

NORTH TEXAS TOLLWAY AUTHORITY
NTTA Administration Committee Meeting Minutes
December 6, 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 NTTA Administration Committee meeting held at the North Texas Tollway Authority, 5900 West Plano Parkway, Plano, Texas, on December 6, 2012, beginning at 9:30 a.m.

CALL TO ORDER

Committee Chairwoman Willard called the meeting to order at 9:35 a.m.

1. ESTABLISHMENT OF QUORUM

Chairwoman Willard established a quorum by calling the roll. The following committee members were in attendance:

Jane Willard	Committee Chairwoman
Dave Denison	Member
William Moore	Member
George (Tex) Quesada	Member

Also present were: Chairman Barr, Director Elliott and Director Nowels. Director Ellis-Kirk participated telephonically.

NTTA employees attending the Committee meeting were: Gerry Carrigan, CEO/Executive Director; John Carreker, COO/Deputy Executive Director; Ruby Franklin, Secretary; Lorelei Griffith, Assistant Secretary; Dana Gibson-Boone, Director of Cash and Debt Management/Assistant Treasurer; Tom Bamonte, General Counsel; Clayton Howe, Assistant Executive Director Operations; Elizabeth Mow, Interim Assistant Executive Director Project Delivery; Kim Tolbert, Assistant Executive Director Administrative Services; Ray Zies, Controller; Anthony Coleman, Director of Business Diversity; Magdalena Kovats, Director of Internal Audit; Dave Pounds, Director of Information Technology; Carrie Rogers, Director of Government Affairs; Kim Jackson, Director of Communications; Nina Arias, Director of Human Resources; Felix Alvarez, Director of Procurement Services.

Also present at the meeting representing the Authority were Frank Stevenson, Locke Lord LLC, Board Counsel to the Authority; Greg Schaecher, McCall Parkhurst & Horton, Bond Counsel to the Authority; Bill Mahomes, Mahomes Bolden PC.

2. General public comments not related to specific agenda items

No comments were made under this item.

3. Approval of the minutes from the September 6, 2012 Administration Committee meeting

Director Denison made a motion to approve the minutes of the September 6, 2012 Administration Committee meeting and Director Quesada seconded the motion. The motion was approved 4-0. (Resolution No. 12-167)

4. Proposed 2013 M/WBE industry-specific goals for minority- and women-owned and operated business enterprises

Anthony Coleman, Director of Business Diversity, provided a briefing on the proposed 2013 M/WBE industry-specific goals for minority- and women-owned and operated business enterprises. Mr. Coleman presented some background, an overview of the M/WBE program, the M/WBE subcontracting industry-specific goals, the M/WBE industry-specific goals, goal setting methodology, and an industry-specific subcontracting goal summary. Mr. Coleman, Felix Alvarez, Director of Procurement Services, and Kim Tolbert, Assistant Executive Director of Administrative Services, addressed questions of the Committee.

After some discussion, Vice Chairman Moore made a motion to move the item forward to the full board for approval. After further discussion, Vice Chairman Moore amended his motion to include with the understanding that in the meantime staff should review to see if there is room for improvement or change in any way. Director Quesada seconded the motion and it was approved unanimously.

5. 2013 NTTA Holiday Schedule

Nina Arias, Director of Human Resources, provided the 2013 NTTA holiday schedule, and addressed questions.

Director Quesada made a motion to approve the schedule, and Director Willard seconded the motion. The motion was approved 4-0.

6. A three-year Service Agreement with TIAA CREF for 401(k) and 457(b) Provision of Administrative, Trustee and Investment Services

Ms. Arias provided a briefing on a service agreement with TIAA CREF, including some history and background, the RFP process, and the financial impact. Ms. Arias discussed the Business Diversity goal and addressed questions. She indicated that this item was for information purposes only, and that the item would come back to the Committee in January with a proposed contract.

7. Executive Session

An Executive Session was not held.

ADJOURNMENT

The meeting adjourned at 10:18 a.m.



Jane Willard, Chairwoman
NTTA Administration Committee



Ruby Franklin, Secretary