

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS

Minutes

June 25, 2009

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, June 25, 2009, at 10:30 a.m. in the Club House of the Stoney Ridge Golf Course, 910 FM 2530, Childress, Childress County, Texas.

Judge Jay Mayden, Chairman, presided.

MEMBERS PRESENT:

- 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
- Jack Hall, Donley County Judge
- Saul Hernandez, Amarillo
- John James, Collingsworth County Judge (arrived at 11:15 a.m.)
- Harold Keeter, Swisher County Judge
- Jay Mayden, Childress County Judge
- Wayne Nance, Briscoe County Judge
- Tom Simons, Deaf Smith County Judge

MEMBERS ABSENT:

- Don Allred, Oldham County Judge
- Vernon Cook, Roberts County Judge
- Pete DeSantiago, Perryton
- Zelda Lang, Councilwoman, City of Dalhart
- David Logan, Commissioner, City of Canyon
- Debra McCartt, Mayor, City of Amarillo
- Gene Parker, Randall County Commissioner
- Harvey Perez, Hart
- Tom Velasquez, Wheeler
- Arthur Ware, Potter County Judge
- Tresa Whaley, Vega

OTHERS PRESENT: Representative Warren Chisum; Judge Richard Pete, Gray County; Judge Willis Smith, Lipscomb County; Judge Ronald Ingram, Hardeman County; Commissioner Lyall Foster, Childress County; Commissioner Mark Ross, Childress

County; Commissioner Denzil Ray, Childress County; Jason Horton, City of Childress; Becky Fuller, Childress; Amber Henderson, Childress Economic Development Corporation; John Henderson, Childress Regional Medical Center; Kenny Husband, Childress Regional Medical Center; Rick Thompson, TDCJ-Roach Unit; Howard Head, Childress Economic Development Corporation; Jennifer Foster, Senator Robert Duncan's Office

STAFF PRESENT: Mr. John Kiehl, Regional Services Director; Mr. Kyle Ingham, Local Government Services Director; Mr. Scott Caldwell, Local Government Services Coordinator; Ms. Jamie Allen, Local Government Services Coordinator; Mr. Greg Green, Regional 9-1-1 Network Program Director; Mr. Mike Peters, Regional 9-1-1 Network Coordinator; Ms. Cindy Boone, CPA, Finance Director; Mr. John Dubina, Information Technology Manager; Mr. Dave Cann, Emergency Communications Manager; Ms. Rebecca Rusk, Executive Assistant; Mr. Gary Pitner, Executive Director

1. **CALL TO ORDER**

Judge Jay Mayden, Chairman, called the meeting to order. He stated that the Board lacked one member to establish a quorum. Ms. Rebecca Rusk stated that Judge John James would be arriving late. Judge Mayden asked PRPC staff to discuss their agenda items; however no action would be taken until Judge James arrived and a quorum was established.

2. **INVOCATION**

Judge Ronnie Gordon gave the invocation.

3. **MINUTES**

Once a quorum was present, Judge Harold Keeter moved to approve the minutes from the meeting held on May 28, 2009, as received. Mr. Bob Gober seconded the motion; the motion carried by unanimous vote.

4. **VOUCHERS**

Once a quorum was present, Commissioner Juan Cantu moved to approve the vouchers for the month of May, 2009. Mayor David Hale seconded the motion; the motion carried by unanimous vote.

5. **PRPC PROCUREMENT POLICY AMENDMENTS**

Ms. Cindy Boone, CPA, stated that the Planning Commission's current Procurement Policies were adopted on December 12, 1996. These policies were adopted to provide the parameters for procuring goods and services which would comply with all applicable state, local, federal, and grantor guidelines.

Under our current policies, purchases for \$5,000 or more are required to have Board approval and require competitive sealed bidding or a negotiated procurement. Purchases that are less than \$5,000 are considered small purchases and have different requirements at various levels. Purchases that are less than \$500 in the aggregate do not require a competitive procurement but must be from a reputable vendor at a reasonable price. Purchases of \$500 or more but less than \$2,000 must be competitively procured with at least three quotes but they may be oral quotes. Purchases of \$2,000 or more but less than \$5,000 must have at least three written quotes.

These dollar thresholds for procurements are much more restrictive than is required of PRPC. Local government code currently requires procurements that are \$50,000 or more be competitively bid. The lower threshold that PRPC is using has become restrictive without necessarily resulting in a better value of the goods and services purchased.

