

PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS

Minutes

July 29, 2021

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, July 29, 2021. Due to the current COVID-19 crisis this meeting was held in hybrid format by videoconference pursuant to Texas Government Code Section 551.127. Board members and individuals from the public who desired to attend in person, accessed the meeting at 3120 Eddy Street, Amarillo, Randall County, Texas.

Judge Dan Looten, Vice-Chairman, presided.

MEMBERS PRESENT:

- Don Allred, Oldham County Judge
- Juan Cantu, Lipscomb County Commissioner
- Cleo Castro, Cactus
- Steven Cortez, Hereford
- Buster Davis, Mayor, City of Gruver
- Ronnie Gordon, Hartley County Judge
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Raul Hernandez, Amarillo
- John Howard, M.D, Donley County Judge
- John James, Collingsworth County Judge
- Kimberly Jones, Childress County Judge
- Dan Looten, Carson County Judge
- Karen Price, Pampa
- Sal Rivera, Sheriff, Castro County
- Yolanda Robledo, Alderwoman, City of Bovina
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Tobe Shields, Mayor, City of Spearman
- Pat Sims, Commissioner, City of Dumas
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Christy Dyer, Randall County Judge
- Harold Keeter, Swisher County Judge
- Wayne Nance, Briscoe County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Walter "Four" Price, Texas State Representative, District 87
- Winston Sauls, Borger
- Kerry Symons, Mayor, City of Perryton
- Nancy Tanner, Potter County Judge

STAFF PRESENT: Mr. Trent Taylor, Finance Director; Mr. Dustin Meyer, Local Government Services Director; Mr. Marin Rivas, Workforce Development Director; Mr. Mike Peters, Regional 9-1-1 Network Director; Ms. Lori Gunn, Regional Services Coordinator; Mr. Alex Guerrero, Local Government Services Program Coordinator; Mr. John Schaumburg, GIS Program Manager; Ms. Katie Paul, Local Government Services Program Coordinator; Ms. Heather Reid, Contract/Accounting Manager; Ms. Sharee Bailey, Administrative Program Specialist; Ms. DeShayne Hall, Executive Assistant; Mr. Kyle Ingham, Executive Director

OTHERS PRESENT:

Ms. Mary Owen, Senator Ted Cruz's Office; Mr. Paul Fleming, Edgin, Parkman, Fleming and Fleming; Mr. Leander Davila, City Manager, Friona

1. CALL TO ORDER

Judge Dan Looten called the meeting to order at 1:30 p.m. 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. VOUCHERS

Sheriff Sal Rivera moved to approve the vouchers for the month of June, 2021. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

4. PRPC INVESTMENT FUND QUARTERLY REPORT

Mr. Trent Taylor reminded the Board the Public Funds Investment Act was passed by 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 the Board of Directors a quarterly report of investment transactions. The following report, which was prepared in compliance with generally accepted accounting principles, of PRPC's portfolio from April 1, 2021 through June 30, 2021.

Judge Don Allred moved to accept the PRPC's Investment Funds Quarterly Report for the period ended June 30, 2021, as presented. Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote.

5. 2021-2022 PRPC PERSONNEL CLASSIFICATION, PAY PLAN AND JOB DESCRIPTION DOCUMENT ADOPTION

Mr. Trent Taylor reminded the Board 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 several 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 the Texas Legislature. The primary revisions for 2021 – 2022 include:

- 1) The establishment of the following positions and their associated job descriptions:
 - Deputy Executive Director position
 - AAA Assistant Director position
 - WFD Program Manager position
 - WFD Program Specialist position
 - AAA Ombudsman Program Specialist position
- 2) The following job descriptions are newly inactive:
 - Reception position
 - Regional 9-1-1 Network Director position
 - AAA Assistant Director position
- 3) The following job descriptions are removed:
 - Regional 9-1-1 Network/Information Technology Program Specialist
 - Regional 9-1-1 network Program Specialist
 - Accountant

Judge Don Allred moved to adopt the 2021-2022 Integrated Personnel Classification, Pay Plan and Job Descriptions document for the Planning Commission. Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote.

6. PROCUREMENT OF AUDIT FIRM FOR FY 2021-2023

Mr. Trent Taylor reminded the board The Panhandle Regional Planning Commission 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 Grand Management Standards. For the past fifteen years this audit has been performed by Edgin, Parkman, Fleming & Fleming out of Wichita Falls.

Since the contract for these audit services expired with the completion of our fiscal year 2020 audit, the PRPC issued a request for proposal (RFP) for audit services for fiscal years ending September 30, 2021, 2022, and 2023 with the option of two one-year extensions for fiscal years 2024 and 2025.

The RFP was published in the Amarillo Globe News on June 27, 2021 and July 4, 2021 and the Texas Register on July 11, 2021. In addition, the RFP was sent to nine firms, including four local firms, that were maintained on the bidders list. The PRPC received only one response from our current auditors and has been evaluated by staff based on the criteria set forth in the RFP.

