

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

Minutes - August 25, 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 12:48 pm on August 25, 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  
John Horn – Past President, County Judge, Hunt County  
Bruce Archer, Deputy Mayor Pro Tem, City of Mesquite  
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  
Ray Smith, Mayor, City of Prosper  
Kathryn Wilemon, Councilmember, City of Arlington

**Members of the Board Absent:**

Kevin Strength – Secretary/Treasurer, Mayor, City of Waxahachie  
J.D. Clark, County Judge, Wise County  
Lee Kleinman, Councilmember, City of Dallas  
Bobbie Mitchell, Commissioner, Denton County  
Chris Watts, Mayor, City of Denton  
B. Glen Whitley, County Judge, Tarrant County  
Bruce Wood, County Judge, Kaufman 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  
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  
Lucille Johnson, Assistant to the Executive Director  
Stephanie Cecil, Administrative Assistant, EDO  
Dan Kessler, Assistant Director of Transportation  
Ken Kirkpatrick, Transportation Counsel  
Karen Richard, Chief Human Resources Officer  
Donna Coggeshall, Manager, Research and Information Services  
Heather Mazac, Compliance Legal Advisor, Administration  
Mindy Mize, Program Manager, Transportation  
Carmen Morones, Human Resources Manager  
Shannan Ramirez, Chief Accounting Officer, Administration  
Shannon Stevenson, Program Manager, Transportation  
Randy Richardson, Fiscal Analyst, Workforce Development  
Richard Michael, Budget Manager, Administration  
E.J. Harbin, Purchasing, Administration

Craig Johnson, Special Projects, Administration  
Pamela Burns, Communications Supervisor, Transportation

**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 July 2016 Board meeting.

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

**Item 2 Resolution Authorizing Contract with Mascari Corporation for Housing Navigator Services**

Doni Green, Director of Aging, explained that the Texas Department of Aging and Disability Services (DADS) funds housing navigator services through NCTCOG's Aging Department program. NCTCOG has selected a qualified contractor for these services through a competitive procurement process that garnered only one proposal: from its current contractor, Mascari Corporation. Mascari Corporation has satisfied the terms of its current contract and would be awarded a contract in an amount not to exceed \$100,000.

Upon a Motion by Councilmember Lombard (seconded by Councilmember Gray), and unanimous vote of all members present, except Judge Self, who voted no, the Board approved the resolution as presented.

*See Exhibit E16-08-02*

**Item 3 Resolution Authorizing Contracts for Aging Case Management Services**

Doni Green, Director of Aging, told the Board that NCTCOG, in its capacity as the Area Agency on Aging (AAA), receives funding from DADS to provide case management services in three programs: Title III-B care coordination, Title III-E caregiver support coordination, and nursing home relocation. Case managers assess clients in their home or nursing home and help arrange services. After evaluation of proposals received for these services, AAA recommends 2017 contracts with the following entities up to \$990,000 of available funds, and will continue to accept proposals from those qualified and willing to serve rural and underserved counties. In addition, one agency applied to provide nursing home relocation services exclusively and will be awarded a contract of up to a maximum \$90,000.

2017 Recommended Contractors:

- Bell-White, Shaneka (\$73/unit)
- Carr, Shoshana (\$73/unit)
- ComForCare (\$58/unit)
- Dodge, Roslyn (\$73/unit)
- Doyle, Jayne (\$73/unit)
- Griffith, Ulylesia (\$70/unit)
- James, Cathy (\$73/unit)
- McKnight, Sandra (\$73/unit)
- REACH Resource Centers on Independent Living (< \$90,000 during FY17)
- Mitchell-Wyatt, Kelli (\$73/unit)
- Morgan, Kim (\$55/unit)
- Pospisil, Amy (\$68/unit)
- Reconcile Case Management Services (\$73/unit)
- Sovereign Case Management Services (\$73/unit)
- Taylor, Gary (\$65/unit)
- Thompson, Chandra (\$73/unit)
- Tilley, Hollie (\$69/unit)

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

*See Exhibit E16-08-03*

**Item 4 Resolution Authorizing Receipt of Funds from the Texas Commission on Environmental Quality for the AirCheckTexas Program**

Dan Kessler, Assistant Director of Transportation, explained that NCTCOG initiated the Low Income Vehicle Repair Assistance, Retrofit and Accelerated Vehicle Retirement Program (LIRAP), also known as the AirCheckTexas Drive a Clean Machine Program, in 2002. The Dallas-Fort Worth nonattainment area will receive approximately \$21.6 million for continuation of the program for Fiscal Year 2017.

