

PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS

Minutes

January 26, 2017

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, January 26, 2017, at 1:30 p.m. in the PRPC Board Room, 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Mayor Pro-Tem Kerry Symons, Chairman, presided.

MEMBERS PRESENT:

- Don Allred, Oldham County Judge
- Cleo Castro, Cactus
- Buster Davis, Mayor, City of Gruver
- Bob Gober, Councilman, City of Canadian
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Paul Harpole, Mayor, City of Amarillo
- Saul Hernandez, Amarillo
- Dr. John Howard, Donley County Judge
- Ernie Houdashell, Randall County Judge
- John James, Collingsworth County Judge
- Harold Keeter, Swisher County Judge
- Dan Looten, Carson County Judge
- Wayne Nance, Briscoe County Judge
- Karen Price, Pampa
- Amelia Salazar, Alderwoman, Palisades Village
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Pat Sims, Mayor, City of Dumas
- Kerry Symons, Mayor Pro-Tem, City of Perryton
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Juan Cantu, Lipscomb County Commissioner
- Irene Favila, Hereford
- Ronnie Gordon, Hartley County Judge
- Jay Mayden, Childress County Judge
- Walter "Four" Price, Texas State Representative, District 87
- Sal Rivera, Sheriff, Castro County
- Winston Sauls, Borger

STAFF PRESENT: Mr. Kyle Ingham Local Government Service Program Director; Mr. John Kiehl, Regional Services Director; Mr. Mike Peters, Regional 9-1-1 Director; Mr. Dustin Meyer, Local Government Services Program Coordinator; Ms. Lori Gunn, Regional Services Program

Coordinator; Mr. Nicholas Corey, West Texas A&M Intern; 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

1. CALL TO ORDER

Mayor Pro-Tem Kerry Symons called the meeting to order and noted that a quorum was present.

2. INVOCATION

Mayor Pro-Tem Kerry Symons gave the invocation.

3. MINUTES

Mayor Ricky White moved to approve the minutes from the meeting held on December 1, 2016, as received. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

4. VOUCHERS

Dr. Bill Hallerberg moved to approve the vouchers for the months of November and December, 2016. Mayor Paul Harpole 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 October 1, 2016 through December 31, 2016.

Councilman Bob Gober moved to accept the PRPC's Investment Funds Quarterly Report for the period ended December 31, 2016, as presented. Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

6. **FAIR HOUSING MONTH PROCLAMATION**

Mr. Dustin Meyer reminded the Board that the Planning Commission (PRPC) is under contract with the Texas Department of Agriculture to provide community and economic planning activities for the Texas Panhandle. Through the contract, the PRPC receives a grant to provide technical assistance to communities in the Panhandle regarding community and economic development programs.

Under the requirements of the contract, PRPC is required to conduct a Fair Housing Activity in the region. Title VIII of the Civil Rights Act of 1968, The Fair Housing Act, prohibits discrimination in the sale or rental of units in the private housing market against any person on the basis of race, color, religion, sex, national origin, age, physical/mental handicap, or familial status (i.e. children under 18) and provides for relief including the award of monetary damages where discriminatory housing practices are found. The passage of a proclamation will fulfill PRPC's requirement to conduct a Fair Housing Activity and will raise the awareness of the importance of equal housing opportunities in the Panhandle.

Judge Don Allred moved to pass a proclamation designating March 2017 as Fair Housing Month in the Texas Panhandle. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

7. **DISPUTE RESOLUTION CENTER ADVISORY BOARD APPOINTMENTS**

Mr. Gary Pitner reminded the Board that the Dispute Resolution Center Advisory Board is charged with oversight and assessment of the DRC and is comprised of seven to eleven members with staggered 3 year terms. The Advisory Board currently consists of ten members. In order to enhance representation, staff suggests that an eleventh appointment be made to the Advisory Board. The Honorable Tracy Byrd, Randall County Justice of the Peace Precinct #1 has expressed a desire and willingness to serve on the Advisory Board.

Judge Don Allred moved to appoint the Honorable Tracy Byrd to the PRPC's Dispute Resolution Center Advisory Board for a three year term. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

8. **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 FY17 Q1 performance report covering September, October and November.

- 18 Public Service Answering Points (PSAPs) were monitored with no findings.
- 2,594 network test calls were made by PSAP staff and PRPC employees.
- The program experienced one outage during this period due to a fiber cut; calls were handled by another PSAP.
- There were 83,941 9-1-1 calls, of which 88% were wireless.

Judge Dan Looten moved to accept the Panhandle Regional 9-1-1 Network's FY2017 First Quarter Performance Report as presented. Judge John James seconded the motion; the motion carried by unanimous vote.

9. **THE COOPERATIVE PURCHASING NETWORK (TCPN) PARTICIPATION RESOLUTION**

Ms. Rebecca Rusk stated that the Planning Commission's procurement policies encourage and allow participation in purchasing agreements and cooperatives to foster greater economy and efficiency in the procurement of common goods and services.

