

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS

Minutes

June 22, 2017

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, June 22, 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
- Juan Cantu, Lipscomb County Commissioner
- Cleo Castro, Cactus
- Buster Davis, Mayor, City of Gruver
- Bob Gober, Councilman, City of Canadian
- Ronnie Gordon, Hartley County Judge
- Ernie Houdashell, Randall County Judge
- Dr. John Howard, Donley County Judge
- Harold Keeter, Swisher County Judge
- Dan Looten, Carson County Judge
- Walter "Four" Price, Texas State Representative, District 87
- Wayne Nance, Briscoe County Judge
- Winston Sauls, Borger
- Kerry Symons, Mayor Pro-Tem, City of Perryton
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Irene Favila, Hereford
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Saul Hernandez, Amarillo
- John James, Collingsworth County Judge
- Jay Mayden, Childress County Judge
- Karen Price, Pampa
- Sal Rivera, Sheriff, Castro County
- Amelia Salazar, Alderwoman, Palisades Village
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Pat Sims, Mayor, City of Dumas
- Nancy Tanner, Potter County Judge

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

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**

Judge Don Allred moved to approve the minutes from the meeting held on May 25, 2017, as received. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

4. **VOUCHERS**

Dr. John Howard moved to approve the vouchers for the month of May, 2017. Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote.

5. **PRPC EMPLOYEE GROUP HEALTH INSURANCE RENEWAL**

Ms. Cindy Boone, CPA, reminded the Board that PRPC provides group health care coverage to its employees through TML as part of an overall benefit package. Regular full time

employees and regular part-time employees who work 20 or more hours per week may participate in the plan with PRPC paying 100% of the premium cost. Employees may add dependent coverage to the plan at the employee's expense. Currently, PRPC has 41 employees on the employee plan, 6 employees electing child coverage, and 2 employees electing spousal coverage.

The current year plan has a \$1,750 deductible and then pays 80% of the costs in network up to \$2,000 out of pocket with the total maximum out of pocket of \$3,750. Once the network deductible and the out of pocket amount are satisfied, the plan pays 100% of eligible network charges. Out of network benefits have a \$2,000 deductible and then pays 50% of the costs with no maximum out of pocket. An office visit has a \$30 co-pay. Also, to help offset the deductible, PRPC pays \$600 into an employee HRA account.

For our 2018 fiscal year, TML has quoted PRPC a 20% increase to continue with the current medical plan. The following chart provides a comparison of the monthly rates:

	<u>Current Rate</u>	<u>New Plan</u>	<u>Increase</u>
Employee	\$505.68	\$606.82	\$101.14
Spouse	\$661.38	\$793.66	\$132.28
Child	\$311.02	\$373.22	\$62.20
Family	\$981.94	\$1,178.34	\$196.40

Ms. Boone stated that in order to help offset a portion of the rate increase, staff would recommend that the contribution into the employee HRA account be eliminated for FY2018.

Judge Don Allred moved to renew the Planning Commission's group health insurance benefits program for 2017-2018 at the rates presented through the Texas Municipal League Multistate Intergovernmental Employee Benefits Pool. Judge Wayne Nance seconded the motion; the motion carried by unanimous vote.

6. PANHANDLE REGIONAL 9-1-1 NETWORK ADVISORY COMMITTEE APPOINTMENTS

Mr. Mike Peters stated that the Panhandle Regional 9-1-1 Network Advisory Committee is composed of a representative from each of the region's 23 public safety answering points and three representatives from the telecommunication industry. The Procedures and Policies of the Panhandle Regional 9-1-1 Network Advisory Committee requires members to serve staggered three year terms, limited to two consecutive three-year terms. The Committee is designed to provide general guidance and policy direction to the Panhandle Regional 9-1-1 project.

Mr. Peters stated that two vacancies exist on the committee. Natalie George, Armstrong County Communications Supervisor and Loren Brand, Carson County Sheriff have been nominated to fill those vacancies and have expressed a willingness to serve if appointed by the Board.

