

PANHANDLE REGIONAL PLANNING COMMISSION  
BOARD OF DIRECTORS

Minutes

July 26, 2018

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, July 26, 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
- Cleo Castro, Cactus
- Buster Davis, Mayor, City of Gruver
- Saul Hernandez, Amarillo
- Ernie Houdashell, Randall County Judge
- Dr. John Howard, Donley County Judge
- Harold Keeter, Swisher County Judge
- Jay Mayden, Childress County Judge
- Wayne Nance, Briscoe County Judge
- Karen Price, Pampa
- Walter "Four" Price, Texas State Representative, District 87
- Winston Sauls, Borger
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Nancy Tanner, Potter County Judge

**MEMBERS ABSENT:**

- Juan Cantu, Lipscomb County Commissioner
- Irene Favila, Hereford
- Ronnie Gordon, Hartley County Judge
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- John James, Collingsworth County Judge
- Dan Looten, Carson County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Sal Rivera, Sheriff, Castro County
- Amelia Salazar, Alderwoman, Palisades Village
- Pat Sims, Mayor, City of Dumas
- Kerry Symons, Mayor, City of Perryton
- Ricky White, Mayor, City of Friona

**STAFF PRESENT:** Mr. John Kiehl, Regional Services Director; Mr. Marin Rivas, Workforce Development Director; Ms. Melissa Carter, Area Agency on Aging Director; Ms. Renee Boehning, Finance Director; Ms. Rebecca Rusk, Executive Assistant; Mr. Kyle Ingham, Executive Director

**OTHER PRESENT:** Ms. Shannon Skiles, Senator Kel Seliger's Office

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**

Judge Don Allred gave the invocation.

3. **MINUTES**

Judge Harold Keeter moved to approve the minutes from the meeting held on June 28, 2018, as received. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

4. **VOUCHERS**

Judge Jay Mayden moved to approve the vouchers for the month of June, 2018. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

**5. PRPC INVESTMENT FUNDS QUARTERLY REPORT**

Ms. Renee Boehning 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. Boehning presented the report for the period of April 1, 2018 through June 30, 2018.

Judge Don Allred moved to accept the PRPC's Investment Funds Quarterly Report for the period ended June 30, 2018, as presented. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

**6. PRPC 2018 AUDIT SERVICES ENGAGEMENT**

Ms. Renee Boehning stated that the PRPC has an audit performed annually under the required standards of the American Institute of Certified Public Accountants, the U.S. General Accounting Office, the U.S. Office of Management and Budget, and the State of Texas Uniform Grant Management Standards.

In 2016, the PRPC issued a request for audit services for fiscal years ending September 30 2016, 2017 and 2018 with the option of two one year extensions for fiscal years 2019 and 2020. This procurement resulted in the selection of Edgin, Parkman, Fleming & Fleming (EPF&F) which the Board approved in October 2016.

In compliance with auditing standards, the engagement letter from EPF&F for fiscal year 2018 is now necessitating a signature from PRPC's governance. Therefore, we are asking for the Board to approve our engagement for audit year 2018 with EPF&F in the amount of \$35,750 which is the amount stated in their proposal.

Judge Ernie Houdashell moved to approve the engagement of Edgin, Parkman, Fleming and Fleming, PC, Certified Public Accountants to conduct the Panhandle Regional Planning Commission's audit for the year ending September 30, 2018 pursuant to the third year of the current three year audit services agreement. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

**7. 2018-2019 PRPC PERSONNEL CLASSIFICATION, PAY PLAN AND JOB DISCRPTION DOCUMENT ADOPTION**

Mr. Kyle Ingham reminded the Board that the Planning Commission can trace its employee classification and pay plan system back to 1974 when the Board of Directors hired the Chicago, Illinois consulting firm of Public Administration Services, Inc., to develop a position classification plan, pay plan and model job descriptions. That work has served as the basis for all subsequent PRPC classification and pay plan documents. The Planning Commission adopted major updates to the classification pay plan and job descriptions in 1984 and again in 1996.

