

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS

Minutes

April 23, 2015

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, April 23, 2015, at 2:15 p.m. in the PRPC Board Room, 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Judge John James presided.

MEMBERS PRESENT:

- Don Allred, Oldham County Judge
- Cleo Castro, Cactus
- Juan Cantu, Lipscomb County Commissioner
- Bob Gober, Councilman, City of Canadian
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Saul Hernandez, Amarillo
- Ernie Houdashell, Randall County Judge
- Dr. John Howard, Donley County Judge
- John James, Collingsworth 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
- Amelia Salazar, Alderwoman, Palisades Village
- Winston Sauls, Borger
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Kerry Symons, Mayor Pro-Tem, City of Perryton

MEMBERS ABSENT:

- Irene Favila, Hereford
- Brian Gillispie, Mayor, City of Spearman
- Ronnie Gordon, Hartley County Judge
- Paul Harpole, Mayor, City of Amarillo
- Zelda Lang, Councilwoman, City of Dalhart
- Walter "Four" Price, Texas State Representative, District 87
- Sal Rivera, Sheriff, Castro County
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

STAFF PRESENT: Ms. Lori Gunn, Regional Services Program Specialist; Mr. Joe Price, Local Government Service Program Coordinator; Mr. Marin Rivas, Workforce Development Director; Mr. John Kiehl, Regional Services Director; Mr. Kyle Ingham, Local Government Services Director; Mr. Mike Peters, Regional 9-1-1 Network Director; Mr. Anthony Anderson, Local Government Services Intern; Ms. Cindy Boone, CPA, Finance Director; Ms. Rebecca Rusk, Executive Assistant; Mr. Gary Pitner, Executive Director

OTHERS PRESENT: Ms. Gina Dowdy, Senator Kel Seliger's Office; Mr. Paul Simpson, Congressman Mac Thornberry's Office

1. **CALL TO ORDER**

Judge John James called the meeting to order and noted that a quorum was present.

2. **INVOCATION**

Judge Don Allred gave the invocation.

3. **MINUTES**

Mr. Phillip Self moved to approve the minutes from the meeting held on March 26, 2015, as received. Councilman Kerry Symons seconded the motion; the motion carried by unanimous vote.

4. **VOUCHERS**

Judge Harold Keeter moved to approve the vouchers for the month of March, 2015. Judge John Howard seconded the motion; the motion carried by unanimous vote.

5. **PRPC INVESTMENT FUNDS QUARTERLY REPORT**

Ms. Cindy Boone, CPA, stated that that the 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 January 1, 2015 through March 31, 2015.

Judge Dan Looten moved to accept the PRPC's Investment Funds Quarterly Report for the period ended March 21, 2015, as presented. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

6. **PLANNING COMMISSION INTER-FUND TRANSFER**

Mr. Gary Pitner reminded the Board that the Planning Commission purchased and renovated our current office building in 1993. The original building purchase and renovation was financed in part with a \$677,340 loan from Amarillo National Bank. That 15-year note was retired in 2008. In 2009, the Planning Commission undertook a number of substantive building repair and improvement activities totaling \$1,135,966. That work included a new roof, exterior site improvements, ADA modifications, HVAC improvements, elevator modification, installation of a backup power generating system, interior painting, exterior painting and new carpeting. The 2009 work was partially supported by an \$834,808 loan from Happy State Bank. The current 15-year note is scheduled to be retired in nine years.

Annual on-going building maintenance and operations expenses are aggregated into an "Office Space Internal Service Fund." That fund derives revenue from office space charges to the various PRPC programs and projects on a unit rate per occupied square foot basis. The "Office Space Internal Service Fund", as with all PRPC internal service funds, is intended to operate on a break even basis.

Routine annual building maintenance and operations expenses generally include but are not limited to utility costs, contracted routine maintenance, janitorial services, elevator maintenance services, HVAC system maintenance/repairs, plumbing repairs, landscaping upkeep, insurance and depreciation. During the past 3-4 years, PRPC has experienced several sizeable and unanticipated building related expenses which have been charged to the "Office Space Internal Service Fund." Those sorts of unanticipated building expenses have resulted in the "Office Space Internal Service Fund" being in a \$98,929 negative position as of 9/30/14.

Dr. Bill Hallerberg moved to authorize the transfer of \$60,000 from the PRPC Undesignated Reserve Fund Balance to the "Office Space Internal Service Fund". The motion further authorized an increase the unit rate space cost charged to programs and projects to \$10.00 per allocable square foot. Ms. Karen Price seconded the motion; the motion carried by unanimous vote.

