

PANHANDLE REGIONAL PLANNING COMMISSION  
BOARD OF DIRECTORS

Minutes

March 29, 2018

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, March 29, 2018, at 1:30 p.m. in the PRPC Board Room, 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Judge John Howard, Chairman, presided.

**MEMBERS PRESENT:**

- Don Allred, Donley County Judge
- Juan Cantu, Lipscomb County Commissioner
- Cleo Castro, Cactus
- Buster Davis, Mayor, City of Gruver
- Bob Gober, Councilman, City of Canadian
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Saul Hernandez, Amarillo
- Dr. John Howard, Donley County Judge
- Harold Keeter, Swisher County Judge
- Dan Looten, Carson County Judge
- Jay Mayden, Childress County Judge
- Wayne Nance, Briscoe County Judge
- Sal Rivera, Sheriff, Castro County
- Amelia Salazar, Alderwoman, Palisades Village
- Winston Sauls, Borger
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Pat Sims, Mayor, City of Dumas
- Kerry Symons, Mayor Pro-Tem, City of Perryton
- Ricky White, Mayor, City of Friona

**MEMBERS ABSENT:**

- Irene Favila, Hereford
- Ronnie Gordon, Hartley County Judge
- Ernie Houdashell, Randall County Judge
- John James, Collingsworth County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Karen Price, Pampa
- Walter "Four" Price, Texas State Representative, District 87
- Nancy Tanner, Potter County Judge

**STAFF PRESENT:** Mr. Jamie Hall, Local Government Service Program Specialist; Mr. John Kiehl, Regional Services Director; Ms. Renee Boehning, Finance Director; Ms. Cindy Boone, CPA, Finance Director; Ms. Sundee Rossi, Area Agency on Aging Program Coordinator; Mr. Shane Brown, Emergency Communications Manager; Mr. Mike Peters, Regional 9-1-1

Network Director; Ms. Heather Reid, Workforce Development Program Mr. Marin Rivas, Workforce Development Director; Ms. Rebecca Rusk, Executive Assistant; Mr. Kyle Ingham, Executive Director

**OTHERS PRESENT:** Mr. Paul Fleming, Edgin, Parkman, Fleming and Fleming

1. **CALL TO ORDER**

Judge John Howard called the meeting to order and noted that a quorum was present. No conflict disclosure issues pursuant to Local Government Code Chapter 176 were noted by Board members related to action items on today's agenda.

2. **INVOCATION**

Mayor Pro-Tem Kerry Symons gave the invocation.

3. **MINUTES**

Judge Dan Looten moved to approve the minutes from the meeting held on February 22, 2018, as received. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

4. **VOUCHERS**

Judge Jay Mayden moved to approve the vouchers for the month of February, 2018. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

5. **2016 AUDIT PRESENTATION AND ACCEPTANCE**

Ms. Cindy Boone, CPA, and Mr. Paul Fleming with Edgin, Parkman, Fleming and Fleming presented the Planning Commission's Comprehensive Annual Financial Report for the period ending September 30, 2017.

Dr. Bill Hallerberg moved to accept the Panhandle Regional Planning Commission's Comprehensive Annual Financial Report for the 12 month period ended September 30, 2017. Mayor Pro-Tem Kerry Symons seconded the motion; the motion carried by unanimous vote.

6. **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 FY18 Q2 performance report covering December, January and February.

- There were 24,296 9-1-1 calls received from the 23 regional call centers of with 15,832 being wireless or 65%.
- 13 Public Service Answering Points (PSAPs) were monitored with no findings.
- 2,650 Network test calls were made by PSAP staff and PRPC employees.
- The Program experienced four outages as a result multiple cable cuts across the region.
- The region received 413 text messages during this period, with the vast majority as test texts.

Mayor Pat Sims moved to accept the Panhandle Regional 9-1-1 Network's FY2018 Second Quarter Performance Report as presented. Mayor Pro-Tem Kerry Symons seconded the motion; the motion carried by unanimous vote.

7. **WORKFORCE CHILD CARE PROVIDER CURRICULUM PURCHASE**

Mr. Marin Rivas informed the Board that the Texas Workforce Commission (TWC) has contracted with the Panhandle Workforce Development Board/PRPC to utilize Child Care and Development funds to provide quality improvement activities such as technical assistance, professional development and education materials for Texas Panhandle child care providers. The Panhandle Workforce Development Board has tasked its sub-recipient, Workforce Solutions Panhandle with assisting local child care providers who are in the process of obtaining, or raising their current level of, Texas Rising Star (TRS) certification.

