

PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS

Minutes

September 28, 2017

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, September 28, 2017, at 4:30 p.m. in the Yellow Rose Ballroom B of the Embassy Suites Amarillo Downtown Hotel, 550 S. Buchanan Street, Amarillo, Potter County, Texas.

Mayor Pro-Tem Kerry Symons, Chair, presided.

MEMBERS PRESENT:

- Don Allred, Oldham County Judge
- Cleo Castro, Cactus
- Buster Davis, Mayor, City of Gruver
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Bob Gober, Councilman, City of Canadian
- Ronnie Gordon, Hartley County Judge
- Saul Hernandez, Amarillo
- Ernie Houdashell, Randall County Judge
- John Howard, M.D., 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
- Amelia Salazar, Palisades Village
- Winston Sauls, Borger
- Kerry Symons, Mayor Pro-Tem, City of Perryton
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Juan Cantu, Lipscomb County Commissioner
- Irene Favila, Hereford
- Jay Mayden, Childress County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Sal Rivera, Sheriff, Castro County
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Pat Sims, Mayor, City of Dumas

STAFF PRESENT: Mr. Kyle Ingham, Local Government Services Program Director; Mr. Dustin Meyer, Local Government Services Program Coordinator; Ms. Jacy Faulkner, Local Government Services Program Specialist; Mr. Mike Peters, Regional 9-1-1 Network Director; Mr. Marin Rivas, Workforce Development Director; Ms. Emily Nolte, Regional Emergency Management Planning Program Coordinator; Ms. Lori Gunn, Regional Service Program Coordinator; Mr. John Kiehl, Regional Services Director; Ms. Cindy Boone, CPA, Finance Director; Ms. Melissa Carter, Area Agency on Aging Director; Ms. Rebecca Rusk, Executive Assistant; Mr. Gary Pitner, Executive Director

OTHERS PRESENT: The Honorable Terri Carter, Sherman County Judge; The Honorable Tobe Shields, Mayor, City of Spearman; Ms. Mary Whistler, U.S. Senator Ted Cruz; and Ms. Linda Pitner, Amarillo

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 Symons gave the invocation.

3. **MINUTES**

Mayor Ricky White moved to approve the minutes from the meeting held on August 31, 2017, as received. Judge John Howard seconded the motion; the motion carried by unanimous vote.

4. **VOUCHERS**

Judge Ernie Houdashell moved to approve the vouchers for the month of August, 2017. Judge John James seconded the motion; the motion carried by unanimous vote.

5. **RESOLUTION THANKING KEL SELIGER**

Judge Wayne Nance moved to pass a resolution thanking State Senator Kel Seliger for serving as the keynote speaker at the Panhandle Regional Planning Commission's 2017 Annual Meeting. Mr. Winston Sauls 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.

The following individuals have expressed a willingness to continue to serve if appointed or re-appointed:

- Carson County – Loren Brand, Sheriff
- Castro County – Natasha Calderon, Dispatch Supervisor
- Childress County – Vance Easley, Dispatch Supervisor
- Hereford Police Department – Kirsten Williams, Police Captain
- Hall County – Jarod Johnson, Chief Deputy
- Borger Police Department – Linda Lewis, Administrative Assistant
- Perryton Police Department – William "Tony" Hill, Police Chief
- Tulia Police Department – Marcella Lopez, Communications Supervisor
- Telephone Industry – Brian Booker, Manager Network Services, AT&T

Alderman Bob Gober moved to appoint or re-appoint the recommended individuals to serve on the Planning Commission's Regional 9-1-1 Network Advisory Committee. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

7. **PANHANDLE REGIONAL CRIMINAL JUSTICE ADVISORY COMMITTEE APPOINTMENTS**

Ms. Lori Gunn stated 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. PRPC Administrative Regulation No. 34 establishes the size and composition of the committee and sets the member term lengths. The CJAC is comprised of at least 16 members, who serve 3-year staggered terms, with one-third of the membership being appointed or reappointed by the PRPC Board each year.

The following individuals have expressed a willingness to continue to serve if appointed or re-appointed:

- Sace Hardman, Police Chief, Panhandle Police Department
- Bruce Scott, Constable, Dallam County
- Harry Hueston, Professor, Criminal Justice – West Texas A&M University
- Kent Birdsong, District Attorney, Oldham County
- April Leming, Executive Director, The Bridge, Children's Advocacy Center

Dr. Bill Hallerberg moved to appoint or re-appoint the recommended individuals to serve on the Planning Commission's Regional Criminal Justice Advisory Committee. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

8. **PANHANDLE REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPOINTMENTS**

Mr. John Kiehl stated that the Panhandle Regional Emergency Management Advisory Committee (PREMAC) is a 41-member committee; comprised of individuals that represent the Panhandle's vital first response and preparedness disciplines. Its membership also represents the Panhandle geographically. All members of the PREMAC are appointed by the PRPC Board.

