



North Central Texas Council of Governments

MEETING SUMMARY

Public Works Council

Thursday, August 18, 2022

9:30 a.m., In-Person Meeting

NCTCOG Offices, Regional Forum Room

616 Six Flags Drive, Arlington, Texas 76011

Chair: Michael Owen, City of Fort Worth

Vice Chair: George Marshall, City of Corinth

1. **Welcome and Introductions.** The Public Works Council (PWC) Chair will welcome everyone to the meeting.

Michael Owen welcomed everyone to the meeting. Attendees went around the room to introduce themselves. Twenty members of the PWC were present; thus, a quorum was established. Edith Marvin introduced new NCTCOG staff, including Kate Zielke, program supervisor, and Jason Heflin, planner.

ACTION ITEMS

2. **Meeting Summary.** The May 19th meeting summary is available for review. Approval will be sought at the meeting.

Shawn Poe motioned to approve the May 19th meeting summary; Michael Polocek seconded. The motion was approved unanimously.

3. **Public Works Council Nominations.** The Council will vote to approve the nominees to the PWC for FY2023-2024. Upon the Council's approval, appointments will be taken to the NCTCOG Executive Board for approval in September.

Erin Blackman mentioned that the PWC is made up of 42 seats (21 for large cities and counties, 16 for the subregions, and 5 for private sectors). PWC members serve two-year terms, and about half are up for re-election every fiscal year. Twenty-five seats are up for re-election for FY23-24 as displayed in the PowerPoint. Jim Lockart motioned to approve the FY23-24 nominations; Andrew Figueroa seconded. The motion was approved unanimously.

4. **Public Works Council Chair and Vice Chair.** The Public Works Council will vote for a Chair and Vice Chair for FY2023.

Erin Blackman indicated that the Chair and Vice-Chair serve a one-year term, and NCTCOG is seeking nominations. Only FY23 city, county, or subregion representatives on the PWC are eligible to serve as Chair or Vice-Chair for FY23. The responsibilities are outlined in the PWC Bylaws, stating that the Chair presides at PWC meetings, assists to

solicit input from the PWC and develop agendas for the meetings, and has the authority to break a tie vote. The Vice-Chair performs the Chair's duties in his/her absence.

Michael Owen mentioned prior to the meeting that he was prepared and willing to serve another year as chair, and NCTCOG staff indicated this at the meeting. Edith Marvin opened the floor for others to nominate themselves or someone else; however, no one did. Jim Lockart motioned to approve Michael Owen as Chair of the PWC for FY23; John Ho seconded. The motion was approved unanimously.

NCTCOG is also seeking Vice-Chair nominees. George Marshall, current Vice-Chair, will no longer be representing his subregion on the PWC, thus is not eligible to serve as the Vice-Chair for FY23. Erin Blackman displayed the FY23 PWC roster to identify those who would be eligible and opened the floor up for nominations. Jim Lockart asked if private representatives were eligible. Erin responded that she did not think so as the bylaws state that "City, county, and subregion representatives are eligible to serve as officers." John Ho nominated Carrie Jones, Assistant Director of Public Works for Streets/Traffic/Drainage, with the City of Plano to serve as Vice-Chair. Carrie Jones accepted the nomination. Jim Lockart motioned to approve Carrie Jones as Vice-Chair of the PWC for FY23; Shawn Poe seconded. The motion was approved unanimously.

5. **Sustainable Public Rights of Way (SPROW) Subcommittee Chair.** Robert Woodbury, City of Cedar Hill, has been nominated to serve on the PWC for FY2023-2024 and is unable to also lead SPROW. The Council will seek a volunteer to fill this role.

Erin Blackman said that NCTCOG is seeking a volunteer to serve as the SPROW Subcommittee Chair. She displayed the tasks that are identified in the FY23 Public Works Work Program to highlight what NCTCOG staff would need help with accomplishing. This includes continuing the development of a Best Management Practices (BMP) guidebook covering chapters like landscape planning and vegetation maintenance; utilities; complete streets; green infrastructure and low impact development; and right-of-way planning, administration, and policy.

