

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

Minutes — January 26, 2017  
Transportation Council Room

616 Six Flags Drive  
Arlington, Texas

Vice-President Lombard called the regular meeting of the North Central Texas Council of Governments Executive Board to order at 12:46 pm on January 26, 2017.

**Members of the Board Present:**

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  
J.D. Clark, County Judge, Wise County  
Clay Jenkins, County Judge, Dallas County  
Dan McClendon, Mayor Pro Tem, City of Burleson  
Bobbie Mitchell, Commissioner, Denton County  
Keith Self, County Judge, Collin County  
Ray Smith, Mayor, City of Prosper  
Chris Watts, Mayor, City of Denton  
B. Glen Whitley, County Judge, Tarrant County  
Kathryn Wilemon, Councilmember, City of Arlington  
Bruce Wood, County Judge, Kaufman County

**Members of the Board Absent:**

Lissa Smith – President Mayor Pro Tem, City of Plano  
Kelly Allen Gray, Councilmember, City of Fort Worth  
Lee Kleinman, Councilmember, City of Dallas  
Jeff Leach, State Representative

**Members of the Staff Present:**

Mike Eastland, Executive Director  
Monte Mercer, Deputy Executive Director  
Tim Barbee, Director of Research and Information Services  
Doni Green, Director of Aging  
Michael Morris, Director of Transportation  
Edith Marvin, Director of Environment and Development  
Molly Thoerner, Director of Emergency Preparedness  
Christy Williams, Director of 9-1-1  
Lucille Johnson, Assistant to the Executive Director  
Stephanie Cecil, Administrative Assistant, EDO  
Dan Kessler, Assistant Director of Transportation  
Ken Kirkpatrick, Transportation Counsel  
James Powell, Assistant Counsel, Transportation  
Karen Richard, Chief Human Resources Officer  
Dana Buckholt, Operations Manager, Workforce  
Tamara Cook, Manager, Environment & Development  
Chris Klaus, Senior Program Manager, Transportation  
Mindy Mize, Program Manager, Transportation  
Molly Rendon, Assistant Director of Finance, Administration  
Pamela Burns, Communications Supervisor, Transportation  
Tim Reid, IT Manager, Research and Information Services

Berrien Barks, Sr. Planner, Transportation  
 Kate Zielke, Planner, Transportation  
 E.J. Harbin, Purchasing, Administration  
 Heather Mazac, Compliance Legal Advisor, Administration  
 Shelly Broyles, GIS Program Coordinator, Research and Information Services  
 Leah Brown, Planner, Transportation

**REGULAR SESSION**

**Presentation of NCTCOG Service Awards:**

The following members of NCTCOG staff were awarded for their years in service. Those present were acknowledged by Vice-President Lombard and Mike Eastland.

45 Years

Kristy Keener

40 Years

Alice Webster

35 Years

Dan Kessler

30 Years

Vercie Pruitt-Jenkins

Mark Stephens

25 Years

Mike Hensley

Kelly Schmidt

Christy Williams

20 Years

Doni Green

15 Years

Ying Cheng

Dawn Dalrymple

Brian Flood

Shad Lancaster

Shannon Stevenson

10 Years

Timothy Barbee

Michael Bort

10 Years, con't.

Jason Brown

Pamela Burns

Merrily Carey

Stephanie Cecil

Clay Dilday

Camille Fountain

Dorothy Hale

April Leger

Laura Mardones

Terri Perry

Heriberto Quintana

Samuel Simmons

John Vickery II

Karla Weaver

Elizabeth Whitaker

Hua Yang

5 Years

D'anza Alexander

Kenneth Bergstrom

Jonathan Blackman

Marcie Bruner

Shannon Byrd

Sarah Chadderdon

John Humphreys

Rodger Mann

Debra Murry

Jamie Patel

Hilaria Perez

Karen Price

**ACTION:**

**Item 1 Approval of Minutes**

Vice-President Lombard stated that the first item on the agenda was approval of the minutes from the December 2016 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 December 2016 Executive Board meeting.

