follows:

Resolution No. 19-01

Exhibit "A"

1 (1) the currently serving members of the board appointed by the founding municipalities
2 will constitute the voting members appointed under Section 460.20155(c)(1), and will continue to serve
3 the remainder of their terms;

4 (2) the commissioners court will determine, as soon as practical, which of the currently
5 serving members of the board appointed by the commissioners court will constitute the two voting
6 members appointed under Section 460.20155(c)(2), and those members will continue to serve the
7 remainder of their terms;

8 (3) the currently serving members of the board appointed by municipalities with a
9 population of 17,000 or more that have not authorized the authority's sales and use tax levy will constitute
10 five nonvoting members appointed under Section 460.20155(i), and will continue to serve the remainder
11 of their terms;

12 (4) the commissioners court will determine, as soon as practical, which of the currently
13 serving members of the board appointed by municipalities in the county with a population of more than
14 500 but less than 17,000 that have not authorized the authority's sales and use tax will constitute one
15 nonvoting member appointed under Section 460.20155(i), and that member will continue to serve the
16 remainder of the member's term;

17 (5) the appointed alternates to members of the board who continue to serve under
18 Subsections (b)(1)-(4) continue in that capacity; and

19 (6) the terms of all other currently serving members of the board will terminate.

20 (c) This Act does not prohibit a person who is a member of the board on the effective date of this
21 Act from being reappointed to that board if the person has the qualifications required for a member under
22 Chapter 460, Transportation Code, as amended by this Act.

Resolution No. 19-01

Exhibit "A"

1 (d) A rule or regulation adopted or other action taken by the authority before the effective date
2 of this Act that is not inconsistent with this Act remains in effect as a rule, regulation, or other action of
3 the authority until superseded by action of that entity.

4 (e) Without in any way limiting Subsection (d) above, any existing agreement by and between the
5 authority and any other party prior to the effective date of this Act remains binding on, benefiting, and is
6 fully enforceable by and against the authority.

7 SECTION 4. This Act takes effect June 17, 2019, if it receives a vote of two-thirds of all the members elected
8 to each house, as provided by Section 39, Article III, Texas Constitution. If this Act does not receive the
9 vote necessary for effect on that date, this Act takes effect September 1, 2019.

10

Board of Directors Memo

January 24, 2019

SUBJECT: Approval of Resolution R19-02 Authorizing Formation of a Local Government Corporation

Background

A Local Government Corporation (LGC) is a corporation incorporated as provided in Subchapter D of Chapter 431, Texas Transportation Code. As defined in Chapter 431, an LGC is subject to all laws applicable to Texas non-profit corporations as set forth in Chapter 22, Texas Business Organization Code. Like the Denton County Transportation Authority (DCTA), an LGC is required to comply with the Open Meetings Act and Public Information Act.

Upon DCTA Board of Director approval, DCTA would be authorized to create an LGC with the consent of the Texas Transportation Commission with the limitation to the promotion and development of public transportation systems and facilities with a function to aid and act on behalf of DCTA to manage and operate transit services.

Identified Need

This LGC enables DCTA to perform direct transit operations and/or contract for future transit operations more efficiently and directly.

The establishment of an LGC will provide a mechanism for DCTA to:

- Provide the same employee benefits as the existing benefits being provided to bus operations staff;
- Allow improved localized control over strategy, training, utilization and performance management of employees;
- Offer the ability to ensure consistent internal communications, increased employee support, improved morale and a reduction in employee turnover;
- Improve the quality of the service being provided and customer service therefore enhancing the passenger experience while improving overall operational cost effectiveness.

Committee Review

DCTA staff presented this item to the Finance Committee on January 14, 2019 and both the Program Services and Executive Committees held on January 15, 2019. Staff presented the history of the existing operating agreement for bus operations, highlighting deficiencies of the current structure and benefits of establishing a local government corporation. In addition to cost savings and a smooth transition for existing bus operations staff, the change in structure will allow for greater control over data quality, customer service, and strategy.

The Finance Committee, Program Services Committee and Executive Committee have recommended forwarding the item to the Board for approval at the January Board meeting.



Financial Impact

A benefit of creating an LGC will assist in decreasing overall bus operations costs while increasing service quality. It is estimated the Agency can save \$1.25 million over the next five (5) years with the departmental reorganization and reduction in overtime pay. This savings does not take into the account of any revenue loss relating to the passenger experience but does include the addition of two new positions; Service Planner and Recruiter.

Recommendation

Staff recommends approval of Resolution R19-02 Authorizing Formation of a Local Government Corporation.

Exhibits

Exhibit 1 – Resolution R19-02

Exhibit 2 – Background and Benefits of Establishing an LGC.

Submitted By: 
Kristina Holcomb, Deputy CEO

Approval: 
Raymond Suarez, CEO

**DENTON COUNTY TRANSPORTATION AUTHORITY
RESOLUTION NO. 19-02**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY AUTHORIZING PREPARATION OF DOCUMENTS FOR CREATION OF A LOCAL GOVERNMENT CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Directors finds it will be beneficial to the Denton County Transportation Authority ("DCTA") and the public it serves to establish a local government corporation pursuant to Chapter 431 of the Texas Transportation Code to aid and/or act on behalf of DCTA to accomplish DCTA's governmental purposes;

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

SECTION 1. The Chief Executive Officer is authorized to proceed with the preparation of a certificate of formation and by-laws relating to the creation of a local government corporation pursuant to Chapter 431 of the Texas Transportation Code.

SECTION 2. 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 24TH DAY OF JANUARY, 2019.

APPROVED:

Charles Emery, Chairman

ATTEST:

Secretary

APPROVED AS TO FORM:



Peter G. Smith, General Counsel
(kbl:1-18-19:105473)

BACKGROUND AND BENEFITS OF ESTABLISHING A LOCAL GOVERNMENT CORPORATION



Background of existing operating agreement

- Transportation management contract with First Transit (TMDC)
 - \$271k for FY2019: General Manager & Assistant General Manager for bus operations
 - TMDC is subsidiary of First Transit (separate EIN from FT and DCTA)
- All other TMDC employees and expenses flow through DCTA
 - Employee payroll and benefits
 - All insurance
 - All AP invoices
 - All procurements

Background of existing operating agreement

- Identified deficiencies:
 - Lack of management oversight
 - Limited standard processes
 - Limited accountability
 - Inaccurate operating information
 - Delays for month-end close and contract service billings
 - Impact on NTD reporting
 - Substandard labor utilization
 - Maintenance
 - Potential safety hazards
 - Budgetary impacts

