

NORTH TEXAS TOLLWAY AUTHORITY
Customer Service, Projects and Operations Committee Meeting Minutes
October 4, 2012

A public notice of this meeting containing all items was filed in the Office of the Secretary of State as required by Chapter 551 of the Texas Government Code, referred to as "The Open Meetings Act."

Minutes of the Customer Service, Projects and Operations Committee meeting held at the North Texas Tollway Authority, 5900 West Plano Parkway, Plano, Texas, on October 4, 2012 at 9:30 a.m.

CALL TO ORDER

Committee Chairman Nowels called the meeting to order at 9:41 a.m.

1. ESTABLISHMENT OF QUORUM

Committee Chairman Nowels established a quorum by calling the roll. The following committee members were in attendance:

Michael Nowels	Committee Chairman
Jane Willard	Member
Matrice Ellis-Kirk	Member

Chairman Barr, Vice Chairman Moore and Director Elliott were also in attendance.

NTTA employees attending the Committee meeting were: Gerry Carrigan, Executive Director; Tom Bamonte, General Counsel; Ruby Franklin, Secretary; Lorelei Griffith, Assistant Secretary; Janice Davis, Chief Financial Officer/Treasurer; Dana Boone, Director of Cash and Debt Management/Assistant Treasurer; Clayton Howe, Assistant Executive Director of Operations; Kim Tolbert, Assistant Executive Director of Administrative Services; Ray Zies, Controller; Magdalena Kovats, Director of Internal Audit; Eric Hemphill, Director of Maintenance; Kiven Williams, Director of Customer Service; Anthony Coleman, Director of Business Diversity; Kim Jackson, Director of Communications; Felix Alvarez, Director of Procurement Services; Dave Pounds, Director of Information Technology; Marty Lege, Director of System Incident Management; Carrie Rogers, Director of Government Affairs and Nina Arias, Director of Human Resources .

Also present at the meeting representing the Authority were Frank Stevenson, Locke Lord, Board Counsel; Greg Schaecher, McCall Parkhurst & Horton, Bond Counsel to the Authority; Stephanie Halliday, HNTB, General Engineering Consultant to the Authority; Michael Copeland, Wilbur Smith Associates, Traffic and Revenue Consultant to the Authority; Bill Mahomes, Mahomes Bolden, PC, Bond Counsel to the Authority.

2. Public Comments

There were no comments.

3. Approval of the minutes from the September 6, 2012, Customer Service, Projects and Operations Committee meeting

Director Willard made a motion to approve the minutes of the September 6, 2012 Customer Service, Projects and Operations Committee meeting. Director Ellis-Kirk seconded the motion and it was approved unanimously. (Resolution No. 12-146)

4. Request by the City of Frisco for a variance from the NTTA Sign Policy

Eric Hemphill, Director of Maintenance, presented information on a request by the City of Frisco for a variance from the NTTA Sign Policy. The Customer Service, Projects, and Operations Committee supported the staff recommendation to approve the request and to forward for Board action at the October 17, 2012 Board Meeting.

5. Contract 03442-NTT-00-CS-MA with Citadel Partners, Inc., for real estate advisor services

Eric Hemphill, Director of Maintenance, presented information on a contract with Citadel Partners, Inc., for real estate advisory services. The Customer Service, Projects, and Operations Committee tabled the item for further discussion. Staff will bring the item to the December committee with additional information, as requested.

6. 2012 Annual Inspection Report

Stephanie Halliday, General Engineering Consultant Project Director, presented information on the 2012 Annual Inspection Report. This was an informational briefing item only and no Committee action was needed.

7. Summary of Monthly Project Delivery Report relating to contracts, expenditures, budgets and status of the following NTTA turnpike projects

Gerry Carrigan, Executive Director, presented an update on President George Bush Turnpike – Western Extension. This was an informational briefing item only and no Committee action was needed.

8. Executive Session

There were no items for Executive Session.

ADJOURNMENT

The meeting adjourned at 10:32 a.m.



Michael Nowels, Committee Chairman
Customer Service, Projects & Operations
Committee



Lorelei Griffith, Assistant Secretary