Judge Ronnie Gordon moved to appoint Ms. Natalie George and Sheriff Loren Brand to serve on the Planning Commission's Regional 9-1-1 Network Advisory Committee. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

7. PANHANDLE REGIONAL 9-1-1 NETWORK INTERLOCAL AGREEMENTS

Mr. Mike Peters reminded the Board that a requirement of the Commission on State Emergency Communications (CSEC) is to maintain interlocal contracts between the Texas Councils of Government and the local jurisdiction responsible for each 9-1-1 PSAP or Public Safety Answering Point (PSAP).

The interlocal agreements explain the requirements of both the PRPC and the local jurisdiction responsible for the PSAP. These contracts are renewed in conjunction with the State's fiscal biennium. As we are at the beginning of a new funding cycle, the old contracts are expiring, and we have begun the process of renewing these agreements with the 23 counties or cities that are responsible for operating the program's 9-1-1 call taking centers. The only change made to the agreements will be to renew the term of the document to expire with the next biennium or August 31st of 2019.

Councilman Bob Gober moved to authorize the Executive Director to execute Interlocal Agreements for 9-1-1 service delivery and 9-1-1 Public Safety Answering Point equipment with 23 Panhandle area cities and counties. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

8. **PANHANDLE REGIONAL 9-1-1 NETWORK FY18-FY22 STRATEGIC PLAN APPROVAL**

Mr. Mike Peters informed the Board that following the conclusion of the regular session of the 85th legislative session, the Commission on State Emergency Communications (CSEC) has completed its projected 9-1-1 funding allocations statewide. Funding for the 9-1-1 program comes from fees on each landline or wireless phone in the state.

By statute, revenue generated by the 9-1-1 Service Fee (\$.50 per phone, per month), must be reallocated back to the region from which it was collected. The \$.50 cent fees from all wireless devices are allocated to regions of the state based on population percentage. Historically, these funds are not sufficient to operate the Panhandle's 9-1-1 Program.

Revenues collected from the Texas Infrastructure Equalization Surcharge (\$.06 per access line) are funds distributed at the discretion of CSEC. This assists 9-1-1 programs in less-populated areas, and provides funding for equipment purchases across the State. These funds also maintain the State's Poison Control Network.

Prior to receiving the projected funds for FY18 and FY19, staff must submit a strategic plan for FY18 through FY22. The first portions of the strategic planning document establish the makeup and functionality of the 9-1-1 network, systems, operation and oversight. These sections are substantially the same each funding cycle and establish program goals.

Mr. Peters reviewed in detail the budgets for FY18 through FY22 with the Board.

Judge Don Allred moved to approve the Panhandle Regional 9-1-1 Network FY18-FY22 Strategic Plan, as presented. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

9. **PANHANDLE REGIONAL INTEROPERABLE RADIO COMMUNICATIONS SYSTEM (PANCOM) TOWER SITE INTERLOCAL AGREEMENT**

Mr. John Kiehl reminded the Board that at the May meeting PRPC staff sought and obtained approval to proceed with the development of a new PANCOM public safety radio communications tower in Childress County.

The first thing we need to do is to secure the property on which the tower will be built. As mentioned last month, Judge Mayden was extremely instrumental in laying the groundwork for an agreement between the PRPC and the Childress Regional Medical Center (CRMC) to erect the tower on land owned by the Childress County Hospital District.

PRPC staff has since communicated with John Henderson, the Chief Executive Officer of the CRMC, on several occasions regarding the terms of the agreement. He in turn has discussed the agreement with his Board for their input. At this point, the Hospital Board is not willing to donate or sell the land needed but is amenable to leasing the space to the PRPC at a cost of \$1 per year for a 50-year term. Mr. Kiehl reviewed the Interlocal Agreement with the Board.

