

PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS

Minutes

July 28, 2016

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, July 28, 2016, at 1:30 p.m. in the PRPC Board Room, 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Mayor Paul Harpole, Chairman, presided.

MEMBERS PRESENT:

- Don Allred, Oldham County Judge
- Cleo Castro, Cactus
- Irene Favila, Hereford
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Paul Harpole, Mayor, City of Amarillo
- Saul Hernandez, Amarillo
- Ernie Houdashell, Randall County Judge
- John James, Collingsworth County
- Dan Looten, Carson County Judge
- Wayne Nance, Briscoe County Judge
- Karen Price, Pampa
- Amelia Salazar, Palisades Village
- Winston Sauls, Borger
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Juan Cantu, Lipscomb County Commissioner
- Bob Gober, Councilman, City of Canadian
- Ronnie Gordon, Hartley County Judge
- John Howard, M.D., Donley County Judge
- Harold Keeter, Swisher County Judge
- Jay Mayden, Childress County Judge
- Sal Rivera, Sheriff, Castro County
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Kerry Symons, Mayor Pro-Tem, City of Perryton
- Walter "Four" Price, Texas State Representative

STAFF PRESENT: Mr. Kyle Ingham, Local Government Services Program Director; Ms. Lori Gunn, Regional Service Program Specialist; Ms. Jacy Sissel, Local Government Services Clerk; Mr. John Kiehl, Regional Services Director; 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. 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**

Ms. Irene Favila gave the invocation.

3. **MINUTES**

Judge Don Allred moved to approve the minutes from the meeting held on June 23, 2016, as received. Ms. Irene Favila seconded the motion; the motion carried by unanimous vote.

4. **VOUCHERS**

Mayor Ricky White moved to approve the vouchers for the month of June, 2016. Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

5. **PRPC INVESTMENT FUNDS 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 April 1, 2016 through June 30, 2016.

Ms. Irene Favila moved to accept the PRPC's Investment Funds Quarterly Report for the period ended June 30, 2016, as presented. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

6. PANHANDLE REGIONAL 9-1-1 NETWORK QUARTERLY PERFORMANCE REPORT

Mr. Gary Pitner 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 FY16 Q3 performance report covering March, April and May.

- 25 Public Service Answering Points (PSAPs) were monitored with no findings.
- 2,840 network test calls were made by PSAP staff and PRPC employees.
- The Program experienced one outage during this period due to a Telco network card failure.
- There were 76,481 9-1-1 calls, of which 87% were wireless.

Dr. Bill Hallerberg moved to accept the Panhandle Regional 9-1-1 Network's FY16 Third Quarter Performance Report as presented. Judge John James seconded the motion; the motion carried by unanimous vote.

7. PANHANDLE REGIONAL SOLID WASTE MANAGEMENT ADVISORY COMMITTEE APPOINTMENTS

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-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, eleven individuals need to be appointed or re-appointed to the RSWMAC to meet the PRPC administrative standards. PRPC staff has contacted each nominee and determined they are willing and able to serve if appointed by the PRPC Board. Those Individuals are:

<u>Name</u>	<u>Title/Organization</u>	<u>Committee Term</u>
Ben Estep	Recycling Coordinator, City of Panhandle	Re-appointment to 2 nd term
Melanie Davis	City Manager, City of Darrouzett	Re-appointment to 2 nd term
Dennis Rojas	Public Works Director, City of Dalhart	Re-appointment to 2 nd term
Ted B Dodd	Public Works Director, City of Borger	Re-appointment to 2 nd term
Greg Dankworth	Owner, Scrap Processing	Re-appointment to 2 nd term
Jim Smith	Owner, Tri-State Recycling	Re-appointment to 2 nd term
Steve Stout	Public Works Director, City of Tulia	Appointment to 1 st full term
Kyle Schniederjan	Assistant City Engineer, City of Amarillo	Appointment to 1 st full term
Ricky Rivera	Landfill Supervisor, City of Pampa	Appointment to 1 st full term
Taylor Finley	General Manager, KB Recycling	Appointment to 1 st full term
Cesar Marquez	City Manager, City of Bovina	Appointment to 1 st full term

Mayor Ricky White moved to appoint and/or reappoint the recommended individuals to serve on the Regional Solid Waste Management Advisory Committee. Judge Nance Tanner seconded the motion; the motion carried by unanimous vote.

