

# NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS EXECUTIVE BOARD MEETING

Minutes — June 27, 2024

Transportation Council Room | 616 Six Flags Drive | Arlington, Texas

The NCTCOG Executive Board meeting was conducted as a videoconference meeting that was live broadcast at <https://nctcog.swagit.com/live>. The presiding officer, President Hill, was present at the physical location, 616 Six Flags Drive, Arlington, Texas, which was open to the public during all open portions of the meeting.

President Hill called the regular meeting of the North Central Texas Council of Governments Executive Board to order at 12:45 on June 27, 2024. Mike Eastland took attendance and determined that a quorum was physically present.

### Members of the Board Present:

- |                     |                        |
|---------------------|------------------------|
| 1. Chris Hill       | 8. Rick Horne          |
| 2. Victoria Johnson | 9. Brandon J. Huckabee |
| 3. Jennifer Justice | 10. Clay Jenkins       |
| 4. Bill Heidemann   | 11. Todd Little        |
| 5. David Bristol    | 12. Cara Mendelsohn    |
| 6. Carlos Flores    | 13. Bobbie Mitchell    |
| 7. T.J. Gilmore     | 14. Tim O'Hare         |

### Members of the Board Absent:

1. Bowie Hogg
2. Kameron Raburn
3. Nick Stanley
4. Victoria Neave Criado

### Members of the Staff Present:

Mike Eastland, Monte Mercer, Susan Alvarez, Tim Barbee, Doni Green, Michael Morris, Maribel Martinez, Phedra Redifer, Randy Richardson, Jerri Watson, Ken Kirkpatrick, James Powell, Michael Bort, Tom McLain, Jessie Shadowens-James, Jon Blackman, Lisa Sack, Danielle McClelland, Diana Carranza, Casey Cannon, Carl Singleton, Erin Blackman, Sarah Foxx, Rami Tafesh, Lori Clark, Christie Gotti, Deidre Hamid, Reba Bacon, Shawn Dintino

### Visitors Present:

Mary Mounce | Northwest ISD; Rob Barthen | GrantWorks

## REGULAR SESSION

### PUBLIC COMMENT ON AGENDA ITEMS

President Hill opened the meeting for public comment and asked if there was anyone present wishing to speak. There being no one, he proceeded with the meeting.

### ACTION:

#### Item 1 Approval of Minutes

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

Upon a Motion by Judge Little (seconded by Mayor Heidemann), and unanimous vote of all members present, the Board approved the minutes of the April Executive Board meeting.

### CONSENT AGENDA ITEMS:

Items 2 – 7 were posted on the agenda as Consent Items.

- Item 2      **Resolution Authorizing Contracts for Charter Bus Services**
- Item 3      **Resolution Authorizing Contracts for Property Cleanup, Tree Trimming & Debris Removal Services**
- Item 4      **Resolution Authorizing Agreements for the Receipt of Funds for Planning and Implementation Programs from the Texas Department of Transportation**
- Item 5      **Resolution Authorizing the Receipt of Additional Federal Transit Administration Formula Funds**
- Item 6      **Resolution Authorizing Agreement for Receipt of Funds from the Texas Commission on Environmental Quality**
- Item 7      **Resolution Authorizing McKinney Workforce Center Lease Amendment**

*Judge Jenkins entered the meeting.*

Upon a Motion by Councilmember Mendelsohn (seconded by Commissioner Mitchell), the Board unanimously approved the Consent Agenda Items 2 – 6 as posted, with the exception of Item 7. Judge Hill requested Item 7 be pulled for Individual Consideration.

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

- Item 7      **Resolution Authorizing McKinney Workforce Center Lease Amendment**

Item 7, Resolution Authorizing McKinney Workforce Center Lease Amendment was pulled by Judge Hill from the Consent Agenda Items for Individual Consideration.

Lisa Sack, Senior Fiscal Manager of Administration, was available to answer questions regarding the Board request for the authorization of the McKinney Workforce Center Lease Amendment workforce center located at 291 W. Eldorado Pkwy in McKinney, Texas. The center is owned by DFA, LTD and encompasses 12,160 square feet of office space at a price of \$21.00 per square foot (excluding janitorial services) and is scheduled to end on December 31, 2026.

