

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

Minutes — February 25, 2016

Transportation Council Room

616 Six Flags Drive
Arlington, Texas

Vice-President Smith explained that she was conducting the meeting in the absence of Judge Horn. She called the regular meeting of the North Central Texas Council of Governments Executive Board to order at 12:47 pm on February 25, 2016.

Members of the Board Present:

Lissa Smith – Vice President, Mayor Pro Tem, City of Plano
Tom Lombard – Secretary/Treasurer, Councilmember, City of North Richland Hills
Kathryn Wilemon – Past President, Councilmember, City of Arlington
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
Bobbie Mitchell, Commissioner, Denton County
Keith Self, County Judge, Collin County
Kevin Strength, Mayor, City of Waxahachie
Laura Wheat, Mayor, Town of Westlake

Members of the Board Absent:

John Horn – President, County Judge, Hunt County
Bruce Archer, Deputy Mayor Pro Tem, City of Mesquite
J.D. Clark, County Judge, Wise County
Kelly Allen Gray, Councilmember, City of Fort Worth
Jeff Leach, State Representative
Chris Watts, Mayor, City of Denton
B. Glen Whitley, County Judge, Tarrant 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
Michael Morris, Director of Transportation
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
Tamara Cook, Manager, Environment & Development
Debra Kosarek, Quality Assurance Manager, Workforce
Maggie Lira, Chief Accountant, Administration
James Powell, Assistant Council, Transportation
Molly Rendon, Assistant Director of Finance, Administration
Shannan Ramirez, Chief Accounting Officer, Administration
Kelly Schmidt, Senior Criminal Justice Planner
Richard Zavala, Jr., Manager, Regional Police Academy

Sandra Barba, Senior Planner, Environment and Development
Erin Kelly, Planner, Environment and Development
Mark Brown, Program Manager, 9-1-1
Dana Buckholt, Operations Manager, Workforce
Lori Clark, Principal Planner, Transportation

REGULAR SESSION

ACTION:

Item 1 Approval of Minutes

Vice-President Smith stated that the first item on the agenda was approval of the minutes from the January Board meeting.

Upon a Motion by Commissioner Mitchell (seconded by Councilmember Wilemon), and unanimous vote of all members present, the Board approved the minutes of the January Executive Board meeting.

Item 2 Resolution Authorizing Submission of the North Central Texas Region's Comprehensive Economic Development Strategies (CEDS) to the U.S. Economic Development Administration (EDA)

Lucille Johnson, Assistant to the Executive Director, explained that the Economic Development Administration (EDA) asked NCTCOG to form an Economic Development District (EDD) in the North Central Texas Region because the region was the only area within the five-state State EDA area (Arkansas, Louisiana, New Mexico, Oklahoma and Texas) that did not have an EDD. EDD designation requires the creation of a regional Comprehensive Economic Development Strategy (CEDS) that must be submitted to and approved by the EDA. NCTCOG applied for and was awarded EDA planning dollars to assist in the preparation of the regional CEDS. In-kind matching assistance came from more than 120 public and private sector regional stakeholders.

Working through NCTCOG, a committee of Elected Officials and Economic Development stakeholders was formed and worked for 16 months to review the region's economic condition and needs, receive public input, and prepare a CEDS. A completed draft CEDS was placed on NCTCOG's website, and the websites of the members of the Committee, for public input, and five public meetings were held throughout the region. The CEDS document was adopted by the Committee on January 11, 2016.

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

See Exhibit E16-02-2

Item 3 Resolution to Accept and Approve the Comprehensive Annual Financial Report for Fiscal Year 2015

Monte Mercer, Deputy Executive Director, presented the Comprehensive Annual Financial Report (CAFR), single audit reports, and the accompanying independent auditor's report for the fiscal year ending September 30, 2015. He explained that the Audit Committee met with staff and audit firm representatives prior to the meeting to review the reports. Audit Committee Chair, Mayor Pro Tem Smith commended the administration staff for their work.