Benefits of establishing a local government corporation

- Same employee benefits as existing TMDC benefits
- Localized control over the strategy, operation and performance of staff
 - Implementation of standard operating procedures
 - Greater control over quality of data
 - Ability to performance manage
- Ability to ensure accuracy and consistency of pertinent agency messaging
 - “DCTA Family” culture
 - Increased oversight support; improved morale; reduction in employee turnover

Benefits of establishing a local government corporation

- Decreased costs; increased service quality
 - Savings of \$1.25 million over next 5 years (reorg & overtime reduction)
 - Addition of Service Planner and Recruiter

Current Structure		Proposed LGC/DCTA Structure		5-Year Savings
18.5 FTE	\$1,322,952	18.0 FTE	\$1,148,402	\$870,000
Reduction in overtime				\$385,000
Total 5-Year Savings				\$1,255,000



Board of Directors Memo

January 24, 2019

SUBJECT: Approval of Resolution R19-04 Board Officer Elections

Background

The Denton County Transportation Authority Bylaws, Article IV, Section 1, require the Board of Directors to hold election of officers to serve a Chair, Vice-Chair, Treasurer and Secretary

Identified Need

Article IV, Section 6 of the Bylaws requires the officers to be elected from among the members of the Board of Directors and the officers shall hold office for one (1) year with the term beginning in January.

Committee Review

The Executive Committee was presented with the following recommendations for Officer elections:

- CHAIRMAN – Charles Emery
- VICE-CHAIRMAN – Dianne Costa
- TREASURER – Dave Kovatch
- SECRETARY – Sara Bagheri

Financial Impact

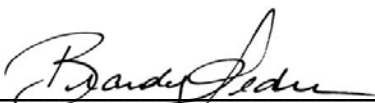
There is no financial impact.


Recommendation

Staff recommends the Board of Directors approve Resolution R19-04 Board Officer Elections

Exhibits

Resolution R19-04 Appointing Officers of the Board of Directors of DCTA

Submitted By: 
Brandy Pedron, Executive Administrator

Final Review: 
Kristina Holcomb, Deputy CEO

Approval: 
Raymond Suarez, CEO

**DENTON COUNTY TRANSPORTATION AUTHORITY
RESOLUTION NO. 19-04**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY APPOINTING THE OFFICERS OF THE BOARD OF DIRECTORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Rule 1 of the Denton County Transportation Authority Board of Directors Rules of Procedures, the election of officers shall be held at the January Board meeting consistent with the By-laws; and

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

SECTION 1. The officers of the Board of Directors of the Denton County Transportation Authority are hereby appointed as follows:

Chairman – Charles Emery
Vice Chairman – Dianne Costa
Treasurer – Dave Kovatch
Secretary – Sara Bagheri

SECTION 2. 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 24TH DAY OF JANUARY, 2019.

APPROVED:

Charles Emery, Chairman

ATTEST:

Secretary

APPROVED AS TO FORM:



Peter G. Smith, General Counsel
(PGS:1-17-19:TM 105448)



Board of Directors Memo

January 24, 2019

SUBJECT: Announcement of 2019 Board Committee assignments

Background

The Denton County Transportation Authority Bylaws, Article III, Section 9(a), the Chair will designate the chair of each committee, which will be comprised of at least three Board of Directors members and will serve as an ex officio member of each committee.

Identified Need

DCTA Board Chairman elects committee chairs and members every January on an as needed basis. The committee members and chairs shall hold the seat for one (1) year with the term beginning in January.

Committee Review

The Executive Committee was presented with the following recommendations for Committee assignments:

- | | | |
|-------------------------------|---|--|
| ▪ Executive Committee: | Charles Emery, Chair
Dianne Costa, Vice-Chair | Dave Kovatch, Treasurer
Sara Bagheri, Secretary |
| ▪ Program Services Committee: | Dave Kovatch, Chair
Mark Miller
Don Hartman | Carter Wilson
Skip Kalb |
| ▪ Finance Committee: | Connie White, Chair
Tom Winterburn
Allen Harris | Ron Trees
Michael Savoie |

Financial Impact

There is no financial impact.

Recommendation

Announcement only. No recommendation to be made.

Exhibits

None

Submitted By:


Brandy Pedron, Executive Administrator



Board of Directors Memo

January 24, 2019

SUBJECT: Authorize CEO to rescind award to Goolsbee Tire and T&W Tire LLC., and reject all bids for Transit Tires

Background

A request for bids was issued on September 11, 2018 for the purchase of new and recapped transit tires and related services to perform routine maintenance and repairs on buses and other fleet vehicles. On October 3, 2018, five (5) bids were received in response to RFB 19-02. The Board awarded contracts to Goolsbee Tire and T&W Tire at the November 15, 2018 meeting.


A protest of the award was received on November 16, 2018. After thorough review by the Director of Procurement and the AVP of Regulatory Compliance, it was determined the award was not made to the lowest responsive responsible bidders.


Staff is developing a new solicitation which will be a joint procurement with Special Programs for Aging Needs (SPAN).

Recommendation

Staff recommends the Board rescind the award to Goolsbee Tire and T&W Tire, LLC and reject all bids received.

Submitted By: 
Athena Forrester
AVP of Regulatory Compliance

Final Review: 
Marisa Perry, CPA
Chief Financial Officer/VP of Finance

Approval: 
Raymond Suarez
Chief Executive Officer



Board of Directors Memo

January 24, 2019

SUBJECT: Authorize CEO to execute and negotiate an Interlocal Agreement (ILA) with Trinity Metro for Alliance service

Background

Alliance Link Background

DCTA participated in the development and execution of the Alliance Link on-demand shuttle service as a transportation advisory partner. Toyota led the initiative by funding the nine-month pilot program, contracting with MV Transit to operate the service, Spare Labs to create and deploy the software platform, United Way of Dallas County to act as the fiduciary agent, and Hillwood, Trinity Metro, DCTA, City of Fort Worth, and Tarrant County acting as advisory partners.

The nine-month pilot began April 9, 2018 and ends January 31, 2019. This partnership allowed DCTA and Trinity Metro to gather valuable data to ascertain the best long-term solution to serve the needs of the large, industrial employment center at Alliance, TX and their 48,000 employees. Many of the jobs at the distribution and fulfillment facilities are lower-wage and transportation has proven a primary challenge of employers for retention. Alliance Link was developed to fill the transportation gap between the North Texas Xpress bus stops and the passengers' places of employment, which could be an upwards of a mile. With the program coming to an end, Trinity Metro and DCTA have partnered to develop Phase 2 of the on-demand Alliance service. As noted, the data from Alliance Link have proven invaluable to the development of Phase 2. Rather than continuing Alliance Link at an appropriate cost of \$600,000 per year, DCTA and Trinity Metro have agreed, in collaboration with the other Alliance partners, to deploy a simplified service by leveraging DCTA's existing contract with Lyft. In analyzing the ridership data, a Lyft program would be a cost-effective solution to the first/last mile challenge that would still meet the needs of employees and employers in Alliance.

