

PANHANDLE REGIONAL PLANNING COMMISSION  
BOARD OF DIRECTORS

Minutes

August 31, 2017

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, August 31, 2017, at 1:30 p.m. in the PRPC Board Room, 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Judge John Howard, M.D., Vice Chair, 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
- Dr. William Hallerberg, Canadian River
- 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
- Jay Mayden, Childress County Judge
- Wayne Nance, Briscoe County Judge
- Karen Price, Pampa
- Sal Rivera, Sheriff, Castro County
- Amelia Salazar, Alderwoman, Palisades Village
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Ricky White, Mayor, City of Friona

**MEMBERS ABSENT:**

- Irene Favila, Hereford
- Saul Hernandez, Amarillo
- Walter "Four" Price, Texas State Representative, District 87
- Winston Sauls, Borger
- Pat Sims, Mayor, City of Dumas
- Kerry Symons, Mayor Pro-Tem, City of Perryton
- Nancy Tanner, Potter County Judge

**STAFF PRESENT:** Mr. Kyle Ingham Local Government Service 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. Shane Brown, Emergency Communications and Preparedness Programs Manager ; Ms. Cindy Boone, CPA, Finance Director; Ms. Rebecca Rusk, Executive Assistant; Mr. Gary Pitner, Executive Director

1. **CALL TO ORDER**

Judge John Howard 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**

Judge John Howard gave the invocation.

3. **MINUTES**

Mayor Ricky White moved to approve the minutes from the meeting held on July 31, 2017, as received. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

4. **VOUCHERS**

Dr. Bill Hallerberg moved to approve the vouchers for the month of July, 2017. Mr. Phillip Self seconded the motion; the motion carried by unanimous vote.

## 5. **NATIONAL PREPAREDNESS MONTH RESOLUTION**

Mr. John Kiehl reminded the Board that in 2004, the Federal Emergency Management Agency (FEMA) initiated a national campaign to heighten public awareness of the need to be prepared for the unexpected disaster. The campaign has since become an annual tradition and each September is now recognized as National Preparedness Month (NPM). The goal of the program is to encourage Americans to take the steps necessary to prepare themselves, their families, their businesses and their communities for emergencies before they occur.

The theme of the 2017 campaign is "Disasters Don't Plan Ahead. You Can." FEMA backs this theme with this exhortation. *"We should all take action to prepare! We are all able to help first responders in our community by training how to respond during an emergency and what to do when disaster strikes — where we live, work, and visit. The goal of NPM is to increase the overall number of individuals, families, and communities that engage in preparedness actions at home, work, business, school, and place of worship."*

There are a host of resources available on FEMA's website (<https://www.ready.gov/>) to support programs and activities to promote this preparedness theme locally. This year's campaign involves four strategies, and Mr. Kiehl reviewed those strategies with the Board. As we've done each year since 2004, PRPC staff is asking the Board to consider passing a resolution proclaiming the month of September to be National Preparedness Month in the Panhandle.

Judge Don Allred moved to pass a resolution proclaiming September, 2017 as "Preparedness Month" in the Texas Panhandle. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

## 6. **2018 PRPC DUES STRUCTURE**

Mr. Gary Pitner reminded the Board that the bylaws of the Panhandle Regional Planning Commission require the Board of Directors to recommend a membership dues structure to the general membership for each fiscal year. The general membership will convene at the up-coming annual meeting to formally approve the membership dues structure for the 2018 Planning Commission year.

The Planning Commission's membership dues rate is presently set at 8.5¢ per capita. Using the 2010 Census, the current rate translates into approximately \$68,000 in revenue to the Commission (see attached listing which depicts each of our local government's dues amounts based on the 8.5¢ per capita dues rate).

Local dues funds are used primarily as matching dollars for various regional programs, seed money for special projects and for certain specific Commission operational expenses. The Planning Commission's proposed 2018 budget has been prepared assuming no increase in the membership dues rate and the continuing high level of local government membership participation.

Mr. Pitner stated that the Executive Committee met prior to the Board meeting to review the staff's suggested 2018 dues structure, and the committee recommends presenting the proposed dues structure to the general membership at the annual meeting in September.

Mr. Phillip Self moved to recommend the proposed 2017-2018 dues structure to the general membership at the PRPC Annual Meeting. Judge Ernie Houdashell seconded the motion; the motion carried by unanimous vote.

