

PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS

Minutes

May 25, 2017

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, May 25, 2017, at 1:30 p.m. in the PRPC Board Room, 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Mayor Pro-Tem Kerry Symons, Chairman, presided.

MEMBERS PRESENT:

- Cleo Castro, Cactus
- Irene Favila, Hereford
- Bob Gober, Councilman, City of Canadian
- Ronnie Gordon, Hartley County Judge
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Saul Hernandez, Amarillo
- Dr. John Howard, Donley County Judge
- Harold Keeter, Swisher County Judge
- Dan Looten, Carson County Judge
- Jay Mayden, Childress County Judge
- Wayne Nance, Briscoe County Judge
- Karen Price, Pampa
- Sal Rivera, Sheriff, Castro County
- Amelia Salazar, Alderwoman, Palisades Village
- Pat Sims, Mayor, City of Dumas
- Kerry Symons, Mayor Pro-Tem, City of Perryton
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Don Allred, Oldham County Judge
- Juan Cantu, Lipscomb County Commissioner
- Buster Davis, Mayor, City of Gruver
- Ernie Houdashell, Randall County Judge
- John James, Collingsworth County Judge
- Walter "Four" Price, Texas State Representative, District 87
- Winston Sauls, Borger
- Phillip Self, Greenbelt Municipal & Industrial Water Authority

STAFF PRESENT: Mr. Kyle Ingham Local Government Service Program Director; Mr. Marin Rivas, Workforce Development Director; Mr. John Kiehl, Regional Services Director; Mr. Shane Brown, Emergency Preparedness and Communications Program Manager; Ms. Cindy Boone, CPA, Finance Director; Ms. Sharee Bailey, Administrative Program Specialist; Mr. Gary Pitner, Executive Director

OTHERS PRESENT:

Paul Simpson, Congressman Mac Thornberry's Office

1. **CALL TO ORDER**

Mayor Pro-Tem Kerry Symons called the meeting to order and noted that a quorum was present. No conflict disclosure issues pursuant to Local Government Code Chapter 176 were noted by Board members related to action items on today's agenda.

2. **INVOCATION**

Mayor Pro-Tem Kerry Symons gave the invocation.

3. **MINUTES**

Judge Jay Mayden moved to approve the minutes from the meeting held on April 27, 2017, as received. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

4. **VOUCHERS**

Councilman Bob Gober moved to approve the vouchers for the month of April, 2017. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

5. **PANHANDLE REGIONAL INTEROPERABLE RADIO COMMUNICATIONS SYSTEM (PANCOM) TOWER CONSTRUCTION AUTHORIZATION**

Mr. John Kiehl stated that one of the major components of the annual PANCOM budget are the lease payments on the 35 privately-owned towers that comprise a large part of the system's infrastructure. Approximately \$163,451 will be spent on lease costs this next year.

He informed the Board that we now have a potential opportunity to jettison another expensive annual lease; the prospect of which was created by Judge Jay Mayden. We currently spend approximately \$9,000 per year for a tower located in Childress County and those costs increase each year by 3%. With our limited experience in new tower development, PRPC staff has found that the most difficult challenge in building a new tower is acquiring the land needed for the tower site. A 300-foot tower, guy wires and all takes up around 6 acres of land.

After we explained our reasons for wanting to build a new tower in his county, Judge Mayden then contacted the CEO of the Childress Regional Medical Center to see if the Medical Center might be able to provide the PRPC with low or no-cost land. That led to a meeting between staff and the CEO who confirmed his Board was willing to support our efforts by providing us with the land needed for a tower construction project.

Mr. Kiehl explained the various phases of the tower construction project in detail with the Board, as well as funding mechanisms in place to cover the cost of the project.

Mayor Pat Sims moved to authorize staff to proceed with the steps necessary to construct a PANCOM tower in Childress County. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

6. **PANHANDLE REGIONAL INTEROPERABLE RADIO COMMUNICATIONS SYSTEM (PANCOM) RADIO SHOP SERVICES AGREEMENTS**

Mr. Shane Brown stated that many of the PANCOM system's radio shop repairs are currently being made under an agreement that was created nearly six years ago. It's advantageous that the PRPC have such agreements in place as this enables us to quickly contact a vendor to order a repair as opposed to taking time to seek quotes whenever a repair is needed. PANCOM has to stay operational 24/7; therefore, when they're needed, repairs need to be made quickly and without delay.

In April, PRPC staff issued a Request for Quotes (RFQ) for Communications Shop Support Services. As expressed in the RFQ, its purpose was *"to create a relationship between the PRPC and one or more qualified communications shops located in or near the Panhandle to provide a variety of maintenance, repair and/or replacement services in support of the PANCOM system's public safety radio communications equipment"* and *"to replace the agreements the PRPC currently holds with communications shops in or near the region to provide these same services"*.

Mr. Brown stated that multiple responses were received and recommended that the PRPC enter into agreements with each of them that were qualified and fair in their pricing. This will offer staff the flexibility needed to order a repair when time is of the essence. If we're bound to working under only one agreement, then we'd be at risk if the shop technicians can't meet our time requirements. However, if we have multiple agreements with multiple qualified shops then if Shop #1 is unable to respond to our repair call, we can call on Shop #2 and one way or the other, get the repair made as quickly as possible. He also reviewed the letter of agreement that the PRPC would enter into with the vendors.