Mr. Rivas explained the TRS Program to the Board. He stated that staff has identified our local child care providers' lack of a comprehensive, research-based and validated curricula as a substantial barrier in these providers' ability to achieve their certification goals.

For the last two years, PRPC staff has competitively procured comprehensive, research-based and validated curricula to be distributed to Panhandle child care providers which would provide the providers' teachers with a structural tool that is necessary for creating an intentional and developmentally-oriented structure to classroom instruction according to TRS guidelines. In order to stretch the funds to cover as many providers as possible, facilities with multiple classrooms were asked to share curriculum kits when possible.

At this time, Workforce providers are in need of additional curricula materials. Some providers that currently have curricula are in need of additional materials that match their existing curriculum. Other providers are in need of full curriculum kits. Because of these differing needs and requirements related to competitive procurement quotes have been solicited through two separate processes.

For the full kits, three vendors, Frog Street Press LLC, Robert-Leslie Publishing, and Teaching Strategies, LLC submitted quotes that sufficiently covered all fourteen learning domains. For the separate components, two vendors submitted quotes, Frog Street Press LLC and Teaching Strategies, LLC.

Workforce staff has reviewed the submitted quotes for both of the respective curriculum needs and identified that the vendor, Teaching Strategies, LLC has the lowest price on both accounts \$42,877.42 has been quoted for the necessary supplemental materials and \$11,595.15 for the necessary full curriculum packages. Unfortunately, the dollar amounts associated with these quotes puts the combined purchase prices outside of the \$40,000 threshold in place for PRPC small purchases and would appear to necessitate a competitive bid process. While the Texas Workforce Commission would accept this process, the process is not in line with the Planning Commission's procurement policies. Staff will begin a formal request for proposals process as specified in our procurement policies.

Judge Don Allred moved to authorize the Executive Director to execute a contract for the purchase of child care provider curriculum with a qualified vendor(s) up to \$75,000 after the request for proposals process is completed. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

#### **8. DIGITAL COPIER SYSTEM LEASES – WORKFORCE SOLUTIONS**

Mr. Marin Rivas explained to the Board that Workforce Solutions Panhandle (WSP) utilizes digital communications equipment to maintain customer records, assist job seekers and market its services to employers. Over the past year, this workflow has required the WSP staff to print more than 1,400,000 pages of documents. In order to manage this volume in the most efficient and cost-effective method, PRPC, as the fiscal agent, has provided WSP's Amarillo office with four high-capacity black-and-white multifunction printer/copiers instead of individual staff printers. The machines have been in use since the spring of 2014 and need to be retired.

PRPC staff proposes to enter into a 48-month lease of four Canon IR-6555i black-and-white multifunction printer/copiers for the digital communications at the Workforce Solutions Panhandle office in Amarillo. These machines, offering a speed of 55 pages per minute, are comparable to the machines needing replacement.

This equipment has been competitively procured under the Texas Department of Information Resources (DIR) and is available under this State Contract pricing for terms from 24 to 60 months with the pricing lowering as the term lengthens. However, the Texas Workforce Commission (TWC), the funding agency of these programs, limits the length of commitments under its contracts with PRPC to no longer than 48 months.

The 48-month lease for this equipment, supported through Tascosa Office Machines in Amarillo, is \$312.81 per month per machine. For four machines, this lease will be \$15,014.88 per year and a total of \$60,059.52 over the entire term of the lease. Funds for this lease would come from existing workforce development grants.

Mr. Phillip Self moved to approve a 48-month lease agreement with Tascosa Office Machines for four Canon IR-6555i multifunction printer/copiers as described. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

#### **9. HIGH DEMAND JOB TRAINING PROGRAM APPLICATION**

Mr. Marin Rivas stated that the Texas Workforce Commission (TWC) has dedicated \$1,000,000 of Workforce Innovation and Opportunity Act (WIOA) funds statewide for a grant opportunity, to address skill gaps and ensure a talent pipeline to address industry needs, through collaborations between local Workforce Development Boards and local Economic Development Corporations (EDCs). The collaborations must focus on high-demand occupational job training determined by the local Board in its workforce area.

The intent of the High Demand Job Training Program is to support local Workforce Development Boards in partnering with local EDCs to use their local economic development sales taxes for high demand job training. The funds provided to the Board would be used to match the local economic development sales tax funding for job training, on a dollar-for-dollar basis, up to \$100,000 per year.

