

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS

Minutes

February 26, 2009

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, February 26, 2009, at 1:30 p.m. in the PRPC Board Room, 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Councilwoman Zelda Lang, Vice- Chairman, presided.

MEMBERS PRESENT:

- Don Allred, Oldham County Judge
- Mr. Tom Bailiff, Greenbelt Municipal & Industrial Water Authority
- Juan Cantu, Lipscomb County Commissioner
- Bob Gober, North Rolling Plains RC&D
- Ronnie Gordon, Hartley County Judge
- David Hale, Mayor, City of Perryton
- Mark Irwin, Mayor, City of Gruver
- John James, Collingsworth County Judge
- Harold Keeter, Swisher County Judge
- Zelda Lang, Councilwoman, City of Dalhart
- David Logan, Commissioner, City of Canyon
- Debra McCartt, Mayor, City of Amarillo
- Wayne Nance, Briscoe County Judge
- Gene Parker, Randall County Commissioner
- Martha Rincon, Commissioner, City of Hereford
- Tom Simons, Deaf Smith County Judge

MEMBERS ABSENT:

- Vernon Cook, Roberts County Judge
- Pete DeSantiago, Perryton
- Jack Hall, Donley County Judge
- Jay Mayden, Childress County Judge
- Harvey Perez, Hart
- Tom Velasquez, Wheeler
- Tresa Whaley, Vega
- Arthur Ware, Potter County Judge

OTHERS PRESENT: Mr. Paul Simpson, U.S. Representative Mac Thornberry's Office; Mr. Ed Hansen, City of Spearman; Mr. Howard Holland, Texas Department of Transportation; Mr. Randy Rogers, A T & T

STAFF PRESENT: Ms. Cindy Boone, Finance Director; Mr. Kyle Ingham, Local Government Services Director; Ms. Jamie Allen, Local Government Services Coordinator; Mr. John Kiehl, Regional Services Director; Mr. Dave Cann, Emergency Communications Manager; Mr. Greg Green, Regional 9-1-1 Network Director; Mr. Mike Peters, Regional 9-1-1 Network Coordinator; Ms. Sharee Bailey, Administrative Program Specialist; Mr. Gary Pitner, Executive Director

1. CALL TO ORDER

Councilwoman Zelda Lang, Vice-Chairman, called the meeting to order and noted that a quorum was present.

2. INVOCATION

Judge Don Allred gave the invocation.

3. MINUTES

Judge Tom Simons moved to approve the minutes from the meeting held on January 22, 2009, as received. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

#### 4. VOUCHERS

Judge Harold Keeter moved to approve the vouchers for the month of January, 2009. Commissioner David Logan seconded the motion; the motion carried by unanimous vote.

#### 5. ECONOMIC DEVELOPMENT ADVISORY COMMITTEE APPOINTMENTS

Mr. Doug Nelson stated that the Economic Development Advisory Committee was established to provide general guidance and policy direction to the Economic Development District. Each county designated as a distressed area under Economic Development Administration (EDA) guidelines has a representative on the Committee. Members serve three-year staggered terms and this year our committee will consist of fourteen members.

All counties are eligible for funding as long as they meet the EDA distressed criteria (unemployment and per capita income) at the time of the project grant application.

The makeup of the committee this year will be representatives from the fourteen counties designated as distressed at the time of the renewal of the PRPC Planning Grant application. They include the following counties: Briscoe, Carson, Childress, Deaf Smith, Donley, Hall, Hartley, Hutchinson, Moore, Oldham, Parmer, Potter, Roberts, and Swisher.

Mr. Nelson stated that the following individuals have been contacted and have expressed a willingness to serve on the Committee if re-appointed or appointed by the Board: Judy Burlin, Donley County; Cheri DeJong, Hartley County; Beverly Benton, Hutchinson County; Sara Northcutt, Roberts County; and Joe Weaver, Swisher County.

Judge Ronnie Gordon moved to re-appoint/appoint the recommended individuals to serve on the Economic Development Advisory Committee. Commissioner Gene Parker seconded the motion; the motion carried by unanimous vote.

