



North Central Texas Council of Governments

SUMMARY

Public Works Council

Thursday, Nov 21, 2019

9:30 AM, Tejas Conference Room

NCTCOG Offices, CPIII

600 Six Flags Drive, Arlington, Texas 76011

Chair: Keith Marvin, City of Lewisville

Vice Chair: Shawn Poe, City of Richardson

1. **Welcome and Introductions.** The Public Works Council (PWC) Chair will welcome everyone to the meeting.
[Council Chair, Keith Marvin, welcomed attendees and everybody introduced themselves.](#)

ACTION ITEMS

2. **Meeting Summary.** The Aug 15, 2019 meeting summary is available online for review. Approval will be sought at the meeting.
[Gerald Cosgrove motioned for approval of the summary, Robert Woodbury seconded; and the motion passed unanimously.](#)
3. **Approve Amendment to Halff Associates iSWM Contract.** The Standard Drawings Subcommittee would like to add a task order to the iSWM contract for Halff to update the inlet drawings in Division 3000.
[The two inlet drawings are for a curb inlet and a recessed inlet. Both have different size boxes and steel structure, which the subcommittee would like to make the same. No one at NCTCOG or in the subcommittee are structural engineers, so the subcommittee would like Halff to make the changes. Manny Palacios said he's heard a lot of confusion about the differences between the inlets and thinks making them similar is needed for the region. George Marshall motioned to approve \\$10,000 for a new task order under the Halff contract for iSWM, Gerald Cosgrove seconded; and the motion passed unanimously.](#)

DISCUSSION ITEM

4. **Process for Reappointments to the Council.** The Council wanted to discuss adding a process for reappointments to the bylaws.
[NCTCOG currently asks the representative who is up for reappointment if they will seek reappointment. If no, they ask them if there is anyone in their community who is willing to volunteer for the position. If not, NCTCOG asks other communities within the subregion if anyone is willing to volunteer. NCTCOG does not have any formal procedure or a recommendation to the Council. This agenda item was based on conversation at the last](#)

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Council meeting when the Council approved the bylaws. The Council asked if this method had been effective. NCTCOG staff informed them that it is hard to get smaller cities to find the staff or time to volunteer, and that there are two subregion seats vacant this year.

The Council recommended that NCTCOG staff contact all cities in subregions when a subregion term is expiring, informing the communities in a subregion who the subregion representative was and from what city. If a subregion seat is up for reappointment, NCTCOG staff should send a letter asking if there are any nominations for the seat from any of the cities. This letter should go to city managers, city administration, and public works directors. NCTCOG staff will write up the recommended procedure to add to the new bylaws and bring it to the Council in February.

INFORMATION ITEMS

5. **FY 2020 Public Works Work Program Update.** NCTCOG staff will update the Council on recent Public Works efforts and Subcommittee activities. (Olivia Kale)

- **Cost-Shares.** Subcommittee Representative will explain the alternatives for FY21. (Olivia Kale and Gerald Gosgrove)

Through 2019, the same cost share formula had been used since 2003 with population data from 2001. NCTCOG noticed it was not collecting enough money to run the programs and the Council was worried the cost share was a barrier for smaller communities to participate. In FY19 the Council reviewed 6 cost share calculation alternatives. In February 2019 the Council voted to update the population data in the old formula as a short-term solution for FY20, and convene a subcommittee to find a long-term solution. The subcommittee has been meeting for about 6 months and brought two new alternatives (G&H) to the Council, with calculations shown in detail on the handout.

The Cost Share Recommendation handout outlined some of the policies and procedures behind the cost shares. It states that a subcommittee will convene every 5 years to reevaluate the cost share and update the population data. This will keep cost shares consistent for at least 5 years. It also states that communities will be directly invoiced by U.S. mail. This will remove the need for commitment forms. Other entities like water districts, airports, etc. can participate with a flat rate of \$1,500, and professional organizations and nonprofits can contribute a donation. NCTCOG will also start collecting a nominal fee from nonmembers for trainings and workshops.

The Council discussed that lack of knowledge of the program may be the barrier to participation for small communities, not the cost share. The Council suggested including a cover letter be sent with the invoice that describes the program is voluntary and the invoice was sent so communities have the opportunity to participate. The subregion representative contact information should also be provided to help encourage participation. George Marshall reminded the Council that there are many different programs at COG that communities pay to participate in, so the Council should keep the big picture in mind for these small communities. The Council also discussed private sector participation and possible conflicts of interest, as well as pros and cons related to requiring iSWM certified communities to participate in the Public Works Program. Ranjan Muttiah, iSWM Subcommittee chair, will bring this up at the next iSWM Subcommittee meeting.



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George Marshall moved to authorize COG staff to pursue additional efforts to gain more membership payment by way of emailing invoices to city managers/mayors/public works directors/etc., with follow-up phone calls and invoices by mail., Gerald Cosgrove seconded; and the motion passed unanimously.

