



North Central Texas Council of Governments

SUMMARY

Public Works Council

Thursday, November 29, 2018
9:30 AM, Regional Forum Room
NCTCOG Offices, CPII
616 Six Flags Drive, Arlington, Texas 76011

Chair: Manny Palacios, City of Weatherford
Vice Chair: Keith Marvin, City of Lewisville

1. **Welcome and Introductions.** The Public Works Council (PWC) Chair will welcome everyone to the meeting.

Council Chair, Manny Palacios, welcomed the group and facilitated introductions.

ACTION ITEMS

2. **Meeting Summary.** The August 16, 2018 [meeting summary](#) is available online for review. Approval will be sought at the meeting.

Council reviewed the August 16, 2018 meeting summary. Fred Ehler motioned to approve the meeting summary. Keith Marvin seconded the motion. Approval was granted unanimously.

DISCUSSION ITEMS

3. **Council Bylaws.** NCTCOG staff will present the Council with other COG committee bylaws as a point of reference for a larger discussion about the potential creation and adoption of an attendance bylaw for the PWC. Staff will request the Council's recommendation on next steps. (Kate Powers)

Last Public Works Council meeting, while discussing Council reappointments, the group expressed concern with member attendance and general lack of policy. Currently, the Public Works Council does not have formal bylaws.

NCTCOG staff presented the Council with two potential options moving forward, if the group would like to develop bylaws for the Public Works Council. The first option presented was the formation of a working group which would develop draft bylaws to be approved by the Council. The second option presented was for NCTCOG staff, with guidance from PWC Chair and Vice Chair, to develop draft bylaws to be approved by the Council.

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The Council members discussed bylaws options and suggested elements of importance such as attendance policy and documenting rules, that should be considered in the drafting of the bylaws. The Council decided that NCTCOG staff, with help from the Chair and Vice Chair, will develop draft bylaws to be presented to the Council at the February meeting for their comment and consideration.

4. **FY 2020 Cost Share.** NCTCOG staff will provide alternative approaches to evaluating the FY 2020 Cost Shares for the Council's consideration and discussion. Staff will request the Council's recommendation on next steps. (Kate Powers)

NCTCOG staff presented cost share update options/alternatives including:

- Alternative A: Current cost share calculation, but with updated data;
- Alternative B: Current cost share calculation, but with updated data and no equal share;
- Alternative C: Population tiered rate; and,
- Alternative D: Current cost share calculation, but with a 10% increase to share amounts.

Council members discussed cost share participation overall, including the responsibility of Council members to pay into the cost share system as well as the potential of incorporating ability to pay into the formula. The Council stated that feedback from the region via survey would help them better understand why entities choose not to participate in the cost share program.

Equal shares were also discussed, with individuals explaining how the equal share element of the cost share calculation can be detrimental to small communities. However, small cities tend to get more benefit from the NCTCOG Public Works Program. Another Council member brought it to the groups attention that the tiers in Alternative C are very steep, and a population threshold could be added as a solution.

Ultimately, the Council requested the additional inclusion of:

- Alternative based on proportional population;
- Alternative that integrates tax base; and,
- Adjust the tiers in Alternative C.

INFORMATION ITEMS

5. **FY 2019 Regional Public Works Program Participation.** NCTCOG staff will update the Council on the FY 2019 cost share participation. (Kate Powers)

NCTCOG staff informed the Council that they are still accepting cost share commitment response forms electronically for the FY2019 Regional Public Works Program at [this link](#).

So far, NCTCOG has received financial commitments totaling \$194,158 – 59% of the \$330,000 Regional Public Works Program budget for FY2019.

6. **Smart Water Meter Update.** NCTCOG staff will provide the Council with an update on the Smart Water Meter North Texas SHARE initiative. (Edith Marvin)

NCTCOG's procurement team developed a draft RFP related to smart water meters, which has since been recalled in order to collect additional data for this initiative. The procurement team is



North Central Texas Council of Governments

collecting related RFPs from our communities for example language and content. Further updates will be brought to the Council when new information or requests are available.

7. **FY 2019 Public Works Work Program Update.** NCTCOG staff will update the Council on recent Public Works efforts and Subcommittee activities. (Kate Powers)

NCTCOG staff informed the Council that NCTCOG, with assistance from the City of Flower Mound, hosted a New Inspectors Workshop on November 6, 2018. Kip Goodchild, Chief Construction Inspector for the City of Flower Mound, instructed the workshop for 14 attendees. Attendees came from the following entities: Colleyville; Corinth; Dalworthington Gardens; Duncanville; Lewisville; Murphy; North Richland Hills; Northlake; Plano; Rowlett; Royse City; Stephenville; Watauga; and White Settlement.

From the workshop evaluations, NCTCOG staff learned that 100% of attendees would attend a similar workshop again in the future. Other training topics attendees were interested in included a beginner-level inspection course as well as specific inspection- and construction-related sessions each month.

- **Subcommittee Update: *integrated* Stormwater Management (iSWM) Activities.** Subcommittee Chair will present an update of iSWM program activities. (Ranjan Muttiah)

Ranjan Muttiah, Chair of the iSWM Subcommittee, updated the Council on the subcommittee's recent efforts, including the development of resources that can be used by cities to identify proprietary devices as well as the development of Half Associates Task Order #3 for FY2020.

