

PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS

Minutes

February 23, 2017

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, February 23, 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
- Irene Favila, Hereford
- Bob Gober, Councilman, City of Canadian
- Ronnie Gordon, Hartley County Judge
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Paul Harpole, Mayor, City of Amarillo
- Dr. John Howard, Donley County Judge
- Harold Keeter, Swisher County Judge
- Dan Looten, Carson County Judge
- Wayne Nance, Briscoe County Judge
- Karen Price, Pampa
- Winston Sauls, Borger
- Pat Sims, Mayor, City of Dumas
- Kerry Symons, Mayor Pro-Tem, City of Perryton

MEMBERS ABSENT:

- Juan Cantu, Lipscomb County Commissioner
- Saul Hernandez, Amarillo
- Ernie Houdashell, Randall County Judge
- John James, Collingsworth County Judge
- Jay Mayden, Childress County Judge
- Walter "Four" Price, Texas State Representative, District 87
- Sal Rivera, Sheriff, Castro County
- Amelia Salazar, Alderwoman, Palisades Village
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

STAFF PRESENT: Mr. Kyle Ingham Local Government Services Program Director; Mr. John Kiehl, Regional Services Program Director; Ms. Lori Gunn, Regional Services Program 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; The Honorable C.J. Skipper, Mayor, City of Booker

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

Judge Don Allred moved to approve the minutes from the meeting held on January 26, 2017, as received. Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

4. VOUCHERS

Judge Ronnie Gordon moved to approve the vouchers for the month of January, 2017. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

5. CORPORATION FOR TEXAS REGIONALISM PARTICIPATION FEES

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 engages the services of an Austin-based advocacy firm to assist local officials in representing regional interests before the Texas Legislature.

During the current Legislative Session, the Corporation will likely focus attention on:

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

The Panhandle Regional Planning Commission has been solicited for continuing support of the Corporation during the 2017 year. The participation fee for the new year will remain unchanged from the 2016 fee at \$5,000.

Dr. Bill Hallerberg moved to authorize payment from local funds of the Planning Commission's participation fees to the Cooperation for Texas Regionalism for 2017. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

6. REGIONAL CRIMINAL JUSTICE ADVISORY COMMITTEE APPOINTMENTS

Ms. Lori Gunn reminded the Board that the main duties of the Criminal Justice Advisory Committee (CJAC) are to oversee the grant programs made available through the Office of the Governor's Criminal Justice Division.

Last fall, six members were re-appointed and three members were replaced. Since then two members are no longer able to serve and new members need to be appointed to fulfill those two vacant positions.

The following individuals have expressed a desire and a willingness to serve:

<u>Name</u>	<u>Title/Organization</u>	<u>Area of Interest</u>
Sara Northrup	Program Director, Texas Panhandle Centers	Regional Mental Health Service Provider
Jason Zang	Captain, Amarillo Police Department	Regional Law Enforcement

Judge John Howard moved to appoint the recommended individuals to serve on the Planning Commission's Regional Criminal Justice Advisory Committee. Ms. Irene Favila seconded the motion; the motion carried by unanimous vote.

7. 2017 REGIONAL CRIMINAL JUSTICE STRATEGIC PLAN APPROVAL

Ms. Lori Gunn reminded the Board that each year the PRPC enters into a contract with the Criminal Justice Division of the Governor's Office (CJD) to administer the Panhandle Regional Criminal Justice Program. Part of that process is the development of a strategic plan that will outline the PRPC's vision related to criminal justice issues within the region.

In the past, CJD required each jurisdiction to complete a community plan to identify local priorities and help foster relationships between agencies. CJD rescinded the jurisdictional community plans in 2014 and began asking the regional Council of Governments (COGs) to develop strategic plans at the regional level. CJD continued the strategic planning requirement and placed weight at the state level by adding the results to the new CJD score sheet for prioritizing grants. The Executive Summary from each region's strategic plans will be compiled into a state-wide report for Texas.

Essentially, the Strategic Plan is an administrative document summarizing the priorities in the region as well as the services currently available to help identify program gaps. The plan will be utilized going forward as a guide for agencies applying under the four funding opportunities administered by the COGs (VOCA, VAWA, JAG & JJDP). It will also assist CJD in developing strategies for other funding streams administered through their office.

PRPC staff has conducted planning sessions and worked with local jurisdictions to develop our regional plan. Ms. Gunn reviewed in detail the 2017 Strategic Plan with the Board.

Judge Don Allred moved to approve the PRPC's 2017 Regional Criminal Justice Strategic Plan as presented. Ms. Karen Price seconded the motion; the motion carried by unanimous vote.

8. FY2017 STATE HOMELAND SECURITY PROGRAM APPLICATION RESOLUTIONS

Mr. John Kiehl stated that each year, the Panhandle receives an allocation of State Homeland Security Program (SHSP) funding to implement programs or projects designed to maintain or increase the region's ability to prevent, respond to or recover from disasters of any type, including acts of terrorism. The state-level administration of the program currently resides with the Homeland Security Grant Division (HSGD) of the Governor's Office.