The qualified vendors recommended to provide the communications shop support services were Omega Electronics, South Plains Communications, Hawkins Communications, Schafer Services and WT Services.

Judge Dan Looten moved to approve service agreements with Omega Electronics, South Plains Communications, Hawkins Communications, Schafer Services and WT Services to deliver PANCOM systems maintenance services. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

7. **PANHANDLE REGIONAL INTEROPERABLE RADIO COMMUNICATIONS SYSTEM (PANCOM) TOWER SERVICES AGREEMENTS**

Mr. Shane Brown stated that the PRPC needs to update the agreements it has with companies to provide the PANCOM system's Antenna and Tower Services. Those agreements have become stale, and there are other tower companies out there that need

to be added to our approved vendor list. Tower services are basically those that involve crews climbing our towers to install new antennas, microwaves or cabling or to repair/realign antennas and dishes that have already been installed. These crews are always in high demand so as with the Radio Shop services, PRPC staff is recommending that we enter into new agreements with as many qualified, fairly-priced tower companies as we can. This would help to better our odds of actually being able to secure tower climbers when and as we need them.

PRPC staff issued a Request for Quotes (RFQ) on Antenna and Tower Services on April 20 and those response were due on May 19. Mr. Brown reviewed in detail the responses that were received. The PRPC intends to enter into agreements with multiple respondents under the same terms described under the previous agenda item. The qualified vendors recommended to provide tower maintenance services were Cielo Wind Services and South Plains Communications.

Councilman Bob Gober moved to approve service agreements with Cielo Wind Services and South Plains Communications to deliver tower maintenance services for PANCOM. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

8. WORKFORCE DEVELOPMENT PROGRAM OPERATION AND SERVICE DELIVERY CONTRACT

Mr. Marin Rivas informed the Board that the fifth and final renewal of PRPC's current contract with the Huxford Group, LLC to deliver workforce development services will end on September 30, 2017. In November of last year, staff sent a Request for Proposals (RFP) to 65 potential vendors, and notices were published in the Texas Register and the Amarillo Globe-News.

Proposals were received from:

- The Huxford Group, an Amarillo-based business established by Mr. Trent Morris. PRPC is the company's sole customer.
- ResCare Workforce Services, which is and has been operating in Texas Workforce Development Areas (WDAs) since 1996, including One-Stop centers in six WDAs (Permian Basin, North Central, Concho Valley, Dallas County, North Texas and Rural Capital), Child Care programs in four WDAs (Permian Basin, North Central, Concho Valley and South Texas), and the Youth program in the Alamo WDA.

Staff reviewed and scored the proposals giving the Huxford Group's proposal the highest average total score, 90.83 points versus 76.50 points for ResCare. Huxford Group provided all of the required staff and functions in an organizational plan with clear lines of authority; included adequate and appropriate strategies for performing the work to be contracted; documented a history of good past performance; and contained a budget that was complete, accurate and consistent with the proposal narrative.

Mr. Rivas discussed in detail the past performance of both proposers as well as the budget they each presented. He stated that the Executive Committee of the Panhandle Workforce Development Board met on February 8th and heard presentations by the two proposers and staff, and reviewed associated materials. The members voted to recommend to the full Board that staff be authorized to negotiate, finalize and enter into a contract with the Huxford Group. The Workforce Development Board and the Workforce Development Consortium's Governing Body met on February 22nd and on March 2nd, respectively, and both concurred with the Committee's recommendation.

This contract would cover the period from October 1, 2017 through September 30, 2021, with annual renewals contingent upon acceptable performance.

Mayor Ricky White moved to authorize the Executive Director to execute a one year contract with options to renew for three additional one year periods with the Huxford Group, LLC to operate the Panhandle Workforce Center and to deliver workforce development and child care program services. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

9. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

A. Mr. Gary Pitner reported on the recent and upcoming Planning Commission sponsored regional meetings.

10. **CLOSED SESSION – PERSONNEL MATTERS**

At 2:02 p.m., Mayor Pro-Tem Kerry Symons stated that at this time we will convene a closed meeting of the Board of Directors of the Panhandle Regional Planning Commission to deliberate on the appointment and employment of an Executive Director as authorized under Texas government code chapter 551, section 551.074.

11. **RECONVENE PUBLIC SESSION AND CONSIDER THE APPOINTMENT/EMPLOYMENT OF AN EXECUTIVE DIRECTOR**

The public session of the Board of Director's meeting reconvened at 2:10 p.m.

Judge Jay Mayden moved to appoint Mr. Kyle G. Ingham as the Executive Director of the Panhandle Regional Planning Commission effective October 1, 2017. Ms. Irene Favila seconded the motion; the carried by unanimous vote.


12. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:15 p.m.



Kerry Symons, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



Ricky White, Secretary/Treasurer
Panhandle Regional Planning Commission
Board of Directors