PRPC staff has been coordinating with the Dalhart Economic Development Corporation to facilitate occupational training at the post-secondary level at the Frank Phillips College-Dalhart Center where students will attend classes in the new \$1,500,000 Career Training Center. Both the Dalhart economic development sales tax funds combined with matching funds from the High Demand Job Training Program would help purchase equipment to provide workforce training to students in the areas of welding, industrial machinery mechanics, instrumentation and electrical, pump and engine, process technology, and nursing. Training in these occupations is necessary to alleviate the shortage of skilled workers in our area.

Judge Harold Keeter moved to authorize the Executive Director to execute and submit an application to the Texas Workforce Commission for funds to match the Economic Development Corporations' Texas Development Corporation Act sales tax monies to be used to purchase equipment for high-demand job training, as specified, and to formalize the collaboration, by executing Financial Agreements, with the Dalhart Economic Development Corporation and Frank Phillips College-Dalhart Center. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

#### 10. **2018 SUMMER EARN AND LEARN SERVICES PACKAGE CONTRACT**

Mr. Marin Rivas stated that for the second year, the Texas Workforce Commission (TWC) has contracted with PRPC, as the fiscal agent for the Panhandle Workforce Development Board, to oversee the implementation of the Summer Earn and Learn Program (SEAL), a statewide strategy that includes work readiness training and paid work experience for students with disabilities during the summer months when students are out of school.

PRPC is responsible for designating an entity to deliver worksite identification and placement services for participants identified by local TWC Vocational Rehabilitation staff and to coordinate outreach and recruitment activities, resolution of participant issues and necessary revisions to worksite placement, as appropriate.

Earlier this month, PRPC staff released a Request for Proposals soliciting a qualified organization with demonstrated competence, knowledge, qualification, successful performance, and reasonable fees to implement this program. The deadline for submission of a proposal is Friday, March 30, 2018.

Once proposal(s) are received, reviewed and scored, staff proposes to enter into a contract with the awardee to deliver services for the period of April 1 through September 30, 2018.

Mayor Ricky White moved to authorize the Executive Director to execute a contract with the selected vendor under the RFP process, within available funding caps, and to execute a service delivery contract, as specified. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

#### 11. **CHILD CARE FUNDING APPLICATION**

Mr. Marin Rivas stated that for fiscal year ending September 30, 2018, the City of Amarillo committed \$67,112 in Community Development Block Grant (CDBG) funds through a competitive grant under the City's Consolidated Plan for Housing and Community Development to purchase child care services for 135 children from low-income families in Amarillo.

A portion of the State's annual allocation through the Texas Workforce Commission to the Panhandle for child care programs is contingent upon our ability to secure local matching funds. For several years, a significant amount of these matching funds has been secured through the CDBG grant allowing us to access, at a ratio of approximately two federal dollars for each local dollar, \$129,050 in federal child care matching dollars. This means that the CDBG award has brought a combined amount of \$196,162 to our area for the current year.

Mr. Rivas stated that there are currently 1,698 children in Amarillo being served using all of the funding available through the Workforce Development system. The Planning Commission proposes to again submit an application to the City of Amarillo, this one for \$80,000 in CDBG funds for the coming year, which would once more allow us to use these funds and access federal child care resources to serve eligible children as described above.

Mr. Saul Hernandez moved to authorize the submission of an application to the City of Amarillo for Community Development Block Grant Funds to partially support the delivery of child care services in Amarillo. Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

#### 12. **FOOD NET PROGRAM FUNDING APPLICATION**

Ms. Sundee Rossi stated that this month, the City of Amarillo provided the Area Agency on Aging of the Panhandle (AAA) notice of the opportunity to re-apply for Community Development Block Grant (CDBG) funds. The AAA uses these funds to expand the FoodNET program, which serves congregate and home delivered meals to older and disabled individuals in Amarillo and Canyon. The CDBG grant can only be used to support home delivered meals within the Amarillo city limits. The AAA plans to submit an application in the amount of \$25,000 to continue serving home delivered meals to

the nutritionally at-risk, low and moderate income older and disabled individuals in Amarillo.

Mr. Winston Sauls moved to authorize the submission of an application to the City of Amarillo for Community Development Block Grant Funds to partially support the delivery of meals to qualified individuals in need in Amarillo. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

**13. FY2018 STATE HOMELAND SECURITY PROGRAM PROJECT PRIORITIZATION APPROVAL**

Mr. John Kiehl informed the Board that each year, the PREMAC is required to develop three (3) plans to ensure the Panhandle's eligibility to receive SHSP funding in that year. These plans - the Threat & Hazard Risk Identification Assessment, the State Preparedness Report and the Texas Homeland Security Strategic Plan Regional Implementation Plan; all work together to focus the region's attention on its preparedness needs of greatest concern. As this process was intended, the SHSP funds received for the year should then be directed to projects aimed at addressing one or more of those priority needs.

