

PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS

Minutes

July 27, 2017

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, July 27, 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:

- Don Allred, Oldham County Judge
- Cleo Castro, Cactus
- Buster Davis, Mayor, City of Gruver
- Irene Favila, Hereford
- Bob Gober, Councilman, City of Canadian
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- John James, Collingsworth County Judge
- Dan Looten, Carson County Judge
- Jay Maiden, Childress County Judge
- Wayne Nance, Briscoe County Judge
- Karen Price, Pampa
- Amelia Salazar, Alderwoman, Palisades Village
- Winston Sauls, Borger
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Pat Sims, Mayor, City of Dumas
- Kerry Symons, Mayor Pro-Tem, City of Perryton
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Juan Cantu, Lipscomb County Commissioner
- Ronnie Gordon, Hartley County Judge
- Saul Hernandez, Amarillo
- Ernie Houdashell, Randall County Judge
- Dr. John Howard, Donley County Judge
- Harold Keeter, Swisher County Judge
- Walter "Four" Price, Texas State Representative, District 87
- Sal Rivera, Sheriff, Castro County
- Nancy Tanner, Potter County Judge

STAFF PRESENT: Mr. Kyle Ingham Local Government Service Program Director; Mr. John Kiehl, Regional Services Director; Ms. Lori Gunn, Regional Services Program Coordinator; Mr. Mike Peters, Regional 9-1-1 Network Director; Mr. Shane Brown, Emergency Communications and Preparedness Programs Manager; Ms. Cindy Boone, CPA, Finance Director; Ms. Rebecca Rusk, Executive Assistant; Mr. Gary Pitner, Executive Director

OTHERS PRESENT: Ms. Krista Davis, City of Gruver

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

Mayor Ricky White moved to approve the minutes from the meeting held on June 22, 2017, as received. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

4. VOUCHERS

Judge Jay Maiden moved to approve the vouchers for the month of June, 2017. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

5. **PRPC INVESTMENT FUNDS QUARTERLY REPORT**

Ms. Cindy Boone, CPA, stated that pursuant to the Public Funds Investment Act, which was passed by the Texas Legislature in 1987 and amended in 1995 and 1997, PRPC adopted written investment policies on August 23, 1996 for funds under our control. In accordance with this Act, the investment officer of PRPC, which is the Finance Director, is required to submit to the Board of Directors a quarterly report of investment transactions. Ms. Boone presented the report for the period of April 1, 2017 through June 30, 2017.

Mayor Buster Davis moved to accept the PRPC's Investment Funds Quarterly Report for the period ended June 30, 2017, as presented. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

6. **PRPC 2017 AUDIT SERVICES ENGAGEMENT**

Ms. Cindy Boone, CPA, reminded the Board that the PRPC has an audit performed annually under the required standards of the American Institute of Certified Public Accountants, the U.S. General Accounting Office, the U.S. Office of Management and Budget, and the State of Texas Uniform Grant Management Standards.

In 2016, the PRPC issued a request for proposal for audit services for fiscal years ending September 30, 2016, 2017, and 2018 with the option of two one year extensions for fiscal years 2019 and 2020. This procurement resulted in the selection of Edgin, Parkman, Fleming & Fleming (EPF&F) which the Board approved in October 2016.

Because of auditing standards, the engagement letter from EPF&F for fiscal year 2017 is now requiring signature from PRPC's governance. Therefore, we are asking for the Board to approve our engagement for audit year 2017 with EPF&F in the amount of \$35,000 which is the amount stated in their proposal.

Judge Don Allred moved to approve the engagement of Edgin, Parkman, Fleming and Fleming, PC, Certified Public Accountants to conduct the Panhandle Regional Planning Commission's audit for the year ending September 30, 2017 pursuant to the second year of the current three year audit services agreement. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

7. **2017-2018 PRPC PERSONNEL CLASSIFICATION, PAY PLN AND JOB DESCRIPTION DOCUMENT ADOPTION**

Mr. Gary Pitner stated that the Planning Commission can trace its employee classification and pay plan system back to 1974 when the Board of Directors hired the Chicago, Illinois consulting firm of Public Administration Services, Inc., to develop a position classification plan, pay plan and model job descriptions. That work has served as the basis for all subsequent PRPC classification and pay plan documents. The Planning Commission adopted major updates to the classification pay plan and job descriptions in 1984 and again in 1996.

