

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

Minutes — December 21, 2017

Transportation Council Room

616 Six Flags Drive  
Arlington, Texas

President Lombard called the regular meeting of the North Central Texas Council of Governments Executive Board to order at 12:45 pm on December 21, 2017.

**Members of the Board Present:**

1. Tom Lombard – President, Councilmember, City of North Richland Hills
2. Kevin Strength – Vice President, Mayor, City of Waxahachie
3. J.D. Clark – Secretary/Treasurer, County Judge, Wise County
4. Douglas Athas, Mayor, City of Garland
5. Kelly Allen Gray, Councilmember, City of Fort Worth
6. Clay Jenkins, County Judge, Dallas County
7. Curtistene McCowan, Mayor, City of DeSoto
8. Bobbie Mitchell, Commissioner, Denton County
9. Keith Self, County Judge, Collin County
10. Ray Smith, Mayor, City of Prosper
11. B. Glen Whitley, County Judge, Tarrant County
12. Kathryn Wilemon, Councilmember, City of Arlington
13. Bruce Wood, County Judge, Kaufman County
14. Paul Voelker, Mayor, City of Richardson

**Members of the Board Absent:**

1. Lissa Smith – Past President, Previous Mayor Pro Tem, City of Plano
2. Lee Kleinman, Councilmember, City of Dallas
3. Nick Sanders, Mayor, Town of Trophy Club
4. Ron Simmons, State Representative

**Members of the Staff Present:**

Mike Eastland, Executive Director  
Monte Mercer, Deputy Executive Director  
Tim Barbee, Chief Information Officer, Research and Information Services  
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  
Heather Mazac, Compliance Legal Advisor, Administration  
Chris Klaus, Senior Program Manager, Transportation  
Shannon Stevenson, Program Manager, Transportation  
Amanda Wilson, Public Involvement Manager, Transportation  
Sandy Wesch, Project Engineer, Transportation  
Cody Derrick, Planner, Transportation  
Trey Salinas, Planner, Transportation

**REGULAR SESSION**

**ACTION:**

**Item 1 Approval of Minutes**

President Lombard stated that the first item on the agenda was approval of the minutes from the October 2017 Board meeting.

Upon a Motion by Judge Whitley (seconded by Councilmember Wilemon), and unanimous vote of all members present, the Board approved the minutes of the October 2017 Executive Board meeting.

**Item 2 Resolution Authorizing a Contract with The Personal Touch for Mailing Services**

Monte Mercer, Deputy Executive Director, explained that this contract will ensure more favorable pricing for multiple Agency departments that require mailing services. He asked the Board to authorize a contract with The Personal Touch for mailing services in a total amount not to exceed \$625,000. The initial two year contract term contains options to renew for up to three consecutive years for a maximum of five years.

Exhibit: 2017-12-02-AA

Mayor McCowan entered the meeting.

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

**Item 3 Resolution Authorizing Contracts for Promotional and Educational Items**

Monte Mercer, Deputy Executive Director, explained that because multiple Agency departments require promotional and educational items NCTCOG engaged in a competitive procurement to obtain the best value and quality. He recommended contracts with the following ten vendors, for maximum five year terms, and a cumulative amount not to exceed \$2,500,000. The vendors are: AM Conservation Group, Authentic Promotions.Com, Das Manufacturing, Inc., Ecoimprint LLC, Global Xpress Promotions, Joy Promotions, Inc. Label Systems, Inc., MGM Printing Services, Inc. Range Kleen Manufacturing, Inc., and WOW The Crowd Promotions. Required items will be purchased on an as needed basis according to price and availability from available funds acquired through local, state and federal funding sources.