7. **PLANNING COMMISSION UNDESIGNATED RESERVE FUND ALLOCATION**

Mr. Gary Pitner reminded the Board that the Planning Commission purchased and renovated our current office building in 1993. The original building purchase and renovation was financed in part with a \$677,340 loan from Amarillo National Bank. That 15-year note was retired in 2008. The retirement of the original note allowed the Planning Commission the financial capacity to undertake a second phase of building improvements/upgrades in 2009. That work totaled \$1,135,966 and was funded with an expenditure of approximately \$216,158 in PRPC funds, \$85,000 in specific program grant funds and an \$834,808 loan from Happy State Bank. The current bank note is scheduled to be retired in nine years.

Routine annual maintenance and building operation expenses are supported from revenue derived from office space charges (or rent if you will) to the various PRPC programs and projects on a unit rate per occupied foot basis. Non routine building/property improvement needs arise over time which cannot be reasonably supported strictly from our office space cost center revenue stream. Such priority needs currently exist and should be addressed if we are to continue to be good stewards of the Planning Commission's previous building investments.

The most significant current need is to reconstruct the parking lots south and east of the building. The lots are fundamentally “original equipment” to the building. An asphalt overlay was applied to the lots in 1993 and have they routinely been seal coated and crack sealed over the years of our ownership. The lots have reached the point that they are failing and are beyond “repair type” solutions. The appropriate long term solution is for the several layers of asphalt overlays to be removed, the base material reconstructed and strengthened and a new asphalt overlay applied. The cost for such reconstruction is estimated at \$55,000. Mr. Pitner also discussed approximately \$34,000 in miscellaneous other building repairs and upgrades that need to be addressed with the Board.

Alderman Bob Gober moved to authorize the allocation of an amount not to exceed \$89,000 in PRPC undesignated reserve funds to address identified building improvements. Judge Don Allred seconded the motion; the motion carried by unanimous vote.

8. PANHANDLE REGIONAL TRANSPORTATION COORDINATION PLANNING GRANT

Mr. Joe Price reminded the Board that the Planning Commission has been in the Public Transportation Arena since 2006 with the adoption of the Region’s first Regional Transportation Coordination Plan. Since then, much has been accomplished through the Advisory Committee, the Panhandle Regional Organization to Maximize Public Transportation (PROMPT). In 2011, a comprehensive plan update was adopted which set forth new goals for another 5 year planning process.

Since the adoption of the 2011 Regional Transportation Plan, the PRPC and PROMPT have worked to conduct in-depth research into specific areas of focus identified in the plan. These have included veterans’ transportation needs, the impact of transportation barriers on educational attainment, what school transportation resources may be available for emergency transportation scenarios, and challenges surrounding the growing urban population of the City of Amarillo. For a decade, the Regional Public Transportation Coordination Planning Grant through TxDOT has been very important for the region’s transportation providers (both private and public), health and human services providers, and the users of public transportation. It provides a forum for these entities to share a table together to identify ways to improve the efficiency and services through partnerships and collaboration.

TxDOT has released a Coordinated Call and is in the process of soliciting applications for the next round of Regional Public Transportation Coordination Planning funding. This application cycle will be for two years and focuses on updating the 5 year regional coordination plan. This will be the third plan developed for the region and is anticipated to have a focus on large collaborative projects in the region. PRPC staff has met with TxDOT staff several times in preparation for this upcoming cycle, and it appears that the coordination effort continues to move in a positive direction.

Judge Don Allred moved to authorize the submission of a grant application to the Texas Department of Transportation for funding to support regional public transportation coordination planning activities in the Texas Panhandle and to convey to the Executive Director the authority to execute any and all necessary documents to effectuate the grant. Councilman Kerry Symons seconded the motion; the motion carried by unanimous vote.