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

See Exhibit E16-02-3

Item 4 Resolution Adopting FY 2017 Criminal Justice Grants Policies and Procedures

Kelly Schmidt, Senior Criminal Justice Planner, presented the *Criminal Justice Grants Policies and Procedures for FY 2017*, which are required by the Criminal Justice Division's Interlocal Cooperation Agreement. She

explained that the changes were reviewed and approved by the 2016 Criminal Justice Policy Development Committee (CJPDC). The document will guide the review and scoring of criminal justice grant applications submitted by local agencies.

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

See ExhibitE16-02-4

Item 5 Resolution Authorizing a Contract with Matrix Resources, Inc., for Public Employee Benefits Cooperative (PEBC) Application Maintenance and Support Services

Tim Barbee, Director of Research & Information Services, explained that the Public Employee Benefits Cooperative (PEBC) provides for joint purchase of employee health benefits and cost-effective, centralized administrative services for Dallas, Denton, Parker and Tarrant Counties, and the North Texas Tollway Authority. NCTCOG provides professional services, including IT support and maintenance, for the exclusive benefit of PEBC, through an Interlocal Agreement between NCTCOG and the local participating governments.

In 2014, NCTCOG procured Matrix Resources, Inc., to rewrite the PEBC application software (that was originally developed approximately 15 years ago) to improve security, efficiency and effectiveness. The newly developed application is scheduled to go into production during Spring of 2016. This contract with Matrix is to provide maintenance and support services, for a maximum of five years, in an amount not to exceed \$650,000, with four optional one-year renewals, funded either directly by PEBC or out of its annual budget to Research and Information Services.

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

See ExhibitE16-02-5

Item 6 Resolution Authorizing Approval of the Prioritized Project Ranking for the FY2016 State Homeland Security Program Grant and Submission of North Central Texas Council of Governments-Managed Projects to the Office of the Governor

Molly McFadden, Director of Emergency Preparedness, presented the Prioritized Project Ranking of the grant applications requesting funding under the FY2016 State Homeland Security Program (SHSP) from the Department of Homeland Security. She explained that the applications were reviewed, amended and prioritized by the Emergency Preparedness Department in conjunction with the Regional Emergency Preparedness Advisory Committee (REPAC) and the Emergency Preparedness Planning Council (EPPC) Project Review Committee. They were subsequently approved by the EPPC and will be submitted to the State of Texas, Office of the Governor for potential funding, up to a total of \$2,000,000.

Prioritized Project Ranking

- 3008301 – 2016 SHSP Regional Planning Statement of Work
- 3023601 – 2016 SHSP CCP Coordinator, Training, and Equipment
- 3040301 – 2016 SHSP LETPA SWAT Joint Training
- 3059901 – 2016 SHSP Regional EOC Support Teams
- 3064301 – 2016 SHSP USAR Training, Equipment, Supplies, and Exercises
- 3067201 – 2016 SHSP Regional HazMat Training
- 3065301 – 2016 SHSP Incident Management Technology Integration
- 2945202 – 2016 SHSP Public Education Program Enhancement
- 3061401 – 2016 SHSP Regional Training and Exercise Program
- 3054601 – 2016 SHSP Regional Interoperable Communications Enhancements

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

See ExhibitE16-02-7

Item 7 Resolution Authorizing a Contract with Codan Radio Communications for Portable Radio Repeaters

Molly McFadden, Director of Emergency Preparedness, reminded the Board that NCTCOG administers the State Homeland Security Program (SHSP) grant on behalf of the North Central Texas region. Working with staff, the Regional Interoperability Communications Working Group has identified a gap regarding interoperable radio communications in the region and requested funding from the Regional Emergency Preparedness Advisory Committee (REPAC) to purchase four briefcase style 700/800 MHz portable radio communications repeaters from Codan Radio Communications. The repeaters can be easily deployed anywhere in the region when needed. REPAC reviewed and approved the project utilizing remaining Fiscal Year (FY) 2014 SHSP grant funds, in a total amount not to exceed \$125,000.