Therefore, staff is recommending that we raise the dollar thresholds. Under the new recommended policy, purchases for \$25,000 or more would be required to have Board approval and require competitive sealed bidding. Purchases of \$2,000 or more but less than \$25,000 must have at least three written quotes. Purchases under \$2,000 would stay the same.

Once a quorum was present, Judge Ronnie Gordon moved to approve the amendments to the PRPC Procurement Policy related to the adjustment of the competitive sealed bidding monetary threshold requirement. Mr. Saul Hernandez seconded the motion; the motion carried by unanimous vote.

6. **PRPC OFFICE BUILDING FLOORING REPLACEMENT CONTRACT**

Mr. Gary Pitner stated that one of the primary tasks associated with our building renovation project involves replacement of all carpet and selected floor tile. We have explored two approaches related to the purchase and installation of flooring. Those approaches are the conduct of a separate bidding process for the procurement and installation of the flooring or taking advantage of a Texas Multiple Award Schedule (TXMAS) contract under the Texas Procurement and Support Services Cooperative Purchasing Program.

Staff has determined that it would be in the best interest of the Planning Commission to procure the flooring and its installation through the TXMAS contract. A-1 Floor Company of Amarillo, is the local contractor under this purchasing program and would provide and install the flooring at an approximate cost of \$ 76,906.76.

Mayor David Hale moved to authorize the purchase and installation of flooring for the PRPC building from A-1 Floor Company through the Texas Procurement and Support Services Cooperative Purchasing Program. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

## **7. COMPUTER HARDWARE AND SOFTWARE PURCHASE**

Mr. John Dubina explained to the Board that the Planning Commission's current server environment is outdated, out of warranty and obsolete. We have already experienced an outage due to the state of the equipment. Staff is proposing to overhaul the server environment by introducing the concept of Virtualization.

Virtualization is a technology that allows one physical machine to operate multiple operating systems whereby the current environment limits only one Operating System on one physical machine. Virtualization enables PRPC to consolidate servers on less equipment; utilize new servers efficiently; and provide a path for disaster recovery. The server upgrade recommendation consists of new servers, a backup device, and all the software required.

Mr. Dubina stated that the PRPC network environment is also due for a revamp. To ensure connectivity for the end users of PRPC, the network equipment needs regularly scheduled replacement. The current equipment has outlived its expected life expectancy.

The network upgrade will extend network operations as well as introduce new technology that will facilitate greater employee productivity. The network upgrade recommendation consists of new switches, wireless equipment, firewall, server data center enclosures for our servers and networking equipment, and other miscellaneous cabling and patch panel equipment.

The associated costs for the server upgrade total \$22,709.64, and the costs for the Network Upgrade total \$31,077.44. The necessary items will be purchased from the State of Texas Department of Information Resources which has competitively procured the equipment.

Commissioner Juan Cantu moved to approve the purchase of computer hardware, software and network equipment related to the upgrade of the Planning Commission's internal office network. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

## **8. REGIONAL LAW ENFORCEMENT INFORMATION SHARING PROJECT RESOLUTION**

Mr. John Kiehl reminded the Board that at your meeting last month, PRPC staff nearly presented a resolution for a regional mobile data environment/regional victims services support initiative that was to be funded under the 2009 Recovery Act Justice Assistance Grants (JAG) program. We then asked you to table action on the resolution because the day before that meeting, staff from the Governor's Criminal Justice Division office had contacted the PRPC to say that the JAG application had to be submitted by a city or county. After that meeting, we met with both Randall and Potter County officials and each tentatively agreed to support an element of the project. Randall agreed to support the mobile data element and Potter submitted the proposal for the regional victims services support element.

If you'll recall, when we presented the overall regional budget to you, a part of the project cost was proposed for submission under the region's 2009 homeland security grant program (HSGP). A number of departments were not going to be eligible for JAG funding so any mobile data terminals purchased for those agencies would have to come from a different funding source. The overall budget also proposed that the bulk of the costs involved with developing the regional data hub be submitted as a request under the regional 2009 HSGP.

All told, the regional project proposed that six data terminals, with an estimated unit cost of \$6,300 be purchased for 1) the Cactus PD, 2) the Skellytown PD, 3) the Stinnett PD, 4) the Sunray PD, 5) the Vega PD, and 6) the White Deer PD out of 2009 regional HSGP funds. The total cost of these six terminals was estimated at \$ 37,800.00.