## 7. **2018 STRATEGIC WORK PROGRAM AND BUDGET**

Ms. Cindy Boone, CPA, stated that the bylaws of the Planning Commission require the Board of Directors to annually review and recommend a work program and budget to the general membership. The general membership then reviews and adopts the budget at the upcoming annual meeting. Ms. Boone reviewed the proposed budget with the Board. She stated that the Executive Committee met prior to the Board meeting to review the staff's suggested 2018 budget, and the committee recommends presenting the proposed budget to the general membership at the annual meeting in September.

Dr. Bill Hallerberg moved to recommend the proposed 2017-2018 work program and budget to the general membership at the PRPC Annual Meeting. Judge John James seconded the motion; the motion carried by unanimous vote.

8. **PRPC PERSONNEL POLICIES AMENDMENTS**

Mr. Gary Pitner stated that for many years now, new employees to the Panhandle Regional Planning Commission have been required to complete an I-9 Form in order to document their eligibility to work in the United States. That federal requirement is specifically reflected in the PRPC Personnel Policies, Section 4.12 Verification of Eligibility to Work.

In 2007, the federal government established an electronic program through which employers could verify the eligibility of their employees after hire. The program, called "E-Verify", was initially authorized by the Illegal Immigration Reform and Immigrant Responsibility Act. In short, employers submit information taken from a new hire's I-9 Form (Employment Eligibility Verification Form) through the "E-Verify" system to the Social Security Administration and U.S. Citizenship and Immigration Services to determine whether the information matches government records and whether the new hire is authorized to work in the United States.

Chapter 673 of the Texas Government Code requires all state agencies to participate in the "E-Verify" program to confirm information on all new state employees. Via language in various contracts and agreements, our state agency funding partners are now requiring the Planning Commission to participate in the "E-Verify" program as well.

In order to meet the State imposed requirement and to formalize the Planning Commission's participation in the "E-Verify" program, the PRPC Personnel Policies must be amended.

Judge Jay Mayden moved to approve an amendment to the Planning Commission's Personnel Policies to include language requiring the verification of new employee eligibility utilizing the United States Department of Homeland Security's E-verify system. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

9. **CIVIL RIGHTS ACT COMPLIANCE PLAN**

Mr. Kyle Ingham reminded the Board that the Planning Commission has worked with the Texas Department of Transportation (TxDOT) since 2007 as the Lead Agency on Regional Public Transportation Planning. In February 2017, the PRPC Board of Directors authorized PRPC staff to submit an application to TxDOT to develop a pilot project for the region focused on the development of a phone application and associated public information campaign that is to be coordinated with the major public transportation providers in the region. TxDOT has favorably reviewed the proposal and is interested in funding the project.

In recent months increased scrutiny of lead agency internal policies and procedures has put organizations that conduct TxDOT planning activities but do not participate in the provision of transportation services in a strange position. Monitors have indicated that planning organizations are to adopt similar language to that required of transportation providers. In July the PRPC Board considered minor linguistic changes to the personnel policies to adopt requested language from TxDOT.

Similarly, we are now being asked to adopt a formal Title VI plan related to the access of minority and limited English Proficient individuals to public transportation. Traditionally, this requirement for access to planning activities has been deemed to be covered by Title VI statements in the Personnel Policies and Procurement Policies. However, at this time TxDOT is requiring a formal plan and associated postings. Because the development of the phone application is a very important project to the public transportation providers in the region, PRPC staff has developed a draft Title VI Plan that is applicable only to the planning function in public transportation. This plan would be applicable only to the public transportation planning activities of PRPC. The Plan itself is logical and beneficial in that it does formalize processes regarding access to the planning process for these targeted groups.

Mr. Phillip Self moved to approve the Planning Commission's Title VI Civil Rights Act compliance plan associated with the Commission's public transportation planning activities as funded by the Texas Department of Transportation and the Federal Transportation Administration. Sheriff Sal Rivera seconded the motion; the motion carried by unanimous vote.

10. **REGIONAL PUBLIC TRANSPORTATION COORDINATION DEMONSTRATION PROJECT INTERAGENCY AGREEMENTS**

Mr. Kyle Ingham reminded the Board that in February of 2017 the PRPC Board of Directors authorized the submission of an application to the Texas Department of Transportation under their Public Transportation Coordination Demonstration Project grant program. This application is for the development of a phone application aimed at providing public transportation information inclusive of route times and locations to the general public for the major public transportation providers in the region to the general public. TxDOT has favorably reviewed the proposal and TxDOT Staff is presenting a recommendation for funding to the TxDOT Commission this month.