Exhibit: 2017-12-03-AA

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

**Item 4 Resolution Approving the Fiscal Year 2018 and 2019 NCTCOG Regional Solid Waste Funding Plan**

Edith Marvin, Director of Environment and Development, explained the specific goals and objectives for achieving state, regional and local solid waste management strategies that are contained in the regional solid waste management plan, *Planning for Sustainable Materials Management in North Central Texas, 2015 – 2040*. The State has allocated approximately \$2.2 million to NCTCOG for the FY 2018 and FY 2019 biennium to advance the goals of the plan. The funds are generated from solid waste tipping fees and are allocated using a formula. The Solid Waste Funding Plan explains how NCTCOG intends to spend the allocated funds.

Exhibit: 2017-12-04-ED

Judge Jenkins entered the meeting.

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

**Item 5 Resolution Endorsing the 9-1-1 Strategic Plan 2018-2019**

Christy Williams, Director of 9-1-1 Programs, asked the Board to endorse the 9-1-1 strategic plan. The plan is required by the Commission on State Emergency Communications (CSEC) each biennium and has received approval from CSEC and the 9-1-1 Regional Advisory Committee. The Plan outlines maintaining the current level of service, as well as the specific projects necessary to achieve the transition from legacy 9-1-1 services to Next Generation 9-1-1, for which NCTCOG is an industry leader. It incorporates network, wireless, database, ALI maintenance, equipment maintenance, and public education and training.

Exhibit: 2017-12-05-911

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

**Item 6 Resolution Authorizing Execution of Agreements for Implementation of Various Federal Transit Administration Programs**

Michael Morris, Director of Transportation, explained that NCTCOG administers Federal Transit Administration (FTA) Urban Grant funds, which are given to specific transit providers and projects. If approved projects are cancelled or are not proceeding as intended, the Regional Transportation Council may reprogram funds to ensure that transit funds are not taken back due to non-use. He asked for authorization to reprogram funds and execute agreements for approximately \$7.2M from existing FTA Grants, as follows:

Amend DART Agreement:

- NCTCOG is authorized to amend an agreement with DART previously approved on May 23, 2016 to expand service to underserved areas of Dallas County consistent with RTC approval

Job Access/Reverse Commute Program:

- Fort Worth Transportation Authority (FWTA) for a federal amount not to exceed \$1,175,000
- Denton County Transportation Authority (DCTA) for a federal amount not to exceed \$227,000

New Freedom Program:

- Denton County Transportation Authority (DCTA) for a federal amount not to exceed \$240,000
- Dallas Area Rapid Transit (DART) for a federal amount not to exceed \$240,000

Enhanced Mobility of Seniors and Individuals with Disabilities Program:

- Dallas Area Rapid Transit (DART) for a federal amount not to exceed \$185,000

Exhibit: 2017-12-06-TR

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

**Item 7 Resolution Authorizing Agreement with the Denton County Transportation Authority**

Michael Morris, Director of Transportation, explained that the Environmental Protection Agency (EPA) has recommended full funding for the NCTCOG Clean Diesel Funding Assistance Program Fiscal Year 2017 proposal, which will replace older diesel vehicles and equipment with new, low-emissions vehicles or equipment. This subaward of up to \$471,603 in EPA dollars for Denton County Transportation Authority (DCTA) will be used to replace four transit buses with newer, lower-emitting vehicles, contingent on execution of an agreement with EPA for project funding.

Exhibit: 2017-12-07-TR

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

**Item 8 Resolution Authorizing a Contract with Burns & McDonnell Engineering Co., Inc., for Environmental Assistance on the Collin County Outer Loop Segment 3**

Michael Morris, Director of Transportation, explained that NCTCOG is coordinating with Collin County to complete the local environmental process for the Collin County Outer Loop Segment 3, using Regional Toll

Revenue funds received for that purpose. A proposal from Burns & McDonnell Engineering Co., Inc., in an amount not to exceed \$150,000 has been recommended by the Consultant Selection Committee to complete the scope of work for this project.