The total estimate for creating the regional data hub through the Amarillo PD that would allow these terminals to be used in the field to remotely access state/federal/regional

crime databases was \$301,625.97. \$20,625.97 of the hub costs were included in the JAG application submitted by Randall County. As proposed, PRPC staff planned to request another \$281,000.00 out of the regional 2009 HSGP funds to complete the budget for the development of the regional data hub. If the PRPC were to request 2009 HSGP funding for the six agency terminals and for the balance of the estimated hub costs, the total amount of 2009 HSGP funds requested would come to \$318,800.

If the submission of this project is approved by the Board, the Panhandle Regional Emergency Management Advisory Committee (PREMAC) would be responsible for prioritizing this project along with and against all the other projects that will be submitted for consideration under the 2009 program.

Judge Tom Simons moved to authorize the submission of a proposal to establish a law enforcement information sharing data portal under the Panhandle's 2009 Regional Homeland Security Grant Program. Judge John James seconded the motion; the motion carried by unanimous vote.

## **9. NEXT GENERATION 9-1-1 PLANNING ACTIVITY FUNDING PROPOSAL**

Mr. Greg Green reminded the members that at the May 29<sup>th</sup>, 2009 meeting of the PRPC Board of Directors, 9-1-1 staff withdrew its plan to request 9-1-1 equalization surcharge revenue for the purpose of funding master planning activities relative to Next Generation 9-1-1. This request, to be made on behalf of a coalition of 15 West Texas 9-1-1 entities, was withdrawn based on guidance from the Commission on State Emergency Communications (CSEC) regarding the unanticipated unavailability of funding for such planning efforts.

On June 1<sup>st</sup>, 2009, CSEC notified the program that funds thought to be unavailable were now in fact, available and encouraged councils of governments to proceed with requests for funding to be considered at the July 14, 2009 CSEC Commissioner's meeting. PRPC has again accepted the role as requestor agency and will lead the procurement effort on behalf of the following entities:

1. Concho Valley Council of Governments
2. Nortex Regional Planning Commission
3. Panhandle Regional Planning Commission
4. Permian Basin Regional Planning Commission
5. Rio Grande Council of Governments
6. South Plains Association of Governments
7. West Central Texas Council of Governments
8. Abilene/Taylor County Emergency Communications District
9. Ector County 9-1-1 District
10. El Paso County 9-1-1 District
11. Howard County 9-1-1 District
12. Lubbock Emergency Communications District
13. Midland Emergency Communications District
14. Potter Randall Emergency Communications District
15. Wichita-Wilbarger Emergency Communications District

Mr. Green stated that should the request for funding be approved on July 14<sup>th</sup>, a request for proposals (RFP) for professional services relative to 9-1-1 Next Generation Master Planning will be issued in the days following.

Judge Tom Simons moved to authorize the submission of a proposal to the Commission on State Emergency Communications on behalf of the 9-1-1 entities in West Texas for 9-1-1 surcharge funds to conduct Next Generation 9-1-1 Master Planning Activities in West Texas. Judge Wayne Nance seconded the motion; the motion carried by unanimous vote.

## **10. REGIONAL 9-1-1 NETWORK EQUIPMENT PURCHASE**

Mr. Mike Peters stated that The Panhandle Regional 9-1-1 Network will be receiving new call taking equipment at all 23 Public Service Answering Points (PSAPs) located at law enforcement centers across the region. Eleven of these call centers will primarily receive calls from a host or server located at the Panhandle Regional Planning Commission office building. The Board of Directors approved the purchase of a generator as a power backup for the PRPC office building in May to keep power to this equipment. To make up for the brief period of time it takes for the generator to start and switch over, some UPS's, uninterruptible power supplies, are necessary to eliminate lost 9-1-1 calls.

In addition to the need for batteries for the PRPC host site, the network is in need of 4 new ALI, Automatic Location Information, routers. Each host will have one ALI router

connected to our database providers' network in Austin and in Houston. ALI routers acquire the location information of landline or cell phone calls. This information is displayed on the dispatchers screen as either a physical address or a GPS location of the cell phone caller. This GPS location is then plotted on a map of each county. These routers will replace the 46 aging routers that currently exist in the region. Additionally, new routers will allow for greater remote troubleshooting, and will be much more future proof and reliable.

