



DART Board Administration Committee
Tuesday, March 31, 2026, 3:00 P.M.
DART Conference Room C – 1st Floor
1401 Pacific Ave., Dallas, Texas 75202
[Estimated Meeting Time: 2 hours]

**The DART Board Administration Committee will be held at the
DART Headquarters, Board Room, 1st Floor, and by videoconference.**

The public may attend in person or view the meeting at:

[DART.org/about/public-access-information/board-meetings-information](https://www.dart.org/about/public-access-information/board-meetings-information)

1. Approval of Qualifications and Job Description for President & Chief Executive Officer
[10 minutes – presentation; 50 minutes – Q&A]
2. *Discussion of Interim President & Chief Executive Officer
[10 minutes – presentation; 50 minutes – Q&A]
3. Adjournment

***This is a Briefing Item Only**

The DART Board Administration Committee may go into Closed Session under the Texas Open Meetings Act, Section 551.071, Consultation with Attorney, for any legal issues, or under Section 551.074 for Personnel matters, or under Section 551.076 or Section 551.089, Deliberation Regarding Security Devices or Security Audits, arising or regarding any item listed on this Agenda. This facility is wheelchair accessible. For accommodations for the hearing impaired, sign interpretation is available. Please contact Community Relations at 214-749-2721, 48 hours in advance

Chair – Gary A. Slagel

Vice-Chair – Michele Wong Krause

*Members – Carmen Garcia, Anthony Ricciardelli,
and Maurice A. West*



Agenda Report

**Voting Requirements:
Majority**

DATE: March 31, 2026

SUBJECT: Approval of Qualifications and Job Description for President & Chief Executive Officer

BOARD ACTION

Approval of a resolution approving the job description for DART's President & Chief Executive Officer, as shown in Exhibit 1 to the Resolution.

PURPOSE

- In accordance with Section 7.02 of her employment agreement, Nadine S. Lee has notified the Board Chair that she will not seek an extension to her employment agreement with DART.
- The purpose of this item is to approve the qualifications and job description for the President & Chief Executive Officer to be used in the recruitment of an individual to replace Ms. Lee.

LEGAL CONSIDERATIONS

- Section 452.101(1) of the Texas Transportation Code authorizes the Board to appoint a chief executive officer and prescribe their duties, compensation and tenure.
- Article IV, Section 6, of the DART Board Bylaws states the Board shall appoint and prescribe the duties, tenure, and compensation of a president & chief executive officer who shall administer the daily operations of DART.

DRAFT
RESOLUTION
of the
DALLAS AREA RAPID TRANSIT BOARD
(Executive Committee)

Approval of Qualifications and Job Description for President & Chief Executive Officer

WHEREAS, DART’s legislation and Board Bylaws authorize the Board to appoint a chief executive officer and prescribe their duties, compensation and tenure; and

WHEREAS, in accordance with Section 7.02 of her employment agreement, Nadine S. Lee has notified the Board that she will not seek an extension to her employment agreement with DART; and

WHEREAS, the Board wishes to approve a job description for the President & Chief Executive Officer to be used in the recruitment of an individual to replace Ms. Lee.

NOW, THEREFORE, BE IT RESOLVED by the Dallas Area Rapid Transit Board of Directors that the job description for the President & Chief Executive Officer, as shown in Exhibit 1 to this Resolution, is approved.

Carmen Garcia
Secretary

Randall B. Bryant
Chair

APPROVED AS TO FORM:

ATTEST:

Gene Gamez
General Counsel

Nadine S. Lee
President & Chief Executive Officer

Date

President & Chief Executive Officer

Job Profile Summary

Responsible for establishing policy, goals, and mission of the Dallas Area Rapid Transit (DART) and directing all operations to include Administration, Communications, Engineering and Construction, Planning, Finance, Government Relations, Operations, and Procurement. Has ultimate responsibility for the short- and long-term success of DART.

Job Description

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Establishes DARTs strategic goals, actions, and mission and recommends to Board for approval. Reviews and approves all DART-wide policies. Evaluates policies and procedures and organizational structure for effectiveness. Recommend changes to meet established goals. Evaluates for effectiveness.
- Directs day-to-day operation of DART in accordance with established Board policy and applicable laws.
- Develops, submits to Board for approval, and comply with annual work program and budget. Monitors budget for variances and takes action to correct deficiencies.
- Represents DART to Board and to the community. Responds with sensitivity to the concerns and interests of a culturally, politically, and socio-economically diverse community and work force. Promotes Equal Employment Opportunity and Affirmative Action (EEO/AA) programs and enforces accountability of Executive Management Team (EMT) for accomplishment of EEO/AA program goals and objectives.
- Selects, directs, manages, and reviews performance and payment of Board consultants and contractors.
- Remains current on new industry trends, methods, and technology by reading journals and attending seminars and workshops both inside and outside of DART.
- Operates, maintains, and safeguards Board property and funds.
- Acts as a resource to and liaison between Executive Department and various departments within DART as well as with external contacts.

- Interviews, selects, develops, evaluates, counsels, and if necessary, terminates subordinate personnel according to established policies, procedures, and guidelines to include EEO/AA program goals and objectives.
- Prepares a variety of documents and reports for management and Board review such as resource allocation, budget, activities, status reports, trend analysis, etc.
- Maintains, manages, and releases necessary or required information, records, journals, etc., in accordance with law.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Note: An equivalent combination of related education and experience may be substituted for the below stated minimums excluding High School Diploma, GED, Licenses, or Certifications.

- Bachelor's degree in Business Administration, Public Administration, Transportation, or related field.
- Fifteen (15) years progressively responsible general management experience in a private or public environment to include a minimum of ten (10) years directing senior-level staff involved with daily operations and administration functions.
- Exceptional interpersonal skills to effectively and sensitively communicate with Board, all levels of supervisory and non-supervisory employees, government entities, media, a culturally diverse community, and others both inside and outside of DART.
- Personal computer (PC) and software applications such as word processing, spreadsheet, and database.
- Extremely high level of analytical skill to find solutions to difficult and highly complex interpersonal, legal, financial, technical, administrative, and unchartered problems.
- Ability to demonstrate a fiduciary obligation to DART and to the public in managing resources (i.e. human resources, capital and operating resources, etc.).

WORKING CONDITIONS:

Works in an environment where there is minimum exposure to dust, noise, or temperature. May be moderately exposed to unpleasant working conditions to include dust, noise, temperature, weather, petroleum products, and chemicals while visiting DART's operating facilities, assuming incumbent is observing all policies and procedures, safety precautions and regulations, and using all protective clothing and devices provided.

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. The statements are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All employees may perform other duties as assigned.

DART is proud to be an Equal Employment Opportunity Employer, supporting diversity in the workplace. M/F/D/V



Agenda Report

DATE: March 31, 2026

SUBJECT: Discussion of Interim President & Chief Executive Officer

BOARD ITEM

This is a briefing item. No action is required at this time.

PURPOSE

- Nadine S. Lee, President & Chief Executive Officer, has notified the Board that she will not seek an extension to her employment agreement with DART.
- The purpose of this item is to discuss an Interim President & Chief Executive Officer.