Exhibit: 2017-12-08-TR

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

**Item 9 Resolution Authorizing a Lease Agreement for the Weatherford Workforce Center**

David Setzer, Director of Workforce Development, explained that the lease for the Weatherford workforce center located at 126 College Park Drive, Suite 120, in Weatherford, Texas has an end date of January 31, 2018. The Texas Workforce Commission, which oversees Vocational Rehabilitation Services, has informed NCTCOG that, as a result of restructuring, seven Vocational Rehabilitation staff may be co-located to the Weatherford workforce center by January 2019. The current location cannot accommodate additional staff and he recommended renewing the current facility lease for one year while it explores the Weatherford market for larger, more suitable space. The lease agreement with CPCS Limited Partnership for the property would be for a one year term beginning February 1, 2018, in an amount not to exceed \$9.03 per square foot. An optional five year renewal term, at a negotiated market rental rate, is available subject to future Executive Board authorization.

Exhibit: 2017-12-09-WF

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

**Item 10 Resolution Authorizing Contracts with Lookup Properties and Lang Builders for Residential Repair**

Mike Hensley, Supervisor of Contract Services for Aging, explained that the 14-county Area Agency on Aging (AAA), administers a residential repair program through which it makes minor home modifications that are essential for residents' health and safety. AAA has approximately \$150,000 budgeted in FY 2018 for residential repair services. Through a competitive review process, a review committee recommended that contracts for these services be issued to Lookup Properties, as the primary contractor, and Lang Builders, as the secondary contractor. The contracts would be in effect for Federal Fiscal Years 2018 and 2019 (ending September 30, 2019) with an option to extend for up to three consecutive years, in a cumulative amount not to exceed \$995,000.

Exhibit: 2017-12-10-AG

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

Judge Wood left the meeting.

**APPOINTMENTS:**

**Item 11 Appointment to the North Central Texas Economic Development District Board (NCTEDD)**

Lucille Johnson, Assistant to the Executive Director, asked the Board to make one appointment to the North Central Texas Economic Development District Board. Sean Overeynder, Executive Director of Economic Development for the City of Ferris, would represent one of six seats designated for representatives of city populations less than 25,000. Each Board member serves a term of three years and may not serve more than three consecutive three-year terms, so long as they continue to meet qualifications for the category they represent.

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

## **STATUS REPORTS:**

### **Item 12 Status Report on Regional Toll Revenue Fund**

Michael Morris, Director of Transportation, reminded the Board that the region received \$3.2 billion from the North Texas Toll Authority (NTTA) as an upfront concession payment for the construction, operation, and maintenance of SH 121 (Sam Rayburn) Tollway. These funds were deposited in TxDOT Fund 6 of the Texas State Treasury. Additional funds have been added to that amount through accrued interest and construction of other revenue-generating facilities, such as:

- The President George Bush Turnpike Western Extension
- The DFW Connector
- IH 35E managed lanes
- IH 30 managed lanes
- LBJ East interim managed lanes
- 20 percent gross revenue on the President George Bush Extension

He explained that these funds have been used to fund over 200 surface transportation projects throughout the region and provided and discussed an updated table on programming, expenditures, credits, and balances of the RTR funds, by account, through October 31, 2017 (the latest available data from the Texas Department of Transportation (TxDOT)).

## **MISCELLANEOUS:**

### **Item 13 Old and New Business**

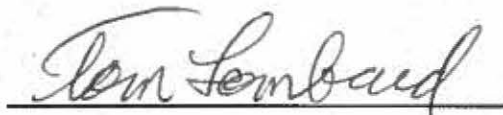
Mike Eastland explained that Mayor Strength had recently suggested that Executive Board members be given a NCTCOG lapel pin. He provided each member of the Board with a pin.

### **Item 14 Attendance and Calendar**

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

President Lombard adjourned the meeting at 1:50 pm.

Approved by:



Tom Lombard  
President, North Central Texas Council of Governments  
Councilmember, City of North Richland Hills

Checked by:



Mike Eastland, Executive Director  
North Central Texas Council of Governments