Edith Marvin described the effort further. There is an outdated BMP guidebook online that NCTCOG is wanting to update. To date, updates have been made to the landscaping section. Staff previously met with utility and city representatives to discuss the utility section, but it was decided to spread this information throughout the book instead of designating a utility chapter. NCTCOG plans to work on the complete streets section next. Edith asked meeting attendees to consider inviting appropriate staff in their communities/companies to be a part of SPROW. While input on SPROW activities from private and public sectors is beneficial, NCTCOG is requesting the Subcommittee Chair represent the public sector. However, the chair does not need to be a PWC representative.

Michael Owen asked if it is something that needs a vote today since there were not any nominations. Edith Marvin said no, but without leadership, we will struggle to be successful in SPROW. Shawn Poe indicated that Misty Christian with Kimley Horn was very active. Edith expressed appreciation for Misty's participation, but since she is part of the private sector, she would not be eligible to serve as the Subcommittee Chair. Edith requested that the PWC continue thinking about staff they may have who could take on this role and to reach out to NCTCOG staff.



North Central Texas Council of Governments

6. **Public Works FY2023 Work Program.** The Public Works Council will vote to approve the FY2023 Work Program.

Erin Blackman displayed the FY23 Public Works Work Program document as Edith Marvin described the contents. PWC members received a copy to review prior to the meeting. Edith noted that participation in the Public Works Program has been increasing, so NCTCOG has been able to put some money in a deferred account for a special project if needed. Edith pointed out that due to staffing shortages, some work on items like the Construction Standards has been on hold. However, now that the Public Works Program is fully staffed, NCTCOG is ready to work on this again.

DISCUSSION ITEMS

7. **Broadband and Wireless Access Expansion.** Does your municipality/county have a Fiber Master Plan? For horizontal infrastructure projects, what considerations (such as requiring installation, leasing spare conduit to 3rd parties) are being made for including conduit in those projects?

Michael Owen led this discussion and gave some background. A City of Fort Worth council member asked Michael if the city could require developers and city capital projects to install fiber/conduit to ensure broadband is available to all residents as it expands. He has been looking into this but also wanted feedback from the PWC. Michael asked two questions: Does anyone have a Fiber Master Plan? Is anyone installing conduit as part of capital projects? He wants to avoid having streets cut up if fiber is needed and is looking at having conduit installed to meet the fiber needs of the city and developers/installers. The following discussion occurred.

Andrew Figueroa said the City of Celina is working on planning for buildings and infrastructure for the next 10 years, and there are agreements that neighborhoods must have fiber.

Kumar Gali mentioned that the City of Coppell has fiber plans for city facilities and traffic, but he is unsure if there is a master plan.

Manny Palacios indicated that a City of Weatherford council members has asked the same question regarding new neighborhoods. Weatherford is looking to provide conduit on streets or in the right-of-way for future projects. Manny said he thinks not every project is installing conduit, but it may not be needed in every situation.

Jeremy Hutt, formerly with the City of Colleyville, mentioned the city, Grapevine-Colleyville ISD, and the City of Grapevine developed a master plan together. As a result, the city laid conduit when some roads were built because they knew the ISD would want conduit. Michael also pointed out a similar master plan developed by the City of Dallas and Dallas ISD, and that the cities of Corinth and Shady Shores partnered with a provider.

Shawn Poe said the City of Richardson approved in their budget a master plan for fiber installation, and he will provide Michael a contact for more information.

Pritam Deshmukh indicated that the City of Denton is unique in that they have their own electric utility. All electric is running above ground and 85% of fiber is running on those poles. A few years ago, the city embarked on converting to fiber and they have finished. The electric utility had a fiber master plan for entire city.

INFORMATION ITEMS

8. **FY2022 Public Works Work Program Update.** The Council will be updated on recent Public Works efforts and Subcommittee activities.

Erin Blackman displayed a slide showing the list of FY22 Public Works Program Cost Share Members. There are 58 members, providing 105% of the Public Works budget.