8. PANHANDLE REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPOINTMENTS

Mr. John Kiehl stated that PRPC Administrative Regulation #36 governs the duties, activities and composition of the Panhandle Regional Emergency Management Committee (PREMAC). The advisory committee is comprised of 40+ PRPC Board-appointed members who geographically represent the broad spectrum of emergency management interests in the Texas Panhandle.

Each year approximately one-third of the appointed terms expire and those members must either be replaced or re-appointed; with their 3-year terms beginning in June. Each PREMAC member may serve indefinitely, as long as they are willing to serve and as long as the PRPC Board continues to reappoint them to the committee.

Currently, there are 11 open seats that have to be refilled as a result of naturally-expiring terms. In addition, one of our members passed away several months ago and 2 other members were unable to attend any of the meetings during the past year. Finally, we have one other member whose term had not yet expired that recently relocated outside of the region.

Listed below are the individuals being recommended for re-appointment / appointment to the PREMAC for a 3-year term ending in May 2019. In addition, staff recommends that Will Hendon, Operations Supervisor with Amarillo Medical Response (AMR) be appointed to fill the unexpired term of Eric Lynne, who had also worked for AMR. Mr. Hendon's initial term would run through May 2017.

Member Name	From	Discipline Area	Title
1. Rodney Mosier	Texas Wheat Producers	Agriculture	Executive Director
2. Martin Birkenfeld	City of Amarillo	Law Enforcement	Colonel, Amarillo PD
3. Mike Gittinger	National Weather Service	Related Federal Agency	Warning Coordination Meteorologist
4. Zack Wilson	High Plains Food Bank	Community Support/Volunteer	Executive Director
5. Terry Coffee	Panhandle EMS	EMS Service	EMS Director
6. Gwen Campbell	City of Amarillo	Health/Medical Services	Assistant Director
7. Trey Ellis	Parmer County	Local Government	County Judge
8. Jack Cox	Regional – TxDOT	Public Utilities/Comm.	Communications Manager
9. Ben Weinheimer	Texas Cattle Feeders Ass.	Agriculture	Vice-President
10. Kevin Starbuck	Potter/Randall/ Amarillo	Emergency Management	Emergency Mgmt. Coordinator
11. Xiangyu (Dale) Li	WTAMU	Schools or School Associations	Assist. Professor EMA Program Director
12. Kiley David Murray	Red Cross	Community Support/Volunteer	Executive Director
13. Bryan Tucker	City of Childress	Local Government	City Manager
14. Kirk Self	Canyon ISD	Schools or School Associations	Director of Transportation

Dr. Bill Hallerberg moved to appoint/re-appoint the recommended individuals to serve on the Planning Commission's Regional Emergency Management Advisory Committee. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

9. REGIONAL TRANSPORTATION MASTER GRANT AGREEMENT

Mr. Kyle Ingham stated that in early 2006, TxDOT contracted with 24 regional lead entities to plan for the development and enhancement of coordinated regional public transportation operations and services. PRPC has established the Panhandle Regional Organization to Maximize Public Transportation (PROMPT) to guide the regional public transportation planning process. This body is comprised of representatives from the public transportation sector, rider groups, the service providers that see customers riding public transportation, and other special interest groups. The PROMPT is responsible for developing five year regional transportation plans that identify the availability of public transportation in the region, establish demand in both urban and rural communities, and establish a series of recommended strategies that can be implemented to improve the overall system.

Initial funds were contracted in the spring of 2006 for the development of Regional Coordination Plans. These plans were completed and submitted in 2006 and adopted as the 2007 Regional Transportation Plan with attainable goals. Through collaboration between transportation agencies in the region the strategies identified in this initial plan were largely implemented to the good of the region. Subsequently, the PROMPT established the 2011 Regional Plan that has seen multiple initiatives implemented in the region ranging from Veterans Transportation Summits to improved coordination between the public and private transportation providers.