Interlocal Agreement with Trinity Metro

Staff proposes executing a two-year interlocal agreement (ILA) with Trinity Metro to provide Phase 2 of the first/last mile service to Alliance, TX. The intent of the ILA is to provide that DCTA will execute a task order with a contracted mobility provider to provide first/last mile mobility services in Alliance, TX, to replace the 9-month Alliance Link pilot program and allow for continuity of service, beginning February 1. The initial term of the ILA is two years, beginning February 1, 2019 and ending January 31, 2021, with the option to extend an additional 12-month period. However, DCTA proposes executing only a six-month task order with Lyft to ensure continuity of service for current Alliance Link passengers, but with the intent that Trinity Metro will execute its own contract and task order with Lyft to continue the service over the two-year program period.

With DCTA's assistance, Trinity Metro has secured Regional Toll Revenue (RTR) funding from the North Texas Council of Governments (NCTCOG), as approved by the Regional Transportation Council (RTC) on January 10, 2019, for \$250,000 for two years for a total of \$500,000 to deploy an on-demand solution to the Alliance area in partnership with DCTA. See Exhibit 1, Trinity Metro Letter to NCTCOG Requesting Funding and Exhibit 2, NCTCOG Response Letter to Trinity Metro Request for Funding. Trinity Metro has also sent Raymond Suarez a letter of intent formally requesting DCTA execute a six-month Task Order with Lyft to provide service, after which Trinity Metro would leverage the existing Lyft contract and fully take over the Lyft service.

Per the draft ILA, DCTA would contract with the mobility provider to deploy on-demand service to a geo-fenced area in Alliance, TX during the current operating hours of Alliance Link. The ILA provides for mutually-



agreed upon amendments to the geo-fence and hours of operation, as needed based on ridership data analysis. Trinity Metro would be responsible for all marketing efforts, customer service, data management and analysis, and hiring a business development manager to manage the service and serve as the primary liaison with the employers and employees. DCTA would be responsible for contract management, billing, reporting, and data analytics. The table below represents the cost allocation breakdown per the draft ILA.

AGENCY	Service Rendered	Cost Allocation Per Year \$250,000
Denton County Transportation Authority	Contracted Mobility Provider Service: <i>Direct invoiced costs</i>	Not-to-exceed \$75,000/30%
	Administrative Fee: <i>Contract management, billing, administration, reporting, and data analytics</i>	Not-to-exceed \$50,000/20%
		TOTAL: \$125,000
Trinity Metro	Marketing, customer service, and program management	\$125,000/50%
		TOTAL: \$125,000

Identified Need

As noted in the Background section, Alliance, TX faces a first/last mile challenge in getting employees from the North Texas Xpress stops and the North Park & Ride to places of employment. Continuation of a first/last mile solution, in using Lyft or another on-demand mobility provider, will allow employees traveling from Denton and Fort Worth to access employment opportunities, notwithstanding personal transportation challenges. Providing this service meets DCTA's stated objectives of improving mobility, air quality, economic development opportunities, and livability.

Committee Review

Program Services Committee has received regular status updates on the Alliance Link service.

Financial Impact

As noted in the table under Background, DCTA services are estimated at \$125,000. The program costs attributed to DCTA activities will be fully reimbursed by Trinity Metro, as provided by NCTCOG RTR funds.

Recommendation

Staff recommends approval, authorizing CEO to execute and negotiate an ILA with Trinity Metro for Alliance service.



Exhibits

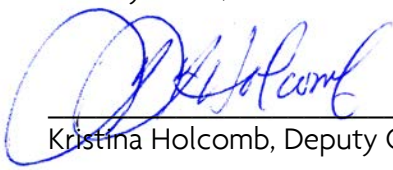
Exhibit 1, Trinity Metro Letter to NCTCOG Requesting Funding

Exhibit 2, NCTCOG Response Letter to Trinity Metro Request for Funding

Exhibit 3, RTC Item 5 Approval of RTR Funding to Trinity Metro

Exhibit 4, Trinity Metro Letter of Intent to DCTA

Submitted By: 
Lindsey Baker, Director of Strategic Partnerships

Approval: 
Kristina Holcomb, Deputy CEO

December 3, 2018

Michael Morris
Director of Transportation
North Central Texas Council of Governments
616 Six Flags Drive
Arlington, TX 76011

Dear Mr. Morris,

The Alliance Link regional initiative seeks to improve access to jobs by providing enhanced connectivity between Alliance- a growing employment center with increasing labor needs- and potential employee pools in Fort Worth, Denton, and surrounding areas. The project aims to solve the first/last mile challenge and provide seamless access to major employers. Trinity Metro and partners are requesting the NCTCOG allocate \$250,000 per year for two years to fund Phase 2 of Alliance Link, detailed below.

Alliance, Texas Growth and Mobility Challenges

Trinity Metro is working with public and private partners, including DCTA and Hillwood, to identify and implement a sustainable, long-term solution to the first/last mile challenge faced by Alliance employees and employers. Fast-growing Alliance, Texas is home to more than 50,000 employees, encompasses 65 square miles, and sits in both Denton and Tarrant Counties. It is expected to reach 100,000 employees in the next decade.

Due to the location and lack of affordable housing in the Alliance area, there is a disconnect in employee retention and recruitment efforts. Businesses must recruit from Fort Worth, Denton, and other areas to find low-wage shift workers to fill the available manufacturing, industrial, and logistics positions. Transportation is a critical component to retaining workers and providing access to quality jobs. Though employers may be able to recruit successfully in theory, unless the prospective employees have reliable transportation alternatives, the jobs will remain unfilled or see high rates of attrition. To help remedy this challenge, Trinity Metro and DCTA partner to provide the North Texas Xpress, a commuter spine service that runs along the 35W corridor connecting Fort Worth to Denton, with key stops in Alliance. The bus stops are located a half mile or more from many of the large manufacturing and distribution facilities, and the existing infrastructure does not support safe pedestrian/bike accessibility in that first/last mile of the commute.