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

*See Exhibit E16-08-04*

**Item 5 Resolution Authorizing Submittal of Grant Application to the Department of Energy**

Dan Kessler, Assistant Director of Transportation, explained that the US Department of Energy (DOE) has made funding available for projects that invest in advanced vehicle technologies, including the use of commercially available electric drive vehicles, alternative fuel vehicles and supporting infrastructure technologies. Work performed under this grant would support air quality initiatives currently listed in the Unified Planning Work Program for Regional Transportation Planning; the DFW Eight-Hour Ozone State Implementation Plan; and the NCTCOG hosted DFW Clean Cities Coalition, which seek to support petroleum reduction by using alternative fuels and other vehicle technologies.

The proposed project will provide incentives and education for electric vehicle implementation by workplaces, fleets, and the general public and will facilitate installation of charging infrastructure. NCTCOG will serve as the prime recipient of up to \$5,000,000 in federal DOE funds and be responsible for securing \$5,000,000 in match. Match is expected to be met through vehicles and equipment, industry and other external partners, and participating Clean Cities Coalitions.

Upon a Motion by Judge Horn (seconded by Councilmember Lombard), and unanimous vote of all members present, except Judge Self, who voted no, the Board approved the resolution as presented.

*See Exhibit E16-08-05*

**Item 6 Resolution Authorizing Execution of a Contract with a Vendor for Automated Vehicle Locator System Services**

Dan Kessler, Assistant Director of Transportation, explained that because the Dallas-Fort Worth region is in nonattainment of the federal air quality standards for ozone, NCTCOG is actively involved in the development and implementation of air quality improvement plans. The Unified Planning Work Program for Regional Transportation Planning provides for activities to improve air quality by reducing vehicle and equipment emissions and implementing new technology. The Board previously reserved a portion of the Congestion Mitigation and Air Quality Improvement Program funds provided under the Clean Fleets North Texas program for purchase, installation, and operation of an automated vehicle locator system (AVLS) to facilitate monitoring of vehicle replacements purchased by the subrecipients of the program. This technology provides benefits to the subrecipients by streamlining and automating grant-required reporting, and allowing the development of policies to manage the AVLS devices over time, including proper disposition once grant obligations have been fulfilled. The Consultant Selection Committee reviewed and evaluated proposals and is recommending a contract with Marshall GIS in an amount not to exceed \$119,000. Transportation Development Credits will be used as the local match.

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

*See Exhibit E16-08-06*

**Item 7 Resolution Authorizing Consultant Contract with Kapsch TrafficCom Transportation NA, Inc. to Implement the 511 DFW Traveler Information System and Information Exchange Network**

Dan Kessler, Assistant Director of Transportation, explained that the Unified Planning Work Program for Regional Transportation Planning supports implementation of the 511DFW Traveler Information System – a real-time single source of traveler information available to agencies and the public. This project will provide for continued operation and recommended enhancements for the region's 511DFW system. A Consultant Selection Committee reviewed and evaluated the proposals received for consultant assistance for Development, Operations and Maintenance Support of 511DFW and recommended Kapsch TrafficCom Transportation NA, Inc. for an amount not to exceed \$3,675,000 in Surface Transportation Block Grant Program funds, with state funds to support the match requirement.

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

*See Exhibit E16-08-07*

**Item 8 Resolution Approving Disadvantaged Business Enterprise Participation Goal Update for Fiscal Years 2017-2019**

Ken Kirkpatrick, Transportation Legal Counsel, explained that as a recipient of Federal Transit Administration funds, NCTCOG is required to update the Disadvantaged Business Enterprise (DBE) Participation Goal every three years and submit it for review and approval by federal funding agencies. NCTCOG underwent an analysis, consistent with federal guidance, to update the DBE goal for FY2017-FY2019. To meet federal requirements, NCTCOG published the proposed goal and supporting materials for review and comment from June 1, 2016, through July 21, 2016. Based on the analysis conducted and comments from the public and contractor community, staff recommends maintaining an overall DBE goal of 25 percent for US DOT-assisted contracts through NCTCOG's Transportation Department.