Dr. Bill Hallerberg moved to authorize the Board of Directors to accept the Audit Committee's recommendation for selecting Edgin, Parkman, Fleming & Fleming as the auditing organization for next fiscal year. Dr. John Howard seconded the motion; the motion carried by unanimous vote.

7. **PANHANDLE REGIONAL 9-1-1 NETWORK EQUIPMENT INSTALLATION REPLACEMENT CONTRACT**

Mr. Mike Peters reminded the Board in order to keep the 9-1-1 equipment reliable across the state, each region maintains, and is funded in relation to, an equipment replacement schedule. As the existing host-site equipment was installed in 2014, the host equipment is 7 years old and is scheduled for replacement.

He also stated that in addition to host equipment, with the authorization of the funding agency, replacement of the (AIM) Admin Interface Modules at each of the remote call centers would also be requested. The AIM modules have been working since 2009 and need replacement with an updated version.

Ms. Yolonda Robledo moved to authorize the Executive Director to execute a contract with Intrado Life and Safety Solutions Corporation in the amount of \$140,613.75 for scheduled 9-1-1 equipment replacement. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

8. **WORKFORCE PURCHASE: HIGH DEMAND JOB TRAINING PROGRAM-FRANK PHILLIPS COLLEGE**

Mr. Marin Rivas reminded the Board of Directors earlier this year, PRPC staff collaborated Frank Phillips College and the Economic Development Corporation (EDC) in Borger to facilitate a High Demand Job Training Program grant opportunity from the Texas Workforce Commission (TWC) to match Workforce Innovation and Opportunity Act (WIOA) funds to local economic development sales tax funding, on a dollar-for-dollar basis. The funds, which PRPC administers, will help purchase equipment for the Frank Phillips College campus in Borger in the areas of industrial machinery mechanics, instrumentation and electrical, pump and engine, and process technology.

Frank Phillips College has requested utilizing a portion of the funding for an AC/DC Electrical Learning System, an Electric Relay Control Learning System and a Laser Shaft Alignment Learning System at a total cost of \$34,906. The equipment would be placed at the Frank Phillips College campus in Borger.

Commissioner Pat Sims moved to authorize the Executive Director to approve purchase of the equipment as described above from the TECH-LABS, through its membership in the Choice Partners Cooperative, for the amount of \$34,906, pending the receipt of grant funds from the Texas Workforce Commission and the sales tax monies from the Borger EDC. Mayor Tobe Shields seconded the motion; the motion carried by unanimous vote.

9. **WORKFORCE DEVELOPMENT PROGRAM OPERATION AND SERVICE DELIVERY CONTRACT**

Mr. Marin Rivas informed the board that the fourth and final renewal of PRPC's current contract with Huxford Group, LLC to deliver workforce development and child care services will end on September 30, 2021. He stated that on April 30th, staff sent a Request for Proposals (RFP) to 35 potential vendors, and notices were published in the Texas Register and the Amarillo Globe-News.

Proposals were received from:

- Equus Workforce Solutions, based in Louisville, Kentucky and presently operating in the Texas Workforce Development Areas (WDAs) of Capital Area, Concho Valley, Greater Dallas, Gulf Coast, North Texas and Permian Basin; and
- The Huxford Group, an Amarillo-based business established by Mr. Trent Morris. PRPC is the company's sole customer.

He also stated Workforce Development staff reviewed and scored the proposals giving the Huxford Group's proposal the higher average total score, 81.63 points versus 64.25 points for Equus Workforce Solutions.

Sheriff Sal Rivera moved to authorize the Executive Director to award a one-year contract, from October 1, 2021 through September 30, 2022, with the option of three additional one-year annual renewals, contingent upon acceptable performance, to Huxford Group, LLC to deliver workforce development and child care program services in the Panhandle Workforce Development Area. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

10. **FY2022/2023 REGIONAL SOLID WASTE MANAGEMENT GRANT CONTRACT APPROVAL**

Ms. Lori Gunn reminded the Board each biennium the PRPC receives funds from the Texas Commission on Environmental Quality (TCEQ) to administer a Regional Solid Waste Management Program. The activities of the Grant Program are overseen by the Regional Solid Waste Management Advisory Committee (RSWMAC) and the PRPC Board of Directors.

She stated that the TCEQ has eliminated the Funding Plan and Public Meeting requirement for the upcoming biennium and the TCEQ has advised PRPC staff that the FY 2022/2023 allocation will be the same as the current biennium.

Mr. Phillip Self moved to approve the FY2022/2023 Regional Solid Waste Management Program Contract and direct the Executive Director to sign and submit to the TCEQ. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

11. **PURCHASE OF USED COMMUNICATIONS SHELTERS FOR PANCOM**

Ms. Lori Gunn reminded the Board that as we continue implementing the PRPC's PY21 Statewide Emergency Radio Infrastructure (SERI)-funded radio tower project, PRPC staff must now purchase communications shelters to equip the two tower sites being developed. In the SERI grant application, it was stated that the PRPC will purchase two used shelters in good condition; capable of securing the electronic PANCOM equipment in a clean, temperature-controlled environment. In late May, the PRPC issued a Request for Quotes (RFQ) for the two shelters.