9. PANHANDLE REGIONAL ORGANIZATION TO MAXIMIZE PUBLIC TRANSPORTATION ADVISORY GROUP APPOINTMENTS

Mr. Kyle Ingham stated that in January 2006, the PRPC Board of Directors adopted Administrative Regulation Number 37 authorizing the creation of the Panhandle Regional Transportation Advisory Group (RTAG). Subsequently, in 2011 the group’s name was modified to the Panhandle Regional Organization to Maximize Public Transportation (PROMPT) to better reflect the group’s mission. The PROMPT serves as the guiding body for the Regional Transportation Coordination effort conducted by PRPC with TXDOT funding. Over the last ten years TxDOT has funded the development of two (2) five year regional transportation plans and many area-specific studies ranging from voucher programs to veteran’s needs. The PROMPT will be developing the next five year regional plan beginning in 2016. Based on Administrative Regulation Number 37 the PROMPT Board is to be comprised of 22 representatives with representation from a variety of transportation arenas.

In recent years, several members have left their positions, cycled off of the PROMPT, or have otherwise left the group. Administrative Regulation number 37 and the PROMPT Operational Policies and Procedures require that all PROMPT

members be appointed by the PRPC Board of Directors. In order to ensure that the PROMPT has all positions filled and that the filling of those positions is done in an appropriate manner, PRPC Staff has prepared the attached slate of members with member terms for the PRPC Board of Directors to consider. This house-keeping item includes the consideration of the full slate of PROMPT members considered for appointment to ensure that all members are considered by the PRPC Board of Directors this year.

Mr. Ingham stated that the following individuals have been contacted and are willing to serve on PROMPT: Ms. Judy Phelps, Ms. Lylene Springer, Mr. Jim Chilcote, Mr. Joe Rogers, Ms. Isabel Camarillo, Ms. Susan Stevenson, Ms. Connie Prickett, Judge Bennie Wilson, Judge Faye Blanks, Judge Jay Mayden, Judge Richard Peet, Judge Rowdy Rhoades, Mr. Jason Shaffer, Mr. Travis Muno, Ms. Melissa Carter, Ms. Laura Reyher, Mr. Craig Lawlis, Mr. Jake Bunn, Mr. Eric Garcia, Ms. Lynn Castle, Mr. Alfredo Gonzales and Mr. Trent Morris.

Judge John Howard moved to appoint the recommended individuals to serve on the Planning Commission's Panhandle Regional Organization to Maximize Public Transportation Advisory Group. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

10. **2016 REGIONAL WATER PLAN DEVELOPMENT CONSULTANT SERVICES CONTRACT AMENDMENT**

Mr. Joe Price reminded Board members that PRPC is currently serving as the fiscal agent and political subdivision for the Panhandle Water Planning Group (PWPG) and has done so since 1998. Currently, PRPC Staff and the PWPG are working on the development of the 2016 Panhandle Regional Water Plan which will be the fourth iteration of the Plan. PRPC received funding from the Texas Water Development Board under TWDB contract #1148301312 for a full \$544,583 over a five year period to fully develop this iteration of the Plan.

In May 2011, the PRPC Board of Directors contracted with Freese and Nichols, Inc. for the contractual development of large portions of the upcoming plan. PRPC and the PWPG went through a comprehensive Request for Qualifications process in which Freese and Nichols, Inc. was identified to be the most qualified out of five firms submitting statements of qualifications. After an initial award and an initial contract amendment mirroring the first contract amendment between PRPC and the TWDB, a Freese and Nichols, Inc. contract is currently in place for a total of \$466,209 (*PRPC to FNI – Total*) for the complete development and approval of the 2016 Panhandle Regional Water Plan.

Since the last time the PRPC Board of Directors considered a contract modification with Freese and Nichols to keep this contract aligned with TWDB Contract #1148301312, additional amendments have been issued by TWDB and approved by the PRPC Board of Directors. As such, TWDB requires PRPC and FNI to amend this performance contract to reflect the revisions. These clerical modifications to the PRPC/TWDB Contract that need to be added to the PRPC/FNI Contract are as follows:

- Amendment # 2 – Addition of Remaining Planning Funds – Approved 11-29-12
- Amendment # 3 – Strategy Development Process Defined – Approved 12-5-13
- Amendment # 4 – Consideration of 2011 Strategy Prioritization – Approved 1-23-14
- Amendment # 5 – Submission Timeline Revisions – Approved 1-22-15

Mr. Price stated that these amendments will not change the payment amount for Freese and Nichols, Inc. and any additions or revisions in services to be rendered are now required by TWDB in the approved PRPC/TWDB contract. Freese and Nichols, Inc. has been abiding by these revisions throughout the implementation of both contracts as PRPC has executed the clerical amendments with TWDB.

