NORTH TEXAS TOLLWAY AUTHORITY
Customer Service, Projects, and Operations Committee Meeting Minutes
June 2, 2016

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 ("Committee") meeting held at North Texas Tollway Authority, 5900 West Plano Parkway, Plano, Texas, on June 2, 2016 at 10:45 a.m.

CALL TO ORDER

Committee Chairman Nowels called the meeting to order at 12:01 p.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
Mojy Haddad	Member
George (Tex) Quesada	Member

Chairman Kenneth Barr, Vice Chairman William Moore, Director William Elliott, and Director John Mahalik were also in attendance.

NTTA employees attending the Committee meeting were: Gerry Carrigan, CEO/Executive Director; Lorelei Griffith, Secretary; Karen Madison Ponds, Assistant Secretary; Horatio Porter CFO/Treasurer; Dana Gibson Boone, Director of Cash and Debt Management/Assistant Treasurer; Dena DeNooyer Stroh, General Counsel; Elizabeth Mow, Assistant Executive Director of Infrastructure; James Hofmann, Assistant Executive Director of Operations; Magdalena Brady, Director of Internal Audit; Kim Jackson, Senior Director of Public Affairs; John Bannerman, Director of Customer Service; Eric Hemphill, Director of System Incident Management; Mark Pavageau, Director of Maintenance; Anthony Coleman, Director of Business Diversity; Carrie Rogers, Director of Government Affairs; Arturo Ballesteros, Director of Legislative Affairs; Brian Reich, Controller; Robert Hurmence, Director of Financial Planning and Analysis; Kim Tolbert, Director of Strategy and Innovations; Gio Rodriguez, Director of Collections and Toll Enforcement; David Evans, Senior Director of Procurement Services and Business Diversity; and Sabu Stephens, Director of Information Technology.

Also present at the meeting representing the Authority were Greg Schaecher, McCall Parkhurst & Horton, Bond Counsel to the Authority; Keith Jackson, Atkins North America, Inc., General Engineering Consultant to the Authority; Stephanie Halliday, HNTB, Project Management Consultant to the Authority; Michael Copeland, CDM Smith

Associates, Traffic & Revenue Consultant to the Authority; Bill Mahomes, Mahomes Bolden, PC, Bond Counsel to the Authority; and Sam Bohluli, C&M Associates, Inc., Traffic & Revenue Consultant to the Authority.

2. Public comments not related to specific agenda items

There were no comments.

3. Comments and announcements from the Chairman and Board Members

There were no comments.

4. Approval of the minutes from the May 5, 2016 Customer Service, Projects, and Operations Committee meeting

Director Willard made a motion to approve the minutes of the May 5, 2016 Customer Service, Projects, and Operations Committee meeting. Director Quesada seconded the motion, and it was approved unanimously. (Resolution No. 16-68)

5. Request to advertise the following:

   A. Construction for Dallas North Tollway roadway improvements from Harvest Hill Road to IH 35E
   B. Construction management services for Dallas North Tollway roadway improvements (from Harvest Hill Road to IH 35E

Elizabeth Mow, Assistant Executive Director of Infrastructure, presented staff's recommendation that the Board approve these request to advertise.

Director Willard made a motion for Committee approval of the request to advertise for construction for Dallas North Tollway roadway improvements from Harvest Hill Road to IH 35E and construction management services for Dallas North Tollway roadway improvements (from Harvest Hill Road to IH 35E). Director Haddad seconded the motion. The Committee approved the motion unanimously.

6. Contract award for the following:

   A. A three-year contract with Unicare Building Maintenance, Inc. for Gleneagles Janitorial Services, in an amount not to exceed $630,777.96

Elizabeth Mow, Assistant Executive Director of Infrastructure, presented staff's recommendation that the Board approve this contract award.

Director Haddad made a motion for Committee approval of the contract for a three-year contract with Unicare Building Maintenance, Inc. for Gleneagles Janitorial Services, in an amount not to exceed $630,777.96. Director Willard seconded the motion. The Committee approved the motion unanimously.

7. EXECUTIVE SESSION – Pursuant to Chapter 551, Subchapter D, Texas Government Code:

A. Section 551.071, to receive advice from legal counsel about pending or contemplated litigation and/or settlement offers or other legal matters regarding:

1. Personnel policy discussion

Committee Chairman Nowels called the Committee into Executive Session at 12:13 p.m. and reconvened the meeting into open session at 12:59 p.m. No final action, decision or vote with regard to any matter was taken during the Executive Session.

8. Adjournment

The meeting adjourned at 1:00 p.m.

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

Lorelei Griffith, Secretary