

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

Minutes — October 23, 2014

Transportation Council Room  
616 Six Flags Drive  
Arlington, Texas

President Wilemon called the regular meeting of the North Central Texas Council of Governments Executive Board to order at 12:50 p.m. on October 23, 2014

**Members of the Board Present:**

Kathryn Wilemon – President, Councilmember, City of Arlington  
John Horn – Vice-President, County Judge, Hunt County  
Daniel Scarth – Secretary/Treasurer, Councilmember, City of Fort Worth  
Stephen Terrell – Past President, Mayor, City of Allen  
Vonciel Jones Hill, Councilmember, City of Dallas  
Tom Lombard, Councilmember, City of North Richland Hills  
Laura Maczka, Mayor, City of Richardson  
Dr. Larry Marshall, Councilmember, City of Benbrook  
Keith Self, County Judge, Collin County  
Kevin Strength, Mayor, City of Waxahachie  
B. Glen Whitley, County Judge, Tarrant County

**Members of the Board Absent:**

Clay Jenkins, County Judge, Dallas County  
Toni Rose, State Representative  
Laura Wheat, Mayor, Town of Westlake

**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  
Angie Carson, Administrative Assistant, Transportation  
Bob Best, Audio/Video Comp Support Tech, Transportation  
Dan Kessler, Assistant Director of Transportation  
Ken Kirkpatrick, Transportation Counsel  
Christie Gotti, Senior Program Manager, Transportation  
Doni Green, Director of Aging Programs  
Jessie Huddleston, Planner, Transportation  
Chris Klaus, Sr. Program Manager, Transportation  
Debra Kosarek, Quality Assurance Manager, Workforce Development  
James Powell, Assistant Council, Transportation  
Molly Rendon, Fiscal Manager, Administration  
Shannan Ramirez, Assistant Director of Finance, Administration  
Jack Tidwell, Manager, Environment & Development  
Jenny Narvaez, Principal Air Quality Planner, Transportation

David Raybuck, Chief Technology Officer, Research and Information Services  
Bryan Hatfield, Emergency Preparedness Program Assistant  
Gregory Masota, Air Quality Planner, Transportation  
Trey Ingram, Air Quality Planner, Transportation  
Marian Thompson, Transportation System Operations Supervisor

**Visitors Present:**

Jonathan Grummer, Citizen

**REGULAR SESSION**

**ACTION:**

**Item 1. Approval of Minutes**

President Wilemon stated that the first item on the agenda was approval of the minutes from the September Executive Board meeting.

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

**Item 2. Resolution to Review and Approve NCTCOG's Investment Policy**

Monte Mercer, Deputy Executive Director, presented the annual review of the investment policy, explaining that the review is required by the Public Funds Investment Act (PFIA). He said there is only one recommended change to the investment policy: Citigroup Global Markets was removed from the authorized Brokers/Dealers list, which is updated each year based on the lists from the Cities of Arlington and Carrollton.

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

*See Exhibit E14-10-2*

**Item 3. Resolution to Accept and Approve the Quarterly Investment Report**

Monte Mercer, Deputy Executive Director, presented the Quarterly Investment Report, which is required by the Investment Policy and provides information on the investment activity for the quarter that ended September 30, 2014. The report complies with the Public Funds Investment Act and shows the average rate of return, cumulative transactions, and beginning and ending balances for the quarter. A supplementary schedule of 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 Councilmember Lombard (seconded by Councilmember Marshall), and unanimous vote of all members present, the Board approved the resolution as presented.

*See Exhibit E14-10-3*

**Item 4. Resolution Authorizing Fiscal Year 2015 Contract Option with Gradient Solutions for Professional Advisory Services**

Monte Mercer, Deputy Executive Director, told the Board that a three year contract for professional advisory services with Gradient Solutions (formally Webb Watch Corporation) was procured and awarded in October 2011. Gradient Solutions has performed satisfactorily under the agreement and staff recommends exercising this first of three possible one year options for Fiscal Year 2015. The amount payable to Gradient Solutions for services performed under this contract option is not anticipated to exceed \$135,000, with total compensation under the four year contract not to exceed \$390,000.

Gradient Solutions has provided financial and programmatic advisory services in the design and review of the agency's risk assessment; utilization of data analytics for trend analysis; recommendation of best practices in policies and procedures; leveraging technology to maximize efficiency and effectiveness; and assessing financial performance of major subcontractors.