The item as presented stated that the lease currently includes language which allows the landlord to pass through as additional rent any annual increases in property taxes over the 2020 base year amount. The 2020 base year property tax amount was \$27,757.31, followed by increases in the subsequent three (3) years as follows:

- 2021: \$48,338.81, increase over base year of \$20,581.50
- 2022: \$55,535.89, increase over base year of \$27,778.58
- 2023: \$54,199.12, increase over base year of \$26,441.81
- 2021-2023 total increase over base year: \$74,801.89

The lease stipulates that the landlord will provide a statement on an annual basis for increases, if any, in real estate taxes over the base year. Landlord failed to provide said statements in 2021 and 2022 but instead included them in the statement for 2023 which he provided in January 2024.

Judge Hill questioned if the landlord was entitled to retroactively receive payment for the increases in property taxes for 2021 and 2022 since the statements were not timely filed. It was stated that after review of the lease language, legal counsel determined that the payments were owed. Judge Hill then asked if the Workforce Board recommended making these retroactive payments. Staff responded that the Workforce Executive Committee had recommended that the NCTCOG Executive Board make these payments. Executive Board member Bristol, who also is Chair of the Workforce Board, confirmed that this was the case.

Judge Little asked if there was sufficient funding to cover the 2021 and 2022 tax increases. Lisa explained that through a negotiated settlement, the 2021 and 2022 increases would not be paid in cash. Instead, the landlord agreed to waive the lease requirement specified for the pass through of property taxes over the base year amount. In exchange for this modification, the rental rate would be increased effective January 1, 2024, to an average price per square foot not to exceed \$23.47 including base rent, taxes, insurance, common area maintenance and electric but excluding janitorial amounts. NCTCOG's real estate broker has confirmed that this negotiated rental rate is well

within market rates. NCTCOG staff recommend the amended lease terms due to the favorable price and anticipated cost savings throughout the remainder of the lease term.

Exhibit: 2024-06-07-WD

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

**Item 8 Resolution Authorizing a Contract with Bidnet Direct for Contract Lifecycle Management and eProcurement Software Solution**

Randy Richardson, Director of Administration, requested Board authorization to enter into a contractual agreement with Bidnet Direct for eProcurement and Contract Lifecycle Management (CLM) software services for a maximum five (5) year term and in an amount not to exceed \$600,000. An agency-wide project was conducted in an effort to enhance the agency's CLM and e-procurement processes by streamlining the procurement activities, compliance improvements, and increasing efficiency across departments. The committee followed a structured evaluation process which included: needs assessment, market research, vendor demos/interviews, and scoring/ranking. Based on the evaluation criteria, Bidnet Direct is being recommended and will be available utilizing Texas Department of Information Resources (DIR) cooperative contract # DIR-CPO-4727.

Exhibit: 2024-06-08-AA

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

**Item 9 Resolution Authorizing a Contract with Civic Marketplace, Inc., for Strategic Outreach and Organizational Enhancement Services for the TXShare Program**

Randy Richardson, Director of Administration, requested Board authorization to enter into a contractual agreement with Civic Marketplace, Inc. for Strategic Outreach and Organizational Enhancement Services for a maximum eleven (11) year term through the TXShare Cooperative Purchasing Program.

A Request for Proposal (RFP #2024-057) was issued with key expectations including:

- Increasing the program's presence in public procurement
- Innovation in Procurement Practices
- Technology Integration
- Stakeholder Engagement and Collaboration
- Policy and Regulatory Considerations and Opportunities
- Market Analysis and Intelligence
- Equity and Outreach
- One-stop shop, online marketplace

Following a demonstration of the system, the evaluation committee is recommending engaging Civic Marketplace, Inc. for Strategic Outreach and Organizational Enhancement Services for the TXShare Cooperative Purchasing Program. Compensation for the services provided by Civic Marketplace will be paid as a percentage share of administrative fees owed NCTCOG on TXShare contracts.