The funding for the SHSP originates with the US Department of Homeland Security (DHS) and is administered federally by FEMA which is now part of the Emergency Preparedness and Response Directorate of DHS.

The SHSP assists state, tribal and local preparedness activities that address high-priority preparedness gaps across all core capabilities and mission areas where a nexus to terrorism exists. The 32 core capabilities and five critical mission areas are laid out in FEMA's National Preparedness Goal.

The SHSP funding is intended to support the implementation of risk driven, capabilities-based approaches to addressing the core capability targets established by the Panhandle Regional Emergency Management Advisory Committee (PREMAC) in the region's FY16 Threat and Hazard Identification and Risk Assessment (THIRA). Those targets were assessed with the region's FY16 State Preparedness Report (SPR) to identify gaps or areas for improvement. The SPR information was then used by the PREMAC to develop the FY17 Texas Homeland Security Strategic Plan (THSSP) Regional Implementation Plan. The FY17 THSSP Regional Implementation Plan identified a variety of programs and projects that could help fill identified gaps or improve regional preparedness levels; with each program or project supporting one or more of the goals and objectives found in the 2015-2020 Texas Homeland Security Strategic Plan.

Mr. Kiehl informed the Board that on January 23, the PREMAC met to discuss the types of projects the committee would consider recommending for funding in FY17. The PREMAC identified the following eight projects that could potentially be funded under the FY17 SHSP. Resolutions were developed based on the preliminary decisions made by the PREMAC during that meeting:

- Panhandle Regional Interoperable Communications System (PANCOM) Maintenance and Operations Project
- Panhandle Area Regional Information System (PARIS) Maintenance Project
- Local Emergency Operations Planning (Non-EMPG) Update Project
- Regional Planning and Coordination Project
- Regional Damage Assessment Project
- Panhandle Regional Interoperable Communications System (PANCOM) Console Replacement Project
- Regional Mobile Device Forensics Program Project
- Active Threat Integrated Response Course (ATIRC) Training Project

Judge Harold Keeter moved to pass resolutions authorizing the Planning Commission to submit grant applications for FY2017 State Homeland Security Program projects. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

9. TEXAS REVENUE RECOVERY ASSOCIATION ADMINISTRATIVE SERVICES AGREEMENT AMENDMENT

Mr. Kyle Ingham 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 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 over 70 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.

As the administrative agent for the TRRA, the PRPC is responsible for all of the record keeping and daily transactions of TRRA. The Planning Commission operates and maintains a database of all delinquent accounts that are reported and that is accessible only to authorized individuals within each Member City. We will also provide a meeting location and office of record as well as management and reporting of the finances and records of the TRRA. In general, the Planning Commission will provide all of the services the Revenue Recovery Association needs to operate on a day-by-day basis. Currently, TRRA and PRPC are in the process of conducting a comprehensive system-wide update.

The relationship between PRPC and the TRRA is established through an interlocal agreement that has been updated periodically over the last dozen years. In 2015 it was determined that it would be advantageous to both parties to revisit this interlocal arrangement every other year, and we have now hit the 2 year renewal point.

Mayor Paul Harpole moved to authorize the Executive Director to execute an administrative services agreement amendment with the Texas Revenue Recovery Association for the Planning Commission's continued provision of necessary administrative services for the Association. Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote.

10. PANHANDLE REGIONAL PUBLIC TRANSPORTATION COORDINATION PLANNING GRANT APPLICATION

Mr. Kyle Ingham reminded the Board that PRPC has been in the public transportation arena since 2006 with the adoption of the Region's first Regional Transportation Coordination Plan. Since then, much has been accomplished through the partnership of PRPC staff and the Advisory Committee, the Panhandle Regional Organization to Maximize Public Transportation (PROMPT). In 2011, a comprehensive plan update was adopted which set forth new goals for another 5 year planning process.

Since the adoption of the 2011 Regional Transportation Plan, the PRPC and PROMPT have worked to conduct in-depth research into specific areas of focus identified in the plan. These have included veterans' transportation needs, the impact of transportation barriers on educational attainment, what school transportation resources may be available for emergency transportation scenarios, and challenges surrounding the growing urban population of the City of Amarillo. For a decade, the Regional Public Transportation Coordination Planning Grant through TxDOT has been very important for the region's transportation providers (both private and public), health and human services providers, and the users of public transportation. It provides a forum for these entities to share a table together to identify ways to improve the efficiency and services through partnerships and collaboration.

From 2015 to 2017 PRPC has operated under two iterations of the TxDOT Regional Public Transportation Coordination Planning fund to develop the 2017 Regional Transportation Plan. The final version of plan will be considered by the PROMPT for submission in late February of 2017. This planning cycle saw a comprehensive revision to the planning process that incorporated a Strategic Planning process methodology. This will be the third plan developed for the region and has a focus on large collaborative projects in the region.