- **Public Works Roundup.** NCTCOG staff will give the Council an update on planning for the upcoming Roundup, including topics and speakers.
Erin Blackman showed the PWC a draft agenda of the 23rd Annual Public Works Roundup. Olivia Kale, former NCTCOG staff, asked the PWC to identify their top topics of interest for the Roundup and that is what the agenda is based on. There are approximately 100 registered for the event, 10 gold sponsors, and 6 silver sponsors. Erin asked for feedback on the percentage of BBQ sandwiches needed, and it looked to be approximately 80%. NCTCOG staff will base our lunch order for the Roundup on this. Edith Marvin encouraged everyone to register for the Roundup if they have not already. She also confirmed that all of them received an invite.
- **Standard Drawings Subcommittee.** NCTCOG staff will brief the Council on progress towards updating the drawings in the Construction Standards Fifth Edition.
Chris Cha mentioned that the Subcommittee is ready to re-start the effort of updating the drawings with the 4000 and 5000 divisions. The hope is to bring the Subcommittee members together soon to release the draft updates to the PWC at the November meeting. Edith Marvin reiterated the NCTCOG staffing shortages and losing a key staff member who previously revised the drawings, although most of the revisions were finished before his departure. Jim Lockart asked if there are changes to existing drawings or new drawings. Chris responded that most new ones are BMPs, and iSWM has done updates to some of the devices being used.
- **SPROW Subcommittee.** NCTCOG Staff will update the Council on the activities of the SPROW Subcommittee.
SPROW updates occurred during agenda item #5.
- **iSWM Activities.** The Subcommittee Chair will provide an update of iSWM program activities.
Ranjan Muttiah said that the iSWM Subcommittee is finalizing the Request for Statement of Qualifications (RFSQ) for the new iSWM contract and will have it posted for public bid soon. There is a peer review process to certify communities as bronze, silver, or gold. Arlington has submitted an application for iSWM certification, and it is under review. The iSWM Outcome 17 Language Revisions (Water Quality Requirement) are scheduled to be finalized at the iSWM Subcommittee meeting in October. Ranjan also displayed a list of tasks that were completed by the consultant



North Central Texas Council of Governments

and ended the update by inviting people to participate in iSWM – a community driven process.

9. Other Program Activities.

- **Cooperative Technical Partnership Program and the Community Rating System Users Group.** NCTCOG staff will provide an update on FEMA's Cooperative Technical Partner (CTP) Program activities and the Floodplain Administrators/Community Rating System Users Group.

Jai-W Hayes-Jackson coordinates CTP -- a program through FEMA where communities can receive assistance for risk mapping to fund 75% of the work. The 2019 projects are wrapping up, and the 2020 projects are in the preliminary mapping phase. A 2021 project is kicking off in Upper West Fork. A business plan is being developed to bring to FEMA. Jai-W encouraged the PWC to contact him if interested in risk mapping.

Edith Marvin promoted CHARM, an AgriLife GIS-based tool, and described how it works. CHARM allows participants to create future scenarios of their targeted location that will help guide future planning decisions. The CHARM interactive table lets participants paint land use types with their finger. Statistics like flooding, population, jobs, water use, and more are updated in real time. Another workshop needs to occur before the end of September, and to contact Jai-W for more information.

Erin Blackman promoted a combined CRS Users Group/Elected Officials meeting to hopefully occur in October, covering the following topics: Dallas' experience with reaching a CRS rating of 4, regional flood planning effort update, and the transportation and stormwater infrastructure project. Erin encouraged the PWC to contact her with future topic ideas.

- **Public Works Emergency Response Team (PWERT).** A PWERT representative will give an update on recent PWERT activities.

Barry Fulfer, PWERT Chair, provided an update on PWERT's response to several wildfires. There have been many requests for equipment that can clear areas and get firetrucks into remote areas. Barry asked the PWC to please contact him if their community has special equipment and trained staff who can help respond to wildfires. Juan Cadena asked how this would work, and Barry said there are 80 cities that have mutual aid agreements to assist with response efforts. Barry also mentioned a grant PWERT was awarded to receive equipment (e.g. incident management trailers, message board, etc.).

A short discussion occurred over Commercial Driver's License (CDL) and the various classes (e.g., class a, b). Juan Cadena mentioned that many City of Fort Worth staff are required to have CDLs.

