

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS

Minutes

December 6, 2018

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, December 6, 2018, at 1:30 p.m. in the PRPC Board Room, 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Dr. William Hallerberg presided.

**MEMBERS PRESENT:**

- Don Allred, Oldham County Judge
- Juan Cantu, Lipscomb County Commissioner
- Cleo Castro, Cactus
- Buster Davis, Mayor, City of Gruver
- Irene Favila, Hereford
- 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
- Wayne Nance, Briscoe County Judge
- Amelia Salazar, Alderwoman, Palisades Village
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Tobe Shields, Mayor, City of Spearman
- Pat Sims, Mayor, City of Dumas
- Kerry Symons, Mayor, City of Perryton
- Nancy Tanner, Potter County Judge

**MEMBERS ABSENT:**

- Ronnie Gordon, Hartley County Judge
- Ernie Houdashell, Randall County Judge
- John James, Collingsworth County Judge
- Jay Mayden, Childress County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Karen Price, Pampa
- Walter "Four" Price, Texas State Representative, District 87
- Sal Rivera, Sheriff, Castro County
- Winston Sauls, Borger
- Ricky White, Mayor, City of Friona

**STAFF PRESENT:** Mr. Dustin Meyer, Local Government Services Program Director; Mr. Jamie Hall, Local Government Services Program Specialist; Mr. John Kiehl, Regional Services Director; Mr. Mike Peters, Regional 9-1-1 Network Director; Mr. Marin Rivas, Workforce Development Director; Ms. Heather Reid, Workforce Development Contract/Accounting Manager; Ms. Renee Boehning, Finance Director; Ms. Rebecca Rusk, Executive Manager; Mr. Kyle Ingham, Executive Director

**OTHERS PRESENT:** Mr. Raul Hernandez, Amarillo

**1. CALL TO ORDER**

Dr. Bill Hallerberg 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**

Dr. Bill Hallerberg gave the invocation.

**3. MINUTES**

Judge Dan Looten moved to approve the minutes from the meeting held on October 25, 2018, as received. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

**4. VOUCHERS**

Judge John Howard moved to approve the vouchers for the month of October, 2018. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

5. **PRESENTATION: DR. WALTER WENDLER, PRESIDENT, WEST TEXAS A&M UNIVERSITY**

Dr. Walter Wendler, President, West Texas A&M University informed Board members of regional activities being conducted by the University through the WT 125 Initiative.

6. **2019 TEXAS HOMELAND SECURITY STRATEGIC PLAN – PANHANDLE REGIONAL IMPLEMENTATION PLAN RESOLUTION**

Mr. John Kiehl reminded the Board that the late last month, the Panhandle Regional Emergency Management Advisory Committee (PREMAC) completed the third and final required planning document that had to be completed in order to maintain the Panhandle's eligibility to receive State Homeland Security Program (SHSP) funding. Each year, the PREMAC reviews and updates three separate but related plans in advance of the coming year's SHSP program. In October, the Board reviewed the two of these three plans – the Threat & Hazard Identification and Risk Assessment (THIRA) and the State Preparedness Report (SPR) and both plans have since been submitted to the State.

The third document, which is the item on the agenda today, is the Texas Homeland Security Strategic Plan (THSSP) 2019 Regional Implementation Plan. The Implementation Plan is the culmination of the entire pre-program year planning process.

Mr. Kiehl reviewed the draft plan which describes the PREMAC's areas of focus for the FY19 homeland security program. He also presented a resolution for the Board's consideration to adopt the plan for use in guiding project prioritization decisions made during the FY19 SHSP program year.

Judge John Howard moved to pass a resolution adopting the Panhandle's Regional Implementation Plan which serves to direct regional homeland security implementation activities throughout the 2019 program year. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

7. **WORKFORCE PURCHASE: HIGH DEMAND JOB TRAINING PROGRAM - DALHART**

Mr. Marin Rivas reminded the Board that PRPC has been coordinating with the Dalhart Economic Development Corporation and Frank Phillips College to facilitate occupational training at the post-secondary level at the Frank Phillips College-Rahll Campus in Dalhart, where students will attend classes in the new \$1,500,000 Career Training Center.

As approved by the Board in the March meeting, staff submitted an application to the Texas Workforce Commission (TWC) for a High Demand Job Training Program grant opportunity to match Workforce Innovation and Opportunity Act (WIOA) funds to local economic development sales tax funding, on a dollar-for-dollar basis. The application was approved and the Panhandle Workforce Development Board has been awarded \$99,997 of WIOA matching funds, which PRPC is administering through a contract with TWC.

In July, staff issued an Invitation for Bids (IFB) for Industrial and Electrical Equipment and Process Control Technology Training Systems in order to purchase equipment needed at the Frank Phillips College-Dalhart Center and brought recommendations for that purchase to the Board in the August meeting totaling \$81,592.

Earlier this month, staff issued an IFB for Nursing / Medical Equipment for the Frank Phillips College-Dalhart Center in order to utilize the remaining \$18,405 of the grant. Equipment being requested includes a stretcher, a large volume infusion pump, a clinical nursing and patient care skills manikin – child, and a clinical nursing and patient care skills manikin – adult.

Mr. Rivas informed the Board that only one bid was received for this equipment, and upon staff review of the bid, it was considered a non-responsive bid. He stated that staff will have to reissue the Invitation for Bids.

No action was taken by the Board on this agenda item.