Exhibit: 2024-06-09-AA

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

**Item 10 Resolution Endorsing Application to the Texas Health and Human Services Commission for Grants to Improve Local Dementia Support**

Doni Green, Director of Area Agency on Aging, requested Board endorsement for the submittal of a grant application to Texas Health and Human Services (HHSC) under the Grants to Improve Local Dementia Support (GILDS) in the amount of approximately \$150,000. If awarded, NCTCOG proposes to utilize the GILDS funds to increase education opportunities for the public and caregivers, increase community clinical linkages among health providers and systems, public health agencies, and community-based organizations; and gather data to assess effectiveness and sustainability of GILDS activities. Additionally, the funds will be used to satisfy the 25%

match (or \$334,000 over the four-year period of performance) for the NCTCOG administered federal Alzheimer's Disease Programs Initiative grant (ADPI).

Exhibit: 2024-06-10-AG

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

**Item 11 Resolution Authorizing a Contract with Burns and McDonnell Engineering Company, Inc. for Solid Waste Administration and Solicitation Support**

Susan Alvarez, Director of Environment and Development, requested Board authorization to enter into a contractual agreement with Burns and McDonnell Engineering Company, Inc. for Solid Waste Administration and Solicitation Support in an amount not to exceed \$90,000. She explained that the Executive Board approved allocation of solid waste funds for a regional project back in September 2023 to assist communities with populations of 10,000 or less in the development and modification of solid waste management programs through a document library of existing contracts, templates, and best practices. At the request of the Resource Conservation Council (RCC), NCTCOG's solid waste advisory committee, a Request for Proposals (RFP) #2024-060 was issued and received one responsive proposal. Following evaluation from a committee comprised of regional subject matter experts from the RCC, a contract is being recommended for award to Burns and McDonnell Engineering Company, Inc.

Exhibit: 2024-06-11-ED

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

**Item 12 Resolution Authorizing a Contract with Kezzler Group, LLC for Strategic Structural Alignment and Implementation Consulting Services**

Phedra Redifer requested Board authorization to enter a contractual agreement with Kezzler Group, LLC for Strategic Structural Alignment and Implementation Consulting Services, for a maximum three (3) year term and in a cumulative amount not to exceed \$375,000.00. A Request for Proposal (RFP) #2024-067 was issued and returned two (2) responsive proposals. Following evaluation by a committee comprised of NCTCOG staff, the committee recommended award to Kezzler Group, LLC to assist in supporting the North Central Texas Workforce Development Board's Strategic Plan/Vision. The Workforce Board Executive Committee reviewed and recommended approval of the contract at its June 18, 2024, meeting.

Exhibit: 2024-06-12-WD

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

**Item 13 Resolution Authorizing Contracts with North Central Texas Council of Governments' Traffic Incident Management Training Instructors**

Michael Morris, Director of Transportation, requested Board authorization in an amount not to exceed \$315,000 Surface Transportation Block Grant Program funds with Contracts for the Traffic Incident Management (TIM) Training Program with the instructors identified in Attachment 1. The goal of the TIM Training Program is to initiate a common, coordinated response to traffic incidents that build partnerships, enhance safety for emergency personnel, reduce upstream traffic crashes, improve the efficiency of the transportation system, and improve air quality in the Dallas-Fort Worth region. A Request for Qualifications (RFQ) was issued on November 10, 2023 and March 22, 2024 and received nine (9) responses. Upon evaluation from the Selection Committee, awards are being recommended to all nine of the individuals who responded with a term of one to three years. Regional Transportation Development Credits in an amount not to exceed 63,000 will be used in lieu of a local match.

**ATTACHMENT 1  
NCTCOG TIM TRAINING PROGRAM QUALIFIED INSTRUCTORS**

	<b>Instructor</b>	<b>Training Discipline</b>	<b>Title</b>
1	Ronald Moore	Fire	Independent Fire Instructor
2	Daniel Plumer	Police	Captain
3	Timothy Fornash	Police/Fire	Police Officer
4	Charles Yancey	Fire	Captain
5	Anthony White	TxDOT/Traffic Operations	Special Jobs Coordinator II
6	Rick Chron	Tow Services	Retired General Manager
7	John Key	Fire	Retired Fire Captain
8	John James	Tow Services	Dispatch Operations Manager
9	Kareen Williams	NTTA/Traffic Operations	Roadside Safety Services Manager