- **Standard Drawings Update.** Subcommittee Representative will brief the Council on progress made towards updating the drawing in the Construction Standards Fifth Edition. (Keith Marvin)

Keith Marvin, Standard Drawings Subcommittee member, updated the Council on the subcommittee's recent efforts. The subcommittee has been reviewing the drawings from Division 1000: Erosion and Sediment Control, and will begin reviewing drawings from Division 6000: Storm Water Drainage. The subcommittee is soliciting additional volunteers with relevant expertise. In addition, the group will reach out to manufacturers for their input but will not allow for these individuals to vote on any action items. Representatives from these entities will only directly interact with the subcommittee upon their request.

- **Sustainable Public Rights of Way.** Subcommittee Chair will update the Council on the activities of the SPROW Subcommittee. (Tamara Cook)

Tamara Cook, NCTCOG E&D Senior Manager, provided the Public Works Council with an update on the SPROW Subcommittee's activities in the place of Council member Robert

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Woodbury. The SPROW Subcommittee has been focusing on the implementation of new Small Cell 5G rules throughout the region and has been meeting regularly. They plan to develop a BMP Guideline document related to SPROW topics in the future.

8. **Other Program Activities.**

- **Cooperative Technical Partnership Program and the Community Rating System Users Group.** NCTCOG staff will provide an update on FEMA's Cooperative Technical Partnership Program activities and the Floodplain Administrators/Community Rating System Users Group. (Mia Brown)

Tamara Cook provided the Council with an update on NCTCOG's CTP and CRS User Group Programs. The FY17 Richland-Chambers Discovery tentative kick off is set for early 2019. The FY18 Flood Risk ID Project on Marys Creek in Parker County has recently been awarded, and NCTCOG is currently coordinating with match partners. This project's tentative kick off is set for January/February 2019.

The next meeting of the Community Rating System Users Group is tentatively set for January or February of 2019.

- **Public Works Emergency Response Team (PWERT).** A PWERT representative or NCTCOG staff will give an update on recent PWERT activities. (Manny Palacios)

Manny provided the Council with a brief update from the Public Works Emergency Response Team, including the addition of new members.

- **Texas Public Works Association Update.** A TPWA representative will update the Council on upcoming TPWA local events and meetings. (Jay VonAhsen)

NCTCOG staff provided an update of TPWA activities, including the TPWA-NCTX Branch Meeting Holiday Party & Annual Meeting on December 11 as well as the upcoming TPWA Annual Public Workshop in New Braunfels from February 11 to 13.

OTHER BUSINESS AND ROUNDTABLE DISCUSSION

9. **Future Agenda Items.** PWC Members and NCTCOG staff may suggest future agenda items.

No items were brought forward by the Council.

10. **Roundtable Topics/Other Business.** PWC members and NCTCOG staff may share additional items as time allows.

- The City of Corinth is planning on adopting iSWM standards soon and is working with surrounding Lake Cities communities.
- The City of White Settlement recently joined PWERT.
- The City of Fort Worth has been working on its local floodplain policy and has begun mapping areas in addition to the current FEMA floodplain designations.

Save the Date:

If you plan to attend this public meeting and you have a disability that requires special arrangements at the meeting, please contact Crysta Guzman by phone at (817) 695-9231 or by email at CGuzman@nctcog.org, 72 hours in advance of the meeting. Reasonable accommodations will be made to assist your needs.



North Central Texas Council of Governments

iSWM Training Workshop: Post Construction Maintenance
December 4, 2018
Dallas AgriLife Center, Coit Road

Save the Date:

Society of American Military Engineers (S.A.M.E.) Infrastructure Forum
Imagine Future Infrastructure: Technology, Research, and People
December 14, 2018
University of Texas – Arlington

11. **Schedule for the Next PWC Meeting.** The next PWC meeting is scheduled for Thursday, February 21, 2019, at 9:30 a.m., in NCTCOG's Regional Forum Room.
12. **Adjournment.**

If you have any questions regarding the meeting or agenda items, please contact Kate Powers by phone at (817) 695-9213, or by email at kpowers@nctcog.org.

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 9:30 a.m. Thursday, November 29, 2018
 Regional Forum Room



MEMBER SIGN IN SHEET

NAME	SIGNATURE	REPRESENTS
Robert Bolen		Southeast Subregion
Mindy Carmichael		City of Arlington
Paul Causey		Associated General Contractors
Chris Cha		Council of Engineering Companies
Bobby Clay		East Subregion
Gerald Cosgrove		City of Plano
Lyndon Cox		Texas Council of Engineering Labs
John Crawford		City of Carrollton
Craig Cummings		City of Arlington
David Disheroon		Southwest Subregion
Fred Ehler		Denton County
Alan Fourmentin		Northeast Subregion
Dan Franke		City of Frisco
Mike Garza		Northwest Dallas Subregion
Stephanie Griffin		City of Grand Prairie
Haytham Hassan		City of Dallas
Christina Hickey		City of Mesquite
Mark Hines		Collin County
Kyle Hogue		Northeast Tarrant Subregion
Bennett Howell		South Tarrant Subregion
David Hunter		City of Denton
Eric Johnson		Associated General Contractors
John Kasavich		City of Fort Worth
Wayne Lee		City of Irving
Jim Lockart		City of Richardson
George Marshall		Denton/Lake Cities Subregion
Keith Marvin		City of Lewisville
John Mears		Dallas County
Jennifer Nicewander		City of Dallas
Manny Palacios		West Subregion
Shawn Poe		Northeast Dallas Subregion
Michael Polocek		City of Garland
Clayton Riggs		DFW North Subregion
Greg Simmons		City of Fort Worth
Paul Sparkman		City of McKinney
David Speicher		Council of Engineering Companies

See Reverse

