

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

Minutes — July 28, 2016

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 pm on July 28, 2016.

**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  
Lee Kleinman, Councilmember, City of Dallas  
Bobbie Mitchell, Commissioner, Denton County  
Ray Smith, Mayor, City of Prosper  
B. Glen Whitley, County Judge, Tarrant County  
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  
Clay Jenkins, County Judge, Dallas County  
Jeff Leach, State Representative  
Dan McClendon, Mayor Pro Tem, City of Burleson  
Keith Self, County Judge, Collin County  
Chris Watts, Mayor, City of Denton

**Members of the Staff Present:**

Mike Eastland, Executive Director  
Monte Mercer, Deputy Executive Director  
Doni Green, Director of Aging  
Michael Morris, Director of Transportation  
David Setzer, Director of Workforce Development  
Edith Marvin, Director of Environment and Development  
Molly Thoerner, Director of Emergency Preparedness  
Christy Williams, Director of 9-1-1  
Stephanie Cecil, Administrative Assistant, EDO  
Dan Kessler, Assistant Director of Transportation  
Ken Kirkpatrick, Transportation Counsel  
Karen Richard, Chief Human Resources Officer  
Chris Klaus, Senior Program Manager, Transportation  
Lori Clark, Principal Planner, Transportation  
James Powell, Assistant Counsel, Transportation  
Molly Rendon, Assistant Director of Finance, Administration  
Jessie Shadowens, Special Projects Supervisor, Administration  
Donna Coggeshall, Manager, Research and Information Services  
Leah Brown, Planner, Transportation  
Vanessa Hooker, Administrative Assistant, Emergency Preparedness

E.J. Harbin, Purchasing, Administration  
Donna Insixiengmay, Specialist, Emergency Preparedness  
Donato Perez, Air Quality Planner, Transportation  
Heather Mazac, Compliance Legal Advisor, Administration

## **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 June Board meeting.

Upon a Motion by Judge Whitley (seconded by Judge Horn), and unanimous vote of all members present, the Board approved the minutes of the June 2016 Executive Board meeting.

#### **Item 2 Resolution to Accept and Approve the Quarterly Investment Report**

Monte Mercer, Deputy Executive Director, presented the Quarterly Investment Report for the quarter ending June 30, 2016. He also provided a supplementary schedule for the State's investment activity for Regional Toll Revenue funds and NTTA Hwy 161 funds.

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

*See Exhibit E16-07-02*

#### **Item 3 Resolution Authorizing a Lease Agreement for the Stephenville Workforce Center**

David Setzer, Director of Workforce Development, explained that the Texas Workforce Commission (TWC) has informed Workforce Boards that beginning on September 1, 2016, the Texas Department of Assistive and Rehabilitative Services (DARS) will be assumed by TWC. At this time, it is uncertain exactly what the impact will be to workforce centers. Because the current three year lease term at the workforce center in Stephenville expires on July 31, 2016, extending the lease for only one year will provide time for the DARS transition plan to become more concrete. The landlord has agreed to a one year lease extension at a price per square foot, not to exceed a rate of \$12.80.

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

*See Exhibit E16-07-03*

#### **Item 4 Resolution Authorizing a Contract Amendment with BrandEra, Inc. for Communications and Outreach Services**

David Setzer, Director of Workforce Development, reminded the Board that they had previously authorized a contract with BrandEra, Inc. for communication and outreach services in an amount not to exceed \$100,000 annually. Since that time, additional funding for communication and outreach was identified. To utilize these funds, staff is requesting removal of the yearly expenditure limitation in the original authorization, in order to provide flexibility to expend funds as they become available. The original total, not to exceed contract amount of \$500,000 would remain the same.

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

*See Exhibit E16-07-04*

**Item 5 Resolution Endorsing the 2016 North Central Texas Water Quality Management Plan**

Edith Marvin, Director of Environment and Development, explained that NCTCOG is the region's water quality management planning agency, as designated by the Governor, the Texas Commission on Environmental Quality (TCEQ), and the US Environmental Protection Agency (EPA). NCTCOG annually updates a Water Quality Management Plan (WQMP) with funding provided by TCEQ. The WQMP is included by reference in the statewide WQMP, a requirement of the Clean Water Act 604(b). The 2016 WQMP Plan was developed with input from the Water Resources Council; was made available to local governments and the public for review; and was endorsed by the Water Resources Council on June 21, 2016. The NCTCOG 2016 WQMP will be transmitted with relevant materials to TCEQ for certification and subsequent transmission to the EPA for approval.