Currently, PRPC staff and the PROMPT membership are working diligently on the 2017 Regional Plan. The assessment of available resources is currently coming to a completion, and 2016/2017 will see the group analyze demand and develop strategies for the next five year period.

TxDOT has established a system for agencies receiving grant funds to utilize a five year Master Grant Agreement (MGA) to establish the contractual details of the fiscal relationship with TxDOT. This MGA is tailored primarily to transportation providers, but in order for PRPC and the RTAG to continue receiving these state planning dollars this MGA must be in place. In June of 2016 TxDOT requested that PRPC execute a new MGA. The Master Grant Agreement is a strange document for transportation planning entities in the State of Texas that do not provide transportation services directly. The assumption of the MGA is that the recipients of all TxDOT funds are actually transportation service providers, so there is an extensive amount of superfluous language related to fleet maintenance, driver qualifications, and environmental compliance. While this language is not applicable to PRPC, TxDOT has indicated that in order for a planning agency to receive planning dollars from TxDOT a current Master Grant Agreement must be in place. PRPC last adopted a TxDOT Master Grant Agreement in August of 2011, so it is time to renew this MGA.

Judge John James moved to authorize the Executive Director execute a contract with the Texas Department of Transportation in order for the Planning Commission to receive funding to conduct transportation planning activities in the Texas Panhandle. Ms. Karen Price seconded the motion; the motion carried by unanimous vote.

10. PROFESSIONAL RECRUITMENT SERVICES INTERLOCAL CONTRACTS

Mr. Kyle Ingham stated that since this item was placed on the agenda for the Board's consideration, both the City of Canadian and the City of Dumas no longer require the Planning Commission's assistance for recruitment services. No action was taken by the Board.

11. CITY MANAGER RECRUITMENT AND INTERIM CITY MANAGEMENT ASSISTANCE SERVICES INTERLOCAL CONTRACT

Mr. Kyle Ingham reminded the Board that the Local Government Services Department of the Panhandle Regional Planning Commission has historically had unique opportunities to develop skill sets that are useful to the communities that PRPC serves. Over the years many individuals with advanced degrees in Public Administration, Business, Political Science, and other related areas have accumulated thousands of hours working on unique projects in many different communities. As the result of this expertise in specialized areas are developed.

One of the areas that the LGS Department has established this unique expertise is in the provision of interim city management assistance for small communities in transition. Oftentimes this is also associated with a search for a City Manager or City Administrator. What makes these transition periods unique is that there is often critical work that must be done quickly, procedures that need to be updated, and budgets that must be developed. This is a unique service that PRPC provides to communities, but it is a service that other Councils of Governments and communities in the State of Texas are aware that PRPC provides.

Recently, PRPC staff was approached by the City of Lockney regarding this type of service. Lockney actually sits outside of the PRPC geographical region in Floyd County. This is in the South Plains Association of Governments (SPAG) region. SPAG is PRPC's sister organization similarly created under Chapter 391 of the Texas Local Government Code. While PRPC and SPAG have gladly reached agreement in the past to provide services in adjoining regions in areas such as transportation, this is a unique inquiry.

PRPC staff has held extensive discussions with SPAG Staff regarding how best to meet the needs of Lockney. While PRPC has a model and experience in these types of projects SPAG has not had the opportunity to work in this area. SPAG is desirous to develop the in-

house expertise to be able to provide this type of service to its localities, and PRPC staff is agreeable to share expertise and methodology with SPAG to help provide services to Lockney and develop future capacity.

