

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

Minutes — August 27, 2015

Transportation Council Room

616 Six Flags Drive  
Arlington, Texas

President Horn called the regular meeting of the North Central Texas Council of Governments Executive Board to order on August 27, 2015, at 1:05 pm. There being no quorum present, President Horn asked for the Status report on the Budget while waiting for other Board members to arrive.

**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  
Michael Glaspie, Councilmember, City of Arlington  
Clay Jenkins, County Judge, Dallas County  
Lee Kleinman, Councilmember, City of Dallas  
Dan McClendon, Mayor Pro Tem, City of Burleson  
Kevin Strength, Mayor, City of Waxahachie  
Chris Watts, Mayor, City of Denton  
Laura Wheat, Mayor, Town of Westlake

**Members of the Board Absent:**

Kathryn Wilemon – Past President, Councilmember, City of Arlington  
J.D. Clark, County Judge, Wise County  
Kelly Allen Gray, Councilmember, City of Fort Worth  
Jeff Leach, State Representative  
Bobbie Mitchell, Commissioner, Denton County  
Keith Self, County Judge, Collin County  
B. Glen Whitley, County Judge, Tarrant County

**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  
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  
David Raybuck, Research and Information Services  
Lori Clark, Principal Planner, Transportation  
Clay Dilday, Tech Program Supervisor, 9-1-1  
Richard Michael, Budget Manager, Administration  
Mindy Mize, Program Manager, Transportation  
Carmen Morones, HR Manager  
James Powell, Assistant Council, Transportation

Shannan Ramirez, Chief Accounting Officer, Administration  
LeAnna Russell, Technical Coordinator, 9-1-1  
Shannon Stevenson, Program Manager, Transportation  
Mark Brown, Program Manager, 9-1-1  
Randy Richardson, Fiscal Analyst, Workforce  
Sarah Chadderdon, Senior Planner, Transportation  
Jessie Shadowens, Special Projects Supervisor, Administration  
Harrison, Wicks, Special Projects Mgmt. Analyst, Administration  
Pamela Burns, Communications Supervisor, Transportation  
Kay O'Dell, Manager, Workforce Development  
Christie Gotti, Senior Program Manager, Transportation  
Carolyn Williamson, Intern, Regional Training Center  
Kelley Fontenot, Child Care Manager, Workforce Development  
Cori Reaume, Administrator, Regional Training Center  
Vivica Parker, Grants & Contracts Coordinator, Transportation  
Candice Forsyth, Administrative Assistant, Emergency Preparedness  
Brent Archer, Specialist, Emergency Preparedness  
Marti Mason, Fiscal Analyst, Administration  
Carmen Morones, HR Manager

**Visitors Present:**

Eric Dominguez, Legislative Coordinator, City of Dallas  
Leigh Collins, Deputy District Director, Senator Konni Burton  
David Jones, SVP, Principal, Mission Critical Partners  
Tony Herr, Technical Project Manager

**REGULAR SESSION**

**ACTION:**

**Item 16. Status Report on Fiscal Year 2016 Proposed Budget**

Monte Mercer, Deputy Executive Director, informed the Board that prior to the meeting, the Finance/Personnel Committee reviewed the proposed Fiscal Year 2016 Budget. He highlighted portions of the budget, explaining that the program structure is very similar to previous budgets. He reported that annual dues from the membership comprise less than 1% of the total budget and the per capita rate for membership has not changed. He pointed out that the total expenditures are \$199,310,866, with approximately 86% of programs funded by state and federal grants and with the remainder local funding. Fiscal controls are established by the individual funding grants and contracts. He recognized Councilmember Lombard, Chair of the Finance/Personnel Committee, who commended the staff for their work.

Mayor Pro Tem Smith arrived at the meeting.

**Item 1. Approval of Minutes**

President Horn stated that a quorum of members was now present and entertained a motion on approval of the minutes from the July Board meeting.

Upon a Motion by Councilmember Kleinman (seconded by Mayor Pro Tem Smith), and unanimous vote of all members present, the Board approved the minutes of the July Executive Board meeting.