On an annual basis since 1997, the Board has approved several relatively minor amendments to the PRPC's classification and pay plan system primarily in order to maintain compliance with personnel management requirements placed upon regional councils by the Texas Legislature. The primary revisions for 2018 – 2019 include:

- 1) Adjusting the lowest level entry salary on the Annual Salary Table for General Classified Positions from \$22,706 to \$23,856;
- 2) Adjusting the maximum level on the Annual Salary Table for General Classified Positions from \$102,847 to \$108,053;
- 3) The establishment of the following positions and their associated job descriptions:
  - Executive Manager
  - Customer Service Support Aide
  - Regional 9-1-1 Network Director/Assistant to the Executive Director
  - Regional 9-1-1 Network Geographic Information Systems Program Manager
  - Area Agency on Aging Benefits Counseling/Caregiver Administrative Assistant
  - Workforce Development Contract/Accounting Manager
  - Workforce Development HireAbility Navigator Program Specialist

4) The following job descriptions are newly inactive:

- Executive Assistant
- Receptionist/Administrative Clerk
- Regional 9-1-1 Network Geographic information Systems Program Coordinator
- Workforce Development Accounting Coordinator

5) The deletion of the following positions and their associated job descriptions:

- Workforce Development Business-Labor Market Program Specialist

Judge Nancy Tanner moved to adopt the 2018-2019 Personnel Classification, Pay Plan and Job Description document for the Planning Commission. Mr. Phillip Self seconded the motion; the motion carried by unanimous vote.

## 8. PRPC PROCUREMENT POLICIES AMENDMENTS

Mr. Marin Rivas informed the Board that the Planning Commission's current procurement policies were adopted on December 12, 1996, and have been amended several times since then. 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. The last amendments to policies were made in June, 2016.

The funding agency for the Workforce Development Department at PRPC is the Texas Workforce Commission (TWC). TWC's procurement requirements are set forth in its Financial Manual for Grants & Contracts (FMGC) which, in reference to what are considered "Micro-purchases" (up to \$3,000 per purchase), states:

*"Contractors can make micro-purchases without soliciting price or rate quotations if the Contractor considers the price to be reasonable based on information such as research, experience, prior purchases, or other information. The basis ... used by the Contractor to determine price reasonableness of a purchase should be ... specified by the Contractor's policies and procedures."*

Staff suggests that the clarification of specifying how to communicate the basis used to determine price reasonableness of a purchase by PRPC's policies and procedures, as described in this provision, would be acceptable for all of PRPC's programs to follow and could be added to the PRPC Procurement Policy.

Mayor Buster Davis moved to authorize an amendment to the Planning Commission's Procurement Policies to update and clarify micro-purchase policy procedures pursuant to Texas Workforce Commission requirements. Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote.

## 9. PANHANDLE REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM (PANCOM) VEHICLE PURCHASE

Mr. John Kiehl explained that a significant portion of the funding required to keep the regional interoperable radio system (PANCOM) in operation year-to-year is provided by the federal State Homeland Security Program (SHSP) grant. The SHSP is administered at the State-level by the Homeland Security Grant Division (HSGD) of the Governor's Office. The HSGD is the fourth State Administrative Agency (SAA) to administer the Texas SHSP program since the program was created in 2003.

PANCOM was completely built with SHSP funding. In fact, one of the first proposals submitted by the region under the program was an application for the initial stage of system construction. Every year since, the region has applied for and received funding to support the PANCOM system.

In the early years of Texas' SHSP program, the SAA allowed grantees to utilize the full extent of the 2, sometimes 2½ year grant performance periods. And so, the PRPC fell into a pattern of managing successive, overlapping SHSP grants for the PANCOM system. Actually, from a cash-flow standpoint, this model worked well. At one time, the PRPC leased 35 privately-owned towers to form part of the system's infrastructure. The original tower lease terms were set by the owners so, most of them ran on a calendar year as opposed to our fiscal year. Having an 18-month performance period allowed us to pay all the yearly leases under a grant that stretched from the start of our fiscal through the end of their annual terms.