PRPC staff proposed to SPAG Staff that SPAG could enter into interlocal agreement with the City of Lockney for Interim City Management Services and a City Manager Search respectively. Subsequently, a separate Interlocal could be established between PRPC and SPAG for PRPC to provide model documents, expert consultative guidance, and generally assist SPAG in meeting the needs of the City of Lockney. PRPC staff joined SPAG at a Lockney City Council Meeting to introduce this concept, and the City was very receptive of the idea. The staffs of PRPC and SPAG have held extensive discussions regarding the deliverables and establish a fair compensation point for the needed services. A contract amount of \$6,200 was discussed. This amount would include consultation services and associated model documents for the following:

- \$2,200 for City Manager Search Services
- \$3,000 for Consulting Management Services
- \$1,000 for Budget and Tax Rate Adoption Services

Ms. Irene Favila moved to authorize the Executive Director to execute an interlocal agreement with the South Plains Association of Governments (SPAG) for the Planning Commission to assist SPAG in their delivery of city manager recruitment and interim management services for the City of Lockney, Texas. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

12. 2016-2017 PRPC PERSONNEL CLASSIFICATION, PAY PLAN AND JOB DESCRIPTION DOCUMENT ADOPTION

Mr. Gary Pitner stated 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 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 Federal and State regulations. The primary revisions for 2016 – 2017 include:

- 1) An across-the-board adjustment (increase) to the Annual Salary Table for General Classified Positions of 2.5%;
- 2) An adjustment to the Annual Salary Table – Exempt Classified Positions in order to reclassify the Planning Commission's Executive Director's position from corresponding with Group 3 of the State of Texas Exempt Position Salary Rate (\$92,600 - \$149,240) to corresponding with Group 4 of the State of Texas Exempt Position Salary Rate (\$106,500 - \$171,688).
- 3) The re-assignment of the "Program Specialist" Pay Group (Group 6/7) from exempt to non-exempt status in order to appropriately accommodate recent amendments to the federal Fair Labor Standards Act.
- 4) The vacating of Steps #1, #2, #3 and #4 of Pay Group 8 in order to appropriately accommodate recent amendments to the federal Fair Labor Standards Act.
- 5) The establishment of the following positions and their associated job descriptions:
 - Regional Emergency Management Planning Program Coordinator
 - Regional 9-1-1 Network/Information Technology Program Specialist
 - Area Agency on Aging Benefits Counseling Administrative Assistant
 - Workforce Development Business-Labor Program Specialist
- 6) The deletion of the following positions and their associated job descriptions:
 - Area Agency on Aging Information and Referral Clerk
 - Regional Emergency Communications/Information Technology Coordinator

Judge Don Allred moved to adopt the 2016-2017 Personnel Classification, Pay Plan and Job Description document for the Planning Commission. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

13. **TARC PRESIDENT CANDIDACY SUPPORT RESOLUTION**

Mr. Gary Pitner informed the members that Childress County Judge Jay Mayden is seeking the office of President of the Board of Directors of the Texas Association of Regional Councils (TARC). He stated that support of his candidacy from the PRPC Board was appropriate to submit to TARC.

Judge Dan Looten moved to pass a resolution expressing the whole-hearted support of the candidacy of Judge Jay Mayden, Planning Commission Board Member, for the office of President of the Board of Directors of the Texas Association of Regional Councils. Judge Wayne Nance seconded the motion; the motion carried by unanimous vote.

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

A. Chairman Harpole appointed the following individuals to serve on a committee to select recipients of the 2016 Panhandle Regional Planning Commission Regional Service Award and the 2016 Goodwin Regional Public Administration Award: Commissioner Juan Cantu, Judge John James and Mr. Winston Sauls.

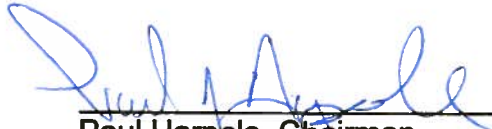
B. Chairman Harpole appointed the following individuals to serve on a Nominating Committee to consider a slate of officers for the 2016-2017 PRPC Board of Directors: Judge Harold Keeter, Ms. Amelia Salazar and Judge Ronnie Gordon.

C. Mr. Gary Pitner reminded the Board that the 2016 PRPC Annual Meeting and Banquet has been scheduled for Thursday, September 15 at the Amarillo Civic Center Heritage Room.

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


15. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:40 p.m.



Paul Harpole, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



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