Alliance Link Mobility Solution

The Alliance Link Shuttle, a public-private partnership funded by Toyota, was developed to address the first/last mile challenge in the Alliance area. The service, however, is coming to an end after the successful 9-month pilot is complete in January 2019. Developing the next phase of Alliance Link is critical to ensuring continued connectivity between the businesses and the North Texas Xpress service. The existing service, an estimated \$600,000 per year operation, is an on-demand, curb-to-curb mobile application. Phase 2 will continue to leverage the mobility-as-a-service (MaaS) model, providing on-demand transportation through a mobile application. Considerations include implementing Lyft or another transportation network company (TNC) as a turnkey, rideshare solution or deploying a cutaway (or similar vehicle) equipped with a MaaS platform and operated by Trinity Metro or DCTA. This type of service is estimated at \$250,000 per year for a 2-year, sustainable program, for a total of \$500,000.

Regional Applicability

In addition, this effort will help support Access North Texas by improving access to work and supporting Regional Strategy 7. Mobility 2045 goals would also be met by expanding mobility options, leveraging technology-based solutions and shared mobility, and enhancing the regional network.

We look forward to developing regional solutions with our partners to solve acute and long-term mobility challenges in North Texas and thank the NCTCOG's continued commitment to leveraging existing resources to assist in these efforts.

Kind Regards,



Paul J Ballard
President/Chief Executive Officer

Cc: Shannon Stevenson, Program Manager, Transit Operations
Russell Laughlin, Executive Vice President, Hillwood
Raymond Suarez, President/CEO, Denton County Transit Authority





North Central Texas Council Of Governments

December 13, 2018

Mr. Paul Ballard
President/CEO
Trinity Metro
801 Cherry Street, Suite 850
Fort Worth, TX 76102

Dear Mr. Ballard:

RE: Alliance Link Funding Request

The North Central Texas Council of Governments (NCTCOG) received your letter dated December 3, 2018, requesting \$500,000 to continue enhanced connectivity between Alliance and potential employee pools in Fort Worth, Denton, and surrounding areas. NCTCOG is recommending that the Regional Transportation Council (RTC) fund this important first/last mile connection for \$250,000 per year for two years.

The Alliance area continues to grow at an accelerated rate, and transportation will be a critical component for lasting success. We are encouraged that Trinity Metro plans to coordinate this service with the Denton County Transportation Authority (DCTA). Trinity Metro and DCTA should work towards integrating the Alliance Link into the High-Intensity Bus project or guaranteed transit taking shape along the I-35 W corridor.

While we understand emerging issues sometimes prevent projects from following traditional planning protocols, we ask that Trinity Metro exercise due diligence to notify NCTCOG as far in advance as possible of funding needs to ensure appropriate resources can be identified to meet all regional needs. Thank you in advance for your cooperation and attention to this matter. Should you have any questions, please do not hesitate to contact me at (817) 695-9241 or Shannon Stevenson at (817) 608-2304.

Sincerely,

Michael Morris, P.E.
Director of Transportation

SS:al

cc: Raymond Suarez, President/CEO, DCTA
Lori McMahon, Government Affairs, Toyota Motor North America
Russell Laughlin, Executive Vice President, Hillwood
Detra Whitmore, PMP, Vice President of Administration, Trinity Metro
Christie Gotti, Senior Program Manager, NCTCOG
Shannon Stevenson, Program Manager, NCTCOG

AGENDA

**Regional Transportation Council
Thursday, January 10, 2019
North Central Texas Council of Governments**

**1:00 pm Full RTC Business Agenda
(NCTCOG Guest Secured Wireless Connection Password: rangers!)**

1:00 – 1:05 1. Approval of December 13, 2018, Minutes
☒ Action ☐ Possible Action ☐ Information Minutes: 5
Presenter: Gary Fickes, RTC Chair
Item Summary: Approval of the December 13, 2018, minutes contained in
Reference Item 1 will be requested.
Background: N/A

1:05 – 1:05 2. Consent Agenda
☒ Action ☐ Possible Action ☐ Information Minutes: 0

2.1. Project to Ensure Compliance with Required Energy Reporting

Presenter: Lori Clark, NCTCOG

Item Summary: The North Central Texas Council of Governments (NCTCOG) is launching a new Regional Energy Manager project that seeks to increase local government knowledge related to energy management and increase the number of local governments complying with required energy-related reporting. Staff requests approval of up to \$12,500 in Regional Transportation Council Local funds as a backstop for required local match.

Background: In 2011, the 82nd Legislature passed Senate Bill 898, which requires all local governments in ozone nonattainment areas to: 1) set goals to reduce electricity consumption by at least 5 percent annually, and 2) submit an annual report on progress and efforts to meet this goal. These requirements are intended to reduce overall energy consumption, which in turn helps reduce ozone-forming emissions from electricity generation. However, many local governments in the ozone nonattainment area are unaware of these requirements and/or are not compliant with annual reporting requirements. The State Energy Conservation Office has provided NCTCOG \$125,000 in Department of Energy funds for a Regional Energy Manager project. Through this project, staff will provide education and training to local governments on energy management topics to develop case studies and other resources, and to assist local governments with compiling and

submitting the data needed to comply with State reporting requirements. [Electronic Item 2.1](#) provides an overview of the project.

Performance Measure(s) Addressed:

- | | |
|--|---|
| <input type="checkbox"/> Safety | <input type="checkbox"/> Pavement and Bridge Condition |
| <input type="checkbox"/> Transit Asset | <input checked="" type="checkbox"/> System Performance/Freight/CMAQ |

2.2. **Transportation Improvement Program Modifications**

Presenter: Ken Bunkley, NCTCOG

Item Summary: Regional Transportation Council (RTC) approval of revisions to the 2019-2022 Transportation Improvement Program (TIP) and the ability to amend the Unified Planning Work Program (UPWP) and other planning/administrative documents with TIP-related changes will be requested.

Background: February 2019 revisions to the 2019-2022 TIP are provided as [Electronic Item 2.2](#) for the Council's consideration. These modifications have been reviewed for consistency with the Mobility Plan, the air quality conformity determination, and financial constraint of the TIP.