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

Monte Mercer, Deputy Executive Director, asked the Board to accept and approve the quarterly investment report, which shows the investment activity for the quarter that ended on December 31, 2016, including: the

average rate of return, cumulative transactions, and beginning and ending balances for the quarter. A supplementary schedule regarding the State's investment activity for the Regional Toll Revenue funds, as well as the NTTA Hwy 161 funds, was also provided.

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

*See Exhibit 2017-01-02-AA*

**Item 3 Resolution Approving Reallocation of Materials Management Pass-Through Grant Funds**

Edith Marvin, Director of Environment and Development, explained that the Board previously approved projects for the 2016 Materials Management Call for Projects. Some of those originally funded projects may result in unused funds that need to be reallocated. She asked the Board to authorize the reallocation of unexpended funds, at the recommendation of the RCC and with approval from TCEQ, subject to the total program amount of \$1,300,438.

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 2017-01-03-ED*

**Item 4 Resolution Authorizing Contracts for 9-1-1 Voice and Data Network Services**

Christy Williams, Director of 9-1-1 Programs, explained that in order to acquire much-needed capacity and increase 9-1-1 network reliability, NCTCOG contracted for hardware and services to build an alternate, resilient and robust network to carry critical 9-1-1 voice and data traffic. She requested authorization to award contracts with a maximum nine (9) year term, including an initial three-year term with three (3) optional two-year renewals to:

1. Masergy Cloud Communication Inc. for VPLS PSAP network services
2. GDT Advanced Solutions LLC for network monitoring and change management services
3. GTT Communications Inc. for microwave backhaul network services

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 2017-01-04-911*

**Item 5 Resolution Endorsing Submittal of the Fiscal Year 2017 Regional Implementation Plan to the Office of the Governor (OOG) Homeland Security Office**

Molly McFadden, Director of Emergency Preparedness, asked the Board to endorse the submittal of the 2017 Regional Implementation Plan (RIP) to the Office of the Governor. The RIP is an annual state requirement that identifies accomplishments and future priorities for grant funds, including the State Homeland Security Program (SHSP) grant. The RIP was developed by the Emergency Preparedness Department, in conjunction with the Regional Emergency Preparedness Advisory Committee (REPAC) and the Emergency Preparedness Planning Council (EPPC). The Threat and Hazard Identification Risk Assessment (THIRA) and the State Preparedness Report (SPR) are attachments to the RIP. The THIRA identifies and assesses the region's threats and hazards, and the SPR identifies the region's capabilities and gaps using the Department of Homeland Security (DHS) core capabilities list.

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

*See Exhibit 2017-01-05-EP*

**Item 6 Resolution Authorizing a Contract with 22nd Century Technologies for Website Services**

Tim Barbee, Director of Research and Information Services, explained that in 2016, NCTCOG procured American Eagle, through a GSA contract with Efiia, to begin the project of updating the NCTCOG website and web content

management system. To complete this project, staff desires to continue utilizing American Eagle through 22nd Century Technologies, which is also available through a GSA cooperative contract, in an amount not to exceed \$567,000 over three years.

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

*See Exhibit 2017-01-06-911*

**Item 7 Resolution Endorsing a Contract with AECOM for High-Resolution Orthophotography and Lidar Data**

Tim Barbee, Director of Research and Information Services, explained that NCTCOG routinely facilitates the cooperative purchase of high-resolution orthophotography, LiDAR and related services on behalf of its member governments through a Master Services Agreement (MSA) with Woolpert. Due to the expiration of the MSA, staff will continue to use Woolpert by utilizing a State of Texas Department of Information Resources cooperative contract with AECOM. This will allow the completion of the project according to the original schedule. He asked the Board to endorse a contract with AECOM in an amount not to exceed \$2,000,000.00. Project participants provide the funding necessary to carry out this initiative.

*Judge Horn left the meeting.*

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 2017-07-RIS*

**Item 8 Resolution Authorizing an Agreement with the North Texas Tollway Authority for Travel Demand Modeling and Traffic Forecasting Assistance**

Michael Morris, Director of Transportation, asked for authorization to enter into an agreement and receive funds from the North Texas Tollway Authority (NTTA), for technical assistance, in the amount of approximately \$75,000. He explained that NTTA has requested travel modeling technical assistance (such as forecasting, environmental analyses, toll road feasibility/viability assessments, and corridor studies) to support the analysis of potential toll road facilities.