#### 6. FY10 STATE PLANING ASSISTANCE RESOLUTION

Mr. Gary Pitner reminded the Board that during the last regular Texas legislative session, "State Planning Assistance Grant Funds" as authorized in Chapter 391 of the Texas Local Government Code were appropriated to councils of government. The PRPC's state planning assistance fund allocation amounted to \$64,734 for each year of the past biennium.

Although, the current legislative session has not progressed to the point which would allow us to know whether the State Planning Assistance Grant funding will continue into the next biennium, we have been asked by the Governor's office to prepare and submit a grant request which assumes continuation funding.

Staff would propose to expend any FY10 – FY11 allocations to the PRPC for substantially the same purposes for which those funds were expended in FY08 – FY09. That means the FY10 funds, estimated to be \$64,184, would be expended to partially meet matching requirements for the Area Agency on Aging (likely around \$21,000), to partially meet matching requirements for the Contract Procurement Center (likely around \$34,000), and to partially fund local government grant writing assistance activities (likely around \$9,000).

In order for the Planning Commission to pursue these State Planning Assistance funds as instructed by the Governor's office, a resolution must be considered and passed by the Board of Directors.

Judge Tom Simons moved to pass the resolution authorizing the submission of the Planning Commission's FY10 State Planning Assistance Grant application. Judge Wayne Nance seconded the motion; the motion carried by unanimous vote.

#### 7. CONSULTING CITY MANAGEMENT SERVICES INTERLOCAL CONTRACT RENEWALS

Mr. Kyle Ingham stated that the PRPC has been providing consulting city management services to the Village of Timbercreek Canyon since 2001. Our current contract expired in October with payment and services continuing at the rates prescribed in that contract through the end of February 2009. On February 12, 2009, the Village Board of Aldermen unanimously approved a renewal of the contract to continue the services for another year effective March 1, 2009 through February 28, 2010.

Mr. Ingham reviewed the services provided with the Board. The proposed contract calls for a time commitment of 25 hours per month at an hourly rate of \$48.33. This will produce a monthly cost of \$1,208.33 and a total contract cost of \$14,500.

Mr. Ingham also stated that the PRPC has been providing consulting city management services to the Village of Lake Tanglewood since January of 2000. Our current (ninth) contract expires on February 28, 2009 and the Village Council is approving a one-year renewal to the contract to continue the services until February 28 of 2010.

He reviewed the services provided to Lake Tanglewood with the Board and stated that the proposed contract calls for a time commitment of 15 hours per month at an hourly rate of \$47.50. This will produce a monthly cost of \$712 and a total contract cost of \$8,550. The Village Board of Aldermen will act upon renewing the proposed contract as submitted at their February 20, 2009 meeting.

Judge Don Allred moved to authorize the Executive Director to execute interlocal cooperation contract renewals with the Village of Timbercreek Canyon and the Village of Lake Tanglewood for the Planning Commission to provide consulting city management services. Mr. Bob Gober seconded the motion; the motion carried by unanimous vote.

**8. PANHANDLE REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM (PANCOM) SITE LEASE AGREEMENT**

Mr. Dave Cann stated that the Caprock Cellular site at Turkey will be home to two PANCOM sites: site HALS for southern Hall County and site BRIQ for eastern Briscoe County. For this reason, the need for tower space for antennas is greater than normal and the lease payments to Caprock Cellular are slightly higher than typical for PANCOM leases. Staff has evaluated alternate sites, and has stalled as long as possible before committing to this lease.

This lease contains terms similar to earlier PANCOM leases, requiring an initial payment of \$18,920 and payment of \$860 monthly rental commencing January 1, 2011. Because this is a relatively new site built in conformance with current codes, PRPC is not required to pay for remedial work at the site. (The primary standard used is "Standards and Guidelines for Communications, Motorola R56", a consensus standard which is, in effect, a national building code for communication sites). We will, however, need to pour a small slab foundation, provide outdoor-cabinet mounting for PANCOM repeater equipments, and provide our own standby generator. Utility power for the PANCOM equipment will be provided by Caprock Cellular as part of their lease obligation. Commissioner David Logan moved to authorize the Executive Director to execute a tower site lease agreement with Caprock Cellular Limited Partnership. Mayor Debra McCartt seconded the motion; the motion carried by unanimous vote.

