

**PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS**

Minutes

December 10, 2015

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, December 10, 2015, at 1:30 p.m. in the PRPC Board Room, 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Mayor Paul Harpole, Chair, presided.

MEMBERS PRESENT:

- Don Allred, Oldham County Judge
- Juan Cantu, Lipscomb County Commissioner
- Cleo Castro, Cactus
- Irene Favila, Hereford
- Brian Gillispie, Mayor, City of Spearman
- Ronnie Gordon, Hartley County Judge
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Paul Harpole, Mayor, City of Amarillo
- Saul Hernandez, Amarillo
- John Howard, M.D., Donley County Judge
- Ernie Houdashell, Randall County Judge
- Zelda Lang, Councilwoman, City of Dalhart
- Dan Looten, Carson County Judge
- Jay Mayden, Childress County Judge
- Wayne Nance, Briscoe County Judge
- Sal Rivera, Sheriff, Castro County
- Amelia Salazar, Palisades Village
- Winston Sauls, Borger
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Bob Gober, Councilman, City of Canadian
- John James, Collingsworth County Judge
- Harold Keeter, Swisher County Judge
- Karen Price, Pampa
- Walter "Four" Price, Texas State Representative, District 87
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Kerry Symons, Mayor Pro-Tem, City of Perryton
- Nancy Tanner, Potter County Judge

STAFF PRESENT: Ms. Lori Gunn, Regional Services Program Specialist; Mr. John Kiehl, Regional Services Director; Mr. Kyle Ingham, Local Government Services Program Director; Mr. James Iwuchukwu, Local Government Program Specialist; Mr. Joe Price, Local Government Services Program Coordinator; Mr. Dustin Meyer, Local Government Services Program Coordinator; Mr. Mike Peters, Regional 9-1-1 Network Director; Ms. Cindy Boone, CPA, Finance Director; Ms. Rebecca Rusk, Executive Assistant; Mr. Gary Pitner, Executive Director

OTHERS PRESENT: Ms. Gina Dowdy, Senator Kel Seliger's Office

1. CALL TO ORDER

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

2. INVOCATION

Judge Ronnie Gordon gave the invocation.

3. MINUTES

Dr. Bill Hallerberg moved to approve the minutes from the meeting held on October 22, 2015, as received. Judge Jay Mayden seconded the motion; the motion carried by unanimous vote.

4. VOUCHERS

Mayor Brian Gillispie moved to approve the vouchers for the months of October and November, 2015. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

5. PANHANDLE REGIONAL ORGANIZATION TO MAXIMIZE PUBLIC TRANSPORTATION ADVISORY GROUP APPOINTMENTS

Mr. Joe Price reminded the Board that Administrative Regulation Number 37 authorized the creation of the Panhandle Regional Transportation Advisory Group (RTAG). Subsequently, in 2011 the group's name was modified to the Panhandle Regional Organization to Maximize Public Transportation (PROMPT) to better reflect the group's mission. The PROMPT serves as the guiding body for the Regional Transportation Coordination effort conducted by PRPC with TXDOT funding. Over the last ten years TxDOT has funded the development of two (2) five year regional transportation plans and many area-specific studies ranging from voucher programs to veteran's needs. The PROMPT is in the process of developing the 2017 version of the Plan.

Mr. Price explained the composition of the group to the Board and stated that there are currently two vacancies on the PROMPT. He recommended that Carson County Judge Dan Looten and Ms. Anette Carlisle of Panhandle 20/20 be appointed to fill the vacancies.

Judge Don Allred moved to appoint Judge Dan Looten and Ms. Anette Carlisle to serve on the Planning Commission's Panhandle Regional Organization to Maximize Public Transportation Advisory Group. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

6. ECONOMIC DEVELOPMENT ADVISORY COMMITTEE APPOINTMENTS

Mr. James Iwuchukwu reminded the Board that The Economic Development Advisory Committee was established to provide general guidance and policy direction to the Economic Development District. Each county designated as a distressed area under Economic Development Administration (EDA) guidelines has a representative on the Committee. Members serve three-year staggered terms and this year our committee will consist of fourteen members. The body has been as large as 21 based on year-to-year fluctuations in per-capita income, so seven seats will be held for ex-officio members continuing with three year terms that have not yet expired from previously Distressed Counties.