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

*See Exhibit E16-07-05*

**Item 6 Resolution Authorizing Contracts for Pavement Analysis Services as part of NCTCOG's North Texas SHARE Program**

Edith Marvin, Director of Environment and Development, explained that North Texas SHARE is a cooperative purchasing program developed with the purpose of procuring goods and services on behalf of local governments. NCTCOG has determined that pavement analysis services, if procured regionally on behalf of local member entities, would likely provide cost savings and/or reduced procurement times for local member entities. A vendor selection committee is recommending Board authorization of contracts for four pavement analysis services vendors: Data Transfer Solutions, LLC; Dynatest North America, Inc.; Fugro Roadware, Inc.; and IMS Infrastructure Management Services. These contracts will be made available to participating governmental entities through the SHARE Program. An administrative fee will be charged to vendor(s) in an effort to offset costs incurred in operating the program.

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

*See Exhibit E16-07-06*

**Item 7 Resolution Endorsing Submittal of Grant Application to the Department of Energy for Cities Leading through Energy Analysis and Planning**

Edith Marvin, Director of Environment and Development, explained that the U.S. Department of Energy (DOE) Office of Energy Efficiency and Renewable Energy has made funding available, through the Cities Leading through Energy Analysis and Planning program (Cities – LEAP), to help provide data and resources that will enable cities to lead innovations in clean energy and incorporate energy data analysis into decision making. The improvement of data analytics in the region could provide air quality, water conservation and energy efficiency benefits. For this project, NCTCOG partnered with the Texas A&M Energy Systems Laboratory, the Texas Trees Foundation, the Texas A&M AgriLife Extension Service, the Cities of Fort Worth and Plano, and Dallas-Fort Worth Clean Cities to submit an application for approximately \$555,556 (\$500,000 DOE funds and \$55,556 in local match). The funds will be used to develop technical tools that will improve decision making related to energy and emission reduction policies and programs, including: a Tree Tracker Enhancement Tool, a Building Energy Ready Interactive Tool, a Fleet Emissions Footprint and Return on Investment Report, and the foundational parameters for a Housing Energy Impact Tool. The tools would be added to the current Conserve North Texas website - a regional clearinghouse of information.

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

*See Exhibit E16-07-07*

**Item 8 Resolution Authorizing an Agreement and Receipt of Funds from the Texas Commission on Environmental Quality**

Michael Morris, Director of Transportation, explained that the Texas Commission on Environmental Quality (TCEQ) has requested that NCTCOG continue to provide air quality technical assistance through August 2018 and has provided a proposed new Umbrella Grant Agreement in the amount of approximately \$500,000.

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

*See Exhibit E16-07-08*

**Item 9 Resolution Authorizing Contract Amendment with Unison Consulting, Inc., Related to Surveys at Dallas/Fort Worth International Airport and Dallas Love Field Airport**

Michael Morris, Director of Transportation, explained that the 2016 and 2017 Unified Planning Work Program provides for traffic and travel data collection and surveys. He reminded the Board that they had previously authorized receipt of funds (federal Surface Transportation Program – Metropolitan Mobility funds and local match funds from Dallas Area Rapid Transit) for activities related to travel surveys. The Board also previously approved a consultant contract with Unison Consulting, Inc., in an amount not to exceed \$350,000, to conduct departing airline passenger travel surveys at both Dallas/Fort Worth International Airport (DFWIA) and Dallas Love Field Airport (DLFA). Security badge restrictions at the airport have required the extension of the length of the survey period, which has resulted in increased costs. He asked for a Unison contract increase of \$25,000, for a revised, not to exceed amount of \$375,000.