**9. PANHANDLE REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM (PANCOM) COMMUNICATIONS SHOP WORK AGREEMENTS**

Mr. Dave Cann stated that staff issued an invitation for bids which requested technician time/mileage bids from qualified contractors to perform various communications shop tasks at PANCOM sites in the region. He reviewed the tasks identified with the Board.

Sealed bids were opened at 4 PM January 26th. Four bids were received timely and found to be responsive. Bids received:

Bidder	Base Location	Technician per Hr	Vehicle Portal to Portal
Omega Electronics	Amarillo TX	60.00	1.00/ mile
Schafer Services	Canadian TX	75.00	1.50 / mile
Hawkins Communications	Pampa TX	62.50	1.10 / mile
WT Services (All Shops)	Amarillo, Borger, Hereford, Plainview	60.00	1.00 / mile

Staff considers that all bids received are within a reasonable competitive range. Schafer Services will be used only for Purchase Orders at sites near Canadian.

Mr. Bob Gober moved to approve communications shop work agreements with Omega Electronics, Schafer Services, Hawkins Communications, and WT Services for services related to the on-going rollout of the Panhandle Regional Interoperable Communications System. Commissioner Maratha Rincon seconded the motion; the motion carried by unanimous vote.

**10. PANHANDLE REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM (PANCOM)  
ANTENNA INSTALLATION AND TOWER WORK SERVICES AGREEMENTS**

Mr. Dave Cann stated that staff issued an invitation for bids which requested crew-time/mileage bids from qualified contractors to perform various antenna installation, test, and lightning-protection tasks at various PANCOM sites in the region. He reviewed the tasks identified with the Board. Sealed bids were opened at 4 PM January 26th. Four bids were received timely and found to be responsive. Bids received:

Bidder	Base Location	2-Man Crew per Hr	3-Man Crew per Hr	4-Man Crew per Hr	5-Man Crew per Hr	Crew Vehicle Portal to Portal
Tower Service Co	Amarillo TX	135.00	205.00	270.00	340.00	0.65 / mile
Gordon Parkey GP Tower Svcs	Iowa Park TX	120.00	180.00	220.00	260.00	0.75 / mile
G&G Electronics	Guymon OK	120.00	170.00	220.00	270.00	1.00 / mile
South Plains Comm	Amarillo TX	180.00	270.00	360.00	450.00	.75 / mile

Staff considers that bids received from Tower Service Company, GP Tower Services, and G&G Electronics are within a reasonable competitive range, and that the bid from South Plains Communication is not.

Judge Tom Simons moved to approve the antenna installation and tower work agreements with Tower Service Company, GP Tower Services, and G&G Electronics, for services related to the on-going rollout of the Panhandle Regional Interoperable Communications System. Judge Don Allred seconded the motion; the motion carried by unanimous vote.

**11. PANHANDLE REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM (PANCOM)  
POWER GENERATOR BID AWARD**

Mr. Dave Cann stated that staff issued an invitation for bids which requested bids from qualified suppliers to furnish and install 17KVA air-cooled standby power generators at 28 identified sites in the region. Each site requires a generator, propane tank and fuel line, crushed aggregate for fire protection of the tank, and installation on site. The IFB identified three options that may be required on site, depending on site specifics.

Sealed bids were opened at 4 PM February 6<sup>th</sup>. Four bids were received timely and found to be responsive. Identified exceptions were acceptable to staff. Bids received:

**Bid Form 1: Sites with existing Kohler transfer switches**

Bidder	Baseline	Option A	Option C	Form 1 Total
AAA Electric	7,877.00	189.00	(760.00)	58,059.00
Moore Electric	4,000.00	385.00	(120.00)	76,170.50
B&G Electric	8,610.00	250.00	(850.00)	63,120.00
Waukesha-Pierce	10,600.00	250.00	(800.00)	75,850.00