All counties are eligible for funding as long as they meet the EDA distressed criteria (unemployment and per capita income) at the time of the project grant application.

The makeup of the committee this year will be representatives from the fourteen counties designated as distressed at the time of the renewal of the PRPC Planning Grant application. They include the following counties: Armstrong, Briscoe, Castro, Childress, Collingsworth, Dallam, Deaf Smith, Hall, Hansford, Moore, Parmer, Potter, Sherman, and Swisher along with the other noted ex-officio members continuing terms for continuity and the likelihood that their counties will be again noted as Distressed in the near future. Mr. Iwuchukwu presented the following slate of nominees for the Board's consideration:

Dion Miller, Tulia EDC; Chris Alexander, Friona EDC; Doris Stallings, Collingsworth Chamber; Jason Harrison, Amarillo Chamber; Kathy Allen, Sherman CDC; Kristine Olsen, Dalhart Area Chamber; Liz Kendall, Claude Chamber; Michael Kitten, Herford EDC; Randy Stark, Briscoe County; Russell Graves, Childress EDC; Mike Running, Dumas EDC; Woodrow Richardson, Hall County; B.J. Potts, Dimmitt EDC; Suzanne Bellsnyder, Spearman EDC; Beverly Benton, Borger Chamber; Clay Rice, Pampa EDC; Kristine Moudy, Wheeler EDC; David Dockery, City of Clarendon; Shawn Campbell, Perryton CDC; Shane Spencer, Canadian-Hemphill EDC; and Keila Bain, Oldham Chamber.

Judge Dan Looten moved to approve the recommended individuals to serve on the Planning Commission's Economic Development Advisory Committee. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

7. COMMUNITY DEVELOPMENT PROJECT MANAGEMENT SERVICES INTERLOCAL CONTRACT

Mr. Dustin Meyer informed 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), formerly many other names, has long been the

coordinating agency of this program in the State of Texas, and they conducted the 2015/2016 CDBG application process in the winter of 2015.

Recently, six Panhandle cities were given notice by TDA, of the 2015 issuance of funds intended to be awarded to them through the 2015-2016 TxCDBG program. However, one recipient declined their award, so the next highest scoring applicant shall receive funding. This happens to be Deaf Smith County on behalf of the San Jose Water Supply Corporation. The funds from the grant will assist the County in meeting the needs of San Jose through the replacement of a sewer lift station. Mr. Meyer explained the details of the project with the Board as well as the administrative functions of the staff. The administrative costs associated with this contract total \$35,750.00.

Mayor Ricky White moved to authorize the Executive Director to execute an Interlocal Contract with Deaf Smith County for the Planning Commission to provide Texas Community Development Program project management services for sewer system improvements in the San Jose community. Ms. Irene Favila seconded the motion; the motion carried by unanimous vote.

8. LOCAL PARK PROJECT MANAGEMENT SERVICES INTERLOCAL CONTRACT

Mr. Kyle Ingham reminded the Board that for many years PRPC staff has assisted cities with the development of Master Parks Plans and applications to Texas Parks & Wildlife under their available grant programs. One of the programs that our region has had challenges accessing in recent years is the Texas Parks & Wildlife Large Outdoor program due to competition from much more populated and stream rich portions of the State. However, earlier this year the City of Wheeler received assistance from Local Government Services staff in the development of an application for the program and was fortunate to receive an award of \$400,000 to establish a new aquatic center with at least a one to one match of local funds. The City anticipated paying \$40,000 in administrative services to implement the project and has subsequently requested that PRPC be contracted through an interlocal agreement to provide the project administration associated with the Texas Parks and Wildlife project. Mr. Ingham described in detail the services that PRPC staff will provide the City of Wheeler as the project is implemented.

Sheriff Sal Rivera moved to authorize the Executive Director to execute an Interlocal Contract with the City of Wheeler for the Planning Commission to provide management services for the construction of an Aquatics Center. Councilwoman Zelda Lang seconded the motion; the motion carried by unanimous vote.

9. CITY MANAGER RECRUITMENT SERVICES INTERLOCAL CONTRACT

Mr. Kyle Ingham informed the Board that PRPC staff has assisted many cities in the Texas Panhandle with administrative services in the past, ranging from contractual city management services to city manager searches to codification. In November of 2015, the City of Sunray lost longtime City Manager Greg Smith, and the City's Mayor requested that PRPC staff consider assisting the City in the search for, processing of, and interviewing of qualified city manager candidates.