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

See Exhibit E14-10-4

- Item 5. This item was moved to Status Reports.**
- Item 6. Resolution Authorizing Acceptance of the Fiscal Year (FY) 2014 Homeland Security Grant Program (HSGP) Sub Recipient Agreements, Statements of Work and Supporting Regional Activities**

Molly Thoerner, Director of Emergency Preparedness, explained that the HSGP program is 100% federally funded through the Department of Homeland Security, with no local cost-share or match requirements, in an amount not to exceed \$1,625,000 for the period of September 1, 2014 to June 30, 2016. In coordination with the Texas Homeland Security State Administrative Agency, the Emergency Preparedness Program and the Urban Area Security Initiative (UASI) seek to address regional priorities such as planning, equipment, training, exercise assistance, citizen preparedness, and to support the regional Citizen Corps Program. This program effectively fills the gaps between needs and existing capabilities pertaining to prevention, preparedness, mitigation, response, and recovery activities.

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

See Exhibit E14-10-6

- Item 7. Resolution Authorizing FY2014-15 Purchase of Computer Hardware, Software, and Information Technology Contract Services for the Agency**

Tim Barbee, Director of Research & Information Services, explained that the FY2014-15 Information Technology Infrastructure and Services Purchase Plan includes the Information Technology Infrastructure needs for each NCTCOG department over the next 12 months, for an amount of \$2,507,800.00. The plan includes the cost of maintenance and licensing for existing hardware, software and network infrastructure; the cost of new hardware and software to support departmental work programs; and the expected cost of contract services to support core components of the enterprise information technology environment. This environment includes support of three separate buildings at the main NCTCOG campus; 13 Workforce Service locations spread across the North Central Texas Region; one Mobile Workforce Unit; and approximately 800 staff spread across the 16 counties in the NCTCOG region.

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

See Exhibit E14-10-7

- Item 8. Resolution Authorizing Contract with Matrix Resources, Inc., for the Public Employee Benefits Cooperative Application Rewrite Effort**

Tim Barbee, Director of Research & Information Services, explained that it has become necessary to update/rewrite the Public Employees Benefit Cooperative of North Texas (PEBC) application software that was originally developed by NCTCOG. The Research and Information Services Department provides professional services, including dedicated staff, data, website and eligibility services to the Public Employees Benefit Cooperative of North Texas (PEBC), which was created in 1998 to provide health-related benefits to the employees of Dallas County, Tarrant County, and the North Texas Tollway Authority. These services are provided through an Interlocal Agreement between NCTCOG and the local governments participating in the PEBC.

The application software project is divided into two phases. The first phase is a discovery and assessment to determine the scope, architecture and estimated cost of the rewrite effort, with a cost not to exceed \$49,900. Through a Request for Qualifications process to secure consultant assistance, Matrix Resources, Inc., was recommended as the most qualified firm to perform these services. A limited Notice to Proceed for this phase has been issued to Matrix because a substantive portion of this phase must be completed by December 1, 2014, in order to request PEBC Board approval for the second phase in December. Contingent on a successful first phase and PEBC Board approval, a Notice to Proceed will be issued for the second phase, which will be the development and implementation of the solution.

The total cost of both phases is not to exceed \$450,000. The first phase will be funded out of the annual funds provided to NCTCOG by the PEBC for application development and support. If the second phase is approved, it will also be fully funded by the PEBC.

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

*See Exhibit E14-10-8*

**Item 9. Resolution Authorizing Consultant Contract with DeChant Consulting Services for Photogrammetry Training and Equipment**

Michael Morris, Director of Transportation, explained that this item was presented at the September meeting, but no action was taken. NCTCOG has received Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds from the Texas Department of Transportation for implementation of a Freeway Incident Management Program. Freeway Incident Management is a regional program developed to address traffic congestion associated with freeway incidents, and is provided for in the Unified Planning Work Program Element 5.07.

Photogrammetry is a tool that maps crash scenes to enable quick clearance of freeway incidents by public safety personnel involved in incident and emergency response. Quick clearance is a recognized solution to traffic congestion associated with freeway incidents. Over the last several years, NCTCOG secured photogrammetry software, training, and equipment for interested local governments, some of which have now requested advanced training. Additional local governments have also expressed a desire for this training and software.

In July, NCTCOG issued a Request for Proposals to hire a firm to provide Photogrammetry Training and Equipment and received only one proposal, from its current contractor, DeChant Consulting Services. The Consultant Selection Committee (CSC) reviewed, evaluated and recommended the proposal in an amount not to exceed \$350,000. This amount will cover the cost of training, equipment, and software upgrades for approximately 60 users and will use CMAQ funds and Regional Transportation Council (RTC) Local funds as match.

