

**NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS
EXECUTIVE BOARD MEETING**

Minutes — April 27, 2017

Transportation Council Room
616 Six Flags Drive
Arlington, Texas

President Smith called the regular meeting of the North Central Texas Council of Governments Executive Board to order at 12:45 on April 27, 2017.

Members of the Board Present:

Lissa Smith – President, Mayor Pro Tem, City of Plano
Tom Lombard – Vice President, Councilmember, City of North Richland Hills
Kevin Strength – Secretary/Treasurer, Mayor, City of Waxahachie
John Horn – Past President, County Judge, Hunt County
Bruce Archer, Deputy Mayor Pro Tem, City of Mesquite
Clay Jenkins, County Judge, Dallas County
Lee Kleinman, Councilmember, City of Dallas
Bobbie Mitchell, Commissioner, Denton County
Keith Self, County Judge, Collin County
Chris Watts, Mayor, City of Denton
Kathryn Wilemon, Councilmember, City of Arlington
Bruce Wood, County Judge, Kaufman County

Members of the Board Absent:

J.D. Clark, County Judge, Wise County
Kelly Allen Gray, Councilmember, City of Fort Worth
Dan McClendon, Mayor Pro Tem, City of Burleson
Ron Simmons, State Representative
Ray Smith, Mayor, City of Prosper
B. Glen Whitley, County Judge, Tarrant County

Members of the Staff Present:

Mike Eastland, Executive Director
Monte Mercer, Deputy Executive Director
Tim Barbee, Chief Information Officer, Research and Information Services
Doni Green, Director of Aging
Michael Morris, Director of Transportation
David Setzer, Director of Workforce Development
Molly McFadden, Director of Emergency Preparedness
Christy Williams, Director of 9-1-1
Dan Kessler, Assistant Director of Transportation
Ken Kirkpatrick, Transportation Counsel
Karen Richard, Chief Human Resources Officer
Stephanie Cecil, Administrative Assistant, EDO
Dana Buckholt, Operations Manager, Workforce
Donna Coggeshall, Manager, Research and Information Services
Tamara Cook, Manager, Environment & Development
E.J. Harbin, Purchasing, Administration
Sara Harris, Senior Program Manager, Administration
Debra Kosarek, Quality Assurance Manager, Workforce
Carmen Morones, HR Manager
James Powell, Assistant Counsel, Transportation
Molly Rendon, Assistant Director of Finance, Administration

Meredith Nurge, Specialist, Emergency Preparedness
Jing Xu, Senior Planner, Transportation

Visitors Present:

Andy Forbes, Communications Director, Office of Representative Ron Simmons

REGULAR SESSION

ACTION:

Item 1 Approval of Minutes

President Smith stated that the first item on the agenda was approval of the minutes from the March Board meeting.

Upon a Motion by Councilmember Lombard (seconded by Councilmember Wilemon), and unanimous vote of all members present, the Board approved the minutes of the March Executive Board meeting.

Item 2 Resolution to Accept and Approve the Quarterly Investment Report

Monte Mercer, Deputy Executive Director, explained that the Investment Report is required by the Investment Policy and provides information on the investment activity for the quarter that ended March 31, 2017. The Report shows the average rate of return, cumulative transactions and beginning and ending balances for this quarter. A supplementary schedule regarding the State's investment activity for Regional Toll Revenue funds, as well as the NTTA Hwy 161 funds, was also provided. Judge Self asked that the staff explore other investment entities to determine if better interest rates could be achieved. Mr. Eastland stated that a meeting of the Board's Finance Committee would be scheduled to consider the request.

Exhibit: 2017-04-02-AA

Upon a Motion by Judge Self (seconded by Commissioner Mitchell), and unanimous vote of all members present, the Board approved the resolution as presented.

Item 3 Resolution Authorizing a Contract with Gabriel, Roeder, Smith & Company for Other Post Employment Benefits Actuarial Valuations

Monte Mercer, Deputy Executive Director, reminded the Board that North Texas SHARE is a cooperative purchasing program with the purpose of procuring goods and services on behalf of member governments. He explained that the first actuarial shared services contract, in 2006, was in response to requirements from the Governmental Accounting Standards Board (GASB) for state and local governments to report the actuarial liabilities and costs of their "other post-employment benefits" (OPEB). OPEB's are comprised primarily of retiree health care commitments. Since that time, the number of participating entities in this shared services program has grown to 114.

In response to more complex financial requirements in new GASB standards, a new procurement process was initiated for OPEB Actuarial Valuations. A selection committee has recommend the award of a contract to Gabriel, Roeder, Smith & Company for an initial term of six years, with the option of two, two year renewals for a total possible contract term of ten years. The contract will be made available to participating entities in the North Texas SHARE program. These entities are responsible for paying for this work at the discounted rate achieved through the Shared Services program.

