

PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS

Minutes

April 27, 2017

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, April 27, 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, Donley County Judge
- Cleo Castro, Cactus
- Buster Davis, Mayor, City of Gruver
- Irene Favila, Hereford
- Bob Gober, Councilman, City of Canadian
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Paul Harpole, Mayor, City of Amarillo
- Saul Hernandez, Amarillo
- Jay Mayden, Childress County Judge
- Winston Sauls, Borger
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Pat Sims, Mayor, City of Dumas
- Kerry Symons, Mayor Pro-Tem, City of Perryton
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Juan Cantu, Lipscomb County Commissioner
- Ronnie Gordon, Hartley County Judge
- Ernie Houdashell, Randall County Judge
- Dr. John Howard, Donley 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
- Walter "Four" Price, Texas State Representative, District 87
- Amelia Salazar, Alderwoman, Palisades Village
- Sal Rivera, Sheriff, Castro County
- Nancy Tanner, Potter County Judge

STAFF PRESENT: Mr. Kyle Ingham Local Government Service Program Director; Mr. Mike Peters, Regional 9-1-1 Network Director; Ms. Lori Gunn, Regional Services Program Coordinator; Ms. Cindy Boone, CPA, Finance Director; Ms. Sundee Rossi, Area Agency on Aging Program Coordinator; Ms. Jacy Sissel, Community and Economic Development Program Specialist; Mr. Joe Price, Local Government Services Program Coordinator; Mr. Marin Rivas, Workforce Development Director; Ms. Rebecca Rusk, Executive Assistant; Mr. Gary Pitner, Executive Director

1. **CALL TO ORDER**

Mayor Pro-Tem Kerry Symons 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**

Mayor Pro-Tem Kerry Symons gave the invocation.

3. **MINUTES**

Mayor Ricky White moved to approve the minutes from the meeting held on March 23, 2017, as received. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

4. **VOUCHERS**

Judge Jay Mayden moved to approve the vouchers for the month of March, 2017. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

5. PRPC BOARD MEMBER RECOGNITION

Mayor Pro-Tem Kerry Symons presented a plaque to retiring Amarillo Mayor Paul Harpole in recognition of his service on the Planning Commission's Board of Directors.

6. 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 January 1, 2017 through March 31, 2017.

Mayor Buster Davis moved to accept the PRPC's Investment Funds Quarterly Report for the period ended March 31, 2017, as presented. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

7. 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 Q2 performance report covering December, January and February.

- 14 Public Service Answering Points (PSAPs) were monitored with no findings
- 2,538 network test calls were made by PSAP staff and PRPC employees
- The Program experienced one outage during this period due to a T-1 card failure within the telephone company
- There were 65,104 9-1-1 calls, of which almost 86% were wireless
- Replaced 21 call recorders
- Assisted in the relocation of the Borger Dispatch Center

Judge Don Allred moved to accept the Panhandle Regional 9-1-1 Network's FY2017 Second Quarter Performance Report as presented. Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote.

8. FOOD NET PROGRAM FUNDING AGREEMENT

Ms. Sundee Rossi stated that in 2004, the AAA began administering a program named "Nutrition for Experienced Texans" and is referred to as the Food NET. The Food Net program provides seniors in Potter and Randall counties with a nutritious meal, and an opportunity for socialization whether at the congregate site or through visits from the home delivered meal drivers. The program aides in the seniors ability to remain independent in the community and affords them a continued quality of life.

This nutrition program is dependent not only on the funds received through the AAA, but also funds from the United Way of Amarillo and Canyon and the City of Amarillo Community Development Block Grant Program. In November 2016, the AAA submitted an application to the United Way of Amarillo and Canyon for \$150,000. In April 2017, the United Way of Amarillo and Canyon notified us that the grant award would be \$76,000 for their fiscal year beginning on April 1, 2017 and ending on March 31, 2018.

The AAA proposes that the Executive Director sign the funding agreement for \$76,000 with the United Way of Amarillo and Canyon. This funding will allow Food NET to continue serving the nutritionally at-risk, low and moderate-income elderly and disabled adults residing in Potter and Randall counties.