Performance Measure(s) Addressed:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Safety | <input checked="" type="checkbox"/> Pavement and Bridge Condition |
| <input checked="" type="checkbox"/> Transit Asset | <input checked="" type="checkbox"/> System Performance/Freight/CMAQ |

1:05 – 1:20

3. **Orientation to Agenda/Director of Transportation Report**

<input type="checkbox"/> Action	<input type="checkbox"/> Possible Action	<input checked="" type="checkbox"/> Information	Minutes: 15
Presenter: Michael Morris, NCTCOG			

1. Regional Transportation Council Member Representation at Events
 - TEXRail Inaugural Service: RTC Chair Gary Fickes, Jungus Jordan, Scott Mahaffey, T. Oscar Trevino Jr., B. Glen Whitley, and Ann Zadeh
2. Monitoring the Government Shutdown: Need for Flexibility
3. Recent Trip to Brownsville
4. Status Report on US 75 Technology Lanes
5. Notice of Funding Opportunity for Automated Driving System Demonstration Grants
6. Air Quality Funding Opportunities for Vehicles
(www.nctcog.org/trans/quality/air/funding-and-resources/fundingvehicle)
7. Dallas-Fort Worth Clean Cities Events (www.dfwcleancities.org/dfw-clean-cities-meetings)
8. Dallas-Fort Worth Clean Cities Annual Survey Underway
(www.dfwcleancities.org/annualreport)
9. Correspondence from City of Fort Worth to Federal Aviation Administration ([Electronic Item 3.1](#))
10. Irving Home Energy Fair, February 9, 2019, 1:00-3:00 pm in the Former Irving Central Library Lobby
11. December Online Input Opportunity Minutes ([Electronic Item 3.2](#))
12. January Online Input Notice ([Electronic Item 3.3](#))
13. Public Comments Report ([Electronic Item 3.4](#))

- 14. Recent Correspondence ([Electronic Item 3.5](#))
- 15. Recent News Articles ([Electronic Item 3.6](#))
- 16. Recent Press Releases ([Electronic Item 3.7](#))
- 17. Transportation Partners Progress Reports

1:20 – 1:30

4. **Emergency Funds for Span**

☒ Action ☐ Possible Action ☐ Information Minutes: 10

Presenter: Michael Morris, NCTCOG

Item Summary: Staff will request Regional Transportation Council (RTC) approval for emergency funding for the transit provider Span, Inc. (Span) to continue providing critical transit services for residents in Denton County.

Background: During 2018, the North Central Texas Council of Governments coordinated with Span to improve management of federally funded urban service, including implementing processes to ensure greater accuracy in reconciliation of urban and rural transit service expenses. Urban transit service in Span's provider area has increased. However, annually allocated federal funds are reflective of service levels from the former two years. Due to this gap, Span has introduced new funding and service adjustments but is facing reductions in urban service until additional federal funds become available from the Federal Transit Administration (FTA) and additional local funds are secured.

Staff will request authorization to utilize existing Regional Toll Revenue (RTR) funds previously authorized by the RTC for transit projects in an amount not to exceed \$160,000 to ensure the continuation of urban transit services for seniors and people with disabilities by Span. All expenses paid with RTR funds will follow FTA requirements. Additional details can be found in [Electronic Item 4](#).

Performance Measure(s) Addressed:

- ☐ Safety ☐ Pavement and Bridge Condition
- ☒ Transit Asset ☐ System Performance/Freight/CMAQ

1:30 – 1:40

5. **Alliance Link Funding to Trinity Metro**

☒ Action ☐ Possible Action ☐ Information Minutes: 10

Presenter: Shannon Stevenson, NCTCOG

Item Summary: Staff will request Regional Transportation Council approval for funding to Trinity Metro to continue enhanced connectivity between the Fort Worth Alliance area and potential employee pools in Fort Worth, Denton, and surrounding areas.

Background: In 2018, Toyota Motor North Texas funded the Alliance Link, a pilot project implemented to increase public transit ridership and transportation access in the Fort Worth Alliance area. The pilot, scheduled to conclude January 31, 2019, demonstrated the importance of connecting employees with existing nearby bus routes and final destinations. As the Alliance area continues to grow at an accelerated rate, transportation will be a critical component for lasting success. Trinity Metro reached out to the North Central Texas Council of Governments

(NCTCOG) seeking support for the continuation of this critical first/last mile connection. Trinity Metro is coordinating the service with the Denton County Transportation Authority and plans to integrate the Alliance Link into the High-Intensity Bus project, or guaranteed transit, taking shape along the IH 35W corridor that was previously funded by the Regional Transportation Council. Electronic Item 5.1 contains a copy of Trinity Metro's request along with NCTCOG's response, and Electronic Item 5.2 provides additional details on this project.

Performance Measure(s) Addressed:

- ☐ Safety ☐ Pavement and Bridge Condition
☒ Transit Asset ☐ System Performance/Freight/CMAQ

1:40 – 1:50

6. **Legislative Update**

☐ Action ☒ Possible Action ☐ Information Minutes: 10

Presenter: Amanda Wilson, NCTCOG

Item Summary: Staff will provide an update on federal and State legislative actions related to transportation and air quality issues affecting the Dallas-Fort Worth area.

Background: Transportation issues continue to be a focus for both the United States (US) Congress and the Texas Legislature. The 1st session of the 116th US Congress convened on January 3, 2019. The 86th Texas Legislature convened on January 8, 2019. This item will allow staff to provide updates on key positions of the Regional Transportation Council and allow any additional positions to be taken, if necessary.

Performance Measure(s) Addressed:

- ☒ Safety ☐ Pavement and Bridge Condition
☐ Transit Asset ☒ System Performance/Freight/CMAQ

1:50 – 2:00

7. **Performance Measures Target Setting: Roadway Safety and Transit Asset Management**

☐ Action ☐ Possible Action ☒ Information Minutes: 10

Presenters: Sonya Landrum and Shannon Stevenson, NCTCOG

Item Summary: Staff will update the Regional Transportation Council (RTC) on proposed 2019 Roadway Safety and Transit Asset Management regional targets for federally required performance measures. Roadway Safety targets are focused on reducing serious injuries and fatalities for motorized and non-motorized travelers. Regional Transit Asset Management targets are focused on ensuring that public transportation vehicles, rail lines, and other capital assets for all transit providers in the urbanized area are in a state of good repair.

Background: In December 2015, the Fixing America's Surface Transportation (FAST) Act was signed into law. The FAST Act requires certain performance measures be included in the long-range metropolitan transportation planning process. These measures were established by a series of four rulemakings: Safety, Infrastructure Condition, System Performance/Freight/Congestion Mitigation and Air Quality, and Transit Asset Management. In December 2017, the RTC

ALLIANCE LINK FUNDING FOR TRINITY METRO

REGIONAL TRANSPORTATION COUNCIL

January 10, 2019

SHANNON STEVENSON
PROGRAM MANAGER

☒ TRANSIT ASSET MANAGEMENT PERFORMANCE MEASURE ADDRESSED

Background

- April 2018:** Toyota Motor North America (TMNA) funded the Alliance Link to increase public transit ridership and transportation access in the Alliance Area
- Summer 2018:** TMNA continued coordination with Hillwood Properties, Trinity Metro, DCTA, MV Transportation, and Spare
- December 2018:** Trinity Metro reached out to NCTCOG seeking support for the continuation of this critical first/last mile service

Alliance Link Request

- How Much:** \$250,000 per Year for Two Years for a Total of \$500,000
- What:** Leverage Mobility-as-a-Service (MaaS) Model, Providing Mobility On-Demand Transportation through a Transportation Network Company
- When:** February 1, 2019 – January 31, 2021
- Future Plans:** Incorporate into High-Intensity Bus Project, or Guaranteed Transit, along I-35 W Corridor

Action Requested

RTC Approval:

To utilize up to \$500,000 in existing Regional Toll Revenue funds previously approved for transit to continue enhanced connectivity between the Fort Worth Alliance area and potential employee pools in Fort Worth, Denton, and surrounding areas; and

To revise administrative documents as appropriate to incorporate this project.

