

**PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS**

Minutes

October 22, 2015

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, October 22, 2015, at 1:30 p.m. in the PRPC Board Room, 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Mayor Paul Harpole presided.

MEMBERS PRESENT:

- Don Allred, Oldham County Judge
- Juan Cantu, Lipscomb County Commissioner
- Cleo Castro, Cactus
- Irene Favila, Hereford
- Bob Gober, Councilman, City of Canadian
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Paul Harpole, Mayor, City of Amarillo
- Saul Hernandez, Amarillo
- Ernie Houdashell, Randall County Judge
- Dr. John Howard, Donley County Judge
- John James, Collingsworth County Judge
- Zelda Lang, Councilwoman, City of Dalhart
- Dan Looten, Carson County Judge
- Jay Mayden, Childress County Judge
- Karen Price, Pampa
- Walter "Four" Price, Texas State Representative, District 87
- Sal Rivera, Sheriff, Castro County
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Brian Gillispie, Mayor, City of Spearman
- Ronnie Gordon, Hartley County Judge
- Harold Keeter, Swisher County Judge
- Wayne Nance, Briscoe County Judge
- Amelia Salazar, Alderwoman, Palisades Village
- Winston Sauls, Borger
- Kerry Symons, Mayor Pro-Tem, City of Perryton

STAFF PRESENT: Mr. Kyle Ingham Local Government Service Program Director; Mr. John Kiehl, Regional Services Director; Mr. Mike Peters, Regional 9-1-1 Director; Ms. Lori Gunn, Regional Services Program Specialist; Ms. Sundee Rossi, Area Agency on Aging Coordinator; Mr. Dustin Meyer, Local Government Services Program Coordinator; Ms. Cindy Boone, CPA, Finance Director; Ms. Rebecca Rusk, Executive Assistant; Mr. Gary Pitner, Executive Director

1. CALL TO ORDER

Mayor Paul Harpole called the meeting to order and noted that a quorum was present.

2. INVOCATION

Judge Ernie Houdashell gave the invocation.

3. MINUTES

Judge Jay Mayden moved to approve the minutes from the meeting held on September 17, 2015, as received. Sheriff Sal Rivera seconded the motion; the motion carried by unanimous vote.

4. VOUCHERS

Ms. Irene Favila moved to approve the vouchers for the month of September, 2015. Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote.

5. PRPC INVESTMENT FUND QUARTERLY REPORT

Ms. Cindy Boone, CPA, 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. Boone presented the report for the period of July 1, 2015 through September 30, 2015.

Judge Don Allred moved to accept the PRPC's Investment Funds Quarterly Report for the period ended September 30, 2015, as presented. Judge Dan Looten 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 FY15 Q4 performance report covering June, July and August.

- 14 Public Service Answering Points (PSAPs) were monitored with no findings.
- 2,973 Network test calls were made by PSAP staff and PRPC employees.
- The program experienced one outage during this period due to an AT&T fiber cut in Hemphill County.
- There were 81,507 9-1-1 calls with almost 90% being wireless compared to the same quarter in 2014 with 55,634 calls and 83% wireless.

Dr. Bill Hallerberg moved to accept the Panhandle Regional 9-1-1 Network's FY2015 Fourth Quarter Performance Report, as presented. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

7. MINORITY ELECTED OFFICIAL BOARD MEMBER APPOINTMENT

Mr. Gary Pitner stated that the Planning Commission's Bylaws call for three seats on the Board of Directors to be held by minority local elected officials from area cities and counties. The three elected official seats are in addition to the five minority citizen representative positions on the Board. The minority local elected officials' seats are filled by direct Board appointment.

Commissioner Juan Cantu of Lipscomb County, Alderwoman Amelia Salazar of Palisades Village and Sheriff Sal Rivera of Castro County currently hold the three elected official positions. The term of Sheriff Rivera is expiring. Staff has visited with Sheriff Rivera, and he has expressed a desire and willingness to continue serving on the PRPC Board of Directors.

Mayor Dan Looten moved to re-appoint Sheriff Sal Rivera to a three-year term on the PRPC Board of Directors. Councilwoman Zelda Lang seconded the motion; the motion carried by unanimous vote.