Mayor Pat Sims moved to authorize the Executive Director to execute an agreement with the United Way of Amarillo and Canyon for funds to support the provision of meals to qualified nutritionally at risk elderly and disabled adults residing in Potter and Randall Counties. Mayor Paul Harpole seconded the motion; the motion carried by unanimous vote.

9. FY2018 REGIONAL CRIMINAL JUSTICE ASSISTANCE PROGRAM – JUSTICE ASSISTANCE GRANT PROJECT APPROVAL AND PRIORITIZATION

Ms. Lori Gunn explained that each year the Office of the Governor’s Criminal Justice Division (CJD) contracts with the PRPC to facilitate the distribution of the following Criminal Justice Assistance grant funds:

- **JAG (Edward Byrne Memorial Justice Assistance Grant Program)**
 - US Congressionally Appropriated through the US Department of Justice
- **JJDP – (Juvenile Justice & Delinquency Prevention Act of 2002)**
 - Texas State 421 Funds; and
 - US Congressionally Appropriated
- **VOCA – (Victims of Crime Act of 1984 & 2005)**
 - US Congressionally Appropriated
- **VAWA – (Violence Against Women Act of 2005)**
 - US Congressionally Appropriated

Ms. Gunn reported that CJD received eleven grant applications under the JAG and one grant application under JJDP category from the Panhandle Region. The CJAC met on March 30th to hear oral presentations and prioritize applications under the JAG and JJDP categories. CJD received six grant applications under the VOCA and three grant applications under the VAWA category. The CJAC met on April 18th to hear oral presentations and prioritize application for the Victim Services categories. Ms. Gunn explained that each fund would be discussed with the Board in separate agenda items for the Board’s consideration. She presented the JAG applications as follows:

	Applicant	Project Title	Funds Requested	Funds Recommended
#1	Deaf Smith County SO	Inmate Transport Vehicle	\$34,277.81	\$34,277.81
#2	Randall County District Attorney	Data Storage/Backup System	\$71,936.37	\$41,977.63
#3	Childress PD	Patrol Unit Cameras	\$23,747.50	\$23,747.50
#4	Donley County	Highway Safety	\$44,861.58	\$44,861.58
#5	Hall County SO	Mobile Radio Overhaul	\$11,473.98	\$11,473.98
#6	Hereford PD	Equipment Improvement Project	\$69,000.00	\$69,000.00
#7	Hartley County SO	Patrol Unit Replacement	\$45,000.00	\$34,800.00
#8	Pampa PD	Investigative Video Improvement	\$10,050.00	\$10,50.00
#9	Amarillo College PD	Communication Equipment	\$111,409.00	\$50,000.00
#10	Potter County Constable	Technology Improvement Program	\$24,577.50	\$24,577.50
#11	Texline Marshal’s Office	Communication & Evidence Enhancements	<u>\$16,200.00</u>	<u>\$10,000.00</u>
Total FY 2018 Funding Requested			\$462,533.74	
TOTAL FY 2018 FUNDING RECOMMENDED:				\$354,766.00
Difference between Funds Recommended and RBE:			\$	0.00

Judge Don Allred moved to approve the prioritized list of Justice Assistance (Edward Byrne Memorial Justice Assistance Grant Program) grant applications from the Panhandle region, as presented, to the Criminal Justice Division of the Governor’s Office. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

10. FY2018 REGIONAL CRIMINAL JUSTICE ASSISTANCE PROGRAM – JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT PROJECT APPROVAL AND PRIORITIZATION

Ms. Lori Gunn presented the Juvenile Justice and Delinquency Prevention Act project as follows:

	Applicant	Project Title	Funds Requested	Funds Recommended
#1	Canyon ISD	Program to divert Juvenile Delinquency due to drugs & alcohol	<u>\$68,340.00</u>	<u>\$68,340.00</u>
Total FY 2018 Funding Requested			\$68,340.00	
TOTAL FY 2018 FUNDING RECOMMENDED:				\$68,340.00
Difference between Funds Recommended and RBE:				\$23,276.00

Ms. Irene Favila moved to approve the prioritized list of Juvenile Justice and Delinquency Prevention Act (JJDP) grant applications from the Panhandle region, as presented, to the

Criminal Justice Division of the Governor's Office. Mayor Paul Harpole seconded the motion; the motion carried by unanimous vote.