Local Government Services staff visited the City of Sunray's council and legal representative to discuss the services and time staff had available to assist the City. Subsequently the city council unanimously agreed that PRPC staff assistance in developing a job description, publishing job postings, reviewing resumes, and assisting in the hiring and interview process. PRPC staff requested that the contract be focused on a three month period so that the services can be rendered expeditiously and in a quality manner so that the City can resume normal operations quickly. Compensation will be rated at \$60.00 per hour with a floor of \$2,500 and a ceiling of \$5,500 to ensure that both parties mutually benefit from the agreement.

Ms. Irene Favila moved to authorize the Executive Director to execute an Interlocal Contract with the City of Sunray for the Planning Commission to provide City Manager recruitment services. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

10. CORPORATION FOR TEXAS REGIONALISM PARTICIPATION

Mr. Gary Pitner stated that prior to the beginning of the 79th Texas Legislative Session in 2005, a non-profit organization (the Corporation for Texas Regionalism) was established to advocate for the interests of regionalism and regional planning commissions in Texas. The non-profit engaged the services of an Austin-based advocacy firm to assist local officials in representing regional interests before the Texas Legislature.

During the most recent Legislative Session, the Corporation was instrumental in legislative action to:

- Maintain regional law enforcement officer training funds
- Maintain regional solid waste management program funding
- Maintain adequate regional 9-1-1 program funding

The Corporation also assisted in the passage of enabling legislation which provides a local option for Regional 9-1-1 programs to be restructured as free standing Regional 9-1-1 Districts.

The Panhandle Regional Planning Commission has been solicited for continuing support of the Corporation during the 2015 – 2016 year. The participation fee for the new year will remain unchanged from the 2014 – 2015 fee at \$5,000.

Mayor Brian Gillispie moved to authorize the payment of Planning Commission participation fees to the Corporation for Texas Regionalism for the 2015 - 2016 period. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

11. **PANHANDLE REGIONAL 9-1-1 NETWORK ADVISORY COMMITTEE APPOINTMENTS**

Mr. Mike Peters stated that the Panhandle Regional 9-1-1 Network Advisory Committee is composed of a representative from each of the region's 23 public safety answering points and three representatives from the telecommunication industry. The Procedures and Policies of the Panhandle Regional 9-1-1 Network Advisory Committee requires members to serve staggered three year terms, limited to two consecutive three-year terms. The Committee is designed to provide general guidance and policy direction to the Panhandle Regional 9-1-1 project.

Each year, one third of the committee member's terms expire and are to be either replaced or reappointed by the PRPC Board of Directors. The following individuals have indicated a willingness to be appointed or re-appointed:

Misty Garrett, Hansford County; Kirsten Williams, Herford PD; James Robertson, Lipscomb County; Lance Richburg, Pampa PD; Rene alexander, Roberts County; Belinda Daniels, Shamrock PD; Jenni Spence, Wheeler County; Diann Guffy, Dallam County; Sandy Swopes, Hemphill County; Randy Geries, Parmer County; Angie Carson, Suddenlink Communications; and Patty Willyard, AT&T

Sheriff Sal Rivera moved to appoint the recommended individuals to serve on the Planning Commission's Regional 9-1-1 Network Advisory Committee. Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote.

12. **2016 TEXAS HOMELAND SECURITY STRATEGIC PLAN – PANHANDLE REGIONAL IMPLEMENTATION PLAN RESOLUTION**

Mr. John Kiehl stated that annually, the Panhandle region must complete and submit three different planning documents to the State Administrative Agency (SAA), which is now in the Office of the Governor, in order to be eligible to receive State Homeland Security Program (SHSP) funding in the following year. The first two documents, the FY15 Threat and Hazard Identification Risk Assessment (THIRA) and the FY15 State Preparedness Report (SPR), were reviewed and approved by the PRPC Board in October and have since been submitted to the SAA. The third document is the annual Texas Homeland Security Strategic Plan (THSSP) Regional Implementation Plan. Mr. Kiehl explained in detail the relationship between the three documents to provide context for the Implementation Plan.