**Item 2. Resolution Authorizing 37-Month Lease Extension of Office Space for Workforce**

David Setzer, Director of Workforce Development, explained that the Child Care Quality Program needs storage space for equipment and educational resources until delivery of these materials can be made to child care centers. To accommodate this need, NCTCOG, in its capacity as Administrative Entity and designated Grant Recipient/Fiscal Agent of the Workforce Board, leased 2,242 square feet of space in the Centerpoint One building for one year beginning on December 1, 2014, and is requesting to extend the lease for an additional 37 months beginning on December 1, 2015, at \$15.50 per square foot.

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

*See Exhibit E15-08-2*

**Item 3. Resolution Authorizing Contract for the Microwave and Layer 2 Terrestrial Alternate Network and System Integration with SD-WAN**

Christy Williams, Director of 9-1-1 Programs, asked the Board to authorize a contract with General Datatech, LP (GDT) in an amount not to exceed \$8,000,000 for the Microwave and Layer 2 Terrestrial Alternate Network and System Integration with SD-WAN (Software Defined Wide Area Network) program. She reminded the Board that they approved the program in July of 2015. This alternate network will provide the necessary capacity for the deployment of other NG9-1-1 services, including enhanced mapping and video. A SD-WAN will integrate the new networks with existing 9-1-1 networks.

During the procurement process, questions arose regarding the Layer 2 Terrestrial portion of the network and the costs associated with leasing space on private towers. 9-1-1 Program staff plan to bring these portions of the procurement back for approval at a future date.

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

*See Exhibit E15-08-3*

**Item 4. Resolution Authorizing Contract Amendment for 9-1-1 Next Generation Core Components**

Christy Williams, Director of 9-1-1 Programs, explained that NCTCOG made the first step in transitioning to Next Generation 9-1-1 in 2011 with the competitive procurement of the core components from NextGen Communications, Inc., (a wholly owned subsidiary of TeleCommunications Systems, Inc.) She said this request is for approval to amend the contract with NextGen for support and maintenance of the existing Next Generation 9-1-1 solution's core features, network, and components through August 31, 2019 and increase the total to a not to exceed amount of \$7,800,000. NCTCOG intends to competitively re-procure these 9-1-1 Next Generation Core Components and Services for periods beyond August 2019. This amendment will not include the GeoComm GIS Emergency Call Routing Function (ECRF) components that were part of the original procurement. It will be negotiated separately before the end of the original agreement in June 2016.

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

*See Exhibit E15-08-4*

**Item 5. Resolution Authorizing Contract for the Build Out of 9-1-1 Offices and Lab Space**

This item was postponed.

**Item 6. Resolution Authorizing Contract with Mission Critical Partners for NG9-1-1 Strategic Consulting Services**

Christy Williams, Director of 9-1-1 Programs, explained that 9-1-1 has utilized the consulting services of Mission Critical Partners (MCP) with great success for the past two years. MCP has been an integral part of some of the Program's most challenging projects such as ESiNet, Continuity of Operations Planning (CoOP), 9-1-1 CPE procurement, Microwave network, and Certified Telecommunications Utility (CTU) application. She asked the Board to authorize the renewal of a two (2) year contract for Next Generation 9-1-1 Strategic Consulting Services in an amount not to exceed \$1,250,000.

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

*See Exhibit E15-08-6*

**Item 7. Resolution Authorizing Contract Amendment with Matrix Resources, Inc., for Public Employee Benefits Cooperative Application Implementation Services**

David Raybuck, Chief Technology Officer, Research & Information Services, explained that this amendment would increase the total not to exceed amount of a contract with Matrix Resources, Inc, that was authorized by the NCTCOG Executive Board in October 2014. The contract was for the rewrite of an employee benefits software application in an amount not to exceed \$450,000. The additional costs will not exceed \$110,000, for a new total not to exceed amount of \$560,000, and will be funded out of annual funds provided to NCTCOG by the Public Employee Benefits Cooperative (PEBC). The increase in funds will be used to help ensure that NCTCOG has adequate resources to fully implement the newly rewritten PEBC benefits application during the initial launch and open enrollment periods from September 5, 2015 to December 31, 2015.