11. FY2018 REGIONAL CRIMINAL JUSTICE ASSISTANCE PROGRAM – VICTIMS OF CRIME ACT PROJECT APPROVAL AND PRIORITIZATION

Ms. Lori Gunn presented the Victims of Crime Act projects as follows:

	Applicant	Project Title	Funds Requested	Funds Recommended
#1	Panhandle Crisis Center	Intervention & Support for Victims of Violence	\$366,374.00	\$366,374.00
#2	Hutchinson County Crisis Center	Victims Assistance Program	\$373,003.21	\$373,003.21
#3	Tralee Crisis Center	Victim Assistance Project	\$373,003.00	\$373,003.00
#4	Family Support Services	Victims Assistance Program	\$541,270.25	\$541,270.25
#5	Arrow Child & Family Ministries	Residential Treatment Facility	\$59,790.00	\$59,790.00
#6	Randall County District Attorney	Victims' Assistance Grant	<u>\$112,909.58</u>	<u>\$112,909.58</u>
Total FY 2018 Funding Requested			\$1,826,350.04	
TOTAL FY 2018 FUNDING RECOMMENDED:				\$1,826,350.04
Difference between Funds Recommended and RBE:				(\$310.04)

Mayor Ricky White moved to approve the prioritized list of Victims of Crime Act (VOCA) grant applications from the Panhandle region, as presented, to the Criminal Justice Division of the Governor's Office. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

12. FY2018 REGIONAL CRIMINAL JUSTICE ASSISTANCE PROGRAM – VIOLENCE AGAINST WOMEN ACT PROJECT APPROVAL AND PRIORITIZATION

Ms. Lori Gunn presented the Violence Against Women Act projects as follows:

	Applicants	Project	Requested Funds	Funds Recommended
#1	Randall County District Attorney	Prosecutor of Intimate Partner Domestic Violence	\$60,567.05	\$60,567.05
#2	Potter County Attorney's Office	Dedicated Domestic Violence Prosecutor	\$55,000.00	\$55,000.00
#3	47 th District Attorney's Office	Prosecutor of Domestic Violence	<u>\$100,992.00</u>	<u>\$100,992.00</u>
Total FY 2018 Funding Requested			\$216,559.05	
TOTAL FY 2018 FUNDING RECOMMENDED				\$216,559.05
Difference between Funds Recommended and RBE:				(\$119,682.05)

Ms. Irene Favila moved to approve the prioritized list of Violence Against Women Act (VAWA) grant applications from the Panhandle region, as presented, to the Criminal Justice Division of the Governor's Office. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

13. WORKFORCE DEVELOPMENT PROGRAM FUEL PURCHASE ARRANGEMENTS

Mr. Marin Rivas stated that one of the most important services we provide to workforce development program participants is transportation assistance. Funds are primarily used to purchase gasoline to help clients search for work, retain employment, and participate in training.

Two years ago, staff issued a solicitation seeking vendors to supply prepaid fuel cards that would be limited to fuel purchases and not redeemable for cash. The solicitation stated that PRPC would make no guarantee regarding the number of cards to be bought or the amounts. Subsequently, PRPC issued "Letters of Understanding," in effect for up to two years with Toot'n Totum and Valero Payment Services Company to allow customers access to fuel throughout the entire region.

In March, staff issued a new solicitation and received responses from Toot'n Totum and Valero Payment Services Company. Evaluation of each vendor's proposal was based on four criteria:

- Per card cost to PRPC,
- Ensuring that cards are used to purchase fuel only,
- Efficient ordering process and customer service from vendor, and
- Proximity of outlet locations to individual client.

The two vendors, Toot'n Totum and Valero Payment Services Company, both sufficiently meet these criteria. Although neither of the vendors offers fuel outlets in all communities, purchasing cards from a combination of the vendors would provide coverage in most of our region's cities. Staff also documented that fuel-only cards from Wal-Mart for use at their outlets are not available.

