

PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS

Minutes

March 24, 2016

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, March 24, 2016, 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:

- Cleo Castro, Cactus
- Brian Gillispie, Mayor, City of Spearman
- Bob Gober, Councilman, City of Canadian
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Saul Hernandez, Amarillo
- John Howard, M.D., Donley County Judge
- Harold Keeter, Swisher County Judge
- Zelda Lang, Councilwoman, City of Dalhart
- Dan Looten, Carson County Judge
- Jay Mayden, Childress County Judge
- Wayne Nance, Briscoe County Judge
- Karen Price, Pampa
- Amelia Salazar, Palisades Village
- Winston Sauls, Borger
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Don Allred, Oldham County Judge
- Juan Cantu, Lipscomb County Commissioner
- Irene Favila, Hereford
- Ronnie Gordon, Hartley County Judge
- Paul Harpole, Mayor, City of Amarillo
- Ernie Houdashell, Randall County Judge
- John James, Collingsworth County Judge
- Walter "Four" Price, Texas State Representative, District 87
- Sal Rivera, Sheriff, Castro County
- Kerry Symons, Mayor Pro-Tem, City of Perryton

STAFF PRESENT: Mr. John Kiehl, Regional Services Director; Mr. Kyle Ingham, Local Government Services Program Director; Mr. Joe Price, Local Government Services Coordinator; Ms. Lori Gunn, Regional Services Program Specialist; Ms. Melissa Carter, Area Agency on Aging of the Panhandle Director; Mr. Marin Rivas, Workforce Development Director; Ms. Leslie Hardin, Workforce Development Coordinator; Ms. Cindy Boone, CPA, Finance Director; Ms. Rebecca Rusk, Executive Assistant; Mr. Gary Pitner, Executive Director

OTHERS PRESENT: Mr. Paul Simpson, Congressman Mac Thornberry's Office; Ms. Teresa Chavez, Workforce Solutions; Mr. Don Jennings, City of Perryton

1. **CALL TO ORDER**

Judge Wayne Nance called the meeting to order and noted that a quorum was present.

2. **INVOCATION**

Judge Harold Keeter gave the invocation.

3. **MINUTES**

Mayor Ricky White moved to approve the minutes from the meeting held on February 25, 2016, 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 month of February, 2016. Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote.

5. 2015 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, 2015.

Dr. Bill Hallerberg moved to accept the Panhandle Regional Planning Commission's Comprehensive Annual Financial Report for the 12 month period ended September 30, 2015. Mayor Ricky White seconded the motion; the motion carried by unanimous vote.

6. FOOD NET PROGRAM FUNDING APPLICATION

Ms. Melissa Carter stated that in February, 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.

Judge Dan Looten 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. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

7. AREA AGENCY ON AGING OF THE PANHANDLE PLAN APPROVAL

Ms. Melissa Carter stated that the Area Agency on Aging (AAA) has to submit an Area Plan every three years to the State. The purpose of the Area Plan is to direct the activities of the AAA in planning and providing services to meet the needs of older individuals, their families and or caregivers. Area Plans are subject to the approval of the Department on Aging and Disability Services Assistant Commissioner for Access and Intake. Ms. Carter reviewed the Area Plan in detail with the Board, and stated that the Plan is due to the State by April 1, 2016.

Mr. Philip Self moved to approve the Area Agency on Aging of the Panhandle's FY2017-2019 Area Plan. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

8. CHILD CARE FUNDING APPLICATION

Mr. Marin Rivas stated that for the fiscal year ending September 30, 2016, the City of Amarillo committed \$76,000 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 154 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 two federal dollars for each local dollar, \$144,685 in federal child care matching dollars. This means that the CDBG award has brought a combined amount of \$220,685 to our area for the current year.

Last year a total of 3,408 children in Amarillo were 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 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 in Amarillo.

Dr. Bill Hallerberg 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. Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote.

9. CHILD CARE PROVIDER CURRICULUM PURCHASE

Mr. Marin Rivas stated 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 gave an overview of the TRS program.

Last month, workforce development staff solicited quotes in order to purchase comprehensive curricula which would provide child care providers' teachers with a structural tool that is necessary for creating an intentional and developmentally-oriented structure to classroom instruction according to TRS guidelines. Responses were received from six vendors offering various supplemental materials and limited curricula not covering all of the fourteen learning domains required to fulfill TRS criteria. Three responses were evaluated as incomplete.

Three vendors, FrogStreet, HighScope Educational Research Foundation, and Teaching Strategies, LLC submitted quotes that sufficiently covered all fourteen learning domains and were scored by staff ranging from "Satisfactory" to "Excellent". Mr. Rivas reviewed in detail the quotes received from each of the vendors. The vendor with the proposed lowest total cost of \$100,042.83 is Teaching Strategies, LLC. Mr. Rivas stated that child care providers proposed to receive the curricula are located in Amarillo, Borger, Canyon, Dimmitt, Fritch, Hereford and Pampa.