8. SPECIAL DISTRICT REPRESENTATIVE BOARD MEMBER APPOINTMENT

Mr. Gary Pitner stated that the Planning Commission Bylaws call for two member special district officials to serve on the PRPC Board of Directors. Dr. Bill Hallerberg of Amarillo represents the Canadian River Municipal Water Authority and holds one of those two special district seats. Phillip Self of Childress who represents the Greenbelt Municipal and Industrial Water Authority, holds the second special district position.

The term of Phillip Self is expiring. Staff has visited with Mr. Self, and he has expressed a desire and willingness to continue serving on the PRPC Board of Directors.

Sheriff Sal Rivera moved to re-appoint Mr. Phillip Self of Childress, Texas to a three-year term on the PRPC Board as a Special District Representative. Judge Don Allred seconded the motion; the motion carried by unanimous vote.

9. MINORITY CITIZEN REPRESENTATIVE BOARD MEMBER ELECTION

Mr. Gary Pitner stated that the Planning Commission Bylaws call for representation of minority citizens on the Board of Directors. These designated minority seats are filled

through a minority election process. The current term of the seat held by Mr. Saul Hernandez is expiring. Mr. Hernandez represents PSA-4 (Armstrong, Carson, Potter and Randall Counties). In order to elect or re-elect a minority representative from this area, the Board of Directors needs to consider calling a meeting of minority citizens from Planning and Service Area 4.

Ms. Karen Price moved to call a meeting of minority citizens from PSA-4 (Armstrong, Carson, Potter and Randall Counties) on Monday, December 7, 2015, at 6:00 p.m. in the PRPC Board Room in order to elect a minority representative to serve on the PRPC Board of Directors. Judge Jay Mayden seconded the motion; the motion carried by unanimous vote.

10. TEXAS ASSOCIATION OF REGIONAL COUNCILS SERVICE FEES

Mr. Gary Pitner reminded the Board that the Texas Association of Regional Councils (TARC) is a voluntary association composed of Texas' 24 regional councils. Each council is represented on the TARC Board of Directors by its chairman or official representative. TARC's activities are grouped under the following three activity centers: Executive Management and Intergovernmental Relations; Conferences and Events; and TARC Resource Center. The Planning Commission's 2014-2015 TARC services fees were \$ 8,111.24, and we anticipate the fees remaining the same for 2015-2016.

Judge Ernie Houdashell moved to authorize payment of the Panhandle Regional Planning Commission's 2015-2016 TARC Association service fees. Judge Jay Mayden seconded the motion; the motion carried by unanimous vote.

11. COMMUNITY DEVELOPMENT PROJECT MANAGEMENT SERVICES INTERLOCAL CONTRACTS

Mr. Dustin Meyer reminded the Board that PRPC staff has worked with Panhandle Communities to implement infrastructure improvement projects through the Community Development Block Grant (TxCDBG) Program since 1983. Since that time, PRPC staff has provided administrative assistance to 275 TxCDBG projects totaling more than \$62,000,000 of grant funds utilized for the infrastructure improvement of Panhandle Communities. The Texas Department of Agriculture (TDA) conducted the 2015/2016 CDBG application process in the winter of 2015.

Five Panhandle cities have been given notice by TDA, of the 2015 issuance of funds intended to be awarded to them through the 2015-2016 TxCDBG program. It is anticipated that one additional award will be made in the region as one recipient declined their 2015 CDBG award.

The funds from the grants will assist the cities in needed improvements to their water and sewer services. Mr. Meyer reviewed the list below of the cities that have received notice of funding along with the project type, amount of TxCBDG funding, the match amount committed by each city, and the amount that will be paid to the PRPC for general administration functions associated with the grant.

PRPC staff assisted the cities in the preparation of their applications requesting funding from TDRA/TDA and the cities have indicated to the PRPC that our services will be requested for the general administration of these contracts. All contracts between the Cities and the PRPC will be separate individual contracts.

City	Project	Specifics	CDBG	Match	Admin
Cactus	Sewer	Sewer Main	\$275,000	\$55,400	\$24,204
Claude	Water	Water Line	\$211,571	\$89,129	\$27,350
Happy	Water	Tank Rehab	\$275,000	\$27,520	\$21,630
Lakeview	Water	Water Line	\$275,000	\$14,670	\$21,500
Quitaque	Water	Water Line	\$275,000	\$18,830	\$25,000

Dr. Bill Hallerberg moved to authorize the Executive Director to execute five respective Interlocal Cooperation Contracts with the Cities Cactus, Claude, Happy, Lakeview and Quitaque for the PRPC to provide TxCDBG Program General Administrative Services. Councilwoman Zelda Lang seconded the motion; the motion carried by unanimous vote.