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

*See Exhibit E14-10-9*

**Item 10. Resolution Authorizing Receipt of Funds for Metropolitan Planning Organization Revolver**

Michael Morris, Director of Transportation, explained that the Texas Department of Transportation (TxDOT) authorized a partnership program with select metropolitan planning organizations (MPOs) in Texas to develop an MPO Revolver Fund. TxDOT awarded NCTCOG \$10 million to establish an MPO Revolver for the purpose of establishing a cash flow fund to enable NCTCOG to cash flow costs associated with federal and state programs administered by NCTCOG at the request of the Regional Transportation Council (RTC). Funds received from TxDOT will be segregated in an account specifically for the MPO Revolver. Payments made from the MPO Revolver will be limited to federal and state programs administered by NCTCOG at the request of the RTC and will follow NCTCOG standard payment procedures. Reimbursements received as a result of payments from

funds in the MPO Revolver will be credited back to the MPO Revolver, upon receipt from the reimbursing entity. Interest on funds in the MPO Revolver will remain unless authorized for another purpose by the RTC and the Executive Board.

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

*See Exhibit E14-10-10*

**Item 11. Resolution Authorizing the Receipt of Federal Transit Administration Funds and Execution of Necessary Agreements**

Michael Morris, Director of Transportation, explained that the Regional Transportation Council programmed approximately \$97.2 million in federal funds to public transit providers in the region through three Federal Transit Administration (FTA) formula funding programs:

1. Urbanized Area Formula Program funds in the Dallas-Fort Worth-Arlington Urbanized Area
2. FTA Enhanced Mobility of Seniors and Individuals with Disabilities Program funds in the Dallas-Fort Worth-Arlington and Denton-Lewisville Urbanized Areas
3. FTA Bus and Bus Facilities Program funds in the Dallas-Fort Worth-Arlington Urbanized Area

Approximately \$89.6 million was programmed to public transit providers who have the authority to enter into grant agreements directly with FTA. Approximately \$6.8 million in federal funds was programmed to smaller public transit providers for service. The North Central Texas Council of Governments (NCTCOG) will use approximately one percent (1%) of the total funds programmed in the region for administration. NCTCOG will enter into grant agreements directly with FTA for receipt of approximately \$7.6 million and enter into the following subgrantee agreements with the smaller public transit providers.

- Approximately \$5.2 million in FY 2014 Urbanized Area Formula Program for the following public transit providers: City/County Transportation (Johnson County), Community Transportation Services (Ellis County), Public Transit Services (Parker County), Special Programs for Aging Needs (Denton County), STAR Transit (Dallas and Rockwall Counties), and TAPS Public Transit (Collin County).
- Approximately \$1.7 million in FY 2014 Enhanced Mobility of Seniors and Individuals with Disabilities funds with the following public transit providers: Grand Connection (City of Grand Prairie), Handitran (City of Arlington), Mesquite Transportation for the Elderly and Disabled (City of Mesquite), and Special Programs for Aging Needs (Denton County).
- Approximately \$730,000 in FY 2013 and FY 2014 Bus and Bus Facilities Program funds will be used to purchase vehicles for transit providers.

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

*See Exhibit E14-10-11*

**Item 12. Resolution Authorizing Submittal of Grant Applications to the State Farm Good Neighbor Citizenship Company Grant Program**

Michael Morris, Director of Transportation, requested approval to submit a proposal for \$1,050,000 in grant funds through the 2015 Good Neighbor Citizenship Company Grant funded by the State Farm Companies Foundation and State Farm Insurance Company. An emphasis area for the Safety Grants is auto and roadway safety. NCTCOG will be requesting \$1,000,000 for the regional Mobility Assistance Patrol (MAP) Program and \$50,000 to develop and promote bicycle and automobile safety efforts. The MAP Program provides assistance to stalled and stranded motorists by helping them to move disabled vehicles from the main lanes of regional highway/freeway facilities and ultimately getting the vehicles operating or off the facility completely. Assistance is

also provided to law enforcement with traffic control when deemed necessary or when requested by law enforcement. The grant is funded at 100 percent, therefore no local match is required.

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

See Exhibit E14-10-12

**Item 13. Resolution Authorizing Receipt of Funds and Consultant Contract with AECOM for the SH 183 Corridor Master Plan**

Michael Morris, Director of Transportation, explained that on September 9, 2014, the City of River Oaks and NCTCOG executed an Interlocal Cooperative Agreement (ILA) for the River Oaks Boulevard (SH 183) Corridor Master Plan that was authorized by the Board in May of 2014. Under the ILA, NCTCOG will serve as the Contract Manager and Procurement Administrator. Initial approval included receipt of \$50,000 from River Oaks for this project and approval to receive an additional \$30,000 from River Oaks was requested. Through coordination with the City of River Oaks, NCTCOG issued a Request for Proposals (RFP) to solicit consultant assistance and the Consultant Selection Committee recommended AECOM to complete the scope of work for this project.