Ms. Karen Price moved to approve the purchase of child care provider educational curriculum from Teaching Strategies, LLC to enhance the quality of child care services delivered via the Planning Commission's Workforce Development programs. Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

10. **PANHANDLE REGIONAL SOLID WASTE MANAGEMENT ADVISORY COMMITTEE APPOINTMENT**

Ms. Lori Gunn stated that PRPC Administrative Regulation #31 governs the duties, activities and composition of the Panhandle Regional Solid Waste Management Advisory Committee (RSWMAC). The RSWMAC is comprised of twenty-two (22) to twenty-eight (28) PRPC-appointed members, and one (1) to two (2) standing positions held by representatives from the Texas Commission on Environmental Quality (TCEQ)-Region One Office. Members are appointed to three-year, staggered terms. The RSWMAC composition must maintain a cross-section of solid waste professionals from the Panhandle Region.

Each year on July 31st, approximately one-third of the appointed terms expire and those members must either be replaced or re-appointed. No member may serve more than two consecutive three-year terms.

Currently one of the ex-officio members from TCEQ needs to be appointed to the RSWMAC to meet the PRPC administrative standards. PRPC staff has contacted Mr. Benny Williams, Environmental Investigator and determined he is willing and able to serve if appointed by the PRPC Board.

Judge Nancy Tanner moved to appoint Mr. Benny Williams with the TCEQ to serve on the Regional Solid Waste Management Advisory Committee. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

11. **FY2016 REGIONAL SOLID WASTE MANAGEMENT GRANT PROGRAM APPROVAL**

Ms. Lori Gunn informed the Board that a portion of funds collected through landfill "tipping fees" is dedicated to a regional grant program supporting projects that promote recycling and other activities to promote the goals of Regional Solid Waste Management Plans across the state. Every year the Solid Waste Grants Program accepts applications for grant funds and those projects are prioritized according to the priorities established in the Panhandle Regional Solid Waste Management Plan. That prioritized list is then submitted to the TCEQ for final consideration.

On January 19th, notices went out to all eligible entities in the region for the FY 2016 Solid Waste Grant cycle. The PRPC received eleven (11) applications totaling \$287,640.04 for the \$113,649.00 in available FY 2016 Solid Waste Grant funds. The Regional Solid Waste Management Advisory Committee (RSWMAC) met on March 11, 2016 to review these applications, hear oral presentations from applicants and establish a prioritization recommendation for the Board of Directors to review. Mr. Gunn stated that the RSWMAC prioritized the projects as follows:

FY 2016 Grant Prioritization List

TOTAL FY 2016 FUNDS CURRENTLY AVAILABLE: \$ 113,649.00

FY 2016 Applicants	Average Ranking	Grant Funds Requested	Running Balance	RSWMAC Recommendation
PRPC Marketing & Transportation	1.74	\$ 3,000.0	\$ 110,649.00	Full Funding
City of Dimmitt Used Motor Oil Container	4.56	\$ 5,502.00	\$ 105,147.00	Full Funding
City of Amarillo Scrap Tire Clean-Up	4.61	\$ 5,500.00	\$ 99,647.00	Full Funding
City of Dalhart Replacement Baler	4.83	\$ 64,200.00	\$ 35,447.00	Full Funding
City of Pampa Roll-Offs	5.56	\$ 10,138.04	\$ 25,308.96	Full Funding
City of Panhandle OCC Dumpsters	5.72	\$ 5,300.00	\$ 20,008.96	Full Funding
City of Dumas YW Dumpsters	5.89	\$ 50,000.00	\$ (29,991.04)	Partial Funding
City of Bovina Concrete & Fencing	5.95	\$ 17,000.00	\$ (46,991.04)	Not Funded
City of Panhandle Grapple Truck	7.61	\$ 60,000.00	\$ (106,991.04)	Not Funded
City of Stratford Recycling Truck	7.78	\$ 34,000.00	\$ (140,991.04)	Not Funded
City of Canyon Wood Chipping	7.83	\$ 33,000.00	\$ (173,991.04)	Not Funded
TOTALS:		\$ 287,640.04	\$ (173,991.04)	

Councilman Bob Gober moved to approve the prioritized projects as presented and authorize the Executive Director to execute contracts with grantees for the implementation of the FY2016 Solid Waste Grants Program. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

12. PANHANDLE AREA REGIONAL INFORMATION SYSTEM ENHANCEMENT

Mr. John Kiehl explained to the Board that staff is currently working on the completion of a regional Long-Term Economic Recovery Plan. The purpose of the document is to provide guidance to local elected officials on the disaster recovery process and to supply them with tools that can help them in revitalizing segments of their local economic base damaged as a result of the event. The plan will cover the various phases of a disaster beginning with mitigation (what should be done before a disaster strikes to mitigate its effects), to immediate recovery, to meeting unmet needs and then transition to the multi-year effort to restore or heal the economic damages of a disaster.