Robert Woodbury motioned to approve Alternative G, no one seconded; and the motion died. Gerald Cosgrove motioned to approve Alternative H; George Marshall seconded; and the motion passed unanimously.

Gerald Cosgrove motioned to approve the FY2021 Cost-Share Recommendations handout as written; Manny Palacios seconded; and the motion passed unanimously.

- **Standard Drawings Update.** Subcommittee Representative will brief the Council on progress made towards updating the drawings in the Construction Standards Fifth Edition. (Keith Marvin)
The subcommittee is finishing reviewing Division 3000 and will be moving on to Division 2000: Pavement Analysis at the next meeting. Keith asked for any experts to join them and mentioned the meetings will now be available via conference call with a shared screen. The next meeting is December 16, 2019 at 10am.
- **Sustainable Public Rights of Way.** Subcommittee Chair will update the Council on the activities of the SPROW Subcommittee. (Robert Woodbury)
Robert asked that the Council take the survey sent out by NCTCOG to help SPROW prioritize topics for the Best Management Practices Guidebook. Olivia will provide a link to the survey in the meeting follow-up. The next SPROW meeting is December 10, 2019 at 2pm.
- **integrated Stormwater Management (iSWM) Activities.** Subcommittee Chair will present an update of iSWM program activities. (Ranjan Muttiah)
Ranjan updated the Council on the progress made in Task Order 3 of the contract with Halff Associates. iSWM Adopters will be sent a survey to provide feedback on inconsistencies or errors in the technical manual. The second iSWM Designation Workshop was held in October that included an overview of iSWM and case studies from communities in the region. The next one will be in January. The first Reorganization/Re-evaluation Workshop was held in October. Halff collected feedback and will be making changes to the Best Management Practices that will make the technical manual easier to use. The next iSWM meeting is January 8, 2020 at 1:30pm. Olivia will include a link to a survey on how to incorporate Atlas-14 data to the Council in the meeting follow-up email.
- **Trainings.** NCTCOG staff will give an update on work program trainings. (Olivia Kale)
 - **Construction Contracts Workshop Review.** NCTCOG staff will present the Council with feedback given from the workshop.

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Construction Contracts Training was held August 18, 2019, and instructed by Tim James and his team at Halff Associates. The feedback from evaluations was that the subject, trainer's knowledge, and usefulness of the course was excellent.

- **New Inspector's Workshop.** NCTCOG staff is looking for a volunteer to instruct the workshop.
This course is in high demand. There were only 15 spots available last year and it filled up in 24 hours. NCTCOG is having a hard time finding an instructor this year. NCTCOG staff will continue to request volunteers but will look into other options if this is not successful.
- **Public Works Roundup.** NCTCOG will begin looking at availability at convention centers to bring the Council dates and costs for the Roundup. NCTCOG will begin looking at convention centers and availability for the Roundup. There are many conferences in May and June 2020 so there are only four weeks open. The Council suggested NCTCOG look into Grapevine Convention Center, Cedar Hill Recreation Center, Richardson Civic Center, and the Ruthe Jackson Center to hold the Roundup. The Council also approved of another SPROW Track this year.

6. 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 Partnership Program activities and the Floodplain Administrators/Community Rating System Users Group. (Mia Brown)

The East Fork Discovery and Silver Creek/McAneer Creek Flood Risk Identification Projects for FY16 CTP Program are complete. The East Fork Base Level Engineering (BLE) data will be available on the FEMA Region 6 Estimated BFE Viewer later this year. For FY17 CTP projects, the Flood Risk Review meetings for Town Creek and Stream CF-5 are scheduled for November and December. There will also be a Discovery Meeting for the Richland-Chambers Watershed on December 5th from 10am-2pm, as a "come and go" meeting at the Ellis County Court Building in Waxahachie. For FY18 projects the Flood Risk Identification on Marys Creek in Parker County is ongoing and is about 30% complete. NCTCOG was awarded two flood risk identification projects for FY19. These projects are for 7 miles of Harriet Creek in Denton County, and 19 miles of Waxahachie Creek in Ellis County, Midlothian, and Waxahachie. These projects will kick off in early 2020.

The next meeting for the Community Rating System Users Group will be Tuesday, December 3rd from 12pm-2pm. The topic will be the integration of transportation and stormwater planning in the western, largely undeveloped portion of the NCTCOG region. Attendees will receive a certificate for proof of two CECs for their CFM License. Registration is open at www.nctcog.org/envir/events. Please contact Mia Brown if you have any questions at mbrown@nctcog.org or (817) 695-9227.