On an annual basis since 1997, the Board has approved relatively minor amendments to the PRPC's classification and pay plan system primarily in order to maintain compliance with personnel management requirements placed upon regional councils by Federal and State regulations. The primary revisions for 2016 – 2017 include:

- 1) An across-the-board adjustment (increase) to the Annual Salary Table for General Classified Positions of 1%;
- 2) The establishment of the following position and the associated job description:
 - Area Agency on Aging Ombudsman Program Administrative Assistant
- 3) The deletion of the following position and the associated job description:
 - Area Agency on Aging Benefits Counseling Administrative Assistant

Mayor Ricky White moved to adopt the 2017-2018 Personnel Classification, Pay Plan and Job Description document for the Planning Commission. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

8. **PRPC PERSONNEL POLICIES AMENDMENTS**

Mr. Kyle Ingham stated that the PRPC Personnel Policies are an important document to the employees and Board of Directors of the Panhandle Regional Planning Commission. The document outlines the requirements and expectations of employees

and addresses many policies regarding employee related topics ranging from the process by which grievances are filed to the organizations policies on non-discrimination and sexual harassment.

From time to time, state and/or federal agencies have requested that specific language on a topic addressed in the Personnel Policies be reviewed and possibly considered for revision or inclusion in the Policies to bring them in line with a state or federal requirement interpretation. Staff does not approach the consideration of bringing Personnel Policy revisions to the Board for consideration lightly because these revisions can affect the day to day operations of the organization and possibly the responsibilities of staff.

Recently, the Texas Department of Transportation TxDOT has requested that PRPC consider how its Personnel Policies align with Title 43 Texas Administrative Code Section 31.39 related to Internal Ethics Compliance Program Monitoring for the Regional Public Transportation Planning Program that the organization has participated in over the past 10 years. This specific piece of the TAC identifies 8 areas of compliance and oversight that a recipient of TxDOT funds is required to address in its policies to ensure that its Personnel Policies are being adhered to. In recent years the PRPC policies have been deemed to be sufficient in all areas, but in 2017 TxDOT is taking a more rigorous approach to interpreting the policies. In response to the initial inquiry, staff responded with over 50 pages of policies, staff job descriptions, and notes from the PRPC Procurement Policies in the expectation that all requirements would be deemed to be met. However, the TxDOT monitor on this project indicated that further explanation was needed. To that end, staff was able to clarify the majority of the inquiries and explain how current Policies meet the requirement.

TxDOT did point out four areas that they would like to see added to the Personnel Policies to more explicitly address their interpretation of Title 43 Texas Administrative Code Section 31.39. PRPC staff carefully considered the recommendations and worked to draft language that would address the request in a manner that makes sense for the organization. Mr. Ingham reviewed in detail the specific pages from the Personnel Policies with new language to be added. Materially, these new sections would do the following:

- Add an annual distribution of the Personnel Policies to all employees
- Note that grievances can be filed "without risk of retaliation"
- Formalize the traditionally understood process by which employees can report an ethical concern to the Executive Director in confidentiality
- Formalize the fact that training can be called if a recurring matter of non-compliance of a specific Policy is detected.

Staff feels that all of these revisions either formalize current practices or institutes a minor policy update that is probably a good practice. These pieces of language have been preliminarily approved by the TxDOT monitors to meet their interpretation of the statute.

In addition, Ms. Cindy Boone, CPA, informed the Board that PRPC has been looking at providing health insurance benefits to pre-65 retirees. Currently there are no provisions for health insurance benefits for anyone who retires from PRPC other than COBRA for the first 18 months after they leave. TML who is our current provider of health insurance offers several plans for pre-65 retirees. These plans are totally separate from the claims pool of PRPC and would be totally funded by the retiree but would allow them access to health insurance.

Staff is recommending that we change section 8 of our personnel policies to include a benefit that would allow PRPC employees who have worked a minimum of 5 years be eligible to participate in the retiree medical insurance benefit at their own cost.

Judge Dan Looten moved to approve amendments to the Planning Commission's Personnel Policies to update policy distribution procedures, clarify the employee grievance process, expand language in the Employee Code of Ethical Conduct, formalize the authority of the Executive Director to conduct personnel policy staff training and to allow for the provision of retiree medical insurance coverage at the discretion and expense of the eligible retiree. Judge John James seconded the motion; the motion carried by unanimous vote.

9. **PANHANDLE REGIONAL INTEROPERABLE RADIO COMMUNICATIONS SYSTEM (PANCOM) TOWER CONSTRUCTION CONTRACT**

Mr. John Kiehl reminded the Board that a couple of months ago staff introduced a potential project to erect a new PANCOM radio tower in Childress County. The Board authorized us to move forward with the project's implementation and we've been running ever since. We're attempting to get all the chief project elements fully committed by the end of August which is an extremely aggressive goal for a construction project of this complexity.