This effort is being funded by a FY14 competitive State Homeland Security Program grant the PRPC received from the State Administrative Agency (SAA). The SAA-approved grant budget included a \$15,000 line item for the development of a new PARIS dashboard that will contain links to the various forms and documents local emergency officials will require during the immediate recovery process. This new system enhancement would also provide a mechanism for local officials to appeal for and then communicate with volunteers to assist with those immediate recovery efforts.

We wanted to make this dashboard configurable to work either on a computer or as a mobile app that could be used on a smart phone. Our experience has been that when in the field, first responders will always have their phones available but their computer may be back in their office. So this new dashboard will put the tools being compiled as part of the economic recovery planning project at their fingertips; whether those officials are in their office or out in the field.

Mr. Kiehl reviewed the Statement of Work (SOW-10) for the development of this new dashboard with the Board. The agreement the PRPC signed with Apex when the region first began using PARIS allows us to amend the agreement at any time. This new enhancement builds off of other work that has already been done in the PARIS system.

Mr. Philip Self moved to authorize the Executive Director to execute an amendment to an existing Master Services Agreement with APEX Innovations to incorporate a long term economic recovery element to the Panhandle Area Regional Information System. Mayor Ricky White seconded the motion; the motion carried by unanimous vote.

13. FY2016 STATE HOMELAND SECURITY PROGRAM PROJECT PRIORITIZATION APPROVAL

Mr. John Kiehl stated that the Panhandle Regional Emergency Management Advisory Committee met on March 22 to review and prioritize the FY16 State Homeland Security Program (SHSP) projects. Mr. Kiehl stated that the Committee plotted 8 projects that were reviewed and evaluated using the risk-informed methodology which they created prior to the start of the FY16 SHSP grant-making process. The following chart shows how the PREMAC prioritized the projects.

1 - PRPC will seek funding for the Active Shooter Response Kits (ARKs) from other sources.

Original Regional SHSP Budget Expectation (RBE): \$966,332.89
 Final FY16 Regional SHSP Allocation: \$760,593.76

Application Number	Name	Project Title	Fund Source	Start Date	Original Budget	Recomm'd Budget	Explanation of Budget Changes
2940302	PRPC	FY16 Regional PANCOM M&O SHSP Project	HS	1-Sep-16	\$357,272.46	\$354,850.32	Reduced budget line for replacement of equipment by \$2,050. The cut also reduced M&A accounting and indirect.
2940802	PRPC	FY16 PARIS System Maintenance Project	HS	1-Sep-16	\$60,070.50	\$60,070.50	No changes.
2940902	PRPC	FY16 Regional Planning & Coordination Project	HS	1-Oct-16	\$108,469.75	\$102,031.32	Reduced salary/fringe by \$5,327.75. The cut also reduced M&A accounting and indirect.
2940602	Amarillo, City of	Amarillo Regional HazMat Team Enhancement	HS	1-Oct-16	\$104,522.25	\$94,676.00	Cut the budget line for Ballistic Helmets and Body Armor in half (only 10 units of each will be purchased). The cut also reduced M&A accounting.
3120201	PRPC	FY16 Dumas Regional HazMat Truck Restocking Project	HS	1-Oct-16	\$24,733.75	\$24,733.75	No changes.
2940702	PRPC	FY16 Non-EMPG Emergency Operations Plan Update Project	HS	1-Feb-17	\$49,158.86	\$49,158.86	No changes.
3128601	PRPC	FY16 Regional Active Shooter Training ¹	HS	1-Sep-16	\$145,375.61	\$58,958.01	Eliminated the \$82,000 line item for ARK kits. The cut also reduced M&A accounting and indirect.
2940202	Amarillo, City of	Amarillo Regional Bomb Squad Enhancements ²	HS	1-Oct-16	\$116,670.75	\$16,115.00	Eliminated the \$95,000 line item for Explosive Materials Analyzer and M&A accounting.
TOTALS:					\$966,273.93	\$760,593.76	
Difference:					-\$205,680.17	\$0.00	

² Additional SHSP funds are made available to the region, the region will make the funding of the Explosive Materials Analyzer its chief priority.

* The budget changes noted above will be made in the eGrants system within the 30-day window allowed by the OOG's SAA.

Councilwoman Zelda Lang moved to approve the prioritized list as presented by the PREMAC under the FY2016 State Homeland Security Program. Judge John Howard seconded the motion; the motion carried by unanimous vote.