The PREMAC met on March 19 to review and prioritize the nine (9) projects that were submitted for funding consideration under the FY18 SHSP program. As in recent years, the Committee entered the prioritization meeting without knowing how much funding the Panhandle would receive for the FY18 program.

The PREMAC also agreed to rely on the Risk-Informed Methodology used for grant evaluation purposes in previous years, to evaluate and prioritize the FY18 SHSP applications. So, in assessing the nine projects, the Committee weighed them against the factors of: 1) Impact/Probability Level Addressed; 2) Benefit to the Region; and, 3) Comparative Project Need (compared to all other projects evaluated).

Mr. Kiehl discussed in detail with the Board the following prioritized listing of the region's 9 FY18 SHSP as recommended by the PREMAC. With the amount of funding still unknown, he also presented various funding scenarios that were considered to determine what affect an increase or decrease in funding this next year would have on these priorities.

**PRPC Staff Estimate of FY18 SHSP Funding: \$719,757.70**

| Project Title  | Funds Requested     | Brief Description   |
|--|---------------------|---|
| 1. FY18 Regional PANCOM M&O Project                                | \$253,000.00        | Provides approximately 55% of the funding needed to maintain and operate the Regional PANCOM system from 10/01/18 – 09/30/19.   |
| 2. FY18 PARIS Maintenance Project                                  | \$58,000.00         | Covers the cost of renewing the Panhandle-Area Regional Information System (PARIS) licenses from 10/01/18 – 09/30/19.   |
| 3. FY18 Non-EMPG Emergency Operations Plan Update Project          | \$51,084.00         | Provides the funding that will allow the PRPC to continue working with the 22 counties that are not receiving federal Emergency Management Performance Grant (EMPG) funding; to assist them in keeping their Emergency Operations Plan updated.   |
| 4. FY18 Regional Planning & Coordination Project                   | \$104,172.00        | This basically covers the PRPC's cost of maintaining the region's homeland security & preparedness program, of providing support to the PREMAC and ensuring that all annual regional planning and reporting requirements are met.   |
| 5. Amarillo Regional NIBINS Project; Part 1                        | \$160,000.00        | Supports the cost of a piece of equipment that will be maintained by the City of Amarillo to support the implementation of the National Integrated Ballistic Information Network (NIBIN) in the Panhandle.  |
| 6. Amarillo Regional Incident Management Team Project              | \$98,347.00         | Provides funding for equipping the Panhandle Incident Management Team (IMT) and mobile response team that will respond to disasters in/ out of the region to provide support to local emergency management decision-makers. Budget also includes funds for training IMT members in specific IMT response areas. |
| 7. Amarillo Regional NIBINS Project; Part 2                        | \$65,490.00         | This is another piece of equipment the will ultimately be required to support the full implementation of NIBIN in the Panhandle. The Part 1 piece is the most critical equipment item needed at this time.  |
| 8. SWAT Communications & Protection Improvement                    | \$13,150.00         | Funding provides for the purchase of ballistic helmets and headsets for a SWAT team being formed by the Pampa Police Department   |
| 9. Upgrade & Replace Obsolete Sheriff's In-Car Mobile Radio System | \$9,977.75          | Funding provides for the purchase of mobile radios for the Sheriff's Department.  |
| <b>Total Funding Requested:</b>                                    | <b>\$813,220.75</b> |   |
| <b>Projected Difference:</b>                                       | <b>\$93,463.05</b>  |   |

Dr. Bill Hallerberg moved to approve the PREMAC's FY17 State Homeland Security Program project prioritizations as presented and authorize the PRPC staff to submit the

list to the Homeland Security Grants Division of the Governor's Office by the March 31, 2018, deadline. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

14. **PANHANDLE AREA REGIONAL INFORMATION SYSTEM (PARIS) ENHANCEMENTS**

Mr. John Kiehl reminded the Board that several of the regional State Homeland Security Program (SHSP) projects managed by the PRPC have operated under overlapping grants. This wasn't done intentionally; it's just the way things occurred as the SHSP evolved and as the oversight of the program in Texas changed hands from one state agency to another. The PARIS project is one of those projects. The initial annual agreement with the system vendor, Apex Innovations, Inc. was signed on March 27, 2008 and it's been renewed every year since on March 27.