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

*See Exhibit 2017-01-08-TR*

**Item 9 Resolution Endorsing INVEST Round 3 Grant Application to the Federal Highway Administration**

Michael Morris, Director of Transportation, explained that the Federal Highway Administration (FHWA) has funding available for the analysis and implementation of sustainability best practices in regional transportation studies. He asked the Board to endorse an application for these funds that was submitted on January 5, 2017, and for approval to receive approximately \$50,000 through the Infrastructure Voluntary Evaluation Sustainability Tool (INVEST) program. The local match of \$50,000 is from Regional Transportation Council (RTC) Local funds. The funds will be used to identify and implement sustainability best practices in the update of the Regional Outer Loop Corridor Feasibility Study that was completed in 2011.

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

*See Exhibit 2017-01-09-TR*

**Item 10 Resolution Authorizing Receipt of Additional Funds from the US Department of Energy for the Dallas-Fort Worth Clean Cities Coalition Programmatic Support**

Michael Morris, Director of Transportation, explained that with previous approval of the Board, NCTCOG applied for and was designated by the US Department of Energy (DOE) as a Clean Cities Coalition. Since that designation, NCTCOG has served as the host organization for the Dallas-Fort Worth Clean Cities Coalition (DFWCCC). He asked the Board to authorize the receipt of additional DOE funds, in the amount of approximately \$45,000, to continue to support the DFWCCC program.

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

*See Exhibit 2017-01-10-TR*

**Item 11 Resolution Authorizing Consultant Contracts for Completion of the Traffic Count and Classification Program**

Michael Morris, Director of Transportation, recommended approval of contracts with GRAM North Texas, Inc., in an amount not to exceed \$160,000 and to ETC Institute, in an amount not to exceed \$170,000, to conduct the Traffic Count and Classification Program. He explained that the purpose of the Traffic Count and Classification Program is to collect, analyze, and compile updated information regarding the hourly variations of traffic flows and the classification of vehicles at multiple locations throughout the region. The (FY) 2016 and FY2017 Unified Planning Work Program for Regional Transportation Planning provides for conducting traffic counts. The data sets from the program will be used for freight planning and the calibration and validation of NCTCOG's Dallas-Fort Worth Regional Travel Model. The funding for this program is the Surface Transportation Block Grant Program and the match is satisfied by Regional Transportation Council Local funds and state match.

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

*See Exhibit 2017-01-11-TR*

**APPOINTMENTS:**

Vice-President Lombard called upon Councilmember Wilemon to give a report on the meeting of the Appointments Committee. She reported that all the appointments were approved as presented to the committee and she made a motion to approve Appointment Items 12, 13, 14 and 16, as recommended and described below.

Upon a Motion by Councilmember Wilemon (seconded by Judge Clark), and unanimous vote of all members present, the Board approved the appointments in Items 12, 13, 14 and 16 as presented.

**Item 12 Appointments to the 9-1-1 Regional Advisory Committee**

Christy Williams, Director of 9-1-1 Programs, recommended the reappointment of Hood County Sheriff Rodger Deeds and Urban County Representative Mayor Steve Terrell for three year terms on the 9-1-1 Regional Advisory Committee.

**Item 13 Appointments to the Regional Aging Advisory Committee (RAAC) and Election of Officers**

Doni Green, Director of Aging, presented nine nominations to fill 13 vacancies on the North Central Texas Area Agency on Aging Regional Aging Advisory Committee (RAAC). She also explained that RAAC has selected 2017 officers, as follows:

- Officers:
- President: Allen Sumners of Somervell County
- Vice-President: Berniece Reeves-Brown of Hunt County
- Secretary: Sue Whitehurst of Collin County

Appointments:

Navarro County: Carroll Sigman and Camesha Busby

Hunt County: Berniece Reeves-Brown

Wise County: Tim Woodruff

Erath County: Bailee McCauley

Somervell County: Laverne West

Parker County: Shirley Leverett

Kaufman County: Homer Norville

Rockwall County: Monte Allred

**Item 14 Appointments to the North Central Texas Economic Development District Board - Lucille Johnson**

Lucille Johnson, Assistant to the Executive Director, explained that in December of 2016, NCTCOG received notification from the Assistant Secretary of Commerce for Economic Development, U.S. Department of Commerce, that the North Central Texas region is approved for designation as an Economic Development District (EDD), which will be known as the North Central Texas Economic Development District (the District). She reminded the Board that the bylaws of the District were approved at the October 27, 2016 Board meeting. The District, which is charged with the maintenance and implementation of the Comprehensive Economic Development Strategy (CEDS) for North Central Texas, will facilitate Economic Development Administration (EDA) grant opportunities. The District requires a Board, which serves as an advisory board to the NCTCOG Executive Board, and adequate staff support to carry out its functions. According to the bylaws, the NCTCOG Executive Board will appoint no less than 36 and not more than 43 EDD Board members to initial three year terms according to the parameters provided for in the bylaws. She asked the Board to appoint 31 initial members, as follows:

1. Rick Loessberg, Director of Planning & Development, Dallas County
2. Lisa McMillan, Economic Development Coordinator, Tarrant County
3. Scott Jones, Director of Economic Development, Navarro County and City of Corsicana
4. Judge Bruce Wood, County Judge, Kaufman County
5. Greg Sims, President & CEO, The Greenville Board of Development & The Greenville 4a Economic Development Corporation
6. Marty Nelson, Director of Economic Development, City of Ennis
7. Sheri Franza, President, Rockwall Economic Development Corporation
8. Judge J. D. Clark, County Judge, Wise County
9. Robert Sturns, Economic Development Director, City of Fort Worth
10. David Schleg, Senior Coordinator, City of Dallas Economic Development
11. Marty Wieder, Economic Development Director, City of Grand Prairie
12. Erica Sullivan, Economic Development Analyst, City of Denton
13. Craig Hulse, Director of Economic Development, City of North Richland Hills
14. Scott Welmaker, Director of Economic Development, City of Mansfield
15. Kassandra Carroll, Economic Development Coordinator, City of Waxahachie
16. Jennette Killingsworth, Executive Director, Little Elm Economic Development Cooperation
17. Warren Ketteman, Director of Economic Development, City of Forney
18. Orlando Campos, Director, Economic Development & Tourism, Town of Addison
19. Michael Talley, Director of Economic Development, City of Keene
20. John Hubbard, Executive Director, Stephenville Economic Development Authority
21. Jami Woodall, Economic Development Coordinator, City of Lake Worth
22. Mickey Hillock, President, Hillock Foods, Inc., Navarro County
23. Jack Thompson, Economic Developer and President of Orasi Development
24. Dr. Jim Quick, Associate Vice President for Research and Dean of Graduate Studies, SMU
25. Fred Schmidt, Director Community & Industry Education Program Development, Tarrant County College
26. Judy McDonald, Executive Director, Workforce Solutions for Tarrant County
27. Kevin Holzbog, Executive Director, Bridgeport Economic Development Corporation
28. Margaret Selid, Director of Economic Development, Dallas Regional Chamber
29. Leslie Leerskov, Director, Navarro Small Business Development Center
30. Janie Havel, Economic Development and Tourism, Governor's Office
31. Karen Wright, Executive Director, Dublin Economic Development Corporation

**Item 15 Appointments to the Emergency Preparedness Planning Council 2017 (EPPC)**

This item was postponed.

**Item 16 Appointments to the Collaborative Adaptive Sensing of the Atmosphere (CASA Wx) Executive Council 2017**

Molly McFadden, Director of Emergency Preparedness, recommended appointing Albert Martinez, Chief Meteorologist for Univision and Nestor Flecha, Chief Meteorologist for Telemundo, to the Collaborative Adaptive Sensing of the Atmosphere (CASA Wx) Executive Council 2017.

**MISCELLANEOUS:**

**Item 17 Old and New Business**

There was no old or new Business.

**Item 18 Attendance and Calendar**

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

Vice-President Lombard adjourned the meeting at 1:40 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