PRPC staff has obtained extremely reasonable pricing from a DIR vendor for 9-1-1 equipment needs. For the UPS units, adapters, and routers SHI Government solutions was the cheapest price obtained from any of the DIR, Texas Department of Information Resources, suppliers and was much cheaper than quotes from AT&T, as well pricing from internet vendors.

Judge John James moved to approve the purchase of 2 - 6kva batteries and alarm adapters from SHI Government Solutions in the amount of \$8,132. The motion further approved the purchase of 4 routers, interface cards, and rack mount kits also from SHI Government Solutions in the amount of \$5,808. Judge Wayne Nance seconded the motion; the motion carried by unanimous vote.

**11. PANHANDLE REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM (PANCOM)/PANHANDLE REGIONAL 9-1-1 NETWORK EQUIPMENT PURCHASE**

Mr. Dave Cann stated that the Regional Services staff (PANCOM program) is installing a regional microwave network for inter-site communications between PANCOM repeater sites and public safety dispatch consoles collocated with 9-1-1 PSAPs throughout the Panhandle. The plan requires 78 microwave paths to support PANCOM needs, and build-out of those paths is being funded from the State Homeland Security Grant Program.

Earlier this year Regional Services and 9-1-1 program staff proposed upgrading the capability of the PANCOM microwave network to enable it to also carry 9-1-1 call traffic as a redundant path to back up the telephone company buried cable and fiber optic lines that carry 9-1-1 traffic. This was seen as a cost-effective way to provide needed redundancy that could not be provided by the telephone carriers.

The Commission on State Emergency Communications (CSEC) which regulates 9-1-1 funding, heard the proposal and agreed to provide \$505,712 in state funding to upgrade the PANCOM network for a pilot project that demonstrates the practicality of using the PANCOM network to distribute 9-1-1 map updates and carry 9-1-1 telephone call traffic. The approved plan requires purchase of 30 additional links (to provide for two ways in/out for each PSAP) and upgrade software keys for some links previously purchased. Purchase Orders for this upgrade project that are ready at this time:

<u>PO #</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
• 590103-1	Motorola Inc.	Microwave link equipments for 30 Paths	\$310,095.00
• 590103-2	Tessco Inc.	Microwave Dish Antennas and UPS Units	<u>\$ 51,185.20</u>
		Total:	\$361,280.20

Staff is developing a vendor contract for installation of these microwave links. That contract will be presented to the board for approval at a future meeting.

Judge Tom Simons moved to approve the purchase orders for microwave link equipment in support of the joint operation of the region's interoperable radio communications and 9-1-1 systems. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

**12. RURAL TRANSPORTATION ASSISTANCE PROGRAM CONTRACT**

Mr. Kyle Ingham stated that on December 11, 2008 the PRPC Board of Directors authorized the submission of an application to the Texas Department of Transportation for funding to develop and implement a comprehensive public transportation voucher program. Under PRPC's Regional Coordination Project through TXDOT, PRPC staff has become intimately involved in the development of the voucher program. The program is intended to provide vouchers to elderly and disabled residents to utilize public transportation in the region. The challenges with the program have been funding and the coordination of transportation service providers. However, funding under the RTAP program will allow PRPC staff to seek further fiscal assistance for the voucher program and coordinate participating service

provider activities. The focus of this program will be to establish a long term resource for Panhandle residents to utilize.

On June 8, 2009 PRPC received notification that a Rural Transportation Assistance Program Contract not to exceed \$90,000 over the course of three years is available to the Planning Commission. This amount is the full amount requested under the application. This amount reflects \$30,000 each year for three years for the implementation of the project. Approximately 2/3 of the funds will be allocated each year to staffing and staff-related expenses since the implementation of the project will be conducted in-house and without sub-contracts.

The general timeline focus for the three year project will be:

- Year 1 – Conduct provider and target audience research to identify needs
- Year 2 – Develop funding proposals to appropriate state and private entities
- Year 3 – Secure funding and begin Voucher Program implementation

Judge Harold Keeter moved to execute a contract with the Texas Department of Transportation for Rural Transportation Assistance Program funds to develop a comprehensive public transportation voucher program. Judge Wayne Nance seconded the motion; the motion carried by unanimous vote.