**Bid Form 2: Sites without existing Kohler transfer switches**

Bidder	Baseline	Option A	Option B	Option C	Form 2 Total
AAA Electric	7,877.00	189.00	422.00	(760.00)	175,140.00
Moore Electric	7,700.00	385.00	400.00	(761.00)	206,586.00
B&G Electric	8,610.00	250.00	750.00	(850.00)	204,660.00
Waukesha-Pierce	10,000.00	250.00	850.00	(800.00)	232,525.00

**Grand Total: 28 identified sites**

Bidder	Total
AAA Electric	233,199.00
Moore Electric	282,756.50
B&G Electric	267,780.00
Waukesha-Pierce	308,375.00

Mayor Debra McCartt moved to award the bid to AAA Electric to furnish and install standby power generators at 28 PANCOM sites. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

**12. PANHANDLE REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM (PANCOM) EQUIPMENT PURCHASE**

Mr. Dave Cann stated that PRPC staff is continuing to install PANCOM site equipment at various PANCOM sites around the region. These expenditures will be funded by the region's 2008 Homeland Security Grant Program (SHSP 2008).

Amounts shown are based on PRPC contracts with the vendors, or on General Services Administration (GSA) schedules available to PRPC under the Disaster Recovery Act.

Purchase Orders that are ready at this time:

PO #	Vendor	Description	Amount
• 840007-101	Tower Service Co	Antenna Installation & Test at site ROBT for Roberts Co. -- NTE	\$ 9,650.00
• 940001-3	Tower Service Co	Antenna Installation & Test at site CAST for Castro Co.-- NTE	\$ 5,500.00
• 940001-6	Tessco (GSA)	Microwave dish antennas 3-ft and 4-ft for various sites w/ long paths	\$ 39,917.90
• 940001-7	AAA Electric	Standby generator installation at Site ARMS/RAPD at Wayside	\$ 8,722.00
• 940001-10	Tower Service Co	Tower inspection & Engineer's report as required by El Paso Natural Gas lease at site GRAS, Allenreed	\$ 5,419.50
• 840007-61	Omega (GSA) **	11 Touch screen monitors for PANCOM console installations	\$ 9,474.87**

\*\* Approved at December 5, 2008 Board meeting, but subsequently modified to add one monitor and place with local vendor using DV Services Inc. GSA Schedule.

Commissioner Juan Cantu moved to approve the purchase orders for equipment related to the on-going rollout of the Panhandle Regional Interoperable Communications System. Judge Tom Simons seconded the motion; the motion carried by unanimous vote.

**13. CITY OF AMARILLO COOPERATIVE PURCHASING PROGRAM AGREEMENT**

Mr. Dave Cann stated that the City of Amarillo has determined that certain communication system equipments and services being procured by PRPC are appropriate for the city's needs, and that a cooperative purchasing agreement would be helpful to enable the city to buy like equipments and services using the PRPC contracts.

In the agreement, Amarillo agrees to participate in the PRPC cooperative purchasing program, and agrees that it will buy goods and services from those vendors that PRPC solicits for competitive bids or sealed proposals on Amarillo's behalf at Amarillo's request. Amarillo also agrees to prepare, execute, and administer its own contract for the goods or services in question with the vendor at the prices bid and accepted by PRPC, and PRPC shall not be a party to the agreement between vendor and Amarillo. PRPC shall have no obligations for payment to vendor for any services or goods incurred by any party other than PRPC. Any payments owed the vendor for services or goods shall be paid directly by Amarillo. Amarillo will be responsible for the vendor's compliance with provisions relating to the quality of items and terms of delivery, warranty enforcement, and any other terms or conditions of its agreement with the vendor.

PRPC agrees to comply with applicable Texas competitive bidding law in soliciting bids for goods and services on Amarillo's behalf under this Agreement; PRPC reserves its right to reject any and all bids or sealed proposals and to proceed in the best interest of Amarillo and PRPC on any solicitation for bids or sealed proposals.

Judge Harold Keeter moved to authorize the Executive Director to execute a cooperative purchasing agreement with the City of Amarillo to enable the City to purchase goods and services under PRPC contracts. Commissioner Gene Parker seconded the motion; the motion carried by unanimous vote. Mayor Debra McCartt abstained from voting.