For More Information

Shannon Stevenson
Program Manager
Transit Operations
sstevenson@nctcog.org
817-608-2304

January 15, 2019

Raymond Suarez
President & CEO
Denton County Transportation Authority
1955 Lakeway Drive, Suite 260
Lewisville, TX 75057

Dear Mr. Suarez,

Transportation is a critical component to retaining workers and providing access to quality jobs in the Alliance area. Trinity Metro seeks to improve access to jobs by providing connectivity between Alliance- a growing employment center with increasing labor needs- and potential employee pools in Fort Worth, Denton, and surrounding areas.

Trinity Metro and Denton County Transportation Authority (DCTA) partner to provide the North Texas Xpress, a commuter spine service that runs along the 35W corridor connecting Fort Worth to Denton, with key stops in Alliance. The bus stops are located a half mile or more from many of the large manufacturing and distribution facilities, and the existing infrastructure does not support safe pedestrian/bike accessibility in that first/last mile of the commute. The Alliance Link service that currently provides first/last mile connections will end on January 31, 2019.

To help overcome this challenge, Trinity Metro is requesting that Denton County Transportation Authority offer these services through its current contract with Lyft. Through this process the new service would begin February 1, 2019 and maintain first/last mile connections. The proposed service would begin with a six-month task order with Lyft. Trinity Metro intends to execute an interlocal agreement with DCTA, which will allow DCTA to invoice Trinity Metro for payment of service and allow Trinity Metro to execute an agreement with Lyft for the remainder of the 2-year period to provide continued service.

DCTA and Trinity Metro may establish and execute a customer service transition plan. Trinity Metro will oversee the program and lead marketing efforts with the support of DCTA.

This type of service is estimated at \$250,000 per year for a 2-year, sustainable program, for a total of \$500,000. The estimate includes cost of service, marketing, administrative fees, and personnel to manage the program. The \$500,000 cost for the program will be funded by The North Central Texas Council of Governments.



In addition, there will be no charge for fares to customers for utilizing the first/last mile services as an extension of the North Texas Xpress.

Trinity Metro and DCTA marketing teams will combine marketing efforts of this service to ensure information is shared with current customers as well as potential new customers.

We look forward to developing regional solutions with our partners to solve acute and long-term mobility challenges as our region continues to grow.

Kind Regards,

for 

Paul J Ballard
President/Chief Executive Officer

Cc: Kristina Holcomb, Deputy CEO, DCTA
Lindsey Baker, Director of Strategic Partnerships, DCTA
Michael Morris, P.E., Director of Transportation, NCTCOG
Shannon Stevenson, Program Manager, Transit Operations, NCTCOG
Detra Whitmore, Vice President Administration, Trinity Metro



Board of Directors Memo

January 24, 2019

SUBJECT: Authorize CEO to negotiate and execute task order with Lyft to replace Alliance Link service

Background

AllianceTexas, located in Fort Worth, employs more than 48,000 people. The identified mobility challenges in the area are due to "first/last mile" connectivity, the absence of transit connectivity for the full journey of passengers (existing and potential), and the absence of transit service options to get employees to their specific Alliance employer.

Public transit riders looking to get to one of the warehouses in the area could take between 30 minutes to an hour's walk from the nearest existing bus stop. Alliance Link, a pooled on-demand shuttle operation in the Alliance area, was launched on April 9, 2018. The original project was made possible by a collaboration between Toyota, United Way, Hillwood Properties, Tarrant County, the City of Fort Worth, Trinity Metro, DCTA, MV Transportation, and Spare.

Identified Need

The current Alliance Link collaboration project is ending on January 31, 2019. However, the current first/last mile connectivity need has not changed. Lyft is being proposed to continue the service to offer greater flexibility at a lower cost.

The new Alliance program will continue to be available without interruption Monday through Friday 4:30 am to 7:30 pm, Saturday and Sunday 5:30 am to 7:30 am and 4:00 pm to 7:30 pm in the same geofenced locations. These hours and service times can be amended as agreed between DCTA and Trinity Metro. Riders who book a trip that starts and ends in the geofenced location will have their entire ride subsidized as they are likely already-paid transit customers.

The new Alliance program will be a joint effort between Trinity Metro and DCTA via an Interlocal Agreement, which will also be discussed with the Board. DCTA will execute the six-month task order with Lyft to outline all program requirements.

Lyft will offer the flexibility to serve the Alliance area during these times with the possibility of future expansion based on shift work needs.

Committee Review

The Program Services Committee reviewed on Tuesday, January 15, 2019. Committee members include Dave Kovatch, Mark Miller, Don Hartman, Carter Wilson, and Skip Kalb.

Financial Impact

The task order with Lyft for Alliance Link service has a maximum cost of \$75,000 effective February 1, 2019 through July 31, 2019. Lyft models and Spare ridership estimates indicate that this amount is enough to cover the expected number of Lyft rides requested.




The program will be active from February 1, 2019 through July 31, 2019. Lyft will invoice DCTA monthly for program costs, and those charges will be passed through to Trinity Metro including administration and employee costs.

Recommendation

DCTA staff recommends the Board approve the Lyft task order to replace the service formerly known as Alliance Link at AllianceTexas for a maximum amount of \$75,000.

Submitted By: 
Athena Forrester, CPPO, CPPB
AVP of Regulatory Compliance

Final Review: 
Marisa Perry, CPA
Chief Financial Officer/VP of Finance

Approval: 
Raymond Suarez
Chief Executive Officer



Board of Directors Memo

January 24, 2019

SUBJECT: Approval of Resolution R19-03 Changes to Board Threshold Approval for Contracts and Agreements

Background

Currently all procurement recommendations for contract awards over \$50,000 are required to seek Board approval before the CEO can execute the agreements. Staff is requesting the Board of Directors increase the threshold level for approval for contracts and agreements to \$75,000.

The increase in the approval threshold dollar amount will allow for quicker processing of contracts/agreements and allow the projects to commence sooner. Typically, the time required to seek Board approval is approximately 14 or more days and could delay the project up to 30 days.