8. **WORKFORCE PURCHASE: HIGH DEMAND JOB TRAINING PROGRAM - BORGER**

Mr. Marin Rivas reminded the Board that PRPC staff submitted an application to the Texas Workforce Commission (TWC), on behalf of the Borger Economic Development Corporation (EDC) and Frank Phillips College's Borger campus, for an additional High Demand Job Training Program grant opportunity to match Workforce Innovation and Opportunity Act (WIOA) funds to local economic development sales tax funding, on a dollar-for-dollar basis. The application was approved and the Panhandle Workforce Development Board has been awarded an additional \$90,000 of WIOA matching funds, which PRPC is administering through a contract with TWC. This grant matches the Borger EDC's Texas Development

Corporation Act sales tax monies of \$90,000 for a total of \$180,000 to help purchase equipment for the Frank Phillips College campus in Borger in the areas of industrial machinery mechanics, instrumentation and electrical, pump and engine, process technology, and nursing, similar to the project in Dalhart.

The Borger EDC has entered into an Interlocal Cooperation Contract for Professional Services with PRPC to enable PRPC staff to procure and purchase equipment utilizing the combined tax monies and grant funds for the total amount of \$180,000.

Earlier this month, in addition to the Invitation for Bids (IFB) discussed in the previous agenda item, staff issued three IFBs for purchases for the Frank Phillips College in Borger in the following categories: *Nursing / Medical Equipment*, *Distance Learning Equipment*, and *Instrumentation & Electrical, Process Technology, and Pump & Engine Equipment*.

Mr. Rivas stated that only one bid was received for the *Nursing/Medical Equipment* portion of the IFB. Upon staff review of the bid, it was considered a non-responsive bid. He stated that staff will have to reissue the Invitation for Bids for this particular item.

One bid was received for the *Distance Learning Equipment* from Summit Integration Systems for \$27,926.16. Upon staff review of this bid, it was deemed a viable bid, and it would be appropriate to accept it.

Three bids were received for the purchase of the *Instrumentation & Electrical, Process Technology, and Pump & Engine Equipment*. The items within this category included: a level and flow process control training system, a pump maintenance trainer, a vertical submersible turbine pump, a reciprocating compressor demonstrator and a positive displacement compressor.

Mr. Rivas reviewed in detail the three bids below that were received and stated that the bids received were all deemed viable bids and appropriate to accept them.

	Technical Laboratory Systems, Inc.	Advanced Technologies Consultants	Teaching Systems, Inc.
Level and Flow Process Control Training System	\$ 62,452.00	\$ 50,800.00	Non-Responsive Bid
Pump Maintenance Trainer Extended w/ Alignment & Quick Start Package	No Bid on this Product	\$ 12,429.40	Non-Responsive Bid
Vertical Submersible Turbine Pump - Dissectible	No Bid on this Product	\$ 5,582.58	Non-Responsive Bid
Reciprocating Compressor Demonstrator	No Bid on this Product	\$ 14,025.73	Non-Responsive Bid
Positive Displacement Compressor Cutaway Piston Type	\$ 4,530.00	\$ 5,862.73	Non-Responsive Bid

Mayor Buster Davis moved to purchase the *Distance Learning Equipment* from Summit Integration Systems for \$27,926.16 for the 31 items included in the bid; the motion further authorized the purchase of the *Instrumentation & Electrical, Process Technology, and Pump & Engine Equipment* as follows:

- 1) Purchase the Positive Displacement Compressor Cutaway Piston Type from Technical Laboratory Systems, Inc. for \$4,530.00.
- 2) Purchase the Level and Flow Process Control Training System for \$50,800.00; the Pump Maintenance Trainer Extended w/ Alignment & Quick Start Package for \$12,429.40; the Vertical Submersible Turbine Pump – Dissectible for \$5,582.58; and the Reciprocating Compressor Demonstrator for \$14,025.73 all from Advanced Technologies Consultants.

Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

9. **RECRUITMENT SERVICES INTERLOCAL CONTRACT: ASSISTANT CITY MANAGER/FINANCE DIRECTOR**

Mr. Jamie Hall stated that in recent years 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 most increasingly demanded services is assistance with the recruitment of professional staff by cities. In the last month, PRPC was approached by the City of Dumas related to a professional search.

The City of Dumas has inquired about PRPC's services and requested a proposal regarding the process to identify applicants qualified to be the Finance Director and Assistant to the Dumas City Manager. The Dumas City Council has considered a memo detailing PRPC's scope of services as it relates to assistance with a professional search. The Council has determined that they would like PRPC's assistance in their search. The inclusion of this agenda item will allow the PRPC Board of Directors to consider entering into interlocal agreement with the City of Dumas for the purpose of a Finance Director/ Assistant to the City Manager Search.

Mr. Hall reviewed with the Board the various tasks that staff would be responsible under this contract with the City of Dumas.

Mayor Kerry Symons moved to authorize the Executive Director to execute an interlocal contract with the City of Dumas for the Planning Commission to provide Assistant City Manager/Finance Director recruitment services. Judge Harold Keeter seconded the motion; the motions carried by unanimous vote, with Mayor Pat Sims abstaining.

10. **PRPC BOARD MEMBER RECOGNITION**

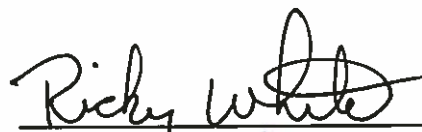
Mr. Kyle Ingham presented a plaque to Mr. Saul Hernandez, Citizens Representative from Amarillo, in recognition of his service on the Planning Commission's Board of Directors.

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

- A. PRPC Board of Directors received the current Panhandle Regional Planning Commission Personnel Policies and acknowledged receipt of such policies.
- B. Mr. Kyle Ingham reported on the recent and upcoming Planning Commission sponsored regional meetings.

12. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:20 p.m.



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Ricky White, Chairman  
Panhandle Regional Planning Commission  
Board of Directors

ATTEST:



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Winston Sauls, Secretary/Treasurer  
Panhandle Regional Planning Commission  
Board of Directors