**14. 2009 REGIONAL HOMELAND SECURITY IMPLEMENTATION PLAN RESOLUTION**

Mr. John Kiehl stated that in order to qualify the State for receipt of federal homeland security grant funding, Texas has to develop and submit a 5-year strategic plan to the US Department of Homeland Security (DHS) for approval. The Texas Homeland Security Strategic Plan; 2000 – 2010, requires each of the State's 24 Councils of Governments to develop an annual regional Implementation Plan. The regional plans are to be written in support of the State strategy and should be part of a broad statewide effort to synchronize all homeland security activities across the State.

The Implementation Plan essentially discusses the region's program and equipment needs within the context of the state plan's goals and objectives. In previous year, the plans were written very broadly and without any real constraints on the amount of funding it would take to carry out those programs or to purchase the needed equipment. However, this year, our instructions have changed. In the past, the State Administrative Agency (SAA), the agency responsible for administering the State's homeland security program, notified us of the amount of homeland security funding the region would receive after the Implementation Plan had been submitted. Hence, the total funding identified for all the programs/equipment in the region's plan(s) would typically top the \$10 million mark.

This year, the SAA sent us a 2009 target allocation notice in advance of the requirement to write the annual Implementation Plan. The target allocation is the amount the SAA thinks the Panhandle might receive in 2009 based on the target allocation information the State has received from the DHS. So this year, the regional Implementation Plan has to be written to fit the region's 2009 target allocation amount.

As another new twist, the plans also have to compare with the 2009 Investment Justifications (IJs) each region submitted to the SAA by January 16, 2009. The Panhandle Regional Emergency Management Advisory Committee has been working on the IJ/Implementation Plan development process since the first of the year. The IJs were completed and submitted in a timely fashion and an Implementation Plan has now been drafted to support those IJs. The 2009 annual Implementation Plans have to be submitted to the SAA by February 27, 2009. At a recent meeting, the PREMAC approved a final draft of the 2009 Panhandle Regional Homeland Security Implementation Plan and recommended that the plan be finally approved by the PRPC Board. In order to complete the plan and to allow staff to submit the plan to the SAA by the deadline, the PRPC Board will have to consider and approve a resolution.

Commissioner Juan Cantu moved to pass the resolution approving the 2009 Regional Homeland Security Implementation Plan for the Texas Panhandle. Mayor Mark Irwin seconded the motion; the motion carried by unanimous vote.

#### **15. REGIONAL 9-1-1 NETWORK EQUIPMENT PURCHASE AND NETWORK SERVICES AGREEMENT**

Mr. Greg Green stated that the Panhandle Regional 9-1-1 Network has been in the process of procuring new 9-1-1 call taking equipment at all 23 Public Service Answering Points (PSAPs) located at law enforcement centers across the region. Additionally, the Program plans to connect the new equipment at each site via two Wide Area Networks (WANs) to facilitate map updates, training, inter-agency communication, and backup capacity.

A Request for Proposals (RFP) was published on July 9<sup>th</sup>, 2009 with submissions opened for review on October 16<sup>th</sup>. Five companies responded with qualified proposals. On February 13<sup>th</sup>, the Panhandle Regional 9-1-1 Advisory Committee authorized staff to enter into negotiations with AT&T, the low responsive bidder at a price of \$2,162,740 for equipment and \$79,366 per month for MPLS network connectivity.

PRPC staff, its consultant team and AT&T have agreed on terms to provide the Regional 9-1-1 Network with Next Generation 9-1-1 call taking equipment from IPC Positron and a network data transport layer. The final cost of the equipment will be \$1,919,884.61 and the monthly recurring costs for the network will be \$36,827.82 (five year contract - lease). Key points of the contract include:

- AT&T will install, configure and test the 9-1-1 call taking equipment at all sites.
- AT&T/Positron will provide training for PRPC staff and regional call center employees.
- AT&T will provide critical, major, minor and bi-annual preventative maintenance according to terms outlined in the Statement of Work.
- AT&T will provide MPLS network connectivity to 23 regional 9-1-1 call centers as well as the host equipment located at PRPC offices.
- AT&T will provide network monitoring, diagnosis, troubleshooting, and repair of MPLS resources.
- AT&T agrees to assist in the design, configuration, and deployment of alternate IP paths into call centers through PRPC PANCOM wireless resources.
- PRPC agrees to pay \$147,000 per year for maintenance services after the first year.
- PRPC agrees to pay \$109,812.12 for three years of Helpdesk Support services beginning September 1, 2009.