- **Pavement Analysis Contract Renewal.** NCTCOG staff will update the Council on the contract renewal process.
NCTCOG will be renewing this contract for another year. There are 4 companies with pricing available through this contract, so member governments do not have go through the bidding process themselves. 24 communities have used this resource so far.



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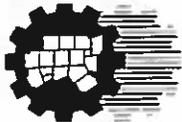
- **Public Works Emergency Response Team (PWERT).** A PWERT representative or NCTCOG staff will give an update on recent PWERT activities. (Manny Palacios)
After the 10 or so tornadoes that came through the region PWERT deployed many teams. The City of Richardson is very thankful for their efforts during the aftermath of the tornado. Don Knight from the City of Dallas brought up an issue with transitioning after 36 hours with the mutual aid agreement. This will be discussed at the next PWERT meeting in December.
- **Texas Chapter of American Public Works Association Update.** A TX Chapter of APWA representative will update the Council on upcoming TPWA local events and meetings.
The Texas Chapter of APWA North Central Texas Branch meeting is December 9, 2019. The 6th Annual Sporting Clay Tournament is March 13, 2020.

OTHER BUSINESS AND ROUNDTABLE DISCUSSION

7. **Future Agenda Items.** PWC Members and NCTCOG staff may suggest future agenda items.
8. **Roundtable Topics/Other Business.** PWC members and NCTCOG staff may share additional items as time allows.
Texas Commission on Environmental Quality (TCEQ) is holding a workshop at NCTCOG Offices December 5, 2019 to review funding for EV charging stations. Contact Dorothy Gilliam at DGilliam@nctcog.org if you have any questions.
9. **The Next PWC Meeting** is scheduled for Feb. 20, 2020 at 9:30am in the Regional Forum Room.
10. **Adjournment.**

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

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Public Works Council
 9:30 a.m. Thursday, November 21, 2019
 4th Floor Training Room



MEMBER SIGN IN SHEET

NAME	SIGNATURE	REPRESENTS
Brooks, Keith	<i>Keith Brooks</i>	City of Arlington
Byerly, Jody		City of Carrollton
Carmichael, Mindy		City of Arlington
Causey, Paul	<i>Paul Causey</i>	Association General Contractors
Cha, Chris	<i>Chris Cha</i>	Council of Engineering Companies
Clay, Bobby		East Subregion
Cosgrove, Gerald	<i>Gerald Cosgrove</i>	City of Plano
Cox, Lyndon	<i>Lyndon J. Cox</i>	Texas Council of Engineering Labs/ Geoprosessionals Serving Texas
Davis, Sam	<i>Sam Davis</i>	Association General Contractors
Disheroon, David	<i>David Disheroon</i>	Southwest Subregion
Ehler, Fred	<i>Fred Ehler</i>	Denton County
Fourmentin, Alan	<i>Alan Fourmentin</i>	Northeast Subregion
Franke, Dan	<i>Dan Franke</i>	City of Frisco
Garza, Mike		Northwest Dallas Subregion
Green, Ed		Southeast Subregion
Griffin, Stephanie	<i>Stephanie Griffin</i>	City of Grand Prairie
Hassan, Haytham	<i>Haytham Hassan</i>	City of Dallas
Hickey, Christina	<i>Christina Hickey</i>	City of Mesquite
Highfill, Joey	<i>Joey Highfill</i>	Northwest Subregion
Hines, Mark	<i>Mark Hines</i>	Collin County
Ho, John		Council of Engineering Companies
Hogue, Kyle	<i>Kyle Hogue</i>	Northeast Tarrant Subregion
Hoover, Larry	<i>Larry Hoover</i>	South Tarrant Subregion
Hunter, David		City of Denton
Kasavich, John	<i>John Kasavich</i>	City of Fort Worth
Lee, Wayne	<i>Wayne Lee</i>	City of Irving
Magana, David	<i>David Magana</i>	City of Fort Worth
Marshall, George	<i>George Marshall</i>	Denton/Lake Cities Subregion
Marvin, Keith	<i>Keith Marvin</i>	City of Lewisville
Mears, John		Dallas County
Nicewander, Jennifer		City of Dallas
Palacios, Manny	<i>Manny Palacios</i>	West Subregion
Poe, Shawn	<i>Shawn Poe</i>	City of Richardson
Polocek, Michael	<i>Michael Polocek</i>	City of Garland
Reeves, Kyle	<i>Kyle Reeves</i>	Northwest Tarrant Subregion

See Reverse



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4th Floor Training Room



GUEST SIGN-IN SHEET

NAME	REPRESENTS
Tim James	Halt
Wade Williams	Murphy
Rhonda Huist	Kennedale
Haytham Hassan	John
Delmona Crocker	Tadue Duhay
Brad TRIBBLE	ACEC DALLAS
Karen Ellis	
Don Knight	Dallas
Dorothy Gilliam	NCTCOG - Air Quality
Cody Widener	City of Coppell