At the time of application, four agencies submitted letters supporting the application and indicating that they would like to participate in the project. These entities include the City of Amarillo Public Transit, Panhandle Community Services, Jan Werner Adult Day Care, and LeFleur Transportation. As the project begins to move forward TxDOT has requested that the support and willingness for these entities to participate in the project be formalized. To this end a "formal agreement" indicating that the entities will participate in the project is required.

The agreements indicate that the entities will provide information and data, participate in planning and implementation, and assist in the roll out of the project. No fiscal or contractual contribution to the project is required for the partner entities.

PRPC staff has communicated with each of the entities, and they are very pleased to be a part of the project and have already executed their willingness to participate on their side. The execution of the agreements will allow PRPC to document for TxDOT that all parties indicated to be involved in the project are able and willing to participate as the project rolls out.

Mayor Ricky White moved to authorize the Executive Director to execute agreements with the City of Amarillo, Panhandle Community Services, Jan Werner Adult Day Care and LeFleur Transportation to jointly cooperate in the implementation of a Texas Department of Transportation regional public transportation coordination demonstration project. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

11. **FY2017-2018 COMMUNITY AND ECONOMIC DEVELOPMENT ASSISTANT FUND CONTRACT**

Mr. Dustin Meyers stated that since 2004, the PRPC has contracted with the Texas Department of Agriculture (TDA) which is responsible for the Texas Community Development Program Block Grant (TxCDBG) Program to receive Community and Economic Development Assistance Fund (CEDAF) funds. These funds are used by the PRPC to provide general assistance to cities and counties in our region regarding the Texas Community Development Program.

TDA has made available \$5,802 in CEDAF funds for the upcoming fiscal year. This is slightly lower than in 2016, and less than 50% of levels of ten years ago. Items contained in the proposed scope of work include provision of census and demographic data; attend/host TDA workshops; one fair housing activity; and distribution of program information on behalf of TDA. No assistance will be made to the regional review committee with these funds nor will any of these funds be used for project management or project specific items.

Since PRPC assists communities with the administration of TxCDBG projects, we are eligible only for 50% of the regional allocation that would be available if we did not administer projects. However, being that PRPC staff currently is assisting in the administration of almost 20 CDBG related projects it appears that the benefit of our administrative services greatly outweighs the additional CEDAF funds forfeited.

The correspondence relating to this contract extension was received on July 27, 2017 and required action by August 11, 2017. As such, the Executive Director executed the acceptance with the understanding that it can be withdrawn at the discretion of the Board of Directors if it is determined that this is not advantageous to PRPC.

Judge Ronnie Gordon moved to authorize the Executive Director to execute a contract with the Texas Department of Agriculture for funds to support the Planning Commission's provision of community and economic development assistance activities in the Texas Panhandle. Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

**12. TEXAS COMMUNITY DEVELOPMENT PROGRAM PROJECT MANAGEMENT SERVICES INTERLOCAL CONTRACT AMENDMENTS**

Mr. Dustin Meyer reminded the Board that PRPC staff has worked with Panhandle communities to implement infrastructure improvement projects through the Community Development Block Grant (TxCDBG) Program since 1983. Since that time, PRPC staff has provided administrative assistance to 285 TxCDBG projects totaling more than \$67,000,000 of grant funds utilized for the infrastructure improvement of Panhandle communities. The Texas Department of Agriculture (TDA), formerly many other names, has long been the funding agency of this program in the State of Texas, and in the winter of 2017 they solicited applications for the 2017/2018 TxCDBG program.

In an interesting development that changes decades of precedence, the TDA issued guidance indicating that they want to see the procurement of professional services associated with the TxCDBG program occur prior to the development of applications for the 2017/2018 cycle. This was a unique interpretation of the new 2 CFR 200 related to the development of a "statement of work" pertaining to projects ultimately funded. In order to meet this guidance, PRPC's Board went to the effort of executing interlocal agreements with each of the 25 communities that submitted an application under the 2017/2018 cycle.

At that time, the interlocals were set up as no-cost agreements to maintain the historical precedence of preparing TxCDBG applications at no cost to communities. They were structured so that entities being awarded contracts could easily amend in the administrative services associated with TxCDBG projects at a rate identified in their TDA contracts. Functionally, the process of application development (free) and project administration (cost) has not changed, but the pre-procurement requirement has added additional steps to the process.