Upon a Motion by Councilmember Lombard (seconded by Councilmember Wilemon), and unanimous vote of all members present, except Judge Self, who voted no, the Board approved the resolution as presented.

*See Exhibit E16-08-08*

*Councilmember Gray left the meeting.*

**Item 9 Resolution Authorizing Budget Increase for Consultant Contract with Kimley-Horn and Associates, Inc., for the Northwest Highway and Preston Road Area Plan**

Dan Kessler, Assistant Director of Transportation, explained that the Northwest Highway and Preston Road Area Plan is examining future possible land development scenarios and their potential impact to the transportation network, in order to develop a vision and recommendations for future policy and public investment. The Board previously authorized a contract with Kimley-Horn and Associates to perform this work in an amount not to exceed \$350,000 (\$250,000 RTC Local and \$100,000 from the City of Dallas). Due to additional project meetings and data collection requested by the community and the City of Dallas, staff is requesting an increase of \$40,000 to the contract budget (using RTC Local funds) for a new, not to exceed total of \$390,000.

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 E16-08-09*

**Item 10 Resolution Approving Contract for Temporary Staffing Services with Robert Half International, Inc. through the Houston-Galveston Area Council Cooperative Purchase Program**

Monte Mercer, Deputy Executive Director, told the Board that NCTCOG has periodically utilized temporary staffing services through Robert Half International, Inc. for technology related temporary staffing needs. In Fiscal Years 2016 and 2017, these staffing needs are anticipated to cause expenses for temporary staffing to exceed administrative authority. Robert Half is an approved contractor through the Houston-Galveston Area Council (H-

GAC) cooperative purchasing program. Staff requested Board approval for the continued use of Robert Half's temporary technology staffing services for Fiscal Years 2016 and 2017, through an Interlocal Agreement (ILA) with H-GAC, in an amount not to exceed \$200,000.

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

*See Exhibit E16-08-10*

## **STATUS REPORTS:**

### **Item 11 Status Report on Fiscal Year 2017 Proposed Budget**

Monte Mercer, Deputy Executive Director, presented an overview of the Fiscal Year 2017 Proposed Budget to the Board for their review. He summarized the main budget features, as:

- Total expenditures of \$210,513,003
- State and federal grants fund approximately 85% of programs - the remainder is local funding.
- Fiscal controls are established by individual grants and contracts, not the plan outlined in the Annual Fiscal Program.
- Annual dues from the membership comprise less than 1% of the total budget and the dues per capita rate has not changed.

### **Item 12 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, Lucille Johnson introduced Tim Barbee, Director of the Research and Information Services (RIS) Department. Tim briefed the Board on the department's history and activities.

History: In 1989, known as the Regional Data Center department, with only seven employees, the Department was formed under the leadership of Bob O'Neal. In 1993, the name was changed to Research & Information Services (RIS). The department has grown to 28 employees and has been under the leadership of Director and Chief Information Officer Tim Barbee since 2006. In 1993, RIS began offering email to the agency, and in 1994 the agency got access to the Internet. Explosive growth of technology over the years has led to expansion of the departments responsibilities. The first website was launched in 1995 and RIS now manages over 30 websites, more than 165 terabytes of electronic data and a local and wide-area computer network which serves over 675 employees and contractors on more than 2,000 devices at 25 locations.

Demographic Research: The function of the department has traditionally been demographic research. The first Population Estimates publication in 1974 estimating the population of the 16-county region to be just over 2.8 million (slightly more than the population of Dallas County today). Since that time, Population Estimates have been produced annually, and the population of the region is estimated to be over 7 million today. At one time, RIS served as a local affiliate for the Census Bureau. In 2001, RIS combined its demographic research and GIS capabilities, offering the first interactive radius summaries of 2000 Census data via the agency's website. The demographic research program also includes development monitoring, employment estimates, land use and demographic forecasting. Demographic research serves as the foundation for a variety of collaborative projects both inside and outside the agency, including transportation and environmental planning, workforce development, emergency management, and economic development.