Dr. Bill Hallerberg moved to approve the amendment as presented to the existing consultant services contract with Freese and Nichols, Inc. to provide services related to the completion of the 2016 Regional Water Planning process. Judge Don Allred seconded the motion; the motion carried by unanimous vote.

11. **COMMUNITY DEVELOPMENT DISASTER RELIEF PROJECT MANAGEMENT SERVICES INTERLOCAL CONTRACT**

Mr. Joe Price stated that PRPC staff has worked with Panhandle communities to implement infrastructure improvement projects through the Community Development Block Grant (TxCDBG) Program since 1983. Since that time, PRPC Staff has provided administrative assistance to over 265 TxCDBG projects totaling more than

\$60,000,000 of grant funds utilized for the infrastructure improvement of Panhandle communities. The Texas Department of Agriculture (TDA), who is the current funding agency of this program in the State of Texas, conducts the CDBG Disaster Relief application process year round.

On May 11, 2014, a deadly wildfire struck the City of Fritch and Hutchinson County and continued until May 15, 2014. The wildfire destroyed a total of 228 homes in the County. The destroyed homes and damage in the County created a public nuisance for current residents. Further, the City of Fritch lost three booster pumps, sections of water line, and is currently hosting a large debris pile caused by the fire. The City of Fritch was not able to apply for assistance until this time pending their approval of a 2013 Financial Audit.

The quick action and strong documentation by Texas Division of Emergency Management (TDEM) along with the Governor's Disaster Declaration has enabled the City to request and receive disaster relief funding from the Texas Department of Agriculture through the Disaster Relief Fund. The City has requested that the PRPC administer their funded Disaster Relief Grant. PRPC will be compensated \$31,500 for the administration of the City of Fritch's Project with Administration amounts calculated based on the amount of construction to be done with grant funds.

The City of Fritch has received preliminary notification of funding availability. The funds from the grant will assist the City in debris removal of the remaining debris left over from the wildfire after Hutchinson County addresses all it can with CDBG assistance. Additionally, the City will replace water meters, booster pumps, and lines damaged by the disaster.

Mr. Phillip Self moved to authorize the Executive Director to execute an Interlocal Cooperation Contract with the City of Fritch for the Planning Commission to provide Texas Community Development Program Disaster Relief project management services. Councilman Kerry Symons seconded the motion; the motion carried by unanimous vote.

12. FY2016 REGIONAL CRIMINAL JUSTICE VICTIM ASSISTANCE GRANT PROGRAM PRIORITIZATION APPROVAL

Ms. Lori Gunn stated that each year, the Office of the Governor's Criminal Justice Division (CJD) contracts with the PRPC to facilitate the distribution of the following Victim Assistance grant funds for the Panhandle Region: VOCA (Victims of Crime Acts of 1984 & 2005) and VAWA (Violence Against Women Act of 2005).

On November 3rd, the Criminal Justice Advisory Committee (CJAC) met to set bylaws and initiate the FY2016 grant competition. Those bylaws were approval by the PRPC Board of Directors at their December meeting.

In mid-December of 2014, CJD solicited applications for projects the fiscal year 2016 grant cycle. On December 23rd, PRPC staff distributed a Notice of Fund Availability to over 520 eligible entities in the Panhandle Region. Workshops were held at the PRPC on January 13th and 15th to assist applicants in their application composition and submission. There were 43 attendees between the two workshops. In addition, seven individual workshops were conducted. CJD set the application deadline on February 27, 2015.

CJD received 9 grant applications under the above-mentioned funding categories from the Panhandle Region totaling \$1,002,125.69, for the CJAC to review. No applications were received for the VAWA category. The CJAC met on April 9th to hear oral presentations and prioritize applications under the Victim Assistance categories. Ms. Gunn reviewed the following prioritized CJAC recommendations with the Board:

	Applicant	Project	Recommended Funding Amount
#1	Hutchinson County Crisis Center	Victim Assistance Program	\$100,000.00
#2	Panhandle Crisis Center	Intervention & Support for Victims of Violence	\$145,984.00
#3	Tralee Crisis Center	Victim Assistance Project	\$90,610.00
#4	Randall County DA	Victim Assistance Grant	\$49,725.00
#5	Family Support Services	Victims Assistance Program	\$170,304.81
#6	Safe Place, Inc.	Victims Assistance	\$150,468.00
#7	Arrow Child & Family Ministries	Foster Care and Community Therapeutic Services	\$61,398.80

#8	Potter County DA	Victim Assistance Program	\$154,550.00
#9	Deaf Smith County Crisis Center	Advocacy 2016	\$79,085.08
VOCA Total Funding Requested			\$1,002,125.69

Councilman Kerry Symons moved to approve the prioritized list, as presented, of Victim Assistance Services grant applications from the Panhandle region submitted to the Criminal Justice Division of the Governor's Office. Judge Ernie Houdashell seconded the motion; the motion carried by unanimous vote.