Six Panhandle communities (listed below) have been given notice by TDA, of the 2018 issuance of funds intended to be awarded to them through the 2018-2019 TxCDBG program.

The funds from the grants will assist the communities in needed improvements to their water and sewer services. Below is a list of the cities that have received notice of funding along with the project type, amount of TxCBDG funding, the match amount committed by each community, and the amount that will be paid to the PRPC for general administration functions associated with the grant.

Entity	Project	Specifics	CDBG	Match	Admin
Dumas	Water	Water Line	\$275,000	\$75,310	\$31,500
Friena	Water	Water Line	\$275,000	\$58,030	\$31,500
Hall County (Brice-Lesley)	Water	Valve Monitors	\$275,000	\$13,750	\$31,500
Hedley	Water	Tower Rehab	\$275,000	\$17,500	\$31,500
Turkey	Water	Water Line	\$275,000	\$28,300	\$31,500
Childress	Sewer	Lift Station	\$275,000	\$55,000	\$31,500

Mr. Meyer reviewed the general administration contract responsibilities of PRPC staff with the Board.

Mayor Buster Davis moved to authorize the Executive Director to execute interlocal cooperation contract amendments with Hall County and the Cities of Childress, Dumas, Friena, Hedley and Turkey for the Planning Commission to provide Texas Community Development Program project management services. Judge Dan Looten seconded the motion; the motion carried by unanimous vote. Mayor Ricky White recused himself.

**13. CONSULTING CITY MANAGEMENT SERVICES INTERLOCAL COOPERATION CONTRACT RENEWALS**

Mr. Kyle Ingham reminded the Board that that the PRPC has been providing Consulting City Management services to the Village of Lake Tanglewood since January of 2000 and the Village of Timbercreek Canyon since 2001. The contracts for the cities are due to renew this fall. Mr. Ingham reviewed the consulting management services proposed for this contract renewal with the Board.

The proposed contract for the Village of Lake Tanglewood calls for a time commitment of 15 hours per month at an hourly rate of \$60.00. This will produce a monthly cost of \$900.00 and a total contract cost of \$10,800.00.



The proposed contract for the Village of Timbercreek Canyon calls for a time commitment of 22 hours per month at an hourly rate of \$60.00. This will produce a monthly cost of \$1,320.00 and a total contract cost of \$15,840.00.

Mayor Ricky White moved to authorize the Executive Director to execute interlocal cooperation contract renewals with the Village of Lake Tanglewood and the Village of Timbercreek Canyon for the Planning Commission to provide consulting city management services. Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote.

**14. REGIONAL SOLID WASTE MANAGEMENT ADVISORY COMMITTEE APPOINTMENTS**

Ms. Lori Gunn PRPC Administrative Regulation #31 governs the duties, activities and composition of the Panhandle Regional Solid Waste Management Advisory Committee (RSWMAC). Each year, 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, ten 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>
David Rushing	City Manager, City of Shamrock	Re-appointment to 2 <sup>nd</sup> term
Susan Leary	President, Keep Childress Beautiful	Re-appointment to 2 <sup>nd</sup> term
Isidro Renteria	Landfill Supervisor, City of Dumas	Re-appointment to 2 <sup>nd</sup> term
Scott Honeyfield	VP, Parkhill, Smith & Cooper	Re-appointment to 2 <sup>nd</sup> term
Tommy Bogart	City Manager, City of Stratford	Re-appointment to 2 <sup>nd</sup> term
Richard Miller	Plant Manager, SCARAB Intl, LLLP.	Re-appointment to 2 <sup>nd</sup> term
Jildardo Arias	City Engineer, City of Pampa	Appointment to 1 <sup>st</sup> full term
Tony Rios	Public Works Director, City of Dimmitt	Appointment to 1st full term
Dan Reese	Public Works Director, City of Canyon	Appointment to 1st full term
James Davis	Interim Public Works Director, City of Tulia	Partial term

Sheriff Sal Rivera moved to appoint the recommended individuals to serve on the Planning Commission's Regional Solid Waste Management Advisory Committee. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

**15. CRIMINAL JUSTICE PROGRAM COORDINATION AND ADMINISTRATIVE SERVICES INTERLOCAL COOPERATION AGREEMENT**

Ms. Lori Gunn informed the Board that each year the Office of the Governor, Criminal Justice Division (CJD) contracts with the PRPC to administer the region's Criminal Justice Program. This agreement calls for the PRPC to facilitate a variety of services to agencies in the Panhandle. The contract also necessitates that PRPC aids the region's Criminal Justice Advisory Committee (CJAC), which oversees the Criminal Justice Grant Program.