She also stated that it is not anticipated that the shelters chosen to purchase will exceed \$25,000.

Mayor Buster Davis moved to authorize the Executive Director to use his best professional judgement and discretion in accepting quotes and approving the purchase of two used communications shelters to be purchased as part of the PRPC's FY21 Statewide Emergency Radio Infrastructure (SERI)-funded radio tower project. Mayor Ricky White seconded the motion; the motion carried by unanimous vote.

12. **PANHANDLE WATER PLANNING GROUP: TECHNICAL CONSULTANT SELECTION AND CONTRACT EXECUTION**

Mr. Dustin Meyer reminded the Board since 1998, PRPC has served as the political subdivision for the Panhandle Water Planning Group (PWPG), a planning area that encompasses 21 counties in the panhandle region. Through this relationship, five Panhandle Regional Water Plans have been developed and adopted dating back to 2001. In the last year, the PRPC Board of Directors approved the submission of the PWPG's application and subsequent TWDB contract number 1548301829 for funding for the 2026 Panhandle Regional Water Plan for \$149,303 for the first phase of development for that plan.

He stated that in order to ensure that the most qualified consultant is procured for the 2026 cycle, the PWPG went through an extensive Request for Qualifications (RFQ) in accordance with PRPC's Procurement Policies. Qualifications were solicited from firms across the state through notices in the newspaper, postings on websites as well as the direct notification of over 15 firms or individuals. Three firms requested RFQ packets, but only one firm submitted a Statement of Qualification (SOQ), Freese and Nichols, Inc (FNI). FNI was reviewed and interviewed by the PWPG Executive Committee on June 2, 2021 and ultimately made recommendation to award to the full PWPG. On June 29, 2021, the full PWPG voted to accept the recommendation of utilizing Freese and Nichols for the 2026 Regional Water Planning Cycle. The PWPG made a recommendation to the PRPC Board of Directors to select and enter into a contract with FNI for the sixth cycle of planning.

Mr. Raul Hernandez moved to authorize the Board of Directors select Freese and Nichols, Inc. as the Technical Consultant and authorize the Executive Director to execute a contract to perform the TWDB approved 2026 Panhandle Regional Water Planning efforts. Mr. Juan Cantu seconded the motion; the motion carried by unanimous vote.

13. LOCAL PROJECT MANAGEMENT SERVICES INTERLOCAL CONTRACT-PARKS

Mr. Alex Guerrero mentioned for over 20 years PRPC staff has assisted cities with the development of Master Parks Plans and applications to Texas Parks & Wildlife under their available grant programs. This past year, PRPC staff assisted two cities in building applications through the Texas Parks & Wildlife Department. Both projects were selected for funding.

He stated that the City of Dalhart utilized Local Government Services' help and sought assistance for the establishment of a new splash pad and playground equipment with adequate ADA accessibility at their Rita Blanca Lake Center, under the Small Communities program. The City has been awarded \$150,000 to furnish and install this new splash pad, playground equipment, fencing, walkways at their park with a 1-1 match requirement. The City anticipated paying \$30,000 in administrative services to implement the project and has subsequently requested that PRPC be contracted through an interlocal agreement to provide the project administration.

LGS staff also worked with the City of Friona to develop an application under the Small Communities program and was ultimately awarded \$150,000 in grant funds to rehabilitate their entire Friona Community Park by renovating site work, outdoor seating, lighting and security, overhead canopies, a newly constructed dog park and disc golf course. The City has also requested that PRPC provide administrative services with regards to this project at a sum of \$32,500.

Both of these parks project will be highly beneficial to the residents of the Texas Panhandle as they make significant improvements to park facilities and increase the recreation diversity offered within each of the communities. The project administration capacity of PRPC staff aligns very well with the local needs associated with implementing both of these projects.

Mayor Tobe Shields moved to authorized the Executive Director to execute two respective Interlocal Cooperation Contracts between the above mentioned cities and for the PRPC to provide Project Administration for their Texas Parks & Wildlife grant funded projects. Mr. Cleo Castro seconded the motion; the motion was carried by unanimous vote.

14. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

- A. Comments from the Executive Director.
- B. Vice-Chairman Dan Looten appointed a committee to select recipients of the 2021 Panhandle Regional Planning Commission Regional Services Award, 2021 Goodwin Regional Public Administrator Award and the 2021 PRPC Exceptional Staff Member Award. Members of the Committee are: Judge Christy Dyer, Mayor Tobe Shields and Mr. Cleo Castro.
- C. Vice-Chairman Dan Looten appointed a Nominating Committee to consider a slate of officers for the 2021-2022 PRPC Board of Directors. Those members are: Judge Kimberly Jones, Mayor Ricky White and Judge Nancy Tanner.

18. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 2:38 p.m.


Winston Sauls, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:


Tobe Shields, Secretary/Treasurer
Panhandle Regional Planning Commission
Board of Directors