13. FY2016 REGIONAL CRIMINAL JUSTICE ASSISTANCE GRANT PROGRAM PRIORITIZATION APPROVAL

Ms. Lori Gunn stated that each year, the Office of the Governor's Criminal Justice Division (CJD) contracts with the PRPC to facilitate the distribution of the following Criminal Justice Assistance grant funds: JAG (Edward Byrne Memorial Justice Assistance Grant Program); US Congressionally Appropriated through the US Department of Justice.

On November 3, 2014, the Criminal Justice Advisory Committee (CJAC) met to initiate the FY 2016 grant competition for funding through CJD. The committee reviewed their bylaws they were approval by the PRPC Board of Directors at their December meeting.

In mid-December of 2014, CJD solicited applications for projects fiscal year 2016 grant cycle. On December 23rd, PRPC staff distributed a Notice of Fund Availability to 520 eligible entities in the Panhandle Region. Workshops were held at the PRPC on January 13th and 15th to assist applicants in their application composition and submission. There were 43 attendees between the two workshops. In addition, seven individual workshops were conducted. CJD set the application deadline on February 27, 2015.

CJD received eight grant applications under the above-mentioned funding category from the Panhandle Region totaling \$158,514.61, for the CJAC to review. The CJAC met on March 31st to hear oral presentations and prioritize applications under the JAG Criminal Justice Assistance category. Ms. Gunn reviewed the following prioritized CJAC recommendations with the Board:

	Applicants	Project	Funds
#1	City of Bovina	Vehicle Replacement and In-Car Camera's Upgrade	\$23,006.00
#2	City of Pampa	Portable Radio Replacement	\$16,770.00
#3	City of Hereford	Mental Illness Transportation and System Improvement Grant	\$42,500.00
#4	Gray County	LIVESCAN	\$23,604.50
#5	Randall County	Constable Office Pct. 4 Vehicle Project	\$27,959.11
#6	Gray County	Communications Equipment	\$24,675.00
#7	Hutchinson County*	In-car Video Project	\$0.00
#8	Hutchinson County*	Body Cameras	\$0.00
TOTAL FY 2016 FUNDING REQUESTED			\$158,514.61

*Project did not receive the minimum 50% of the available points to qualify for funding

Judge Dan Looten moved to approve the prioritized list, as presented, of Justice Assistance Grant applications from the Panhandle region submitted to the Criminal Justice Division of the Governor's Office. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

14. FY2016 JUEVENILE JUSTICE AND DELINQUENCY PREVENTION GRANT PROGRAM PRIORITIZATION APPROVAL

Ms. Lori Gunn stated that each year, the Office of the Governor's Criminal Justice Division (CJD) contracts with the PRPC to facilitate the distribution of the following Criminal Justice Assistance grant funds: JJDP – (Juvenile Justice & Delinquency Prevention Act of 2002); Texas State 421 Funds; and US Congressionally Appropriated.

On November 3, 2014, the Criminal Justice Advisory Committee (CJAC) met to initiate the FY 2016 grant competition for funding through CJD. The committee reviewed their bylaws they were approval by the PRPC Board of Directors at their December meeting.

In mid-December of 2014, CJD solicited applications for projects for the fiscal year 2016 grant cycle. On December 23rd, PRPC staff distributed a Notice of Fund Availability to over 520 eligible entities in the Panhandle Region. Workshops were held at the PRPC on January 13th and 15th to assist applicants in their application composition and submission. There were 43 attendees between the two workshops. In addition, seven individual workshops were conducted. CJD set the application deadline on February 27, 2015.