Upon a Motion by Deputy Mayor Pro Tem Archer (seconded by Mayor Watts), and unanimous vote of all members present, the Board approved the resolution as presented.

*See Exhibit E15-08-7*

**Item 8. Resolution Re-Approving the Receipt of Funds for Planning and Implementation Programs in FY2015**

Michael Morris, Director of Transportation, explained that the Texas Department of Transportation (TxDOT) is requesting an updated Board resolution re-approving the receipt of funds for continuation and enhancement of existing transportation and air quality initiatives and new projects in Fiscal Year (FY) 2015, which was originally approved by the Board in June 2012. The Board would re-approve the receipt of Surface Transportation Program-Metropolitan Mobility (STP-MM), Congestion Mitigation and Air Quality Improvement Program (CMAQ), Regional Toll Revenue (RTR), and associated local match funds of approximately \$16.59 million.

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

*See Exhibit E15-08-8*

**Item 9. Resolution Authorizing the Receipt of Funds for Planning and Implementation Programs**

Michael Morris, Director of Transportation, explained that on August 13, 2015, the RTC authorized the receipt of Surface Transportation Program-Metropolitan Mobility (STP-MM), Congestion Mitigation and Air Quality Improvement Program (CMAQ), Regional Toll Revenue (RTR) and associated local match funds of approximately \$45.2 million for planning and implementation programs to be administered and managed by NCTCOG in Fiscal Years 2016 through 2018. NCTCOG anticipates approximately \$21.9 million of the \$45.2 million will be awarded to local governments, TxDOT, consultants, and other outside partners through calls for projects, consultant procurement initiatives, and other coordinated partnerships. Contracts and agreements resulting from funding opportunities will be brought back to the Board.

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

*See Exhibit E15-08-09*

**Item 10. Resolution Authorizing the Receipt of Funds and Execution of Necessary Agreements for Implementation of Various Federal Transit Administration Programs**

Michael Morris, Director of Transportation, asked the Board to authorize the submission of federal grant applications to and the receipt of approximately \$4.4 million from the Federal Transit Administration (FTA) for FY 2014 and FY 2015 Urbanized Area Formula Program and Enhanced Mobility of Seniors and Individuals with Disabilities Program funds. He explained that on August 13, 2015, the Regional Transportation Council (RTC) awarded \$2,900,000 in Urbanized Area Formula Program funds to Dallas Fort Worth International Airport and Catholic Charities of Fort Worth. The RTC also awarded \$1,500,000 in Enhanced Mobility of Seniors and Individuals with Disabilities Program funds to Kaufman County Senior Citizen Services, the Community Council of Greater Dallas, and Senior Center Resources and Public Transit (SCRPT).

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

*See Exhibit E15-08-10*

**Item 11. Resolution Authorizing Participation in the National Association of Regional Councils' Grant Application to the Department of Energy for the Alternative Fuel and Advance Vehicle Procurement Aggregating Initiatives Program**

Michael Morris, Director of Transportation, explained that the National Association of Regional Councils (NARC) has asked NCTCOG and several other regional planning councils across the country to partner in a grant application to the US Department of Energy (DOE). The funding opportunity is offered by the DOE's Office of Energy Efficiency and Renewable Energy, through the Alternative Fuel and Advance Vehicle Procurement Aggregating Initiatives. If awarded, NCTCOG will receive approximately \$120,000 in federal DOE funds and will be responsible for an in-kind match of 30 percent of federal funds, which will be provided by project partners.

This initiative will support the petroleum reduction efforts of the DOE Clean Cities program throughout the country, including The Dallas-Fort Worth Clean Cities Coalition, which is housed within NCTCOG. It will also support existing agency efforts to provide shared service cooperative purchasing options to local governments. NCTCOG will partner with local fleets, NARC, technical project support partners, and other regional planning councils to develop and implement effective purchasing and procurement processes that will coordinate orders of alternative fuel vehicles and technologies in order to reduce incremental costs, and increase deployment. Councilmember Kleinman left the meeting to take a phone call.