14. TEXAS REVENUE RECOVERY ASSOCIATION SYSTEMS IMPROVEMENT CONTRACT

Mr. Joe Price reminded the Board that the Planning Commission has served as the administrative agent for the Texas Revenue Recovery Association (TRRA) since its inception in 2004, to help facilitate local governments' efforts to collect delinquent accounts for municipal utility services. The TRRA was created at the request of local governments in the Texas Panhandle to be a mechanism by which communities could help collect delinquent accounts for each other as individuals moved around the region. The program

was such a success in its early years that it became a statewide program with almost 80 member cities across the State of Texas.

PRPC staff developed a software system that allows member cities to identify records of individuals who owe other member cities and collect that amount under threat of disruption of utilities. The city that is owed the debt retains 75% of the collected amount (far more than writing the debt off) and the collecting city retains 25% of the amount for its efforts. The TRRA receives a \$25 fee charged to each delinquent account that is collected for the operation and maintenance of the system. Additionally, many cities are using the system to identify and collect their own delinquent accounts in which instance they retain the full amount collected.

The original software, hardware, database, and associated technology were all developed by PRPC staff from 2001 to 2004. As with all software and technology, this system has become outdated and is in dire need of upgrades for the TRRA system to remain effective and relevant in meeting the needs of local governments. Over the past five years TRRA and PRPC have worked together to build a fiscal balance that would allow for the procurement of a firm to help upgrade and improve the system. From 2013 to 2015 PRPC and TRRA were faced with significant challenges in upgrading the system under a previous professional services contract that was ultimately terminated. However, that experience placed the process on the right path. Mr. Don Jennings, TRRA Board Chair and Mr. Kyle Ingham described how the system works.

In February 2016 PRPC issued a Request for Qualifications (RFQ) soliciting qualified vendors for professional services to upgrade the database, user interface, and systems operation. Three responses were received and deemed to be fully responsive by the TRRA Executive Committee. The firms submitting Statements of Qualifications were: Baca, Stein, & White Associates; EGI Consulting; and RFD & Associates. The TRRA Executive Committee met on March 11, 2016 to begin the review of the Statements of Qualifications submitted. Interviews with the three firms were conducted by the Executive Committee and the TRRA Board just prior to the PRPC Board meeting. Mr. Price stated that Baca, Stein, & White Associates was the top-ranked vendor by the TRRA Board.

Judge Jay Mayden moved to authorize the Executive Director to negotiate and execute a contract with Baca, Stein & White Associates on behalf of the Texas Revenue Recovery Association for system upgrades. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

15. 2017 REGIONAL PUBLIC TRANSPORTATION PLANNING SERVICES INTERLOCAL AGREEMENT

Mr. Joe Price stated that since 2006, the Panhandle Regional Organization to Maximize Public Transportation (PROMPT) has worked to plan for regional public transportation and coordinate with and amongst public transportation providers in the Panhandle. Every five years the region is to develop a regional public transportation plan to help coordinate public transportation efforts in the Texas Panhandle. The PROMPT membership is comprised of representatives from a varied group of interests focused on establishing the best coordinated public transportation system possible within the region.

In 2015, PRPC was awarded an 18 month contract by the Texas Department of Transportation for the five year update of the Regional Public Transportation Plan to be completed in 2017. That planning process includes the identification of available public transportation resources, public transportation demands, an assessment of transportation gaps, and ultimately the identification of a listing of possible strategies that could be considered to address any identified gaps.

Part of this planning effort is the issuance of surveys to transportation providers, transportation users, and destination service providers to establish a solid understanding of resource availability and transportation needs within the region. In order to conduct this research in the most professional and useful manner possible, PRPC staff built into the application to TxDOT a \$2,000 line item for professional academic consulting in survey development, tabulation, and assessment. Under the PRPC Procurement Guidelines, staff has approached West Texas A&M regarding the provision of these services under an interlocal agreement, and the WTAMU Office of Evaluation and Research is receptive to providing these services upon the approval of the PRPC Board of Directors.

Judge Nancy Tanner moved to authorize the Executive Director to execute an interlocal agreement with the West Texas A&M University Office of Evaluation and Research to design, tabulate and evaluate surveys related to public transportation demand and resources in support of the development of the 2017 Panhandle Regional Public

Transportation Plan. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

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

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

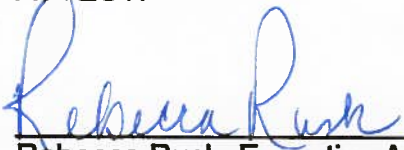
17. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 3:05 p.m.



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

ATTEST:



Rebecca Rusk, Executive Assistant
Panhandle Regional Planning Commission