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 Exhibit E16-02-7

Item 8 Resolution Authorizing Submittal of Application to Receive Supplemental Environmental Project Funding

Michael Morris, Director of Transportation, explained that the Texas Commission on Environmental Quality (TCEQ) oversees implementation of Supplemental Environmental Projects (SEP), which are environmentally beneficial projects that entities implement in settlement of an enforcement action. Organizations may request to be third-party administrators of SEPs and receive funding for projects on a TCEQ pre-approved SEP list.

NCTCOG is currently a third-party administrator for the North Texas Clean School Bus Program - a pre-approved SEP. Thus, when an entity in the NCTCOG area commits a violation, they may choose to contribute funds toward this project. The contributions received so far, totaling \$21,255, would be better suited for implementation of lower-cost emissions reduction projects. For this reason, NCTCOG desires to submit additional applications to TCEQ for low cost projects to be included on the pre-approved SEP list. This funding would support initiatives currently listed in the Dallas-Fort Worth Eight-Hour Ozone State Implementation Plan, including:

- Purchase and installation of diesel retrofit devices verified by the Environmental Protection Agency (EPA)
- EPA-verified smartway® technologies
- Infrastructure to support active transportation
- Equipment for highway operations and traffic signal coordination

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

See Exhibit E16-02-8

Item 9 Resolution Authorizing Submittal of Grant Application for an Inclusive Planning Impact Grant from the US Administration for Community Living

Michael Morris, Director of Transportation, explained that *Access North Texas*, endorsed by the Board in 2013, is the regional public transportation coordination plan for North Central Texas. The plan includes strategies to improve the coordination and availability of public transportation for older adults and people with disabilities. The Federal Transit Administration's (FTA) Enhanced Mobility of Seniors and Individuals with Disabilities Program, as well as State planning requirements, call for updating *Access North Texas* every four years.

Currently, NCTCOG does not have funding to support this planning work outside the 12-county transportation Metropolitan Planning Area (MPA). The US Administration for Community Living, through the Community Transit Association of America (CTAA), has made funding available to implement projects that support inclusive planning practices. The Transportation Department, in partnership with the Area Agency on Aging, would like to submit an application for a one-year planning grant for up to \$86,000. The grant will be used to supplement Transportation Planning Funds and FTA funds currently available for planning within the 12-county MPA, and to increase the direct involvement of older adults and people with disabilities in the updated *Access North Texas* plan, with a focus on the rural counties of the region.

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

See ExhibitE16-02-09

Item 10 Resolution Approving Modifications to the FY2016 and FY2017 Unified Planning Work Program for Regional Transportation Planning

Dan Kessler, Assistant Director of Transportation, explained that project modifications and funding adjustments have resulted in the need to amend the FY2016 and FY2017 Unified Planning Work Program, (UPWP), which is required by federal and State transportation planning regulations and provides a summary of the transportation and transportation-related air quality planning tasks to be conducted by Metropolitan Planning Organization (MPO) staff. Listed below, and described in detail in the attachment in the agenda, are the proposed modifications to the FY2016 and FY2017 UPWP. The proposed modifications have been posted on NCTCOG's Web site, were presented in public meetings, and were approved by the Regional Transportation Council.

Modifications

1.03 Advanced Fiscal Management and Information Systems – Grant Management Streamlining (Amend text to reflect staff work activities related to the assessment of risks associated with NCTCOG grant applications and potential subrecipients and the application of appropriate mitigating factors to minimize these risks. Training for staff, subrecipients, and contractors to disseminate the new Uniform Guidance on risk assessment is also included.)

3.04 Transportation and Air Quality Communications – Clean Cities Program (Program additional \$67,300 Department of Energy [DOE] funds to reflect an increase in funding of \$44,000 and to carry over \$23,300 in unspent dollars from FY2015 into FY2016.)