Arial Cooperative Purchase Program: In 1999, the department offered its first cooperative purchase of aerial imagery for the region, and has continued to do so every other year. Images are available for viewing, printing, and purchase via NCTCOG's interactive mapping site, [www.dfwmaps.com](http://www.dfwmaps.com) and the latest version was launched in 2010. This project has set the standard for large regionally shared data purchases, allowing considerable cost savings through group participation.

Regional Cooperation: Over the past 27 years, RIS has collaborated on technology- and GIS-related projects with the National Weather Service, Dallas County Elections, the U.S. Army Corps of Engineers, the Federal Emergency Management Agency, the Texas Natural Resources Information System, The Dallas Morning News, the Fort Worth Star-Telegram, the OneStar Foundation, and numerous cities and counties throughout the NCTCOG region. In the 2000s, six cable TV shows about the Tornado Damage Risk Assessment Study

performed by RIS appeared on the National Geographic, Discovery, History and Weather channels. The department has also won awards from ESRI, the Center for Digital Government, and the National Conference on Citizenship.

Much more information about the RIS department can be found on NCTCOG 50th Anniversary website at <http://www.nctcog.org/50/>. An extensive history of NCTCOG is featured on the website and new information is added each month.

**MISCELLANEOUS:**

**Item 13 Old and New Business**


President Smith announced that the NCTCOG Foundation meeting was being moved to the September Executive Board meeting.

**Item 14 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

## North Central Texas Council of Governments Foundation, Inc. BOARD MEETING

Minutes — April 28, 2016  
616 Six Flags Drive, Arlington, TX, 76011

President Horn called the regular meeting of the North Central Texas Council of Governments Foundation, Inc. Board to order at 2:48 pm.

### Members of the Board Present:

John Horn – President, County Judge, Hunt County  
Lissa Smith – Vice President, Mayor Pro Tem, City of Plano  
Tom Lombard – Secretary/Treasurer, Councilmember, City of North Richland Hills  
Bruce Archer, Deputy Mayor Pro Tem, City of Mesquite  
J.D. Clark, County Judge, Wise County  
Michael Gaspie, Councilmember, City of Arlington  
Kelly Allen Gray, Councilmember, City of Fort Worth  
Clay Jenkins, County Judge, Dallas County  
Lee Kleinman, Councilmember, City of Dallas  
Jeff Leach, State Representative  
Dan McClendon, Mayor Pro Tem, City of Burleson  
Bobbie Mitchell, Commissioner, Denton County  
Keith Self, County Judge, Collin County  
Kevin Strength, Mayor, City of Waxahachie  
Chris Watts, Mayor, City of Denton

### Members of the Board Absent:

Laura Wheat, Mayor, Town of Westlake  
B. Glen Whitley, County Judge, Tarrant County  
Kathryn Wilemon – Past President, Councilmember, City of Arlington

### 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  
Edith Marvin, Director of Environment and Development  
Molly McFadden, 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

### ACTION:

Item 1 Approval of Minutes from the June 25, 2015 Foundation Board Meeting

President Horn asked for approval of the minutes from the June 25, 2015 NCTCOG Foundation Board, Inc. meeting.

Upon a Motion by Councilmember Lombard (seconded by Mayor Pro Tem Smith), and unanimous vote of all members present, the Board approved the minutes of the June 25, 2015 NCTCOG Foundation Board, Inc. meeting.

**Item 2 Resolution Approving the Receipt of Revenue for the Environmental Stewardship Program**

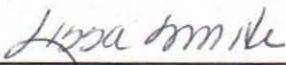
Michael Morris, Director of Transportation, requested that the NCTCOG Foundation, a 501(c) (3) non-profit, authorize the newly established Environmental Stewardship Program (see item 10 of this April 28, 2016 agenda) and approve the receipt of approximately \$1.6 million from non-governmental and partner agencies for the program.

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 Foundation Exhibit E16-04-F02*

President Horn adjourned the meeting at 2:51 pm.

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