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

**Item 14 Resolution Endorsing Redesignation of NCTCOG as Host Agency of the Dallas-Fort Worth Clean Cities Coalition**

Michael Morris, Director of Transportation, requested Board endorsement for the redesignation of NCTCOG as the Host Agency of the Dallas-Fort Worth Clean Cities Coalition (DFWCC). He explained that NCTCOG has served as the Department of Energy (DOE) designated host agency of the DFWCC since 1995 and that they were notified that a redesignation process is necessary to continue participating in the Clean Cities and Communities partnership as host agency and to also demonstrate NCTCOG's commitment to support coalition activities. Participation in the Clean Cities and Communities network continues to bring value to our local governments by reducing air pollution from the transportation sector. Staff plans to hold a redesignation meeting and webinar with the DOE and stakeholders in October 2024. Following this meeting, this item will be brought back to the Executive Board for endorsement of the coalition's intent to continue participating in the national partnership and pursue redesignation.

Exhibit: 2024-06-14-TR

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

**Item 15 Resolution Endorsing the 2025-2028 Transportation Improvement Program for North Central Texas**

Michael Morris, Director of Transportation, requested Board endorsement for the recently completed development of the 2025-2028 Transportation Improvement Program (TIP) for North Central Texas, which was approved by the Regional Transportation Council (RTC), at its June 13, 2024 meeting. The TIP is a staged, multi-year program of projects approved for funding by federal, State, and local sources within the Dallas-Fort Worth area and contains over \$9 billion in projects and programs. A copy of the TIP document, including the project listings, can be viewed online at <https://www.nctcog.org/trans/funds/tip/transportation-improvement-program-docs/2025-2028tip>.

Exhibit: 2024-06-15-TR

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

**APPOINTMENTS:**

**Item 16 Appointment of Officers for the Surface Transportation Technical Committee and Notification of Regional Transportation Council Officers for the 2024-2025 Term**

Michael Morris, Director of Transportation, requested Board approval for the appointment of the following officers for the Surface Transportation Technical Committee (STTC):

- 1. G. "Gus" Khankarli, P.E., Chair, City of Dallas
- 2. Ricardo Gonzalez, Vice Chair, TxDOT, Fort Worth
- 3. Brian Shewski, P.E., PTOE, Secretary, City of Plano

The STTC provides technical expertise and review of the surface transportation planning process for the Regional Transportation Council (RTC). Members on STTC are staff personnel nominated by their respective governments or agencies and include at least one member from each jurisdiction and agency represented on the RTC. Membership is selected by formula based on the most recently approved population and employment data from NCTCOG with adjustments performed in June of even-numbered years.

Additionally, he provided the new Regional Transportation Council officers for 2024-25; Clay Lewis Jenkins, Chair, County Judge, Dallas County; Rick Bailey, Vice Chair, Commissioner, Johnson County; and Brandon Jones, Secretary, Councilmember, City of Lewisville.

Exhibit: 2024-06-16-TR

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

**STATUS REPORTS:**

**Item 17 Status Report - Presentation of 2024 Current Population Estimates**

Brian Lister, Senior Research Data Analyst, presented the *2024 Current Population Estimates* for the North Central Texas region. The report included estimated population totals for all cities over 1,000 in population, and for each of the 16 counties. The U.S. 2020 Census base-year figures and revised estimates for 2023 were also provided as part of the presentation showing a regional growth of 196,546. NCTCOG's population estimates are often cited and are recognized for their coverage, timeliness, and uniqueness.

Exhibit: 2024-06-17-RIS

**MISCELLANEOUS:**

**Item 18 Old and New Business**

Judge Hill asked the Board if they were interested in having a new Legislative Committee and requested that members notify him of their interest in serving on it. Mike Eastland stated that new member Board Orientation would take place next month on the July 25<sup>th</sup> meeting. He mentioned that the Budget/Finance Committee meeting would be pushed back to August. Additionally, it was decided to change the Executive Board meeting start time to 1:00 pm starting in July.

**Item 19 Attendance and Calendar**

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

President Hill adjourned the meeting at 1:38 pm

Approved by:



Chris Hill, President  
North Central Texas Council of Governments  
County Judge, Collin County

Checked by:



Mike Eastland, Executive Director  
North Central Texas Council of Governments