Services in the CJD contract include the distribution of Notices of Fund Availability to all eligible entities, a series of Grant Application Workshops, Oversight of the CJAC's grant prioritization process, Strategic Planning to prioritize the region's Criminal Justice needs as well as reporting for the following grant categories:

- General Victim Assistance-Direct Services Program;
- Violent Crimes Against Women-Criminal Justice and Training Projects-Domestic Violence, Sexual Assault, Dating Violence and Stalking;
- Justice Assistance Grant Program; and
- Juvenile Justice and Delinquency Prevention Program

PRPC has proposed a renewal of the previous interlocal agreement. The contract renewal would provide \$80,142.71 from the Office of the Governor's, Criminal Justice Division to cover the cost of services provided under this program. The criminal justice program will begin on September 1, 2017.

Judge Ronnie Gordon moved to authorize the Executive Director to execute an interlocal cooperation agreement with the Office of the Governor, Criminal Justice Division for funds to support the Planning Commission's provision of criminal justice system related planning coordination and administrative services in the Texas Panhandle. Judge John James seconded the motion; the motion carried by unanimous vote.

16. **REGIONAL LAW ENFORCEMENT ACADEMY CONTRACT**

Ms. Lori Gunn stated that each year the PRPC applies for funding through the Governor's Criminal Justice Division (CJD) to support law enforcement training activities in the region. This training is provided to regional officers through the Panhandle Regional Law Enforcement Academy (PRLEA).

PRPC has contracted with Amarillo College to operate the PRLEA since its inception. Outside of the Amarillo Police Academy, which is reserved for the training of Amarillo's police force, the PRLEA is the only other TCOLE-certified (Texas Commission on Law Enforcement) basic training academy in the region. The vast majority of officers currently employed throughout the region graduated from the PRLEA and in the course of a normal year, nearly every officer will take advantage of the Academy's in-service training opportunities.

As training requirements and liability levels increase on law enforcement, it is important that the peace officers in our region develop and maintain a professional expertise and awareness of the law. The foundation for that expertise is built with a solid Basic Peace Officer certification and then maintained through continuing education. For the past four decades, law enforcement agencies of the Panhandle have come to rely on the training services provided through the PRLEA to meet their staffing needs and to keep their officers' policing skills and knowledge of the law current.

Earlier this month, PRPC staff met with Amarillo College (AC) to discuss the terms of this year's contract. A draft copy of that agreement is attached for your review. As done with the last contract for FY17, we are going to maintain the proportional payment approach. This approach enabled the PRLEA to provide In-Service courses throughout the contract period as opposed to exhausting all the funds six months into the contract. Those two payment categories include the following:

**Basic Law Enforcement Training - \$36,248.00:** TCOLE certification is a prerequisite to becoming employed as a peace officer in the State of Texas. Through this training, students attend classes and must pass an exam making them eligible to receive certification from the Texas Commission on Law Enforcement. Two Basic academies will be conducted in 2018 and we've allocated enough funding for scholarships to students in each academy. For FY 2018 we have ten (10) scholarship positions available.

**In-Service Training - \$41,902.00:** To maintain TCOLE certification, an officer must obtain continuing education to remain current on new laws and specialized topics pertinent to criminal justice. In-Service Training covers a wide range of training topics specifically designed to achieve this goal for licensed peace officers in the region.

The contract only pays for training delivered to TCOLE-certified officers employed by a city or county in the region. However, quite often, individuals from other agencies will attend training along with the officers being covered under the PRPC's contract. The other agencies pay for their training costs separately.

Dr. Bill Hallerberg moved to authorize the Executive Director to execute a contract with Amarillo College for the operation of the Panhandle Regional Law Enforcement Academy from September 1, 2017 – August 31, 2018. Judge John James seconded the motion; the motion carried by unanimous vote.

17. **STATE HOMELAND SECURITY PROGRAM ADMINISTRATIVE SERVICES INTERLOCAL COOPERATION AGREEMENT RENEWAL**

Mr. John Kiehl stated that the Homeland Security Grants Division (HSGD) of the Governor's Office serves as the current State Administrative Agency (SAA) for the federal homeland security grants program.