CJD received three grant applications under the above-mentioned funding categories from the Panhandle Region totaling \$71,641.00, for the CJAC to review. The CJAC met on March 31st to hear oral presentations and prioritize applications under the Juvenile Justice and Delinquency Prevention category. Ms. Gunn reviewed the following prioritized CJAC recommendations with the Board:

	Applicants	Project	Funds
#1	Swisher County	Communities in Schools Program	\$27,930.00
#2	Canyon ISD	Program to Divert Juvenile Delinquency Due to Drugs and Alcohol	\$43,711.00
	Borger ISD	School Resource Officers	Withdrew
		TOTAL JJDP REQUESTS	<u>\$71,641.00</u>

Dr. Bill Hallerberg moved to approve the prioritized list, as presented, of Juvenile Justice and Delinquency Prevention grant applications from the Panhandle region submitted to the Criminal Justice Division of the Governor's Office. Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote.

15. **PANHANDLE REGIONAL 9-1-1 NETWORK QUARTERLY PERFORMANCE REPORT**

Mr. Mike Peters stated 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 FY15 Q2 performance report covering December, January and February.

- 12 Public Service Answering Points (PSAPs) were monitored with no findings.
- 2,553 network test calls were made by PSAP staff and PRPC employees.
- The program experienced 23 outages from the result of one network issue.
- There were 56,528 9-1-1 calls with almost 83% being wireless compared to the same quarter in 2014 with 36,120 calls and 79% wireless.

Alderman Bob Gober moved to accept the Panhandle Regional 9-1-1 Network's FY2015 Second Quarter Performance Report as presented. Judge Wayne Nance seconded the motion; the motion carried by unanimous vote.

16. **PRPC ANNUAL REPORT CREATIVE/PRODUCTION SERVICES CONTRACT**

Ms. Rebecca Rusk stated that the Planning Commission produces and distributes an Annual Report to the general membership outlining our programs and activities of the previous year. Creation and production services for these reports are procured per our policies. Jackie O'Connell, owner of Watermark Strategic Communications, has provided creative services for this document for 18 years, however, the most recent contract with her ended with the production of the 2014 Annual Report.

A request for proposals to provide us with creative services was published in the Amarillo Globe News on March 12 and March 19, and the deadline for submission of proposals was Monday, March 30th. Three proposals were received for our consideration:

1. Double U Marketing Communications, Amarillo
2. McCormick, Amarillo
3. Watermark Strategic Communications, Pinehurst, NC

The RFP stated that the proposals would be evaluated upon price, experience in same or similar projects, demonstrated performance and quality of services offered.

Ms. Rusk reviewed the proposals in detail with the Board. She stated that the Double U Marketing proposed a lower cost for the project, however, staff noted the substantial proposed cost variation between Double U and the other two proposers. She stated staff does have concerns regarding Double U's understanding of the depth of work expected.

Watermark possesses a distinct advantage related to experience because of their previous long-term work with the Planning Commission in this endeavor. Watermark has cultivated a deep understanding of our organization which is unique. They have a demonstrated understanding of who we are, what we do, who we do it for and even how we do it and has been successful in relaying that to the readers of our annual reports for the past 18 years. They have consistently met deadlines – never an issue in getting the product completed in a timely fashion. Also, the two companies who have printed our reports in the past have expressed their satisfaction in their interaction with Watermark and how “clean” the copy is when it gets to them.

The McCormick proposal was in such detail that staff is confident of their understanding of the nature of the project. They also included excellent work samples proving they have experience in similar projects. However, their proposal came with the highest cost of the three proposals.

Ms. Rusk stated that it's staff's opinion that the Watermark proposal is the most advantageous to the PRPC considering the relative importance of price, experience in same or similar projects, demonstrated performance and quality of services offered, and that Watermark possesses the ability to perform successfully under the terms and conditions of this procurement.

Mr. Phillips Self moved to authorize the Executive Director to execute a contract with Watermark Strategic Communications for creative services for the Planning Commission's annual reports for the next three years, with an option to renew for two additional one-year periods. Councilman Kerry Symons seconded the vote; the vote carried by unanimous vote.

17. **WORKFORCE DEVELOPMENT PROGRAM TRAINING PROVIDER LIST APPROVAL**

Mr. Marin Rivas reminded the Board that PRPC annually procures basic and occupational skills classroom training services that are published in education institutions' catalogs for workforce development program customers. Individuals approved for these training services by PRPC's Workforce Solutions contractor can choose from a list of eligible training providers. PRPC issued a Request for Information from training providers last month to compile this list.

Submissions received were reviewed by staff to verify eligibility for inclusion on the list. The following providers met the criteria:

Amarillo College	Vernon College
Clarendon College	Vista College
Clovis Community College	West Texas A&M University

Mr. Rivas stated that additional submissions will be accepted from other training providers and evaluated for inclusion on the list throughout the fiscal year. Funds to pay for training services are available from existing workforce development grants.