- PRPC agrees to pay \$184,744.55 for two years of Software Evergreen support beginning September 1, 2010.

The Master Services Agreement, pricing proposal, network proposal and Statement of Work are all products of more than one year of procurement efforts. By issuing an RFP and foregoing the convenience and ease of cooperative purchasing programs, the Regional 9-1-1 Network and their consultant team were able to realize a savings of 23.8% over HGACBuy pricing for comparable equipment. More importantly, staff was able to customize an emergency communications solution specifically for the Panhandle region and the agencies we serve.

With the purchase of this equipment, the deployment of the MPLS network and the introduction and integration of PANCOM IP resources, the emergency responders in the Panhandle region can confidently rely on a robust, redundant and reliable telecommunications backbone.

Judge Don Allred moved to authorize the Executive Director to execute a Master Services Agreement with AT&T for the purchase of 9-1-1 call taking equipment and network services. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

#### **16. PRPC OFFICE BUILDING EXTERIOR SITE IMPROVEMENTS CONTRACT**

Mr. Gary Pitner informed the Board that steady progress continues in our building renovation efforts. To date, a new roof has been installed (\$150,400), exterior solar tile has been repaired (\$18,008), the building's exterior has been painted (\$38,200), a major upgrade has been completed on the elevator (\$87,848), a new fire detection system has been installed (\$5,819), HVAC system improvements are very near completion (\$168,418) and interior painting is underway (\$50,000).

Two major work tasks remain to be addressed along with several relatively minor tasks. The two remaining major work items include exterior site improvements (sidewalks, steps, ramps, entry areas and landscaping) and new carpet throughout the building. The remaining minor tasks include limited ceiling grid replacement, new wall covering primarily in the 3<sup>rd</sup> floor corridor and lobby, parking surface repair, back-up power generation and a new ADA compliant automatic door at the south entrance.

The plans for exterior site improvements were prepared by Turner LandArchitecture of Amarillo and bids, based on those plans, were solicited from contractors beginning January 26, 2009. The following bids were opened on Thursday, February 19, 2009:

<b>BIDDER</b>	<b>BASE BID</b>	<b>COMPLETION TIME</b>
Plunks Landscape & Construction, Inc. Amarillo, Texas	\$397,967.00	183 days
Tri-State General Contracting Group, Inc. Amarillo, Texas	\$298,400.00	120 days
Cruz Construction, Inc. Amarillo, Texas	\$255,000.00	75 days
Plains Builders, Inc. Amarillo, Texas	\$319,366.00	110 days

Judge Tom Simons moved to award the contract to Cruz Construction, Inc. for exterior site improvements to the PRPC office building to include concrete walks, concrete reinforcement, landscaping and accessibility improvements. Mr. Bob Gober seconded the motion; the motion carried by unanimous vote.

#### **17. MISCELLANEOUS NON-ACTION INFORMATION ITEMS**

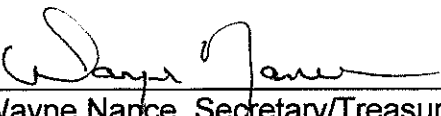
- Mr. Gary Pitner and Ms. Cindy Boone on the financial status of the PRPC Building Renovation Project.
- Mr. Gary Pitner reported on the National Associations of Regional Councils 2009 National Conference on Regions conducted on February 22-24..
- Mr. John Kiehl reported on "Panhandle Days 2009" activities conducted in Austin on February 23 and 24.
- Mr. Gary Pitner reported on the recent and upcoming Planning Commission sponsored regional meetings.

18. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 3:35 p.m.

  
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Jay Mayden, Chair  
Panhandle Regional Planning Commission  
Board of Directors

ATTEST:

  
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Wayne Nance, Secretary/Treasurer  
Panhandle Regional Planning Commission  
Board of Directors