When the SAA mantle passed to the HSGD; the agency started requiring the Councils of Governments to contract with them for work we'd been doing all along as a natural part of the regional State Homeland Security Program (SHSP). The HSGD is housed in the Governor's Office along with the Criminal Justice Division (CJD). For the sake of administrative expediency, the HSGD has adopted many of the same processes used by CJD; including the use of an Interlocal Cooperation Agreement to standardize grant-

making procedures at the regional level. In fact, the HSGD and CJD use a common boilerplate agreement form with the most notable difference in the two being the Statement of Work (SOW). We need to accept the HSGD contract and then work within the SOW to ensure that the maximum latitude for regional decision-making is preserved. The total value of the FY18 contract is \$32,373.46.

Judge John James moved to authorize the Executive Director to execute the renewal of an interlocal cooperation agreement with the Office of the Governor, Homeland Security Grants Division for funds to support the Planning Commission's provision of State Homeland Security program administrative and management services in the Texas Panhandle. Ms. Amelia Salazar seconded the motion; the motion carried by unanimous vote.

18. **PANHANDLE REGIONAL INTEROPERABLE RADIO COMMUNICATIONS SYSTEM (PANCOM) TOWER SITE GROUND LEASE AGREEMENT**

Mr. John Kiehl stated that PRPC staff recently learned that the primary PANCOM radio tower serving the Hutchinson County area was being put up for sale. The tower, which is currently owned by Spradling Oil, LP, was one the first towers equipped as part of the PANCOM build-out. Keeping in mind that PANCOM is a networked system; this particular tower is well-situated to interface with towers in adjoining counties. It so happens that Hutchinson County also maintains radio equipment on this same tower for inter-county communications purposes.

Our Regional 9-1-1 Director, Mike Peters, has done an exceptional job in managing the region's 9-1-1 funds. As a result, in addition to helping Regional Services with the construction of the new Childress County PANCOM tower; the 9-1-1 department is also positioned to help us with the purchase of this tower.

We've come to an agreement in principle on the cost of the tower and provided we can close the deal by the end of August; 9-1-1 funds can be used to cover the cost. The State has approved the funds being used for this purpose; the only real limitations on the use of these funds is that they must be committed by the end of the month.

The benefit to the region in buying this tower is that we'll be able to eliminate another tower lease which reduces the overall annual PANCOM budget. A good portion of the system's annual budget is still reliant on federal homeland security funding. We fully expect that the amount of homeland funding coming to the region will continue to decline in the future. So, any opportunity we have to get rid of a recurring cost is an opportunity to increase the long-term sustainability of the PANCOM system.

Spradling Oil owns the tower but the land the tower stands on does not. It was being informally leased. The owner of Spradling Oil is an associate of the gentleman who owns the land so and we've been told that no written agreement was ever signed.

Basically, Spradling was receiving free use of the land in exchange for free tower space being provided to the land owner. Hutchinson County was also receiving free tower space as a public service provided by Spradling. Other than the space paid for by a small internet company, the PRPC is the only paying tenant on this tower.

We asked early on in our negotiations for the purchase of the tower if the land lease could transfer with the tower. When we found out there was no lease per se, we then contacted the land owner, a Mr. Jack Oates, in an attempt to negotiate a land use agreement with him. Mr. Kiehl reviewed the proposed lease agreement with the Board.

Judge Jay Mayden moved to approve a ground lease agreement with the John and Ruby Oates Revocable Living Trust for the property in Hutchinson County on which an existing radio communications tower being purchased by the Planning Commission is located Sheriff Sal Rivera seconded the motion; the motion carried by unanimous vote.

19. **PANHANDLE REGIONAL INTEROPERABLE RADIO COMMUNICATIONS SYSTEM (PANCOM) TOWER PURCHASE AGREEMENT**

Mr. John Kiehl stated that as mentioned under the previous item, when PRPC staff heard that a tower, located in Hutchinson County and integral to the PANCOM system, was being sold, we saw this as an opportunity reduce the long-term operating expense of PANCOM. We also saw it as an opportunity to avoid an increase in the system's operating budget.