The Cooperative Purchasing Network (TCPN) is a cooperative purchasing organization established for public agencies across the United States with the specific purpose of reducing procurement costs. Contracts are competitively solicited, evaluated and awarded by a government entity acting as the lead agency. One such lead agency is Region 4 Education Service Center in Harris County.

As a council of government, the Planning Commission can participate in this purchasing network which will allow staff to obtain substantial savings through volume purchasing. In order to become a member of the TCPN, the Board will need to consider the passage of a resolution approving an interlocal agreement with the Region 4 Education Service Center.

Dr. Bill Hallerberg moved to pass a resolution authorizing the Planning Commission to enter into an interlocal agreement with the Region 4 Education Service Center to participate in the Service Center's Cooperative Purchasing Network. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

10. **DIGITAL COPIER SYSTEM LEASE**

Ms. Rebecca Rusk stated that the Planning Commission currently has three copiers for use by all departments. Two of the copiers, Xerox Work Centre 5645 low volume digital copiers, are located on the first and third floors. The higher capacity copier with more features (including color copies) is located on the second floor. It is a Xerox Copy Centre 7775, which we began leasing in December 2011. The monthly lease payment on this machine is \$552.16. In addition, we pay meter charges for each black and white and/or color copy made. That average monthly meter cost is \$817.29 (15,305 b&w and 6,353 color copies), which makes a total monthly charge of approximately \$1,369.45. The lease on this machine expired in December 2016.

After meeting with Xerox sales representatives, staff has determined that a savings can be achieved by leasing a new system – the Xerox WorkCentre 7970. This system was competitively solicited, evaluated and awarded by the Region 4 Education Service Center on behalf of The Cooperative Purchasing Network (TCPN), and the Board authorized the Planning Commission to enter into an interlocal agreement with the Region 4 Education Service Center to participate in TCPN in the previous agenda item.

The monthly cost of the copier will actually decrease to \$542.17. The major savings is in the print charges. That same average volume of monthly print charges (15,305 b&w and 6,353 color copies) will actually result in a monthly charge of \$559.27, making the approximate total monthly expense \$1,101.44. Entering into a 60 month lease agreement for this system would allow the Planning Commission to save about \$268.00 per month.

Judge Ernie Houdashell moved to approve a 60 month lease agreement with Xerox for a WorkCentre 7970 digital copier system. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

11. **INTERSTATE 27 EXTENSION SUPPORT RESOLUTION**

Mr. Kyle Ingham informed the Board that Regional Councils of Government are created under Chapter 391 of the Texas Local government Code. The purpose of regional councils is to "Join and cooperate to improve the health, safety, and general welfare of their residents and Plan for the future development of communities, areas, and regions..." one of the key items that is listed after those three dots is "Transportation is improved". PRPC staff has worked closely with transportation related issues over the past 10 years in the areas of both public transportation (through the PROMPT) and road infrastructure through two RPOs. Going back even further, the PRPC has long been a supporter of the Ports-to-Plains Coalition that seeks to further strengthen the North/South Corridor that runs all the way from the Gulf Coast to Canada bringing goods and services through the Texas Panhandle. The 100 miles of I-27 that runs from Lubbock to Amarillo is a key piece of the Ports-to-Plains spine.

Recently, Ports-to-Plains has begun getting some traction in their pursuit of the extension of the I-27 designation and associated infrastructure improvements. Specifically, State Representative Dustin Burrows has filed House Bill 869 that would direct TxDOT to look at

that expansion. The expansion of I-27 holds great promise for the Texas Panhandle in that it can increase commercial traffic in the region for economic development purposes and improve the infrastructure running along the corridor.

Mr. Ingham reviewed a resolution of support for the I-27 expansion concept with the Board. Staff feels that any expansion of the I-27 concept is beneficial, but it is highly important that progress being made on the Loop 335 improvements not be sacrificed in this effort. Loop 335 is and will continue to be an important component of any North/South Corridor through the region.

Judge Harold Keeter moved to pass a resolution supporting Ports-to-Plains efforts in expanding the I-27 designation. The motion further included a caveat in the approval noting the importance of Loop 335 improvements as part of that I-27 expansion for both safety and economic reasons. Mayor Ricky White seconded the motion; the motion carried by unanimous vote.

12. PROFESSIONAL RECRUITMENT SERVICES INTERLOCAL CONTRACT

Mr. Kyle Ingham explained to the Board that PRPC staff has assisted many cities in the Texas Panhandle with administrative services, ranging from contractual city management services to city manager searches to codification. One of the most demanded services is assistance with the recruitment of professional staff by Cities. In the last month PRPC was approached by the City of Borger related to professional searches.

PRPC staff has been approached by the staff of the City of Borger regarding assistance in hiring a new Director of Planning & Zoning. This would be the first time that PRPC would assist in the search for a Director of Planning & Zoning, but it is similar to the City Manager, Finance Director and Police Chief searches previously conducted. PRPC staff is confident that this is a process that can be successfully completed to the benefit of the City. Given the timeline of the request from the City of Borger and the scheduling of the PRPC Board Meeting, PRPC staff has begun initial work with the City in this effort contingent upon Board approval. However, if the PRPC Board does not authorize the interlocal agreement to move forward in the effort, the process can be ceased immediately.