12. 2016 PANHANDLE REGIONAL WATER PLAN DEVELOPMENT CONTRACT AMENDMENT

Mr. Kyle Ingham stated that in 2014, the PRPC Board of Directors authorized the amendment of Texas Water Development Board (TWDB) to accept all tasks and funds associated with a total \$527,865 Regional Water Planning Contract for the 2016 Plan. The funding was broken into two phases related to the fact that the planning cycle spans two

legislative sessions. At that point the contract was fully funded for the completion of the 2016 Panhandle Regional Water Plan.

As the region moves towards the completion of the 2016 Panhandle Regional Water Plan, it has become evident that a large portion of the funds budgeted for the administration of the project will not be accessible to PRPC for expenditure under the contract. When the application and contract were developed, it was hoped that a portion of these funds could be utilized for staffing and associated costs, but unfortunately the TWDB determined that staffing and associated costs would not be eligible with TWDB dollars in this planning cycle. Fortunately, these costs have been covered by generous local contributions to the regional planning process.

However, with the increased legislative and rule requirements added to the regional planning process throughout this five year planning period encompassing two water-heavy legislative sessions the costs to sub-contractor Freese & Nichols Inc. have skyrocketed above the \$466,209 contracted for planning services to the tune of at least \$100,000 in excess. Freese and Nichols Inc. has documentable expenditures that are available to PRPC for review and that have been approved by the TWDB as allowable expenses. PRPC is only contractually obligated to Freese & Nichols Inc. for the contractual amount of \$466,209. However, being that a large sum of money sitting within the region for administrative expenses would have to be returned to TWDB at the conclusion of the planning cycle if they are not moved to contractual expenditures, it is logical and prudent to consider moving those funds to help minimize the negative impact of the new requirements on PRPC's longtime contractor, Freese & Nichols Inc.

The TWDB has indicated that it would allow PRPC to move the unutilized administrative funds to the contractual side of the agreement to help address the additional documentable work that Freese & Nichols Inc. has provided to the region. At the September 22, 2015 meeting of the PWPG Executive Committee the body voted to recommend to the PRPC Board of Directors and full PWPG Board that \$55,000 be moved from administrative expenses to contractual expense under the TWDB contract.

Mayor Ricky White moved to authorize the Executive Director to execute a contract amendment with the Texas Water Development Board to make technical and financial adjustments. Judge Jay Mayden seconded the motion; the motion carried by unanimous vote.

13. **GROUNDWATER MANAGEMENT AREA #1 ADMINISTRATIVE SERVICES AGREEMENT RENEWAL**

Mr. Kyle Ingham reminded the Board that in 2003, the legislature passed HB 1763 creating Groundwater Management Areas (GMA) throughout the state. The GMAs are comprised of members from each of the Groundwater Conservation Districts located within the GMA boundaries. The GMA that serves most of the Texas Panhandle is the GMA#1. In 2007, the leadership of the GMA#1 recognized the need for more continuity in the process and a more efficient record keeping system.

As a result of this desire PRPC staff developed a proposal for the service and presented it to the GMA #1 that evolved into the current contract. This relationship has proven to be mutually beneficial to both the GMA#1 and the PRPC over the past several years, so the GMA #1 has requested that the PRPC continue to offer the necessary administrative services for them. The duties involved with providing the administrative services include agenda development and the required posting, mailing the agenda to the members of the GMA and interested parties, minute taking at the meetings and record keeping of all documents associated with the GMA #1.

The terms of the contract provide for the compensation of \$60.00 per hour to the PRPC for the services provided to the GMA. The four individual groundwater conservation districts that make up the GMA #1 have agreed to be invoiced for 25% of the cost of the service. The contract term is for 12 months but it is expected that the service will be needed on a long term basis, and clauses in the contract cover periods predating and postdating the contract period where services may be rendered.

Mr. Cleo Castro moved to authorize the Executive Director to execute an interlocal cooperation contract to provide administrative services for the GMA #1. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

14. **2016 REGIONAL WATER PLAN DEVELOPMENT CONSULTANT SERVICES CONTRACT AMENDMENT**

Mr. Kyle Ingham reminded the Board that the PRPC is currently serving as the fiscal agent and political subdivision for the Panhandle Water Planning Group (PWPG) and has done so

since 1998. Currently, PRPC staff and the PWPG are nearing completion on the development of the 2016 Panhandle Regional Water Plan which will be the fourth iteration of the Plan. PRPC received funding from the Texas Water Development Board for \$544,583 over a five year period to fully develop this iteration of the Plan.