Since the last meeting, the interlocal agreement with the Childress Regional Medical Center, on whose property this tower is being built, was fully executed and filed. The PRPC entered into a professional services agreement to have the soil in/around the area where the tower is to be built tested and analyzed. A Request for Quotes was issued on used communications shelters and a purchase order for the lowest & best shelter quoted will be issued later this month. Staff also developed and issued a Request for Bids on the construction of the tower. The deadline for the submission of bids is 3:00 p.m. on July 21, 2017. The bid was set-up with an alternate. The base bid is for the construction of a 300-foot tower but as an alternate, we also asked the bidders to provide pricing on the construction of a 350-foot tower.

Mr. Kiehl reviewed in detail a summary of the bids received from seven vendors. He stated that Quality Tower Services alternate bid for a 350-ft. tower of \$126,316.00 was within budget and would certainly provide better coverage for the County.

Dr. Bill Hallerberg moved to approve a contract with Quality Tower Services for the construction of a new 350-ft. radio communications tower in Childress County. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

10. **PANHANDLE REGIONAL LAW ENFORCEMENT ACADEMY GRANT APPLICATION RESOLUTION**

Ms. Lori Gunn informed the Board that State funds for regional law enforcement training programs are authorized under Section 102.056 of the Texas Code of Criminal Procedure and Section 772.006 of the Texas Government Code. The source of these funds is from monies collected through court costs and fees. The Texas Legislature does not have a specific allocation for law enforcement training academies, typically the State Fund 421 funds have been used to support regional law enforcement training programs.

Beginning in 2013, CJD asked Councils of Government to submit a 2-year grant rather than a new program application each year. CJD has continued the request for a 2-year grant since. CJD accepted applications for law enforcement training grant applications for FY 2018-2019 with a submission deadline of July 14th. PRPC has drawn up that proposal and submitted the application to CJD prior to the July 14th deadline.

In reflecting back on recent history, our program funding has remained relatively static for the past five years. During that timeframe our grant requests have been in the amounts shown below.

FY 2017	\$ 108,086.47
FY 2016	\$ 108,086.47
FY 2015	\$ 102,955.00
FY 2014	\$ 102,955.00
FY 2013	\$ 98,052.00

In an effort to optimize training funds available PRPC and Amarillo College took a different approach on how contract funds were being categorized in FY 2015 for in-service training. Previously we paid for in-service training on a contract hour basis; with the new approach, we pay only a proportion of the class costs equal to the percentage of PRPC-paid officers in each class. This new approach is proving to work quite well. This approach has given us the opportunity to provide more training hours with the funds available.

With the 2018-2019 Regional Law Enforcement training application, PRPC utilized the 2.27% overall increase in funding given by CJD. The amount requested for each year of the 2-year grant period would be \$110,543.00.

As has been done for the past many years, the 2018-2019 Panhandle Regional Law Enforcement Training Program would include Basic Law Enforcement Training, In-Service Training and Advanced Specialized Training. Every August, in advance of the new school year, PRPC staff will meet with the staff from Amarillo College to negotiate

the annual training contract. AC has operated the Panhandle Regional Law Enforcement Training Academy (PRLEA) for the 48 years that it has been in existence and the contract has to be renewed each year to account for any changes in tuition costs.

In order to submit the 2018-2019 grant application to CJD, it must be authorized by the PRPC Board of Directors.

Ms. Irene Favila moved to approve a resolution authorizing the Executive Director to submit a grant application to the Office of the Governor, Criminal Justice Division for funds to support the continuing operation of the Panhandle Regional Law Enforcement Academy for a two year period from September 1, 2017 – August 31, 2019. Judge Jay Mayden seconded the motion; the motion carried by unanimous vote.

11. PANHANDLE REGIONAL 9-1-1 NETWORK QUARTERLY PERFORMANCE REPORT

Mr. Mike Peters reminded the Board that as stipulated in the agreement between Panhandle Regional Planning Commission and the Commission on State Emergency Communications (CSEC), the Panhandle 9-1-1 Network must establish and accomplish certain goals and objectives. In order to check progress throughout the year, we are required to submit to CSEC a quarterly performance report that includes 9-1-1 call volumes, monitoring results, network outage reports, system testing, and the status of equipment replacement. The following items make up the key points of the FY17 Q3 performance report covering March, April and May.

- 23 Public Service Answering Points (PSAPs) were monitored with no findings.
- 2,659 Network test calls were made by PSAP staff and PRPC employees.
- The Program experienced no outages.
- There were 65,366 9-1-1 calls, of which 85% were wireless.
- 193 text messages were received during the quarter, majority of these were tests.