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

*See Exhibit E16-07-09*

**APPOINTMENTS:**

**Item 10 Appointments to Executive Board Standing Committees**

President Smith announced the 2016 – 2017 appointments to the four standing committees of the Executive Board, as follows:

<u>Appointments</u>	<u>Audit</u>	<u>Finance/Personnel</u>	<u>Long Range Planning</u>
John Horn, Chair	Tom Lombard, Chair	Kevin Strength, Chair	Lissa Smith, Chair
Bruce Archer	Clay Jenkins	Kelly Allen Gray	John Horn
J.D. Clark	Lee Kleinman	Bobbie Mitchell	Tom Lombard
Jeff Leach	Dan McClendon	Ray Smith	Kevin Strength
Kathryn Wilemon	Keith Self	Chris Watts	
Bruce Wood	Glen Whitley		

**STATUS REPORTS:**

**Item 11 Status Report on the North Central Texas Council of Governments' Recently Completed 2016 Federal Transit Administration Triennial Review**

Michael Morris, Director of Transportation, updated the Board on the results of the 2016 Federal Transit Administration Triennial Review. As a Designated Recipient of FTA funding, NCTCOG is responsible for receiving and apportioning funds, and ensuring compliance with federal rules. The standard review is conducted every three years for the purpose of evaluating compliance in 17 areas; and to review NCTCOG's oversight of approximately 30 subrecipients. In its final report to NCTCOG, there were four areas with minor findings. He provided the Board with the final FTA report and explained that staff will soon resolve the minor compliance issues with FTA.

**Item 12 Status Report on The 2016 Big X Multi-Disciplinary, Multi-Jurisdictional Full-Scale and Functional Exercise**

Molly McFadden, Director of Emergency Preparedness, announced that the Emergency Preparedness Department is in the process of planning the North Central Texas regional full-scale "Big X" exercise for November 11-13, 2016. This exercise is designed to assess the region's ability to successfully respond to and manage multiple, large-scale incidents, terrorist events and other emergencies occurring simultaneously throughout the region. The Big X Planning Team is designing dynamic and realistic exercise scenarios, consisting of multiple sites and scenarios running simultaneously, to provide training and evaluation of a variety of regional emergency response capabilities, including: Explosive Ordnance Disposal (EOD), Hazardous Materials (HazMat), Special Weapons and Tactics (SWAT), Urban Search and Rescue (USAR), Community Emergency Response Teams (CERT), Wildland Fire, Emergency Management, Communications and ESF-8 (Public Health and Medical).

**Item 13 Status Report on NCTCOG's 50th Anniversary Celebration**

In continuation of the celebration of NCTCOG's 50th anniversary and an overview of each NCTCOG Department. David Setzer, Director of Workforce Development, briefed the Board on the department's history and activities. He explained that July 2016 marks the 20th anniversary of the North Central Texas Workforce Development Board. He explained that in 1993, Texas led the nation by creating a workforce development system and in 1996 Governor George W. Bush certified the North Central Texas Workforce Development Area (WDA). In July of 1996, the Chief Elected Officials of the 14 county WDA signed a partnership agreement forming the North Central Texas Workforce Development Board. NCTCOG was selected to be the Board's fiscal agent, grant recipient and administrative agent, and the organization that oversees workforce development programs.

The Workforce Development Board, known as Workforce Solutions for North Central Texas, has helped thousands of job seekers and employers since its inception. NCTCOG, on behalf of the North Central Texas Workforce Development Board, administers \$67.2 million in federal funds and supports over 35 NCTCOG staff. In 2015, Workforce Solutions served 97,000 job seekers, 8,781 employers, and provided child care to an average of 5,230 children per day.

A history of NCTCOG is featured on the NCTCOG 50th Anniversary website at: <http://www.nctcog.org/50/>, with new information being added each month.

**MISCELLANEOUS:**

**Item 14 Old and New Business**


There was no old or new Business.

**Item 15 Attendance and Calendar**

The Board was provided with a Calendar of meetings and a record of Attendance.

President Smith adjourned the meeting at 2:40 pm.

Approved by:



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

Checked by:



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Mike Eastland, Executive Director  
North Central Texas Council of Governments