In May 2011, the PRPC Board of Directors contracted with Freese and Nichols, Inc. (FNI) for the contractual development of large portions of the upcoming 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. After an initial award and an initial contract amendment mirroring the first contract amendment between PRPC and the TWDB, a Freese and Nichols, Inc. contract is currently in place for a total of \$466,209 (*PRPC to FNI – Total*) for the complete development and approval of the 2016 Panhandle Regional Water Plan.

In March of 2015 the PRPC Board authorized the execution of an amendment that brought the timeline in the Freese & Nichols Contract in line with five amendments that TWDB had issued related to contract #1148301312, so the technical aspects of all contracts is current. However, of \$78,374 allocated in contract #1148301312 for PRPC administration only \$19,186 has been drawn to date. Unfortunately, TWDB has determined that staffing cost is not eligible in this planning cycle, so PRPC has not and will not be able to access these funds originally budgeted for staff time committed to the state water planning effort. In June of 2015, the PRPC Board of Directors authorized the movement of \$10,000 to the contract with FNI to address additional copying and mailing costs incurred under that contract. However, as noted in an earlier item, FNI has actually incurred at least \$100,000 in additional costs resulting from increased planning requirements that have been enacted in the 83rd & 84th Legislatures and the associated TWDB rule developments.

Since PRPC is unable to access a large portion of the funds due to the prohibition on staffing expenses it has been determined by the involved parties that it would be logical and appropriate to move additional funds to the Freese & Nichols Inc. Contract. TWDB and Freese & Nichols both are agreeable to moving \$55,000 (inclusive of the \$10,000 approved in June, 2015) from the funds that are currently inaccessible to PRPC for staffing to the existing Freese & Nichols contract. This will leave enough funds on the administrative line item that future mailing and printing costs incurred by PRPC would be covered. The funds are currently available and could be utilized to make the contractor whole.

Judge Dan Looten moved to approve the amendment to the existing consultant services contract with Freese and Nichols, Inc. to provide services related to the completion of the 2016 Regional Water Planning process. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

15. FOOD NET PROGRAM FUNDING APPLICATION

Ms. Sundee Rossi stated that in 2004, the Area Agency on Aging (AAA) began administering a program named "Nutrition for Experienced Texans" and is referred to as the Food NET. The Food NET program provides seniors in our community with a nutritious meal, and an opportunity for socialization whether at the congregate site or through visits from the home delivered meal drivers. The program aides in the seniors ability to remain independent in the community and affords them a continued quality of life.

This nutrition program is dependent not only on the funds received from the AAA, but also funds from the United Way of Amarillo and Canyon and the City of Amarillo Community Development Block Grant Program. The United Way of Amarillo and Canyon operates on a funding cycle that begins April 1 and ends on March 31 of each year.

The AAA proposes to submit an application to the United Way of Amarillo and Canyon with a request for \$100,000. This funding will allow Food NET to continue serving the nutritionally at-risk, low and moderate-income elderly and disabled adults residing in Potter and Randall counties.

Mr. Phillip Self moved to authorize the submittal of an application to the United Way of Amarillo and Canyon to partially support the delivery of meals to qualified individuals in need in Amarillo and Canyon. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

16. REGIONAL CRIMINAL JUSTICE ADVISORY COMMITTEE PY2017 GRANT PROGRAM OPERATING PROCEDURES APPROVAL

Ms. Lori Gunn stated that each year the PRPC receives funds from the Office of the Governor's Criminal Justice Division to administer a Criminal Justice Grant Program. The activities of the Program are overseen by the Criminal Justice Advisory Committee (CJAC) and the PRPC Board of Directors.

The Criminal Justice Division requires each region to develop and maintain Operating Procedures which clearly identify the process by which the Criminal Justice Grant Program will operate under the direction and oversight of the CJAC. At the beginning of each year the CJAC reviews its Operating Procedures for effectiveness and to lay out the ground rules for the coming year. Each year the Operating Procedures must be approved by the PRPC Board of Directors for use in the upcoming grant cycle.