Judge Dan Looten moved to authorize the Executive Director to execute an Interlocal Agreement with the Childress Regional Medical Center to lease land needed for the Planning Commission to construct a new communications tower in Childress County. Judge Wayne Nance seconded the motion; the motion carried by unanimous vote.

10. **GEOTECHNICAL SERVICES CONTRACT APPROVAL**

Mr. John Kiehl stated that given the time limitations on the funds being used to build the new PANCOM radio tower in Childress County; there is some urgency to proceed with the project as quickly as possible. Assuming the Board has approved the Interlocal Agreement discussed with the previous agenda item, the next step in the project development schedule is to have the soils where the tower base and guy wire anchors are to be installed tested. The constituencies of the local soils need to be thoroughly understood in order for the tower and guy wire anchors to be properly engineered by the company that will eventually erect the tower. Soil testing services are provided by geotechnical engineering firms; a professional service.

PRPC staff has already initiated this process by issuing a Request for Qualifications which was published on June 5. In addition to publishing a notice in the newspaper, staff also directly solicited Statements of Qualifications from all known geotechnical service providers in the region along with one from the Wichita Falls area. The responses are due to the PRPC by June 23.

Judge Ernie Houdashell moved to authorize the Executive Director to execute a contract with a qualified Geotechnical Services provider for work related to the construction of a

communications tower in Childress County. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

11. 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. PRPC staff is recommending the Board to appoint/reappoint the following individuals to serve on the PREMAC.

Member Name	From	Discipline Area	Title
1. P.J. Lemons	Regional – Regional Advisory Council	Health/Medical Services	RAC Executive Director
2. Dr. David Finch	Regional – Texas Animal Health Comm.	State/Regional Agency	TAHC Region 1 Director
3. Randy Geries	Parmer County	Law Enforcement	County Sheriff
4. Eric Wallace	Regional – Amarillo College	Law Enforcement	Director of Criminal Justice
5. Greg Lee	City of Pampa	Fire Service	Fire Chief
6. Dr. Bob DeOtte	Regional – WTA&MU	Agriculture	Professor
7. Tommy Brooks	City of Dumas	Emergency Mgmt.	Emergency Mgmt. Coordinator
8. Will Hendon	Regional – Amarillo Medical Response	EMS Service	Operations Supervisor
9. Jeff McCormick	Gray County	Major Industry	Cabot Corporation
10. Cindy Irwin	Hutchinson County	Local Government	County Judge
11. Suzanne Bellsnyder	City of Spearman	Local Government	City Manager
12. James Amerson	Randall County	Fire Services	Fire Chief
13. Blaine Bertrand	Randall County	Public Utilities/ Communications.	Technology Specialist
14. Dean Turney	Deaf Smith County	Emergency Mgmt.	Emergency Mgmt. Coordinator

Judge Harold Keeter moved to appoint and/or re-appoint the recommended individuals to serve on the Planning Commission’s Regional Emergency Management Advisory Committee. Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

12. FY2018 – 2019 REGIONAL SOLID WASTE MANAGEMENT PROGRAM APPLICATION AND CONTRACT RESOLUTION

Ms. Lori Gunn stated that each year the PRPC receives funds from the Texas Commission on Environmental Quality (TCEQ) to administer the Regional Solid Waste Grant Program. At the beginning of each biennium, PRPC must officially apply for and justify the funds necessary to administer the regional program. Before this application is submitted, the Board of Directors considers a resolution showing support for their region’s Solid Waste Grants Program and for the submission of the application to TCEQ. Once the application is approved, it will become a binding part of the PRPC’s contract with TCEQ for the FY 2018/2019 biennium.

For the FY 2018/2019 Biennium, the PRPC will apply for funds from the TCEQ. These funds will be utilized to fund local project implementation grants in the region in support of the goals of the Regional Solid Waste Management Plan, to support the initiatives of the Panhandle Environmental Partnership and to provide the staff support necessary to successfully administer the overall Regional Solid Waste Grant Program.