Judge Jenkins arrived at the meeting.

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

*See Exhibit E15-08-11*

**Item 12. Resolution Authorizing Receipt of Texas Commission on Environmental Quality Funds for the AirCheckTexas Program**

Michael Morris, Director of Transportation, explained that the 84th Texas Legislature fully funded the Low Income Vehicle Repair Assistance, Retrofit and Accelerated Vehicle Retirement Program (LIRAP), also known as the AirCheckTexas Drive a Clean Machine Program for each fiscal year of the 2016–2017 biennium. The Dallas-Fort Worth nonattainment area will receive approximately \$21.6 million for Fiscal Year 2016. He asked the Board to authorize receipt of Texas Commission on Environmental Quality funds through the nine participating counties for approximately \$21.6 million.

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

*See Exhibit E15-08-12*

**Item 13. Resolution Endorsing Contract Amendment with the Texas Commission on Environmental Quality for Air Quality Technical Assistance**

Michael Morris, Director of Transportation, told the Board that the Texas Commission on Environmental Quality (TCEQ) assists in funding programs specified in the federal Clean Air Act, the Texas Clean Air Act, federal and State rules and regulations, and other ad hoc-related technical matters. The current agreement with TCEQ expires on August 31, 2015 and TCEQ has proposed an amendment for continued technical support over the next year, including additional funding of approximately \$100,000 for NCTCOG staff (for a total contract amount of \$600,000). NCTCOG executed the contract amendment on August 15, 2015, as requested by the TCEQ, in order to meet internal TCEQ procedures.

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

*See Exhibit E15-08-13*

**Item 14. Resolution Authorizing the Transfer of Transit Buses through Regional Transit Vehicle Loaner Program**

Michael Morris, Director of Transportation, explained that in August, the Regional Transportation Council (RTC) formalized a Regional Transit Vehicle Loaner Program that will enable older transit vehicles that have been replaced or are no longer needed at small transit providers to be transferred to other transit agencies in the region. This will maximize the use of these federal assets and address transit provider needs for buses. NCTCOG intends to transfer four vehicles from Span, Inc., that are near the end of their useful life and for which NCTCOG is the lienholder. The vehicles will be transferred to the Denton County Transportation Authority (DCTA) through a grantee-to-grantee transfer, with FTA approval.

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

*See Exhibit E15-08-14*

Councilmember Kleinman returned to the meeting.

**APPOINTMENTS:**

**Item 15. Appointments to Executive Board Standing Committees**

Mike Eastland, Executive Director, asked the Board to approve appointments by President Horn to the four Executive Board standing committees, as follows:

2015 - 2016 Executive Board Committee Appointments

APPOINTMENTS

Kathryn Wilemon, Chair  
Bruce Archer  
J.D. Clark  
Michael Glaspie  
Jeff Leach, Ex Officio  
Laura Wheat

AUDIT

Lissa Smith, Chair  
Kelly Allen Gray  
Clay Jenkins  
Lee Kleinman  
Keith Self  
Glen Whitley

LONG RANGE PLANNING

John Horn, Chair  
Tom Lombard  
Lissa Smith  
Kathryn Wilemon

FINANCE/PERSONNEL

Tom Lombard, Chair  
Dan McClendon  
Bobbie Mitchell  
Kevin Strength  
Chris Watts

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

*See Exhibit E15-08-15*

**STATUS REPORTS:**

**Item 16. Status Report on Fiscal Year 2016 Proposed Budget**

This item was taken as the first item.

**Item 17. Status Report on National Preparedness Month**

Molly McFadden, Director of Emergency Preparedness, reminded the Board that September is National Preparedness Month, which is sponsored by the *Ready* Campaign in partnership with Citizen Corps. This year's

there is ***Don't Wait. Communicate. Make Your Emergency Plan Today.*** She encouraged the Executive Board to participate in preparedness activities and to encourage local governments to increase preparedness at the citizen level by supporting National Preparedness Month. Individuals, families, organizations and businesses are encouraged to use America's PrepareAthon! Materials available at [www.ready.gov/prepare](http://www.ready.gov/prepare).