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

See Exhibit E14-10-13

**Item 14. Resolution Approving Modifications the FY2014 and FY2015 Unified Planning Work Program for Regional Transportation Planning**

Dan Kessler, Assistant Director of Transportation, explained that the Unified Planning Work Program for Regional Transportation Planning (UPWP) is required by federal and State transportation planning regulations and provides a summary of the transportation and air quality planning tasks to be conducted by Metropolitan Planning Organization (MPO) staff. The FY2014 and FY2015 UPWP identifies the activities to be carried out between October 1, 2013, and September 30, 2015. Included in these amendments are a new initiative, project modifications, and funding adjustments which were approved by the Regional Transportation Council on October 9, 2014. The Board was provided with a list of proposed modifications, which are summarized below.

Transportation Planning Funds (TPF) Budget Modifications

As a result of NCTCOG's FY2015 budget development, funding adjustments to Transportation Planning Fund projects were proposed to reflect a reallocation of resources for FY2015.

Non-TPF Budget Modifications

Adjustments were also proposed to other funding sources as a result of NCTCOG's FY2015 budget process. Affected funding sources include Surface Transportation Program—Metropolitan Mobility, Congestion Mitigation and Air Quality Improvement Program, Federal Highway Administration, Department of Energy, Environmental Protection Agency, Texas Department of Transportation, Texas Commission on Environmental Quality, Regional Toll Revenue, NCTCOG Local, and local funds.

Other TPF Modifications

- 1.05 Computer Resource Management and Equipment Purchases (Move \$50,000 TPF funds from expansions of network high-speed data storage to accommodate the purchase of 20 computers for new staff hires)
- 1.05 Computer Resource Management and Equipment Purchases (Move \$12,000 TPF funds from expansions of network high-speed data storage to accommodate an increase in TransCAD license fees)
- 5.02 Transportation Subarea Studies and Comprehensive/Thoroughfare Planning Technical Support (Update text to add Hunt County Thoroughfare Plan and Rockwall County Thoroughfare Plan Update as technical assistance projects)

Other Modifications

Chapter I – Introduction, Organization (Update text to reflect current Regional Transportation Council organizational structure as a result of the April 2014 Bylaws Revisions)

Chapter I – Introduction, Planning Issues and Emphasis (Update text to reflect the new Federal Highway Administration and Federal Transit Administration Planning Emphasis Areas for FY2015)

- 3.02 Regional Air Quality Planning – Emission Inventories and Technical Studies (Program additional \$120,000 TCEQ funds for a Dallas-Fort Worth airports emission inventory and a new ozone designation and maintenance State Implementation Plan emission inventory)
- 3.02 Regional Air Quality Planning – Air Quality Planning (Program \$20,000 STP-MM and \$5,000 RTC Local funds and update text to reflect use of STP-MM and RTC Local funds for consultant assistance on air quality initiatives)
- 3.03 Air Quality Management and Operations – Technology Improvements (Program \$300,700 EPA and \$779,400 Local funds for idle reduction technology that targets vehicles and equipment used for goods movement purposes)
- 3.06 Transit Operations – Regional Vehicle-For-Hire Program (update text to reflect the use of Regional Toll Revenue and local funds)
- 5.03 Land-use/Transportation Initiatives – Sustainable Development Initiatives (add \$210,000 FHWA funds and \$90,000 RTC Local funds to reflect receipt of TIGER grant award for the Land Use - Transportation Connections to Sustainable Schools Planning project)
- 5.03 Land-use/Transportation Initiatives – Sustainable Development Initiatives (Add \$30,000 local funds and update text to remove reference to use of STP-MM funds on SH 183 in River Oaks and replace with local funds provided by Tarrant County through the City)
- 5.10 Transportation Safety Planning (Program \$120,600 STP-MM and \$19,400 RTC Local funds and update text to reflect use of STP-MM funds, RTC Local funds, and Transportation Development Credits for the regional safety information system)
- 5.11 Regional Aviation Planning – Aerial Imagery and Data Collection with an Unmanned Aircraft System (new initiative - Add \$40,000 STP-MM and \$60,000 RTC Local funds and update text to reflect the use of small unmanned aircraft systems to collect aerial imagery and GIS data for transportation and aviation related planning)
- 5.15 Regional Job Opportunity Pilot Program (Update text to delete reference to Transportation Development Credits as a potential source of matching funds; project is utilizing 100 percent federal funding)

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

See Exhibit E14-10-14

**Item 15. Resolution Authorizing Contract Amendment with Providence Engineering and Environmental Group, LLC**

Michael Morris, Director of Transportation, explained that because the North Central Texas region has been in nonattainment for the ozone National Ambient Air Quality Standard, federal and State procedures are required in order for projects identified in multimodal transportation plans to proceed to implementation. In June of 2014, the Board approved Providence Engineering and Environmental Group, LLC (Providence) to provide air quality technical assistance with developing on-road emission inventories and enhancing staff proficiency of air quality model work for an amount not to exceed \$160,000.