Barry Fulfer and Manny Palacios recommended that the PWC contact NCTCOG's Emergency Preparedness Department to receive PWERT messages and getting involved with PWERT. They are also looking to provide NCTCOG with an updated contact list.

- **Texas Chapter of American Public Works Association (TX-APWA).** A TPWA representative will update the Council on upcoming TPWA local events and meetings. Jay VonAhsen presented several slides with information about TX-APWA. Texas is the largest chapter and North Central Texas is the largest branch of APWA. APWA focuses on recognizing and promoting its public works members, providing training for certifications, etc. There are a number of upcoming events – APWA Public Works Expo in North Carolina and several North Central Texas branch local gatherings. Mark Hines and several others encouraged the PWC to get involved in APWA, and to specifically look into awards that recognize public works staff out in the field.

OTHER BUSINESS AND ROUNDTABLE DISCUSSION

10. **Future Agenda Items.** PWC Members and NCTCOG staff may suggest future agenda items.

Michael Owen opens the floor to staff and PWC members for future agenda items. Jim Lockart suggested a talk about the challenges with getting CDL licenses. Juan Cadena supported this future agenda item, as it can be difficult for staff to pass the CDL test. Many agreed as there were new requirements as of February. There was a short discussion on training for this – the City of Carrollton has a staff member certified to do such training for city employees.

PWC members also expressed interest in the public works workforce needs, retention, and recruitment topic to be presented at the Public Works Roundup. Referral programs and alternative work schedules are of particular interest.

11. **Roundtable Topics/Other Business.** Council members and NCTCOG staff may share additional items as time allows.

The following updates were shared:

- Stephanie Griffin: The Texas Floodplain Management Association's conference is next week near Bastrop. The Draft Regional Flood Plan for the Trinity River Basin is posted online and is available for public comment. There will be an open house at NCTCOG offices on August 31 and a public meeting on September 8 for receipt of comments.
- Caroline Waggoner: Looking forward to hearing about recruitment/retention at the Roundup.
- Lyndon Cox: Promoted the Roundup.
- Ranjan Muttiah: Indicated there are jobs open in the City of Fort Worth.
- Shawn Poe: Mentioned the many changes in Richardson, including his retirement at the end of August 31 – he will be relocating back to Colorado.

12. **The Next PWC Meeting** is scheduled virtually for November 17 at 9:30 a.m.

Edith Marvin reminded the PWC that the next meeting will be held virtually.

13. **Adjournment.**



North Central Texas Council of Governments

The meeting adjourned at 11:12 a.m. Edith Marvin invited the PWC to stay and chat if they would like – the room is reserved until noon.

Attendance

NCTCOG Staff: Erin Blackman, Casey Cannon, Jai-W Hayes-Jackson, Jason Heflin, Edith Marvin, and Kate Zielke.

PWC Representatives:

Jody Byerly, City of Carrollton
Juan Cadena, City of Fort Worth
Chris Cha, Council of Engineering Companies
Lyndon Cox, Texas Council of Engineering Labs
Lisa Crossman, City of Mesquite
Sam Davis, Associated General Contractors
Pritam Deshmukh, City of Denton
Andrew Figueroa, City of Celina
Kumar Gali, City of Coppell
Mark Hines, Collin County
John Ho, Council of Engineering Companies
Jeremy Hutt, City of Cleburne
Jim Lockart, City of Waxahachie
Keith Miertschin, City of Grapevine
Michael Owen, City of Fort Worth
Manny Palacios, City of Weatherford
Shawn Poe, City of Richardson
Michael Polocek, City of Garland
Bart VanAmburgh, City of Mansfield
Caroline Waggoner, City of North Richland Hills

Guests:

Joshua Cohron, City of Carrollton
Barry Fulfer, City of Grand Prairie
Stephanie Griffin, Halff Associates
Carrie Jones, City of Plano
Dillon Luna, Town of Northlake
Ranjan Muttiah, City of Fort Worth
Kevin Pike, City of Carrollton
Jay VonAhsen, TX-APWA

If you have any questions regarding the meeting or agenda items, please contact Jason Heflin by phone at (817) 695-9213, or by email at JHeflin@nctcog.org.