### **13. REGIONAL PUBLIC TRANSPORTATION COORDINATION PLANNING GRANT APPLICATION**

Mr. Kyle Ingham stated that beginning in early 2006, TXDOT contracted with 24 regional lead entities to plan for the development and enhancement of coordinated regional public transportation operations and services. Initial funds were contracted in the spring of 2006 for the development of Regional Coordination Plans. These plans were completed and submitted in 2006 and subsequently updated and improved in 2007. In 2008, TXDOT made funds available to PRPC for the implementation of many of the strategies identified in the Regional Coordination Plan.

As one of the regions having achieved the vast majority of projected goals in its Regional Coordination Plan, PRPC Staff was invited by TXDOT to serve on a focus group in 2009 to help guide the future of the Regional Transportation Coordination Program. The recommendations of that focus group were acted upon by TXDOT with three primary programmatic changes:

1. Each Regional Coordination Plan must be updated by 2011
2. TXDOT funding for the program may be allocated for 3 year blocks
3. Funding in a given region may exceed \$60,000 annually

PRPC staff has worked with the Panhandle Regional Transportation Advisory Group (RTAG) to develop an application for funding. The proposal requests \$75,000 per year for three years to continue this Regional Coordination Effort. Mr. Ingham reviewed the focus of the proposal in detail with the Board.

The statutory goals of the regional coordination planning effort are to eliminate waste in the provision of public transportation services, generate efficiencies that will permit increased levels of service, further the state's efforts to reduce air pollution, to reduce duplication among federally-funded human service transportation services and to expand transportation access for older individuals, persons with disabilities, persons with low-income, children and other disadvantaged populations within our communities.

In response to TXDOT funding assistance, PRPC staff would like to submit an application to TXDOT by the June 30<sup>th</sup> deadline for the full amount of \$225,000 over the course of three years for the continuation of transportation coordination and planning.

Judge Tom Simons 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. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

### **14. REGIONAL TRANSPORTATION ADVISORY GROUP APPOINTMENTS**

Mr. Kyle Ingham reminded the Board On January 26, 2006, the PRPC Board of Directors adopted Administrative Regulation Number 37 authorizing the creation of the Panhandle Regional Transportation Advisory Group (RTAG). The RTAG serves as the guiding body for the Regional Transportation Coordination effort conducted by PRPC with TXDOT funding.

Over the course of time since the RTAG was established some members have given up their seat for one reason or another. Administrative Regulation Number 37 requires that all RTAG members be appointed by the PRPC Board of Directors. In order to ensure that the RTAG has all positions filled and that the filling of those positions is done in an appropriate manner, PRPC staff is requesting the following individuals be appointed or re-appointed to serve on the Regional Transportation Advisory Group:

Lynn Castle	Susan Stockett	Judy Phelps
Tony Luangraj	Gerald Payton	Jim Chilcote
Craig Lawliss	Claudia Standord	Laura Reyher
Joe Zillmer	Carl McMillen	Melissa Carter
Trent Morris	Joe Rogers	Susan Stevenson
Judge Vernon Cook	Judge Harold Keeter	Judge Jay Mayden
Jude Richard Peet	Judge Rowdy Rhodes	

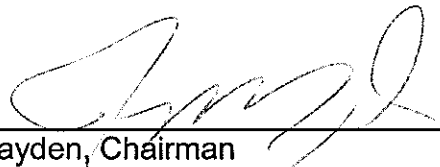
Mr. Bob Gober moved to appoint the recommended individuals to serve on the Regional Transportation Advisory Group. Judge Wayne Nance seconded the motion; the motion carried by unanimous vote.

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

- A. Mr. Kyle Ingham reported on the activities of the Groundwater Management Area #1.
- B. Mr. Kyle Ingham reported on the results of the 2009/2010 Small Cities Community Development Block Grant scoring process.
- C. Mr. Gary Pitner reported on the recent and upcoming Planning Commission sponsored regional meetings.

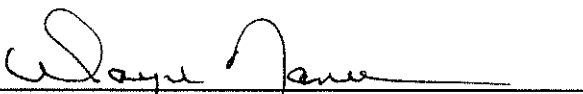
16. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 11:45 a.m.



Jay Mayden, Chairman  
Panhandle Regional Planning Commission  
Board of Directors

ATTEST:



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