Both Hutchinson County and the PRPC share a concern that if this tower was sold to a commercial tower company, our costs for using that tower could increase significantly. Our motivation for pursuing the purchase of this tower is being driven primarily by a



desire for preservation. If we can hold and/or decrease the costs of using this tower, we indirectly benefit the entire region and at the same time, directly benefit Hutchinson County. In our discussions with the County, we've made it clear that if we're able to buy this tower, the County will continue to enjoy no-cost tower space for their inter-county communications equipment.

The tower in question is a 400-foot guyed tower located just west of the City of Stinnett. It stands on a high point in the County and is strategically placed to communicate well with towers in adjoining counties.

The tower owner, Spradling Oil, LP, is asking \$70,000 for the tower. Given the condition, height and location of the tower, PRPC staff is of the opinion that this is fair and reasonable asking price. Both parties have agreed in principle to the sale amount and conditions. As proposed, the cost of the tower would be covered with 9-1-1 funds. We currently pay around \$600 per month to lease space on the tower. The cost increases by 15% every 5 years, and we'll hit our next 5-year lease anniversary in 2018.

Judge Harold Keeter moved to approve the purchase of an existing radio communications tower located in Hutchinson County from Mike J. Spradling to be used in support of the Panhandle Regional Interoperable Radio Communications System (PANCOM). Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

**20. PANHANDLE REGIONAL 9-1-1 NETWORK FY18 AND FY19 SERVICE CONTRACT**

Mr. Mike Peters stated that the 85th Legislature appropriated funds to the Commission on State Emergency Communications (CSEC) for statewide 9-1-1 services in FY 2018-2019.

In accordance with the Health and Safety Code, Chapter 771, CSEC has reviewed and approved the Panhandle's FY2018-2019 strategic plan and has allocated funding to fulfill the 3 funding strategies within the plan. The following represents each year's allocations for the 3 program areas of the Panhandle Regional 9-1-1 Network's Strategic Plan:

<b>Budget Component</b>	<b>FY 2018</b>	<b>FY 2019</b>
Administration	\$ 65,755	\$ 67,200
Program	\$ 1,509,215	\$ 1,558,480
Equipment Replacement	\$ 200,000	\$ 0
<b>TOTAL ALLOCATION</b>	<b>\$ 1,774,970</b>	<b>\$ 1,625,680</b>
 <b>Method of Finance</b>		
Appropriated Service Fees	\$ 1,335,397	\$ 1,533,333
Appropriated Equalization Surcharge	\$ 239,573	\$ 92,357
<b>TOTAL METHOD OF FINANCE</b>	<b>\$ 1,774,970</b>	<b>\$ 1,625,680</b>

By statute, revenue generated by the 9-1-1 Service Fee (\$.50 per landline phone, per month) must be reallocated back to the region from which it was collected. Surcharge revenue, revenue collected from the Texas Infrastructure Equalization Surcharge Fund, (a 6 cent charge on each phone line), are funds distributed at the discretion of CSEC to fund 9-1-1 programs in less-populated areas. Without the surcharge funding it would be impossible to maintain all 23 call taking locations across our region.

Mr. Phillip Self moved to authorize the Executive Director to execute a contract with the Commission on State Emergency Communications to continue the delivery of 9-1-1 services in the Texas Panhandle. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

**21. WORKFORCE DEVELOPMENT PROGRAM OPERATION AND SERVICE DELIVERY CONTRACT**

Mr. Marin Rivas informed the Board that PRPC's current contract with the Huxford Group, LLC for the delivery of workforce development and child care program services will end on September 30, 2017. The competitive procurement of a new four-year contract with annual renewals, given acceptable performance, was presented to the Board in May and the members authorized the Executive Director to negotiate and complete a one-year contract to begin on October 1<sup>st</sup>.

Huxford Group has met or exceeded all of our expectations for program performance, funds utilization and contract compliance during the first ten months of this year. The

organization's last audit resulted in an unmodified, "clean" opinion, and documented that the company possesses adequate unencumbered resources to cover potential disallowed costs, should they be incurred.

The Board's fiscal monitoring review resulted in no major fiscal findings regarding Huxford Group's operations. The Fiscal Integrity Report conducted by an outside Certified Public Accountant had no fiscal compliance issues. The same CPA conducted a Risk Assessment on 17 factors with the report indicating no items rating as "high risk". Our local Program Monitoring Reviews for the past year resulted in no significant program findings regarding Huxford's operations. The Program Risk Assessment was also completed and indicated no items rating as "high risk".