Exhibit: 2017-04-03-AA

Upon a Motion by Judge Horn (seconded by Councilmember Wilemon), and unanimous vote of all members present, the Board approved the resolution as presented.

Item 4 Resolution Authorizing Contract Amendment and New Contracts for Temporary Staffing Services

Monte Mercer, Deputy Executive Director, requested a contract amendment and new contracts for previously approved temporary staffing services. The amendment would increase the maximum contract value with Robert Half International, Inc., to \$220,000 for fiscal years (FY) 2016 and 2017. The new contracts would utilize previously approved favorable contract terms negotiated with temporary staffing vendors, in a not to exceed amount of \$250,000 for FY 2017. The vendors, which are currently used by North Texas SHARE participants, are Abacus Service Corp.; Ad-A-Staff; Apple One; Matrix Resources; Superior Group; U.S. Technical Solutions.

Exhibit: 2017-04-04-AA

Upon a Motion by Councilmember Lombard (seconded by Judge Horn), and unanimous vote of all members present, the Board approved the resolution as presented.

Item 5 Resolution Approving Modifications to the FY2016 and FY2017 Unified Planning Work Program for Regional Transportation Planning

Dan Kessler, Assistant Director of Transportation, explained that the current Unified Planning Work Program for Regional Transportation Planning (UPWP) is required by federal and State transportation planning regulations, including the Fixing America's Surface Transportation (FAST) Act. The UPWP describes transportation and related air quality planning activities and capital purchases to be undertaken by the Regional Transportation Council (Metropolitan Planning Organization or MPO) between October 1, 2015, and September 30, 2017. He reviewed the proposed modifications, which include new initiatives, updates to existing projects, and funding adjustments. The modifications have been approved by the Regional Transportation Council.

Exhibit: 2017-04-05-TR

Upon a Motion by Judge Horn (seconded by Councilmember Wilemon), and unanimous vote of all members present, the Board approved the resolution as presented.

APPOINTMENTS:

Item 6 Appointments to the Regional Aging Advisory Committee (RAAC)

Doni Green, Director of Aging, asked the Board to make two appointments to the Regional Aging Advisory Committee (RAAC) to represent Ellis County: Maurice Osborn and Catherine Gannon.

Upon a Motion by Judge Self (seconded by Councilmember Wilemon), and unanimous vote of all members present, the Board approved the resolution as presented.

Judge Jenkins left the meeting.

STATUS REPORTS:

Item 7 Status Report on Public Education KnoWhat2Do Website Redesign and Development

Molly McFadden, Director of Emergency Preparedness, explained that Pavlov Advertising, LLC was selected as the vendor to redesign the KnoWhat2Do website, for a total contract cost of \$47,000. The new website will employ a fresh design and houses interactive support tools using the latest technology to promote the KnoWhat2Do goals – Build a Kit, Make a Plan, Be Informed. The website will go live on July 31, 2017.

Item 8 Status Report - Presentation of 2017 Current Population Estimates

Tim Barbee, Director of Research & Information Services, introduced Brian Lister, Senior Research Data Analyst of Research and Information Services. He presented the 2017 Current Population Estimates for the North Central Texas region. The Population Estimates include population totals for all cities over 1,000 within the 16 county region. Historical U.S. Census figures are also provided. NCTCOG's population estimates are often cited and recognized for their coverage, timeliness, and uniqueness.

Item 9 Status Report on Staff Appointment to the State's Vehicle Inspection Advisory Committee

Michael Morris, Director of Transportation, informed the Board that Shawn Dintino of the NCTCOG Transportation staff was recently appointed by the Texas Commission on Environmental Quality (TCEQ) to The Vehicle Inspection Advisory Committee. The Committee is advisory to the Texas Department of Public Safety (DPS) and the Texas Commission on Environmental Quality (TCEQ) on the operation of the Texas vehicle inspection program and any other advisory function requested by DPS or the TCEQ.

Item 10 Status Report on Texoma Area Paratransit System

Michael Morris, Director of Transportation, reminded the Board that because of the adverse financial conditions of the Texoma Area Paratransit System (TAPS), that became evident over the period from 2013 to 2015, TAPS cancelled all services in Collin County by December 2015. NCTCOG staff then worked to close out agreements and redistribute vehicles. He briefed the Board on the closeout activities, including: the status of RTC approved funding, assets and coordination activities.

MISCELLANEOUS:

Item 11 Old and New Business


There was no old or new Business.

Item 12 Attendance and Calendar

The Board was provided with a calendar of meetings and a record of attendance.

There being no other business, President Smith adjourned the meeting.

Approved by:



Lissa Smith
President, North Central Texas Council of Governments
Mayor Pro Tem, City of Plano

Checked by:



Mike Eastland, Executive Director
North Central Texas Council of Governments