The campaign is designed to encourage Americans to take simple steps to prepare for emergencies, and culminates on September 30, 2015 with National PrepareAthon! Day. The campaign emphasizes:

1. Preparing up-to-date contact information for those you may need to get in touch with during a disaster
2. Establishing alternate methods of communication in case traditional means are not available
3. Developing a [family emergency communication plan](#) to prepare for disasters
4. Testing the [family emergency communication plan](#)

KnowWhat2Do is the regional public education campaign for people in the 16-county NCTCOG region.

**Item 18. Status Report on Texas Department of State Health Services (DSHS) Emergency Support Function (ESF) 8 Tabletop Exercise**

Molly McFadden, Director of Emergency Preparedness, briefed the Board on the Health Region 2/3 tabletop exercise aimed at increasing regional capabilities to respond to infectious disease events. The exercise has been requested by the Texas Department of State Health Services (DSHS), which will fund the effort through the Public Health Emergency Preparedness (PHEP) grant program in an amount of approximately \$57,785.

NCTCOG will conduct a contractor-facilitated table top exercise (TTX) to determine gaps in regional infectious disease response plans. NCTCOG will then coordinate with the contractor to develop a Regional Response Plan for the project.

**Item 19. Status Report on Industry Sponsorships in Support of Aviation Education and Air Quality Outreach**

Michael Morris, Director of Transportation, briefed the Board on the \$14,000 received and the \$17,750 anticipated for sponsorships by industry partners in support of two NCTCOG programs:

**1. Aviation Education**

The aviation education Web site, [www.NCTaviationcareers.com](http://www.NCTaviationcareers.com), provides outreach to students, teachers, and parents and offers tools and information about aviation-related careers in North Central Texas. Sponsorships received through this program will provide sustainability for the Web site and support ongoing outreach efforts.

**2. The Dallas-Fort Worth (DFW) Clean Cities Coalition**

The DFW Clean Cities Coalition program provides education and outreach activities to the area's fleets, community leaders, and citizens, as well as assists in the increase of alternative fuel vehicles/advanced vehicle technologies and fueling/charging infrastructure. Sponsorships received will provide resources needed to hold workshops and seminars, provide comprehensive educational materials, and work with area citizens and transportation professionals to develop and implement green transportation policies and projects.

The grand total of funds received and anticipated thus far is \$17,750.

**RECEIVED**

Air Quality- Clean Cities Program

Thermo King/Convoy Servicing	\$250
Gladstein, Neandross, and Associates	\$5,000
GAIN Clean Fuel	\$250
Lightning Hybrids	\$500
United Soybean Board	\$2,000
Nissan	\$1,000

Aviation Program

Lockheed Martin	\$5,000
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**ANTICIPATED**

Air Quality- Clean Cities

Nissan	\$1,125
ChargePoint	\$1,500
NRG EVGo	\$1,125

**Item 20. Old and New Business**

There was no old or new Business.

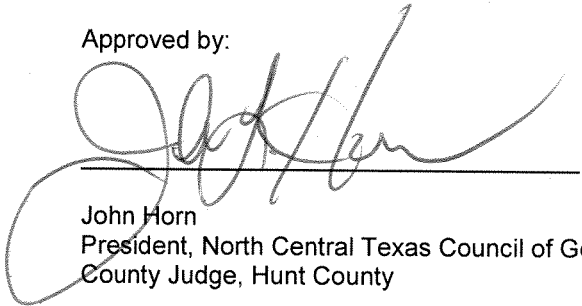
**Item 21. Attendance and Calendar**

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

**MISCELLANEOUS:**


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

Approved by:



John Horn  
President, North Central Texas Council of Governments  
County Judge, Hunt County

Checked by:



Mike Eastland, Executive Director  
North Central Texas Council of Governments