Current Board Approval Threshold	Proposed Approval Threshold	DART Board Approval Threshold	Trinity Metro Board Approval Threshold
\$50,000	\$75,000	\$100,000 for non-commercial items \$250,000 for all others	\$50,000* Trinity Metro is currently considering increasing their limit to \$100,000

In the previous twelve (12) month period a total of 22 items were presented to the Board for award. The statistics are as follows:

- 8 projects ranged from \$50k-\$100k, total award \$525,200
- 14 projects greater than \$100k, total award \$7.6 million

Additionally, Resolution 10-09 established the duties of the President; staff is requesting to amend the resolution and revise the threshold in item 11, to contract for personal and professional services not to exceed \$50,000 without further Board action. The limit is currently set at \$25,000.

Identified Need

Approval of the increase in the approval threshold amount will expedite the execution of contracts and will allow the projects to commence in a timely manner.

Committee Review

The information was presented to the Finance Committee at their January 14, 2019, meeting. The Finance Committee recommended forwarding the item to the Board of Directors for approval.

Financial Impact

This increased threshold level will not have any financial impact on the budget.



Recommendation

Staff is recommending the Board approve the increase in the threshold approval for CEO to award contracts to \$75,000 and increase the personal and professional services threshold to \$50,000 and approve resolution number 19-03.

Exhibits

Resolution 19-03

Submitted By: 
Athena Forrester
AVP of Regulatory Compliance

Final Review: 
Marisa Perry, CPA
Chief Financial Officer/VP of Finance

Approval: 
Raymond Suarez
Chief Executive Officer

**DENTON COUNTY TRANSPORTATION AUTHORITY
RESOLUTION NO. 19-03**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY (“DCTA”) AMENDING AND READOPTING A POLICY ESTABLISHING THE DUTIES AND AUTHORITY OF THE CEO AND THE ORGANIZATIONAL STRUCTURE OF DCTA; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the DCTA Board of Directors previously determined that formally establishing the duties and authority of the CEO and the organizational structure of the DCTA is necessary and prudent; and

WHEREAS, the DCTA Board of Directors previously adopted a policy establishing the duties and authority of the CEO and the organizational structure of the DCTA (the “Policy”); and

WHEREAS, the DCTA Board of Directors desires to amend the Policy to clarify certain provisions regarding the expenditure of budgeted items; and

WHEREAS, the DCTA Board of Directors finds that the adoption of the amended policy establishing the duties and authority of the CEO and the organizational structure of DCTA, attached as Exhibit “A”, is in the best interests of the DCTA and the public which it serves;

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

SECTION 1. The policy attached as Exhibit “A”, Section 4(d)(9) to be amended to read as follows: “To make purchases, execute contracts and approve change orders and contracts for expenditures and employee salary adjustments as detailed in the annual budget, without further approval of the Board of Directors for all budgeted items not exceeding limits set by the Board of Directors.”

SECTION 2. All provisions of the resolutions of the Board of Directors of the DCTA in conflict with the provisions of this resolution be, and the same are hereby, repealed, and all other provisions not in conflict with the provisions of this resolution shall remain in full force and effect.

SECTION 3. 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 ___TH DAY OF _____, 2019.

APPROVED:

Charles Emery, Chairman

ATTEST:

Secretary

APPROVED AS TO FORM:

A handwritten signature in cursive script that reads "Peter G. Smith". The signature is written in dark ink and is positioned above a horizontal line.

Peter G. Smith, General Counsel
(PGS:1-15-19:TM 105384)

RESOLUTION NO. 19-03

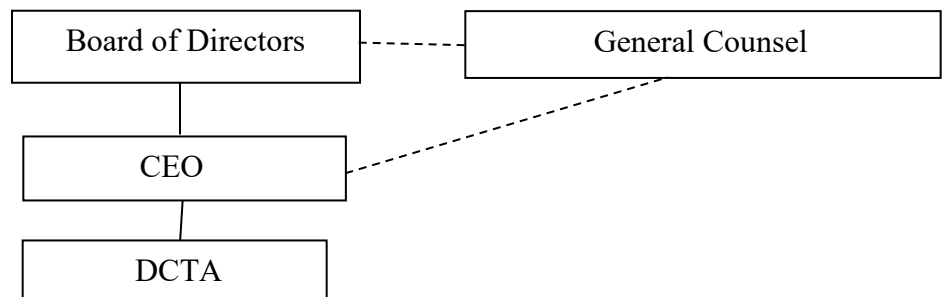
EXHIBIT "A"

Denton County Transportation Authority Administration Organization Policy

1. Administrative departments.

The administrative departments of the DCTA are hereby created and placed under control of the CEO as set forth in the organization chart below. The CEO is served by such assistants or vice CEOs as may be required from time to time. As a representative for the CEO, such assistants and/or vice CEOs shall have responsibilities assigned to them from time to time by the CEO, including the daily supervision, direction and coordination of such administrative departments assigned by the CEO.

2. DCTA administrative organization chart:



3. The CEO may by administrative order, from time to time, as required by the needs of the organization, provide for the administrative organization of the DCTA beyond the basic administrative organization established in section 2, above. In such event the CEO shall file a copy of such administrative order in the office of human resources or such other office as may be assigned such responsibilities from time to time.

4. CEO.

(a) Appointment. The DCTA Board of Directors shall appoint a CEO, who shall be the chief administrative and executive officer of the DCTA. The CEO may be appointed without a definite fixed time or the Board of Directors may choose to enter into a contract with the CEO for a certain period. In any event, the CEO shall be removable at the will and pleasure of the Board of Directors by a vote of the majority of the Board. The CEO shall receive such compensation as may be fixed by the Board of Directors.

(b) Qualifications. The CEO shall be chosen by the Board of Directors solely on the basis of executive and administrative training, experience and ability, and without regard to political consideration. The CEO need not, when appointed, be a resident of Denton County or reside within the service area of the DCTA. In case of the absence or disability of the CEO, the Board of Directors may designate some qualified person to perform the duties of the office during such absence or disability.

(c) Responsibilities. The CEO shall be responsible to the Board of Directors for the proper administration of all the DCTA affairs placed in the CEO's and shall to that end appoint and employ all vice CEOs, directors of departments and other employees subject to budgetary

RESOLUTION NO. 19-03

EXHIBIT "A"

authorization. Appointments made by the CEO shall be on the basis of executive and administrative experience and ability and of training, qualifications and efficiency of such appointees in the work which they are to administer. All such vice CEOs, directors of departments and other employees shall be immediately responsible to the CEO and may be removed by the CEO at any time.