Judge Wayne Nance moved to approve a resolution authorizing the submission of any and all necessary application materials for FY2018 – 2019 Regional Solid Waste Management Grant Program funds from the Texas Commission on Environmental Quality and authorizing of the Executive Director to execute relevant application and resulting contract documents. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

13. **2017 ECONOMIC DEVELOPMENT DISTRICT COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGIES (CEDS) APPROVAL**

Mr. Kyle Ingham reminded the Board that for more than 20 years the Planning Commission has served as the fiscal and administrative agent of the Panhandle Economic Development District. Every three years, PRPC seeks funding from the U.S. Economic Development Administration (EDA) to facilitate the planning and implementation of economic development related strategies in the Texas Panhandle. Currently, the Economic Development District is in the first year of its current three year grant.

Each year PRPC staff works with the membership of the Economic Development Advisory Committee (EDAC) to update the region's Comprehensive Economic Development Strategies (CEDS). This document analyzes the population and economic trends of the region and its communities while identifying the needs and strategies appropriate to help sustain and expand local economies. The CEDS includes a Strength/Weakness/Opportunity/Threat (SWOT) analysis on economic trends in the region. The CEDS also identifies economic development resources and strategies available to local communities, entrepreneurs, and businesses in the region. Each EDAC member provides insight into the specific issues facing their respective counties.

In 2016 a comprehensive update to the document was conducted, so the 2017 edition only includes minor updates in regards to economic data, regional trends, and revised economic expectations. Also, a four page summary was developed in 2016 to serve as a quick summary of the overall document, and this has been updated in 2017 to reflect current trends.

The EDA requires that the EDAC review the CEDS standard annual updates prior to submission. Beginning in 2012 it was determined that as the economic development efforts of the region continue to become more intertwined with local government it has become appropriate for the annual updated CEDS to be reviewed by the PRPC governing body. Though the approval of the CEDS by the PRPC Board is not required, staff feels that the formal approval of the plan will lead to increased formal recognition of the plan, a better regional understanding of its importance, and a more formally recognized document to submit to the funding agency.

Judge Ronnie Gordon moved to approve the 2017 Panhandle Regional Planning Commission Economic Development District Comprehensive Economic Development Strategies (CEDS), as presented. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

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

A. Mr. Gary Pitner reported on issues related to regional planning commissions resulting from the recently completed 85th Regular Session of the Texas Legislature. Mr. Pitner and the Board thanked Representative Four Price for his work during the 85th Regular Session of the Texas Legislature.

B. Mr. Gary Pitner announced that the 2017 PRPC Annual Meeting is scheduled for Thursday, September 28, 2017 at the Embassy Suites Amarillo Downtown.

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

15. **CLOSED SESSION – PERSONNEL MATTERS**

Mayor Pro-Tem Kerry Symons stated that a closed session would not be necessary.

16. **RECONVENE PUBLIC SESSION AND CONSIDER THE APPOINTMENT/EMPLOYMENT OF AN EXECUTIVE DIRECTOR**

Judge Harold Keeter moved to execute an employment agreement with Kyle G. Ingham as the Executive Director of the Panhandle Regional Planning Commission effective October 1, 2017. The motion further authorized the following terms within the agreement: an annual salary for Mr. Ingham of \$130,000; the provision of a car allowance of \$700 per month; and an email/internet/telephone capable wireless communications device service allowance of \$100 per month. Mr. Winston Sauls seconded the motion; the carried by unanimous vote.

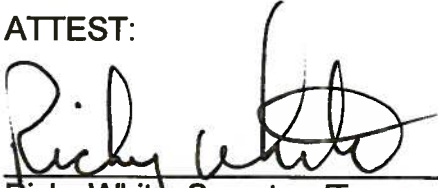
17. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 3:00 p.m.



Kerry Symons, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



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