Going into the next five years of public transportation planning, TxDOT is evolving the program into a statewide competitive process focused on demonstration and pilot programs that implement strategies identified in the regional plans. One of the strategies in the current draft 2017 Plan that is anticipated to be adopted soon that addresses many of the identified needs in the region would be a combination education and phone application project. PROMPT and PRPC staff feel that pursuing a public education/phone application research project could be a favorable project that would meet the needs of many of the region's transportation providers and riders. It is anticipated that \$70,000 of regional planning funds from TxDOT would adequately fund a comprehensive research project into how best to develop a public education campaign around the development of a phone application aimed at making public transportation usage in the region easier. After discussions with TxDOT staff it has been determined that this would be an eligible project under the revised public transportation planning program guidelines

Ms. Irene Favila moved to authorize the submission of a grant application to the Texas Department of Transportation for funding to support regional public transportation coordination planning activities in the Texas Panhandle and to convey to the Executive Director the authority to execute any and all necessary documents to effectuate the grant. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

11. **2021 REGIONAL WATER PLAN DEVELOPMENT CONSULTANT SERVICES CONTRACT AMENDMENTS**

Mr. Kyle Ingham informed the Board that since 1998 the PRPC has served as the political subdivision for the Panhandle Water Planning Group (PWPG), a planning area that encompasses 21 counties in the panhandle region. Through this relationship, the 2001 Panhandle Regional Water Plan, the 2006 Panhandle Regional Water Plan, 2011 Panhandle Regional Water Plan, and 2016 Panhandle Regional Water Plan were developed. In 2016, the PRPC Board of Directors approved the submission of the PWPG's application and subsequent TWDB contract number 1548301829 for funding for the 2021 Panhandle Regional Water Plan for \$77,520 for the first phase of development for that plan.

In order to ensure that the most qualified consultant is procured for the 2021 cycle, the PWPG went through an extensive Request for Qualifications (RFQ) in accordance with PRPC's Procurement Policies. Qualifications were solicited from firms across the nation through notices in newspapers as well as the direct notification of over 50 firms. Four firms requested RFQ packets, but only one firm submitted a Statement of Qualification (SOQ). The firm submitting a SOQ was reviewed and interviewed by the PWPG Executive Committee on May 17, 2016. Ultimately, the PWPG Executive Committee made recommendation to the full PWPG later that day. Subsequently, the full PWPG voted to accept the recommendation of utilizing Freese and Nichols Inc. for the 2021 Regional Water Planning Cycle and recommend to the PRPC Board of Directors that a contract be entered into. On May 28 of 2016, the PRPC Board of Directors entered into contract with Freese and Nichols Inc for the development of the 2021 Panhandle Regional Water Plan with the understanding that the contract is expected to be expanded when TWDB authorizes addition funds to PRPC for the remaining tasks associated with the planning process.

In the 2001 Water Planning Cycle, the 2006 Water Planning Cycle, the 2008 Interim Ogallala Recharge Study, and the 2011 Planning Cycle, and 2016 Planning Cycle funded by the Texas Water Development Board the PWPG and PRPC have contracted Freese and Nichols Inc. out of Fort Worth, Texas, to provide technical assistance to the planning process. The work that has resulted in previous projects from Freese and Nichols has been timely and of the highest quality. Their inclusion in the 2021 Water Planning Cycle will provide an opportunity for both continuity and a high quality end product.

The contract with Freese and Nichols includes all planning activities outside of the administrative responsibilities conducted by PRPC staff. The Scope of Work from the project has been reviewed by the PRPC Board of Directors during both the application and TWDB contract development phase and will be included in the draft contract with Freese and Nichols Inc. Mr. Ingham reviewed with the Board the main points of work for FNI to complete.

In January of 2017, the PRPC Board of Directors authorized PRPC staff to submit application to TWDB for the remaining \$356,265 of the regions total \$593,774 five year regional water planning allocation based on the TWDB request for applications. It is anticipated that this request will be awarded, and upon that award additional funds will be made available for the region's consultant, Freese & Nichols Inc. for the completion of the regional planning process work. Based on the TWDB allocation, a total of \$539,774 is to be passed through to the region's consultant for the development of the regional water plan. As such, it is appropriate at this time that PRPC execute an amendment with Freese & Nichols Inc. to modify its contractual agreement to reflect this amount and the inclusion of all associated Planning Tasks.


Dr. Bill Hallerberg moved to approve amendments to the Planning Commission's existing consultant services contract with Freese and Nichols, Inc. related to the development of the 2021 Regional Water Plan. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

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

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

13. **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:



Ricky White, Secretary/Treasurer
Panhandle Regional Planning Commission
Board of Directors