4.03 Coordination of Transportation and Environmental Planning Processes - Strategic Highway Research Program 2 Implementation Assistance (Eco-Logical) (Amend text to reflect a revision to the project work scope that will establish a framework for common goals with resource agencies.)

5.05 Congestion Management Planning and Operations - Regional and Corridor-Level TDM Strategies (Program \$400,000 STP–MM funds and \$100,000 Local funds, and amend text to reflect parking management initiatives to be conducted in partnership with the City of Dallas. These initiatives will serve as pilot programs for the region.)

5.10 Regional Military and Community Coordination – Regional Joint Land-use Study (Adjust estimated, programmed dollars to actual funds received by reducing the Department of Defense [DOD] funds by \$15,000 and increasing the associated funding match by \$4,000 in RTC Local funds.)

Modification Previously Approved by the Executive Board

5.09 Regional Aviation Planning and Education – Aviation Education Integration and Outreach (Program \$30,000 Local funds and amend the text to reflect the development of an aviation gaming application to be used as an outreach strategy to local middle- and high-school students with the goal of promoting interest in aviation careers.)

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

See ExhibitE16-02-10

Item 11 Resolution Approving Materials Management Call for Projects Funding Recommendations and Authorizing Agreements with Subrecipients

As the designated regional solid waste management planning agency for the 16-county region, each biennium NCTCOG receives allocated state funds through the Texas Commission on Environmental Quality (TCEQ) and administers a solid waste pass-through grant program to implement the goals of the *Planning for Sustainable Materials Management in North Central Texas, 2015 – 2040*. For the current cycle of funding, the Resource Conservation Council (RCC) has recommended fourteen local government projects for a total subrecipient amount of \$1,285,096; plus \$15,342 for a NCTCOG administered regional project to be determined by the RCC; for a total funding amount of \$1,300,438, as follows:

City of Denton - Slow Speed Shredder/High Speed Grinder for Landfill Mining Operations	\$200,000
Birdville ISD - Birdville Going Green	\$100,965
City of Hawk Cove - Beautify Hawk Cove	\$71,568
City of Mesquite - Asphalt Recycling	\$40,220
City of Denton - Regional Household Hazardous Waste Drop-Off Facility	\$195,000
Trinity Environmental Academy - Area Wide Composting Education	\$88,800
City of Fort Worth - Increasing Recycling Infrastructure in Fort Worth – Phase Two	\$87,475
City of Cedar Hill - Development and Implantation of HHW Program	\$65,824
City of Allen - Implement Recycling in Watters Branch Community Park	\$39,926
City of Cleburne - Recycling and Litter Prevention Specialist	\$94,933
City of Mesquite - Community Cleanup Trailer	\$39,489
Collin County - Environmental Ed. and Analysis for Illegal Dumping Enforcement	\$49,251
City of Richardson - Recycling Education Vehicle	\$57,807
City of Lancaster - Litter and Illegal Dumping Cleanups/Education	\$153,838
Regional Project (Topic TBD) – Selected by Resource Conservation Council	\$15,342
Total	\$1,300,438

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 E16-02-11

APPOINTMENTS:

Item 12 Appointments to the Criminal Justice Policy Development Committee (CJPDC)

Kelly Schmidt, Senior Criminal Justice Planner, asked for approval of eight new appointments and nine reappointments to a three-year term on the Criminal Justice Policy Development Committee (CJPDC). She also recommended Ms. Lisa Tomlinson, Director of Johnson-Somervell County Juvenile Probation Department, for Chair; and Ms. Jewel West, Director of Finance and Grant Management, Hunt County Children's Advocacy Center/Hunt County Rape Crisis Center for Vice-Chair. She explained that these recommendations were made by the CJPDC Nominations Subcommittee.