The Texas Commission on Environmental Quality (TCEQ) has requested additional work (as part of a previously approved agreement between NCTCOG and TCEQ) to support these activities. This resolution authorizes a contract amendment with Providence with an increase of \$40,000 for a total not to exceed amount of \$200,000.

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

See Exhibit E14-10-15

**Item 16. Resolution Authorizing Consultant Contract with Nelson/Nygaard Consulting Associates, Inc., for Planning Services for the Fort Worth Transportation Authority**

Michael Morris, Director of Transportation, explained that to address the growing need for public transit service in Tarrant County, the Fort Worth Transportation Authority (The T) requested assistance to procure a qualified firm on their behalf to create a transit system plan that would provide direction on the development of multimodal transit improvements. The planning effort will include an analysis of the existing system with appropriate recommendations for improvements, opportunities to enhance and/or expand transit, a five year service and capital plan, and a long range plan. The Consultant Selection Committee recommended Nelson\Nygaard Consulting Associates, Inc. for this project for a contract amount not to exceed \$500,000, using \$400,000 in Transportation Planning Funds programmed to NCTCOG and \$100,000 in local funds provided by The T.

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

*See Exhibit E14-10-16*

**Item 17. Resolution Authorizing Consultant Contract with Kimley-Horn and Associates, Inc., to Implement the Frontage Road Traffic Signal Retiming During Incidents Program**

Michael Morris, Director of Transportation, told the Board that the goal of the Frontage Road Traffic Signal Retiming During Incidents Program is to develop adjusted frontage road signal timing plans to mitigate congestion caused by lane closures on freeways in the urban core of the DFW Metroplex. The Consultant Selection Committee recommended Kimley-Horn and Associates, Inc., to provide consultant assistance. The consultant will inventory frontage road segments and controller/communications capabilities, implement pilot corridors and perform evaluation of the process, develop and implement incident timing plans for the remaining corridors and prepare an executive summary of the program for approximately 575 signalized intersections in the Dallas Fort-Worth Nonattainment Area.

The total contract amount is \$2,800,000 and the project is divided into two stages. The first stage will be a pilot to evaluate the feasibility of the approach, with a cost not to exceed \$350,000. The second stage will develop and implement incident timing plans for the remaining corridors and prepare an executive summary, with a cost not to exceed \$2,450,000. Separate Notices to Proceed will be issued for the pilot and implementation stages. The Implementation stage is contingent on a successful pilot.

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

*See Exhibit E14-10-17*

**STATUS REPORTS:**

**Item 18. Status Report on the Internal Control Evaluation Conducted by Weaver and Tidwell, L.L.P., Certified Public Accountants and Advisors**

Monte Mercer, Deputy Executive Director, explained that the Board Audit Committee met with Weaver representatives to receive an overview of this evaluation prior to the Board meeting. He further explained that NCTCOG procured and awarded a contract to Weaver and Tidwell, L.L.P. (Weaver) to conduct an evaluation of its current financial internal control environment. Weaver conducted an initial financial internal control evaluation in 2008 that: utilized the updated COSO 2013 framework and control guidance; included changes as it related to the upgrade of the Costpoint financial system; and followed-up on changes made in response to 2008 recommendations. As a part of this engagement, Weaver provided updated process documentation in the form of walkthroughs, matrices and points for consideration in the areas of payroll, accounts payable, billing, accounts receivable and treasury management.

**MISCELLANEOUS:**

**Item 19. Old and New Business**

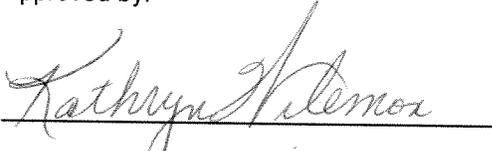
There was no old or new Business.

**Item 20. Attendance and Calendar**

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

President Wilemon adjourned the meeting at 2:12 p.m.

Approved by:



Kathryn Wilemon  
President, North Central Texas Council of Governments  
Mayor Pro Tem, City of Arlington

Checked by:



Mike Eastland, Executive Director  
North Central Texas Council of Governments