Staff proposes to purchase cards from Toot'n Totum for distribution to customers in Amarillo and rural communities where outlets are located due to the lower cost per card. Staff also proposes to purchase cards from Valero Payment Services Company for distribution to customers in cities with only Valero outlets.

Dr. Bill Hallerberg moved to authorize PRPC staff to implement arrangements with Toot'n Totum and Valero Payment Services Company to provide fuel for authorized workforce development program participants. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

14. PROFESSIONAL RECRUITMENT SERVICES INTERLOCAL CONTRACT

Mr. Joe Price reminded the Board that the local government services 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 services seeing increasing demand is assistance with the recruitment of professional staff. The PRPC was approached by the Palo Duro River Authority to assist in hiring a General Manager.

Currently the search contracts follow 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 Authority 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 \$5,000 and a ceiling of \$7,000 to ensure that both parties mutually benefit from the agreement. Mr. Price reviewed with the Board the scope of services to be provided under this contract.

Judge Don Allred moved to authorize the Executive Director to execute an interlocal contract with the Palo Duro River Authority for the Planning Commission to provide General Manager recruitment services. Mayor Buster Davis seconded the motion; the carried by unanimous vote.

15. LOCAL PROJECT MANAGEMENT SERVICES INTERLOCAL CONTRACT

Ms. Jacy Sissel stated that for more than 20 years PRPC staff has assisted cities with the development of Master Parks Plans and applications to the Texas Parks & Wildlife Department under their available grant programs. In 2016 Parks & Wildlife added to its portfolio the Small Communities Program aimed at improving local parks in small communities. The City of Bovina utilized PRPC Local Government Services help and sought assistance for the construction of concrete walking trails and associated lighting at their main city park. Last month the City of Bovina received notice that their application had been funded. The City has been awarded \$35,000 for the construction of the concrete walking path and lighting with a 1-1 match requirement. The City anticipated paying \$10,000 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 grant. Ms. Sissel discussed staff responsibilities with this contract.

Mayor Ricky White moved to authorize the Executive Director to execute an interlocal contract with the City of Bovina for the Planning Commission to provide park development project management services. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

16. STRATEGIC PLANNING SERVICES INTERLOCAL CONTRACT

Mr. Kyle Ingham reminded the Board that since 2008 PRPC local government services staff has been providing strategic planning services to cities, counties, and economic

development corporations in the Texas Panhandle. The benefits of utilizing PRPC staff for Strategic Planning are as follows:

1. A neutral facilitator to drive a group towards unity and mutual understanding
2. Identification of quantifiable factors behind perceived Needs
3. Joint agreement on Goals and Objectives
4. Development of Strategies to address local Needs
5. Identification of funding sources and responsibility for project implementation

PRPC has been contacted by Potter County regarding strategic planning services as the County begins assessing future projects and direction. PRPC staff presented the strategic planning services model to the County and a workgroup for review, and the Commissioners Court approved the model at its April 24, 2017 meeting.

Given the size of the Potter County organization and the type of strategic planning that is being considered, PRPC and Potter County have identified that a flat rate of \$20,000 over the course of a 12 month contract would likely be an appropriate sum for the type of services being requested. The County is seeking to involve elected officials, staff, and even outside partners in the process to establish a series of potential strategies and projects for the County for years to come.

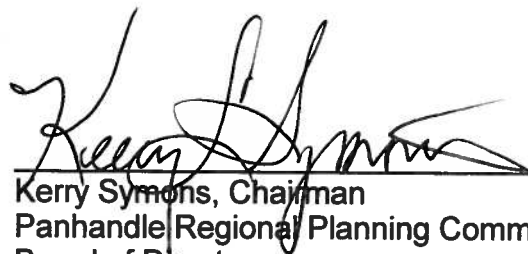
Mayor Paul Harpole moved to authorize the Executive Director to execute an interlocal contract with Potter County for the Planning Commission to provide strategic planning services. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

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

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

18. **ADJOURNMENT**

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


Kerry Symons, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:

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