Officers:

Ms. Lisa	Tomlinson
Ms.	
Jewel	West

New Members:

Ms. Patricia	Anthony	Chair	City of Garland's Community Multicultural Commission
Dr. Kary	Cooper	Assistant Superintendent of District Services	Plano ISD
Mr. Donald	Feare III	Law Enforcement Academy Program Coordinator	Weatherford College
Ms. Jodee	Lucero	President/CEO	Cross Timbers Family Services
Mr. Robert	III	Chief of Police	City of Cleburne
Ms. Sherry	Shipman	Judge	Denton County 16 th District Court
Mr. Dale	Sigler	Assistant Chief of Police	City of Waxahachie
Ms. Cheryl	Williams	Municipal Judge	City of Dallas

Reappointments

Mr. Samuel	Allen	Community Service Liaison	City of Balch Springs
Ms. Deborah	Caddy	Director of Rape Crisis and Victims' Services	The Women's Center

Ms. Pam	Corder	Project Manager	Kaufman County Administration Office
Mr. Chris	Crawford	Police Commander	City of Weatherford
Ms. Kenda	Culpepper	District Attorney	Rockwall County District Attorney's Office
Ms. Holly	Griffith	Assistant District Attorney	Collin County District Attorney's Office
Ms. Nancy	Hagan	Citizen-At-Large	Tarrant County
Mr. Jerry	Stringer	Commissioner, Precinct #3	Johnson County
Mr. Kelly	Willis	Victim Assistance Supervisor	Tarrant County Juvenile Services

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

STATUS REPORTS:

Item 13 Status Report on Collaborative Adaptive Sensing of the Atmosphere (CASA WX) Project

Molly McFadden, Director of Emergency Preparedness, told the Board that the Collaborative Adaptive Sensing of the Atmosphere (CASA WX) membership program cost share now has approximately 50 participating jurisdictions, bringing in nearly \$200,000 to support 2016 operational costs. These numbers are expected to increase as jurisdictions plan their Fiscal Year 2017 budgets over the spring and summer. On December 26, 2015 the CASA WX radars provided great detail of tornadoes as storms tracked from south to north. CASA is currently in the process of developing a mobile data application for use by its members and the public. Radars have already been installed at the following locations and two more are planned for 2016:

Installed:

1. The Town of Addison
2. Johnson County
3. The City of Fort Worth
4. The City of Midlothian
5. The University of North Texas (UNT)
6. The University of Texas – Arlington (UTA)

Planned for 2016:

7. The City of Mesquite (early March of 2016)
8. The City of McKinney (looking for a location)

Item 14 Status Report on 50th Anniversary Celebration

Lucille Johnson, Assistant to the Executive Director, explained that 2016 marks the 50th anniversary of NCTCOG, which was formed on January 20, 1966. Local governments in North Central Texas took this action in response to their common interests and concerns and the need for a joint approach to resolve area wide problems. She told the Board that throughout the year, the agency will look back at significant events that helped North Central Texas grow into one of the most vibrant regions in the country. This yearlong look back will be chronicled through the 50th anniversary website at <http://nctcog.org/50>, in newsletters, in videos, in photos displayed around the agency, and during this year's General Assembly, which will be held on Friday, June 17th at the Hurst Conference Center.

Ms. Johnson then introduced a video excerpt of interviews of Past Presidents that were filmed by Brian Geck, Media and Technology Coordinator for Environment & Development for the 50th Anniversary celebration. Throughout the year, individual departments will present significant historical events and accomplishments for their departments. For February, Richard Zavalla, Manager of the Regional Police Academy, gave a presentation on the history of his department and Kelly Schmidt, Senior Criminal Justice Planner, gave a presentation on the history of the Criminal Justice Program over the years.

MISCELLANEOUS:

Item 15 Old and New Business

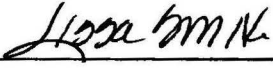
Judge Self requested that a Resolution in support of the Bois d 'Arc Creek Reservoir be placed on the March Board Agenda for consideration.

Item 16 Attendance and Calendar

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

Mayor Pro Tem Smith adjourned the meeting at 2:30 pm.

Approved by:



Lissa Smith
Vice 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