However, this year the Governor's Homeland Security Grants Division (HSGD) informed the PRPC that all SHSP projects now have to run on a 12-month performance period and that all grant activities have to begin and end within that period. So, the annual renewal period for the PARIS system had to be changed. In order to do so practically, the renewal period start date was moved to October 1. For the FY17 PARIS grant, an abbreviated renewal period was implemented which starts March 27 and ends on Sept. 30. The annual renewal cost of \$51,700 had to be prorated to \$26,387.40; creating a balance of \$25,312.60 which can now be used on other FY17 PARIS grant activities.

The PRPC's agreement with Apex Innovations, allows it to be amended at any time with the mutual consent of both parties. To date, the agreement has been amended on eleven (11) occasions. Anytime the PRPC has paid Apex to add a new functionality to PARIS, the agreement has been amended with a Statement of Work (SOW). The most significant SOWs amending the agreement since 2008 were those used to add public mass notification capabilities to the PARIS system.

PRPC staff is recommending that the Board approve another SOW to our agreement with Apex. Now that the federal alerting system, FEMA's Integrated Public Alert and Warning System (IPAWS), has been added to the suite of alerting tools in PARIS, we'd like to improve the system's mapping tools to make it easier and faster to precisely define the geographic area(s) that will receive alerts. For example, when evacuation notices are issued, PARIS should only reach residents that need to evacuate and not overlap into areas where evacuation isn't necessary. PRPC staff would also like to enhance the social media tools in PARIS so that photos can be attached to messages through Facebook or Twitter.

Both of these enhancements will add value to the PARIS system and because Apex is aware of our circumstances; we're getting a break on the cost of the enhancements. Both would be completed for a fixed cost of \$25,312.60; the exact same amount we had to prorate from our renewal agreement this year to satisfy the HSGD.

Mayor Pro-Tem Kerry Symons moved to authorize the PRPC Executive Director to execute SOW-12 with Apex Innovations for the development of the following PARIS enhancements:

1. Update the existing mass notification mapping function to expand the boundary selection methods, such as circle, center point with distance, and rectangle.
2. Ability to include an image when posting to social media from the integrated mass notification system. This system now has the ability to post alert messages via email, text, phone calls, Facebook and Twitter. Since social media is becoming the most relevant method to reach the masses, the ability to include a graphic such as an evacuation map is critical. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

Judge Don Allred seconded the motion; the motion carried by unanimous vote.

15. **PANHANDLE REGIONAL INTEROPERABLE RADIO COMMUNICATIONS SYSTEM (PANCOM) EQUIPMENT PURCHASES**

Mr. Shane Brown informed the Board that the Panhandle Regional Interoperable Radio Communications System (PANCOM) dispatch consoles now in use were purchased between 2008 and 2010. These consoles are used by the region's 9-1-1 call takers to dispatch first responders to accident scenes or in response to other emergency calls. Consoles are computers and technology tends to age quickly. Experts claim the average lifespan of a computer is 3 to 5 years. Given their constant 24/7 use, we've been fortunate to keep these consoles operational for 8 to 10 years but time is now to

take its toll in a big way. Increasingly, our console repairs include major issues such as mother board failures and hard drive crashes.

The need to replace these consoles has been anticipated. Last year, the PRPC was approved for funding under the 2017 State Homeland Security Program (SHSP) to carry out a project titled, "FY17 Regional PANCOM Dispatch Console Replacement Project." The goal of the project is to replace as many of these dated PANCOM dispatch consoles as possible beginning with oldest and most repair-prone units. We plan to use FY18 SHSP funding to finish the job of replacing and updating all PANCOM dispatch consoles.

In addition we need to replace several PANCOM microwave radios that were destroyed by natural causes (e.g., ice storms). Fortunately, these radios were covered under the PRPC's PANCOM insurance policy so the cost of replacement will be paid with our insurance proceeds.

In both cases, this equipment can be purchased through the statewide cooperative purchasing program administered by the Texas Department of Information Resources (DIR) and the PRPC is eligible to participate in the DIR programs. The purchase cost of the consoles and the radios will both exceed \$40,000. Therefore, these proposed purchases are being presented to the Board for consideration of approval.