Mayor Ricky White moved to accept the Panhandle Regional 9-1-1 Network's FY17 Third Quarter Performance Report as presented. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

12. PANHANDLE REGIONAL 9-1-1 NETWORK UPGRADE CONTRACT

Mr. Mike Peters reported that the existing network facilities that distribute voice, text, location, and caller information utilize 2 Cisco 1800 Routers at each PSAP, 4 Cisco 1800 Routers and 2 Cisco 3900 routers at each host location. The total current router count is 56. The Cisco 1800 routers were installed in 2009; the 3900s were installed in 2012. Mr. Peters stated that the staff would like to replace/purchase items as follows:

- Replace the 2 Cisco 1800 routers at each of the 22 call centers with 1 Cisco 4331 router.
- Replace the 4 Cisco 1800 routers at each host with 3 Cisco 4331 routers.
- Replace the 4 Cisco 3900 routers at each host with 4 Cisco 4431 routers.
- Purchase 2 Spare routers, for a total of 34 new routers.

In addition to the routers, there will be various licenses, interface cards, Cisco support costs, and other miscellaneous items that will be necessary for functionality.

AT&T was contacted to provide pricing on the necessary upgrades through an existing HGAC contract. As such, after many changes, we feel we have received reasonable pricing to complete this project. We also feel that AT&T will be the most advantageous contractor to upgrade the network as it will be connected to AT&T circuits. The total cost for the equipment, configuration, and upgrades is \$235,112.01. The cost quote from AT&T is attached to this agenda item.

Funding for this project is available within this year's budget as a result of network costs savings within this biennium. Benefits of this upgrade will provide faster data speeds for all of the call centers and will correct issues with Text to 9-1-1 delivery over our backup, PANCOM network. It will also replace equipment that is 8 years old that Cisco no longer able to support.

Mayor Pat Sims moved to approve a contract with AT&T to replace and upgrade 34 network routers which support the operations of the Panhandle Regional 9-1-1 Network and the Panhandle Regional Interoperable Radio Communications System. Alderwoman Amelia Salazar seconded the motion; the motion carried by unanimous vote.

13. CITY MANAGER RECRUITMENT SERVICES INTERLOCAL CONTRACT

Mr. Kyle Ingham reminded the Board that in recent years, PRPC staff has assisted many cities in the Texas Panhandle with administrative services, ranging from contractual city management services to city manager searches to codification. One of the services in high

demand is assistance with the recruitment of professional staff by Cities. In the last month, PRPC was approached by the City of Friona related to a professional search.

The City of Friona has inquired about PRPC's services and requested a proposal regarding the process to identify qualified City Manager applicants. The Friona City Council will meet after the issuance of this memo to determine if they want PRPC's assistance in their search or if they prefer to go another route. The inclusion of this agenda item will allow the PRPC Board of Directors to consider entering into interlocal agreement with the City of Friona for the purpose of a City Manager Search if the City requests PRPC to do so.

Currently the search contract rate being used by PRPC will follow basic guidelines that can be modified based on locality preference. The contract will be focused on a three month period so that the services can be rendered expeditiously and in a quality manner so that the City can train a new manager under the guidance of their outgoing manager. Compensation will be rated at \$60.00 per hour with job postings and travel compensated additionally with a floor of \$3,000 and a ceiling of \$6,000 to ensure that both parties mutually benefit from the agreement.

Mr. Ingham reviewed in detail the services that would be available for inclusion in the contract with the City of Friona.


Judge John James moved to authorize the Executive Director to execute an interlocal contract with the City of Friona for the Planning Commission to provide City Manager recruitment services. Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote. Mayor Ricky White recused himself.

14. **MISCELLANEOUS NON-ACTION INFORMATION ITEMS**

- A. Chairman Symons appointed the following individuals to serve on a committee to select recipients of the 2017 Panhandle Regional Planning Commission Regional Service Award and the 2017 Goodwin Regional Public Administrator Award: Judge Dan Looten, Judge Don Allred and Mayor Buster Davis.
- B. Chairman Symons appointed the following individuals to serve on a Nominating Committee to consider a slate of officers for the 2017-2018 PRPC Board of Directors: Judge Ernie Houdashell, Mayor Pat Sims and Ms. Karen Price.
- C. Mr. Gary Pitner reported on the recent and upcoming Planning Commission sponsored regional meetings.

15. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:30 p.m.



John Howard, M.D., Vice Chair
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



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