Judge Don Allred moved to approve the list of qualified training providers as presented to deliver basic and occupational skills training services to workforce development program customers. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

18. **WORKFORCE DEVELOPMENT PROGRAM ACTIVITIES & SERVICES PROVIDER LIST APPROVAL**

Mr. Marin Rivas informed the Board that PRPC annually procures vendors to provide individual and group training and related services for a broad range of purposes. These may include customized, occupation-specific training to meet the needs of a particular employer or general job search skills for groups of laid-off workers.

Last month, PRPC issued a Request for Information to provide individual and group activities and services for workforce development program customers. Responsive vendors include the following:

Amarillo College
Terry Carlile, TLC Solutions
Clarendon College
Clovis Community College
Family Support Services
Frank Phillips College

KAS Consulting Group, Keith Scott
Milan Institute
Vernon College
Vista College
West Texas A&M University

Mr. Rivas stated that additional submissions will be accepted from vendors and evaluated for inclusion on the list throughout the fiscal year. Funds to pay for training and services under this procurement are available from existing workforce development grants.

Councilman Kerry Symons moved to approve the list of qualified training providers as presented to deliver basic and occupational skills training services to workforce development program customers. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

19. **WORKFORCE DEVELOPMENT PROGRAM FUEL PURCHASE ARRANGEMENTS**

Mr. Marin Rivas stated that one of the most important services provided to workforce development program participants is transportation assistance. Funds are primarily used to purchase gasoline to help clients search for work, retain employment and participate in training.

Two years ago, staff issued a solicitation seeking vendors to supply prepaid fuel cards that would be limited to fuel purchases and not redeemable for cash. The solicitation stated that PRPC would make no guarantee regarding the number of cards to be bought or the amounts. Subsequently, PRPC issued "Letters of Understanding," in effect for up to two years with Royal Performance Group (a national provider of retail gift cards and the exclusive marketing agency for Shell Gasoline), Toot'n Totum and Valero Payment Services Company to allow customers access to fuel throughout the entire region.

In March, staff issued a new solicitation and received responses from Royal Performance Group, Toot'n Totum and Valero Payment Services Company. Staff also documented pricing from Walmart. Mr. Rivas explained the criteria for evaluation of each vendor's proposal.

Two vendors, Toot'n Totum and Valero Payment Services Company, offer the best options for the criteria. Although none of the vendors offered fuel outlets in all communities, purchasing cards from a combination of vendors would provide coverage in most of our region's cities. Staff proposes to purchase cards from Toot'n Totum for distribution to customers in Amarillo and rural communities where outlets are located due to the lowest cost per card. Staff also proposes to purchase cards from Valero Payment Services Company, the second least expensive cost per card, for distribution to customers in cities with only Valero outlets. Based on historical expenditures, annual costs for fuel could exceed \$125,000. Funds to cover these costs would come from existing Workforce Development grants.

Judge John Howard moved to authorize staff to implement arrangements with fuel retailers as presented to provide fuel for authorized workforce development program participants. Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

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

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

21. **CLOSED SESSION – DELIBERATION REGARDING REAL PROPERTY**

At 4:03 p.m., Judge John James stated that the meeting will adjourn to closed session as authorized under Texas Government Code Chapter 551, Section 551.072 to discuss the purchase, lease and/or value of real property.


22. **RECONVENE OPEN SESSION – REAL PROPERTY PURCHASE AND/OR LEASE**

Dr. Bill Hallerberg moved to purchase an approximate 6-acre tract of land owned by Pancho Smith at US Highway 87 and Perico Lane in Dallam County in the amount of \$18,000.00 for the purpose of erecting a Panhandle Regional Interoperable Radio

Communications System (PANCOM) tower. The motion further authorized the Executive Director to enter into a long-term, no-cost lease agreement with the Valley ISD for access to a 6-acre tract of land on the ISD campus for the purpose of erecting a PANCOM tower. Councilman Kerry Symons seconded the motion; the motion carried by unanimous vote.

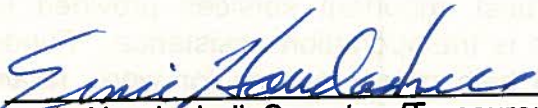
23. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 4:27 p.m.



John James, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



Ernie Houdashell, Secretary/Treasurer
Panhandle Regional Planning Commission
Board of Directors