Mayor Pro-Tem Kerry Symons moved to authorize the purchase of PANCOM consoles being acquired as part of the PRPC's FY17 Regional PANCOM Dispatch Console Replacement Project. The motion further authorized the purchase of replacement microwave radios being paid for out the PRPC's PANCOM insurance settlements. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

16. **2021 (CYCLE V) PANHANDLE REGIONAL WATER PLAN DEVELOPMENT CONTRACT AMENDMENT**

Mr. Kyle Ingham stated that in 2016, the Board approved the submission of the PWPG's application and subsequent Texas Water Development Board (TWDB) for funding for the 2021 Panhandle Regional Water 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 to develop the 2021 Plan. Freese and Nichols, Inc. has also been contracted to assist in the development of each of the previous regional water plans. On May 28 of 2016, the PRPC Board of Directors entered into contract with Freese and Nichols Inc. for the development of the 2021 Panhandle Regional Water Plan. After an initial award and an initial contract amendment, a Freese and Nichols, Inc. contract is currently in place for a total of \$595,294 (*PRPC to FNI – Total*) for the complete development and approval of the 2021 Panhandle Regional Water Plan.

PRPC has been given notice by TWDB that a contract amendment will be issued in the coming weeks, likely at the end of March, that will commit additional funds for Fiscal Year 2018/19 and incorporate updated versions of the contract scope of work and exhibits C and D. The estimated increase in the committed funds for FY18-19 is \$237,509 which brings the total of committed funds for the 2021 Regional Water Plan development to \$552,538. The total contract amount between PRPC and TWDB for the 2021 regional water planning effort has not been changed and remains \$671,294.

Judge Harold Keeter moved to authorize the Executive Director to execute a contract amendment with the Texas Water Development Board, and corresponding action associated with the PRPC/Freese & Nichols consulting contract, to include additional TWDB funding to existing contracts. Mr. Phillip Self seconded the motion; the motion carried by unanimous vote.

17. **PUBLIC TRANSPORTATION MOBILE PHONE APPLICATION DEVELOPMENT CONTRACT**

Mr. Jamie Hall stated that the in October, 2017, the Board authorized the contract with the Texas Department of Transportation for a Public Transportation Coordination Demonstration Project. This project is for the development of a mobile application aimed at providing public transportation information inclusive of route times and locations to the general public for the major public transportation providers in the region. Additionally, the second phase of the TxDot demonstration project includes a public awareness campaign to promote panhandle transportation services as well as to market the mobile transit phone application.

On February 12<sup>th</sup> and February 19<sup>th</sup>, a Request for Proposals, for development of the mobile application, was advertised in the Amarillo Globe News, published on the PROMPT website and emailed to a list of twelve PROMPT Board approved vendors. RFP's were due on March 5, 2018 and three proposals were received which included proposals from Double Map, Five Pack Creative and West Texas A&M University (WT). These proposals were reviewed and scored by PRPC staff and a PROMPT Executive Committee on March 19<sup>th</sup> and presented to the full PROMPT Board on March 22, 2018.

After review of the submitted RFPs it was the unanimous decision of both the Executive Committee as well as the full PROMPT Advisory Board to award the development of the mobile transit application to West Texas A&M University. Selection criteria included: familiarity with development of mobile phone application, organization's familiarity with Panhandle regional transit needs, competency and availability of staff as well as project costs among other criteria.

WT's proposal consistently scored the highest and was determined to be the most responsive for the desired project approach as well as the most cost effective solution to fulfill the need to develop a mobile transit application for the TxDot Demonstration Project. The anticipated project budget and funds allocated to provide for the development of the transit mobile application was \$50,000. WT's proposed project budget included in their proposal was \$50,937.73.

Mayor Pro-Tem Kerry Symons moved to authorize the Executive Director to enter into an interlocal agreement with West Texas A&M University to provide services for the development of a mobile transit application for the Texas Department of Transportation Demonstration Project. Mayor Ricky White seconded the motion; the motion carried by unanimous vote.

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

A. Mr. Kyle Ingham reported on the recent and upcoming Planning Commission sponsored regional meetings.

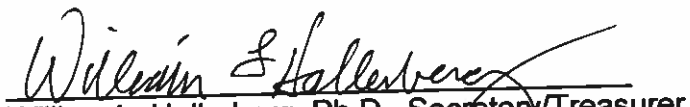
19. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:55 p.m.



John Howard, M.D., Chairman  
Panhandle Regional Planning Commission  
Board of Directors

ATTEST:



William L. Hallerberg, Ph.D., Secretary/Treasurer  
Panhandle Regional Planning Commission  
Board of Directors