

# PANHANDLE WATER PLANNING GROUP

## Minutes

February 24, 2011

A meeting of the Panhandle Water Planning Group (PWPG) Executive Committee was held on Thursday, February 24, 2011 at 3:00 p.m. in the PRPC Small Conference Room, 415 West Eighth Avenue, Amarillo, Potter County, Texas.

Mr. C.E. Williams, Chairman, presided.

### MEMBERS PHYSICALLY PRESENT:

Vernon Cook, Roberts County;

### MEMBERS PRESENT VIA CONFERENCE CALL

David Landis, City of Perryton; C.E. Williams, Panhandle Groundwater Conservation District; John Williams, Canadian River Municipal Water Authority; Steve Walthour, North Plains Groundwater Conservation District, Dr. Nolan Clark, Environmental, Tonya Kleuskens, Environmental, John Sweeten, Higher Education

### OTHERS PRESENT:

Cole Camp, Panhandle Groundwater Conservation District, Matt Williams, TDA

### STAFF PRESENT:

Kyle Ingham, Local Government Services Director; Jamie L. Allen, Local Government Services Coordinator

#### 1. CALL TO ORDER

C.E. Williams called the meeting to order at 3:05p.m.

#### 2. DISCUSS AND CONSIDER REQUEST FOR QUALIFICATIONS PACKET:

Mr. Williams asked members if everyone had read the RFQ. There were various suggestions regarding additions and deletions which needed to be made. There was also a lengthy discussion regarding scoring criteria and whether or not members felt there was merit in changing the scoring criteria to better reflect current processes. It was discussed and agreed upon that responsiveness is a priority and that in-region availability should be stricken. After a lengthy discussion, members agreed to maintaining the 150 point scale with the changes suggested. Mr. Ingham led the group in discussing the schedule for the RFQ process and it was decided that firms would have at least two weeks notification prior to the selection meeting. C.E. Williams turned the meeting over to Judge Vernon Cook. After final discussions, John Williams made a motion to approve the RFQ as amended and Steve Walthour seconded. Motion carried unanimously. At this time the committee agreed that the recipient list should be as inclusive as possible and Mr. Ingham amended the list as discussed. It was agreed that the RFQ would not be sent to firms out of state.

#### 3. DISCUSS AND CONSIDER RECOMMENDATION TO FULL PWPG REGARDING BYLAW REVISIONS

Mr. Ingham noted that PWPG bylaws need to be amended to read that vacated seats should be filled at the following full meeting of PWPG or at the 1<sup>st</sup> meeting after September 1. Nolan Clark made that motion and John Williams seconded the motion. Motion carried unanimously. Mr. Ingham stated that he would e-mail the ballot with changes for voting to the executive committee.

4. **ADJOURN**

Nolan Clark made a motion to adjourn and John Williams seconded the motion. Motion carried unanimously and meeting adjourned at 4:20p.m.

DRAFT