The CJAC met on October 15th to consider and approve the PY 2017 Operating Procedures. Ms. Gunn reviewed in detail the updated operating procedures (bylaws) with the Board, as recommended by the CJAC.

Judge Nancy Tanner moved to approve the PY2017 Grant Program Operating Procedures (bylaws) for the Planning Commission's Criminal Justice Advisory Committee. Dr. John Howard seconded the motion; the motion carried by unanimous vote.

17. **REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE FY2016 GRANT PROGRAM OPERATING PROCEDURES APPROVAL**

Mr. John Kiehl stated that in 2003, the PRPC Board of Directors created a PRPC Administrative Regulation to govern the operations of the Panhandle Regional Emergency Management Advisory Committee (PREMAC). However, in order to be compliant with the recent changes coming from the Office of the Governor, the PREMAC will have to adopt a more formal set of operating procedures that then have to be PRPC Board-approved and submitted to the State Administrative Agency by November 31.

The SAA requires that the PREMAC's operating procedures contain provisions that are not found in the original PRPC Administrative Regulation. PREMAC met on October 16 to review and consider the set of procedures drafted by PRPC staff. Mr. Kiehl reviewed the procedures in detail with the Board.

Judge Don Allred moved to approve the FY2016 Grant Program Operating Procedures (bylaws) for the Planning Commission's Regional Emergency Management Advisory Committee. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

18. **2015 REGIONAL THREAT AND HAZARD IDENTIFICATION RISK ASSESSMENT (THIRA) AND STATE PREPAREDNESS REPORT APPROVAL**

Mr. John Kiehl stated that there are several planning requirements each region in Texas must meet annually in order to remain eligible to receive State Homeland Security Program (SHSP) funding. The first two call for updates to the region's Threat and Hazard Identification Risk Assessment (THIRA) and State Preparedness Report (SPR). This year, both updates are due to the State Administrative Agency (SAA); the agency that administers the SHSP in Texas, by October 31. The third and final prerequisite plan is the Texas Homeland Security Strategic Plan (THSSP) Regional Implementation Plan; which has to be submitted to the SAA by January 31.

The Panhandle Regional Emergency Management Advisory Committee (PREMAC) met on October 16 to finalize the development of the region's 2015 THIRA and SPR. Mr. Kiehl reviewed in detail both reports, the THIRA and the SPR, with the Board as recommended by the PREMAC.

Judge Nancy Tanner moved to approve the 2015 Regional Threat and Hazard Identification Risk Assessment (THIRA) and State Preparedness Report as presented. Judge John James seconded the motion; the motion carried by unanimous vote.

19. **FY2015 STATE HOMELAND SECURITY GRANT PROGRAM AGREEMENTS**

Mr. John Kiehl stated that last February, acting on the recommendations from the Panhandle Regional Emergency Management Advisory Committee (PREMAC), the PRPC Board authorized staff to submit the regional projects shown on the table below (with the exception of the last project listed) to the State Administrative Agency (SAA) for consideration of funding under the 2015 State Homeland Security Program (SHSP). This table only includes the projects that were to be implemented by the PRPC on behalf of the entire region and do not include the projects that were approved for the City of Amarillo. They're presented to you in the priority order in which they were approved by the Board; the missing numbers in the sequencing are the regional projects that were approved for Amarillo.

Board-Approved Regional SHSP Projects	Recom'd	Received
#1. 2015 Regional Planning/Coordination	\$79,926.05	\$89,174.49
#2. 2015 Regional SHSP Administration ³	\$26,642.02	\$0.00
#3. 2015 Regional PANCOM Project	\$218,413.09	\$217,734.88
#6. 2015 Regional Non-EMPG EOP Planning	\$40,000.00	\$48,704.25
#7. 2015 Regional PARIS System Maintenance	\$51,700.00	\$54,601.66
#8. 2015 Regional PANCOM Project (Phase II)	\$144,214.60	\$186,472.85
#11. 2015 Regional Non-EMPG EOP Planning Supplement ¹	\$2,000.00	\$0.00
#12. 2015 Regional Planning/Coordination Supplement ²	\$15,985.21	\$0.00
#13. 2015 Regional SHSP Administration Supplement ³	\$10,970.24	\$0.00
#NA 2015 Regional AFIS Project ⁴	\$0.00	\$26,434.81
TOTALS:	\$589,851.21	\$623,122.94

1- Funding was added to Project #6

2- Funding was added to Project #1

3- Project was replaced with the separate Interlocal Agreement between the SAA and the PRPC; approved by the Board in August (in the amount of \$30,163.77).