Currently the search contracts will follow the basic guidelines that can be modified based on locality preference. Contracts will 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 job postings and travel compensated additionally with a floor of \$3,000 and a ceiling of \$6,000 to ensure that both parties mutually benefit from the agreement.

Mayor Buster Davis moved to authorize the Executive Director to execute an interlocal contract with the City of Borger for the Planning Commission to provide professional staff recruitment services. Judge John James seconded the motion; the motion carried by unanimous vote.

13. 2021 PANHANDLE REGIONAL WATER PLAN DEVELOPMENT APPLICATION—PART II

Mr. Kyle Ingham stated that on April 17, 1998, the Board of Directors approved an agreement with the Panhandle Water Planning Group (PWPG) designating the Planning Commission as the administrative entity for the regional water planning process. Since that time, Local Government Services staff has assisted the Panhandle Water Planning Group in the development of three regional water plans completed in 2001, 2006, 2011, and most recently the 2016 Plan was adopted. Freese and Nichols, Inc. has been contracted to assist in the development of each of the regional water plans.

In December of 2014 the Texas Water Development Board released the general guidelines for Phase I of the Regional Water Plan Development (2017-2021) and the Request for Application for Planning. Under that request, the PRPC on behalf of PWPG received \$77,520 of base funding for Region A (the Panhandle Region) for the initial development of the 2021 Regional Water Plan. Those funds were specifically allocated to Task 10 – Public Participation and Task 2 – Water Supplies to get the next five year process under way. Subsequently, TWDB has released a Request for Application for Phase II of the Regional Water Planning process for the 2021 Regional Water Plan. The PWPG and PRPC are authorized to apply for an additional \$356,265 to round out the regional planning effort to a total of \$593,774 for the cycle. On January 17, 2017 the PWPG considered and approved action to recommend to the PRPC Board of Directors that an application be submitted.

In this cycle the Texas Water Development Board (TWDB) has largely pre-developed the region's application and Scope of Work. The Panhandle Water Planning Group has authorized PRPC staff to populate the remaining application fields, attach the pre-developed

scope of work, and submit the application package on their behalf contingent upon PRPC Board approval. PRPC staff has worked with Freese & Nichols Inc. to develop the remaining portions of the application. The deadline for the submission of the proposal to the Texas Water Development Board is February 21, 2017, and all required public notices associated with the availability of the draft application for public review over a 30 day period have been issued. This application represents the second step towards the development of the 2021 Plan and will place funding in the remaining 12 Tasks associated with regional water planning.

Dr. Bill Hallerberg moved to authorize the submittal of a grant application to the Texas Water Development Board for part II funding to continue the development of the 2021 Panhandle Regional Water Plan on behalf of the Panhandle Water Planning Group. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

14. **FY2017 REGIONAL SOLID WASTE MANAGEMENT GRANT PROGRAM APPROVAL**

Ms. Lori Gunn stated that as directed by the Texas Health and Safety Code, 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 November 9th, notices went out to all eligible entities in the region for the FY2017 Solid Waste Grant cycle. The PRPC received thirteen (13) applications totaling \$185,845.79 for the \$114,021.52 in available FY2017 Solid Waste Grant funds. The Regional Solid Waste Management Advisory Committee (RSWMAC) met on January 10, 2017 to review these applications, hear oral presentations from applicants and establish a prioritization recommendation for the Board of Directors to consider. Ms. Gunn reviewed the prioritized recommendation list with the Board.

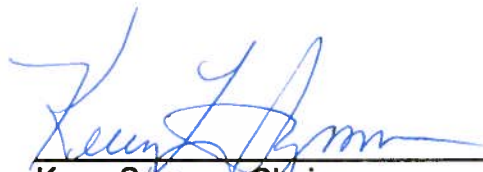
Dr. Bill Hallerberg moved to approve the recommended list of FY2017 Solid Waste Grant Applications for submission to TCEQ and, pending the TCEQ's approval of the list, allow the Executive Director to enter into contracts with grantees for the implementation of the FY 2017 Solid Waste Grants Program. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

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

- A. Mr. John Kiehl reported on the status of 2017 funding for the operation and maintenance of the Panhandle Regional Interoperable Communications System (PANCOM).
- B. Mr. Gary Pitner presented the Panhandle Regional Planning Commission's FY2016 Productivity and Performance Report as submitted, per Texas statute, to the Office of the Governor, Comptroller of Public Accounts and the Legislative Budget Board.
- C. Mr. Gary Pitner reported on the recent and upcoming Planning Commission sponsored regional meetings.

16. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:45 p.m.


Kerry Symons, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:


Rebecca Rusk, Executive Assistant
Panhandle Regional Planning Commission