This renewal's contracted amount for operations is estimated to be approximately \$3,000,000. Huxford Group would also be responsible for obligating the use of about \$8,300,000 in additional funds for client training, supportive services and child care as a part of this agreement. Most of these funds would be retained at PRPC as the administrator for distribution. The contract would be for the period of October 1, 2017 through September 30, 2018, with the option for annual renewals contingent upon acceptable performance. The funds to cover associated costs would be available from the Texas Workforce Commission (TWC) and also from local child care matching funds.

Judge Don Allred moved to approve a contract with the Huxford Group, LLC to operate the Panhandle Workforce Center and to deliver workforce development and child care program services. Ms. Amelia Salazar seconded the motion; the motion carried by unanimous vote.

## **22. CHILD CARE LOCAL INITIATIVE FUNDING AGREEMENT**

Mr. Marin Rivas reminded the Board that a portion of the State's annual allocation to the Panhandle for child care programs is contingent upon our ability to secure local matching funds. For several years, a significant amount of these matching funds has been secured through a competitive grant under the City of Amarillo's Consolidated Plan for Housing and Community Development.

For the fiscal year ending September 30, 2018, the City has committed \$67,112 in Community Development Block Grant (CDBG) funds to this effort. This will allow us to access \$122,916 in additional federal child care monies. The combined amount of \$190,028 will be used to purchase child care services for children from low-income Amarillo families.

Sheriff Sal Rivera moved to authorize the Executive Director to execute an agreement with the City of Amarillo for Community Development Block Grant funds to support the provision of child care services in Amarillo. Ms. Karen Price seconded the motion; the motion carried by unanimous vote with Mayor Ginger Nelson abstaining from voting.

## **23. FOOD NET PROGRAM FUNDING AGREEMENT**

Ms. Sundee Rossi stated that the Area Agency on Aging (AAA) in partnership with the Lee Bivins Foundation, which operates the Elizabeth Jane Bivins Culinary Center, provides meals for the senior nutrition program in Amarillo. The program was named "Nutrition for Experienced Texans" and is referred to as the Food NET.

The Food NET program is dependent not only on Title III funds received from the AAA, but also funds from the United Way of Amarillo and Canyon and the City of Amarillo Community Development Block Grant Program. The City of Amarillo's Community Development Block Grant Program operates on a federal funding cycle that begins October 1 and ends on September 30 of each year.

This year, the AAA had an opportunity to reapply for Community Development Block Grant Program funding. Subsequently, the City's Community Development Advisory Committee recommended that the program be funded for \$18,556. The City Council approved the request at a public meeting in July. This money will be used to provide home delivered meals to the nutritionally at-risk low and moderate-income elderly and disabled adults residing in the city limits of Amarillo.

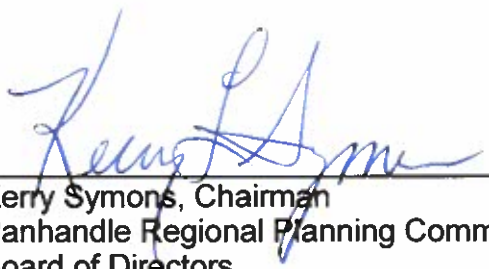
Mayor Ricky White moved to authorize the Executive Director to execute an agreement with the City of Amarillo for Community Development Block Grant funds to partially support the delivery of meals to qualified senior citizens and disabled persons in the City of Amarillo. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote with Mayor Ginger Nelson abstaining from voting.

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

- A. Mr. Gary Pitner reported on the graduation of the 115<sup>th</sup> Basic Peace Officer class of the Panhandle Regional Law Enforcement Academy.
- B. Mr. Gary Pitner reported on the recent and upcoming Planning Commission sponsored regional meetings.

25. **ADJOURNMENT**

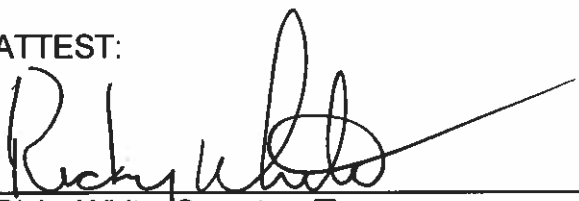
There being no further business to come before the Board, the meeting adjourned at 3:10 p.m.



---

Kerry Symons, Chairman  
Panhandle Regional Planning Commission  
Board of Directors

ATTEST:



---

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