However, that practice came to a screaming halt this past year when the newest SAA decided that all SHSP performance periods now had to be either 12 or 24 months in length. That decision was made prior to the award of our FY17 PANCOM Annual Maintenance

project grant which, like its 12 predecessors grants, had been proposed with an 18-month performance period. In follow-up discussions with the HSGD, PRPC staff agreed to work toward getting the annual PANCOM project on a 12-month schedule before the start of the FY18 grant year.

That commitment resulted in a major reconstruction effort as we first had to convince our tower landlords to allow us to modify their contract terms and then gerrymander payments from the FY16 PANCOM project to dovetail with FY17 project payments to ensure the PANCOM leases would be fully paid through September 30, 2018. (As an aside, all 29 private leases are now on an Oct. 1 – Sept. 30 lease term.)

The other primary issue we're working through now is disposing of the balance of grant funds being created with an abbreviated FY17 project performance period. The fact is; if those funds can't be spent by Sept. 30; they'll go back to the HSGD and likely be spent in some other part of the State. We're not concerned about spending them for the sake of spending them but there will be a lost value to the region if they do go elsewhere.

As it happens, for the past several months, we've been discussing the future of the PANCOM truck. PRPC staff plays a very active role in the maintenance of the system. We only contract repair or installation work we can't do ourselves (or that requires climbing to a height of greater than 20') and even when we employ contractors, we're typically on the job site; working alongside them. The PANCOM truck has been used extensively, frequently and solely for the purpose of system maintenance work and we've put nearly 100,000 miles on the vehicle since it was purchased in 2011.

The region's annual allocation of homeland funding continues to decline. It's dropped by 15% since 2015 and because the Panhandle's population growth isn't keeping pace with the State's urban areas, that trend is apt to continue. So, we have an opportunity here to ensure our access to a reliable PANCOM vehicle for at least, another 10 years and that opportunity won't roll around again anytime soon.

We've discussed this potential purchase with the HSGD and the staff there has been extremely accommodating. Not only would we be allowed to use grant funding to buy a new truck, we'd also be allowed to sell the truck we now have and apply the proceeds to future PANCOM costs.

We've obtained a quote on a new Chevy four wheel drive pickup through the HGACBuy program and because the cost of the truck would be more than \$40,000, the purchase requires Board approval. With discounts included, the cost of this new truck would be around \$41,500.

Mr. Phillip Self moved to approve the purchase of a new truck to support the PANCOM Maintenance program using the HGACBuy cooperative purchasing program to facilitate the purchase. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

10. **DEPARTMENTAL REPORT: AREA AGENCY ON AGING**

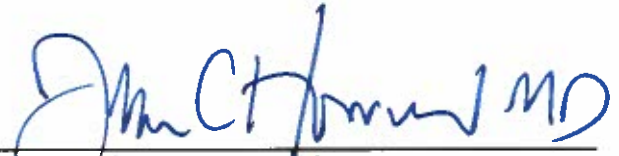
Ms. Melissa Carter gave the Board an update on the current activities, funding streams, and future projects taking place in the Area Agency on Aging of the Panhandle.

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

- A. Mr. Kyle Ingham reminded the Board that the 2018 PRPC Annual Meeting is scheduled for Thursday, September 27, 2018 in the Grand Plaza of the Amarillo Civic Center.
- B. Chairman Howard appointed the following individuals to serve on a committee to select recipients of the 2018 Panhandle Regional Planning Commission Regional Service Award and the 2018 Goodwin Regional Public Administrator Award: Judge Harold Keeter, Judge Nancy Tanner and Dr. Bill Hallerberg.
- C. Chairman Howard appointed the following individuals to serve on a Nominating Committee to consider a slate of officers for the 2018-2019 PRPC Board of Directors: Mayor Kerry Symons, Ms. Irene Favila and Judge Jay Mayden.
- D. Mr. Kyle Ingham reported on the recent and upcoming Planning Commission sponsored regional meetings.

12. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:50 p.m.



Dr. 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