(d) Duties. The powers and duties of the CEO shall include the following:

- (1) To appoint and remove all vice CEOs, heads of departments and all subordinate officers and employees of the DCTA.
- (2) To exercise control and supervision over all DCTA departments and employees, including contract employees.
- (3) To attend all meetings of the Board of Directors (and committees thereof as may be required) with the right to take part in the discussion but having no vote.
- (4) To recommend to the Board of Directors for adoption such measures as the CEO may deem necessary or expedient.
- (5) To keep the Board of Directors at all times fully advised as to the financial condition and needs of the DCTA.
- (6) To prepare or cause to be prepared and submitted to the Board of Directors the annual budget.
- (7) To make certain that the DCTA operates within its budget.
- (8) To execute deeds and to make and execute all contracts on behalf of the DCTA when authorized by ordinance, resolution or motion of the Board of Directors.
- (9) To make purchases, execute contracts and approve change orders and contracts for expenditures and employee salary adjustments as detailed in the annual budget, without further approval of the Board of Directors for all budgeted items not exceeding limits set by the Board of Directors.
- (10) Whenever this Policy another ordinance, or resolution delegates a duty, power, or function to a specific employee who is responsible to the CEO, that duty, power or function may, at the discretion of the CEO, as a chief administrative and executive officer of the DCTA, also be performed by a DCTA employee designated by the CEO to perform or exercise that duty, power or function.
- (11) To contract for personal or professional services not to exceed \$50,000 without further Board action.
- (12) If a contract was awarded pursuant to competitive bids or competitive sealed proposals, with one or more renewal options, the CEO may by administrative action, without further Board action, exercise each renewal option and authorize a contract for the specified renewal term.
- (13) To make expenditures as provided by Chapter 460, Texas Transportation Code, or other applicable law, as amended. In the event of an emergency, an expenditure may be made without competitive bids or competitive sealed proposals provided, such emergency is declared by the CEO and approved or ratified by the Board of Directors, or such emergency is declared by the Board of Directors in its resolution authorizing execution of the contract.

RESOLUTION NO. 19-03

EXHIBIT "A"

- (14) The CEO is granted actual and express authority to make purchases and execute contracts for the DCTA. The CEO has implied authority to do what is proper, usual, and necessary to exercise the authority that has been delegated to the CEO, including, but not limited to, appointing a purchasing agent or other designee to sign and execute purchase orders, contracts and change orders on behalf of the CEO, as allowed by law.
- (15) To execute deeds, leases, licenses or other instruments for and on behalf of the DCTA.
- (16) To accept gifts, conveyances of real and personal property for an on behalf of the DCTA.

5. Responsibility of department directors.

The vice presidents, directors of departments and employees of the DCTA are appointed by the CEO and shall be immediately responsible to the CEO for the administration of their departments. Vice President's appointed by the Board of Directors by employment contract shall be supervised by and shall be responsible to the CEO for the administration of their departments (such contract employment supervision being assigned to the CEO). Their advice in writing may be required by the CEO on all matters affecting their departments. They shall prepare departmental estimates, which shall be open to public inspection, and they shall make all their reports and recommendations concerning their departments at stated intervals or when requested by the CEO.

6. General Counsel.

The Board of Directors shall appoint a competent law firm and/or attorney licensed and practicing law in the State of Texas who shall be the general counsel. The general counsel shall receive for services such compensation as may be fixed and approved by the Board of Directors and shall hold office at the pleasure of the Board of Directors. The general counsel shall represent the DCTA in all litigation and shall serve as the legal advisor of and attorney and counsel for the DCTA. The general counsel shall have the authority to engage such attorneys, experts or other consultants on behalf of the DCTA as may be required from time to time. The general counsel shall attend all meetings of the Board of Directors (as such committee meetings as may be required).



Board of Directors Memo

January 24, 2019

SUBJECT: Authorize CEO to Negotiate and Execute Task Order 5 with Jacobs Engineering Group for Rail Station Canopy Frieze Repair and Replacement

Background

The station canopy was originally constructed using an Exterior Insulation and Finish System (EIFS), consisting of a styrofoam backing with a concrete finish. In late October 2018, a section of the Old Town Station canopy failed. Failures in the guttering and drainage system allowed significant water leaks into the EIFS system which ultimately lead to the failure. Staff inspected all stations and discovered all five (5) stations had significant damage. The damaged areas were stabilized, and barricades were installed to protect the public.

Identified Need

Water tests were conducted to determine how and why damage occurred to the canopy frieze panels at the rail stations. It was concluded that water leaked through gutter components, causing deterioration. This task order will authorize staff to work with Jacobs Engineering Group to evaluate the damage and develop specifications required for the repair or replacement of the canopy frieze panels at all rail stations. The resulting documents will be used to develop a solicitation for the required work and materials to execute and complete the repairs.

Financial Impact

This task order will be paid from the Rail Operating Budget. Total estimated expenses are \$51,000.

Recommendation

Staff recommends the Board authorize the CEO to execute Task Order #5 with Jacobs Engineering Group.

Submitted By: 
Athena Forrester
AVP of Regulatory Compliance

Final Review: 
Marisa Perry, CPA
Chief Financial Officer/VP of Finance

Approval: 
Raymond Suarez
Chief Executive Officer



Board of Directors Memo

January 24, 2019

SUBJECT: Authorize CEO to Negotiate and Execute Task Order 6 with Jacobs Engineering Group for Categorical Exclusion Environmental Study for Bus Light Maintenance Facility

Background

In April 2018, DCTA was awarded a \$2.6M FTA grant as part of the Bus and Bus Facilities program to construct a light maintenance facility at the Rail O&M property to service the Lewisville bus fleet. Funds are anticipated to be available in the Spring of 2019.

Identified Need

FTA requires the proposed facility be approved for construction in accordance with the requirements of the National Environmental Policy Act (NEPA). FTA will not release the grant funding for engineering and construction until this review is completed. This task order will provide for an environmental study to assess the 4,320 square foot Bus Light Maintenance facility and 6,370 square foot Wash Building and will include all related new infrastructure construction. Staff anticipates the existing categorical exclusion for the Rail facility may include the new building; however, we are required to verify all requirements of NEPA have been met.

Financial Impact

This task order will be paid from the Bus Operating Budget. Estimated expenditures are \$26,000.

Recommendation

Staff recommends the Board authorize the CEO to execute Task Order #6 with Jacobs Engineering Group.

Submitted By:

A handwritten signature in blue ink, reading "Athena Forrester", is written over a horizontal line.

Athena Forrester
AVP Regulatory Compliance

Final Review:

A handwritten signature in blue ink, reading "Marisa Perry", is written over a horizontal line.

Marisa Perry, CPA
Chief Financial Officer/VP of Finance

Approval:

A handwritten signature in blue ink, reading "Raymond Suarez", is written over a horizontal line.

Raymond Suarez
Chief Executive Officer