He stated that the activities within each of the planning documents won't fully address all the priority preparedness needs of the region. However, in considering the resources anticipated to be available during the FY16 plan period, the region will focus on those areas of criticality that within *reasonable expectation*, can be accomplished during the life of this plan. The region's *reasonable expectations* may have to be adjusted based on the actual level of resources secured to support the implementation of this plan.

The reason why this document is called the THSSP Implementation Plan is because we have to show how the activities the region proposes to carry out next year will support the goals and objectives of the State's 5-year homeland security strategic plan. Anything we intend to do with SHSP funding in the region must support one or more of the THSSP goals/objectives. The region's FY16 THSSP Implementation Plan was reviewed by the PREMAC on December 4. The committee then approved a motion, recommending that the region's FY16 Texas Homeland Security Strategic Plan Regional Implementation Plan be finally approved by the PRPC Board of Directors.

Mayor Ricky White moved to pass the resolution adopting the Panhandle's Regional Implementation Plan which serves to direct regional homeland security implementation activities throughout the 2016 program year. Judge Don Allred seconded the motion; the motion carried by unanimous vote.

13. **PANHANDLE REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPOINTMENT**

Mr. John Kiehl informed the Board that with the retirement of Colonel Ken Ferguson, Assistant Chief with the Amarillo Police Department, a vacancy exists on the Panhandle Regional Emergency Advisory Committee (PREMAC). Colonel Ferguson's replacement Colonel Martin Birkenfeld has expressed a willingness to serve on the PREMAC.

Commissioner Juan Cantu moved to appoint Colonel Martin Birkenfeld with the Amarillo Police Department to serve on the Planning Commission's Regional Emergency Management Advisory Committee. Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote.

14. **FY2016-2017 REGIONAL SOLID WASTE MANAGEMENT PROGRAM FUNDING**

Ms. Lori Gunn stated that each biennium the PRPC receives funds from the Texas Commission on Environmental Quality (TCEQ) to administer a Regional Solid Waste Management Program. The activities of the Grant Program are overseen by the Regional Solid Waste Management Advisory Committee (RSWMAC) and the PRPC Board of Directors.

At the beginning of each biennium, a Funding Plan is developed by the RSWMAC to determine the use of funds received from the TCEQ. That Plan is then presented at a public meeting to interested parties. The Plan is then reviewed by the PRPC Board of Directors for certification by the PRPC Executive Director, who submits the Plan to TCEQ for final review.

The Funding Plan for the biennium was developed and approved for recommendation by the RSWMAC on November 5th with an annual grant availability of approximately \$112,000.00. The Plan was presented for public comment on Thursday, November 5th at 2:30 p.m.

Ms. Gunn reviewed the FY 2016/2017 Regional Solid Waste Management Program Funding Plan with the Board.

Judge Don Allred moved to approve the Planning Commission's FY2016 – FY2017 Regional Solid Waste Management Program Funding Plan. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

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

A. Mr. Gary Pitner reported on PRPC Board Minority Citizens Representative election conducted in Amarillo on December 7, 2015.

B. Mr. Gary Pitner reported on the recent and upcoming Planning Commission sponsored regional meetings.

16. **CLOSED SESSION – PERSONNEL MATTERS**

At 2:20 p.m., Mayor Paul Harpole stated that the meeting will adjourn to executive session as authorized under Texas Government Code Chapter 551, Section 551.07 to discuss the employment and performance of the Executive Director.

17. **RECONVENE PUBLIC SESSION**

The public session of the Board of Director's meeting reconvened at 3:16 p.m.

Judge Don Allred moved to renew the employment agreement with the Executive Director. The motion further authorized the following: the establishment of an annual salary for the current Executive Director of \$147,222 (a 4% increase) effective December 16, 2015; the continuation of his car allowance of \$700 per month and an email/internet/telephone capable wireless communications device service allowance of \$100.00 per month. Ms. Irene Favila seconded the motion; the motion carried by unanimous vote.

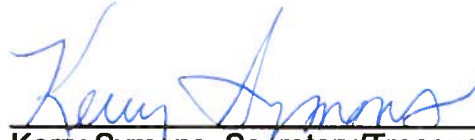
18. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 3:20 p.m.



Paul Harpole, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



Kerry Symons, Secretary/Treasurer
Panhandle Regional Planning Commission
Board of Directors