4- A new project that was not considered by the Board last February. It will result in the purchase of 3 additional mobile AFIS look-up devices for LE agencies in the region

The Board also approved projects totaling \$162,394.00 for Amarillo and the City will actually be receiving \$182,154.48. The total amount of SHSP funding awarded to the Panhandle for FY15 comes to \$805,277.42; which is \$53,032.41 more than the maximum amount we were originally told we could expect.

Mid-stream in this year's grant-making process the Office of the Governor (OOG) assumed the administration of the program and now serves as the State Administrative Agency (SAA) for the SHSP. The program had been administered by the Texas Division of Emergency Management (TDEM) for the past 7 years and TDEM will continue to be involved until the 2014 grants are closed out. However, beginning with the 2015 grants, the OOG's SAA will be in full control of the program.

In years past, the PRPC received a separate Management & Administration (M&A) agreement from TDEM for direct program costs that were considered to be purely administrative in nature (e.g., accounting, space and indirect costs). We originally presented two such projects to you; the Regional SHSP Administration project and the supplement to that project. The OOG's SAA now requires that we attach those M&A costs directly to each project which explains some of the variances between the project amounts first presented to you and the amounts now being presented to you.

The OOG's SAA has also made a myriad of technical changes to the operation of the program; many are still in the works. The most prominent so far is that the OOG's SAA is using a different electronic grants management system than was (or still is) TDEM. The OOG also administers the State's Criminal Justice programs and the OOG's Criminal Justice Division (CJD) has always used e-Grants to manage its grants whereas for the past 7 years, our SHSP grants have been managed by TDEM on a system that was designed specifically for the SHSP called SPARS.

Now, in order to officially accept a grant award, the grantee only has to push an Accept Award button in e-Grants. No paper is generated; everything is done electronically. PRPC staff is well-familiar with the operations of e-Grants; we've used the system for years with our CJD grants.

As COG staff, we have some work to do with the OOG's SAA before the 2016 SHSP program starts in an effort to restore some of the uniqueness of the SHSP program. Normally when this item is presented, you are provided with a sample sub-recipient agreement so that you'll know what the PRPC is obliging itself to by accepting these grants. e-Grants does not generate that type of document however, there is a standard set of Sub-Recipient Responsibilities in e-Grants that would apply to any project.

Mayor Ricky White moved to authorize the Executive Director to accept the six (6) 2015 State Homeland Security Program awards that have been made to the PRPC by the Office of the Governor's State Administrative Agency, including the award made for the 2015 Regional AFIS Project, in the amounts shown under Received column on the table above. Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote.

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

- A. PRPC Board Members executed the 2015-2016 membership dues solicitation letters.
- B. Chairman Harpole appointed the following individuals to serve on the Executive Committee with himself: Judge Ernie Houdashell, Councilman Kerry Symons, Judge John James and Mayor Ricky White.
- C. Chairman Harpole appointed the following individuals to serve on the 2015-2016 Board of Directors Audit Committee: Karen Price, Judge Nancy Tanner, Judge Dan Looten, Judge John Howard and Judge Wayne Nance.
- D. Chairman Harpole designated Judge Jay Mayden as the TARC voting delegate; with himself, Gary Pitner and Kyle Ingham serving as alternates.
- E. Chairman Harpole designated Judge Harold Keeter as the voting delegate to the Corporation for Texas Regionalism Board.
- F. Discussions concerning the establishment of a regular meeting date and time for the 2015-2015 PRPC Board of Directors took place. It was the Board's consensus to continue to hold the PRPC Board of Directors meetings on the fourth Thursday of the month at 1:30 p.m.
- G. Mr. Gary Pitner reported on the results of a report issued by the State Auditor's Office on September 30, 2015 on the Regional Planning Commissions in Texas.
- H. Mr. Gary Pitner announced of the Planning Commission's receipt of the Certificate of Excellence in Financial Reporting from the Government Finance Officer's Association for the PRPC's FY14 Comprehensive Annual Financial Report.
- I. Mr. Gary Pitner reported on the recent and upcoming Planning Commission sponsored regional meetings.

21. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 3:15 p.m.



Paul Harpole, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



Rebecca Rusk, Executive Assistant
Panhandle Regional Planning Commission
Board of Directors