One of the PREMAC's key areas of responsibility is the management of the region's State Homeland Security Program (SHSP) activities. At this juncture of the year, particularly as the PREMAC begins setting the stage for the FY18 SHSP program, it's important that the committee remain at its full compliment. Currently, three vacancies exist on this committee.

The following individuals have expressed a willingness to serve if appointed by the Board:

David Dockery, Clarendon City Manager
JoDee Robison, Silverton VFD
Jimmy Lanning, Stratford EMS

Judge Wayne Nance moved to appoint the recommended individuals to serve on the Planning Commission's Regional Emergency Management Advisory Committee. Judge Don Allred seconded the motion; the motion carried by unanimous vote.

9. **REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE FY2018 GRANT PROGRAM OPERATING PROCEDURES APPROVAL**

Mr. John Kiehl reminded the Board that the Panhandle Regional Emergency Management Advisory Committee (PREMAC) came into being in the wake of 9/11 as an ad hoc committee formed for the purpose of creating the Panhandle's first regional preparedness plan. The PRPC Board of Directors officially created the committee in May 2003, with the adoption of PRPC Administrative Regulation #36. The regulation sets out the committee's purpose, scope of authority, composition and provides general guidance for the committee's operations.

For 12 years, the PREMAC operated solely under the guidance of that Regulation and in that time, created numerous regional programs that continue to the serve the preparedness needs of the Panhandle to this day. Federal State Homeland Security Program (SHSP) funding, provided to the region through the State of Texas, was used to support the implementation of those programs. However, the SHSP funds were simply a means to an end. It's been the ability of the PREMAC to understand the holistic threats to and needs of the region that has enabled that funding to be purposely applied to serving the greatest good.

The SHSP funds originate with the FEMA Grants Directorate and every year since 2004, FEMA has supplied each State of the Union with an annual allocation of funding to support the State's on-going preparedness efforts. FEMA requires each State to designate a State Administrative Agency (SAA) to interact with the federal agency in administering their State's SHSP program. Since 2004, the SAA designation in Texas has changed hands on four occasions and it currently resides with the Homeland Security Grants Division (HSGD) of the Office of the Governor.

For the past 3 years now, the HSGD has required the PREMAC to annually develop a set of bylaws or procedures to dictate how the region's SHSP funds would be distributed. And it appears that as the HSGD matures into its role as the State's SAA, the requirements on those procedures are becoming more prescriptive.

The PREMAC met in August to update its Operating Procedures for the FY18 SHSP program year to comply with the most recent expectations of the HSGD. These new requirements were imposed by way of the HSGD's interlocal agreement with the PRPC that allows us to work with the PREMAC to facilitate the region's SHSP program. Mr. Kiehl reviewed the proposed PREMAC Operating Procedures with the Board and stated that the PREMAC unanimously voted to recommend that the PRPC Board of Directors approve the committee's FY18 Operating Procedures, as presented.

Judge John James moved to approve the FY2018 Grant Program Operating Procedures (bylaws) for the Planning Commission's Regional Emergency management Advisory Committee. Ms. Karen Price seconded the motion; the motion carried by unanimous vote.

10. **ECONOMIC DEVELOPMENT ADVISORY COMMITTEE APPOINTMENTS**

Ms. Jacy Faulkner informed the Board that the Economic Development Advisory Committee was established to provide general guidance and policy direction to the Economic Development District. Each county designated as a distressed area under Economic Development Administration (EDA) guidelines has a representative on the Committee. Because there is fluctuation in counties deemed to be economically distressed from year-to-year, it has been determined that those counties not listed as economically distressed will have ex-officio members to maintain continuity in the membership of the body. Members serve three-year staggered terms and this year our committee will consist of fifteen active members and 11 ex-officio members.

All counties are eligible for funding through EDA programs as long as they meet the EDA distressed criteria (unemployment and per capita income) at the time of the project grant

application. The makeup of the committee this year will be representatives from the fifteen counties designated as distressed at the time of the renewal of the PRPC Planning Grant application. They include the following counties: Swisher, Parmer, Potter, Sherman, Dallam, Deaf Smith, Childress, Moore, Donley, Gray, Hall, Collingsworth, Hartley, Hansford, and Castro along with the other noted ex-officio members continuing terms for continuity and the likelihood that their counties will be again noted as distressed in the near future.

Ms. Faulkner stated that the following individuals are willing to serve on the Economic Development Advisory Committee:

Andrew Freeman, City of Amarillo
Greg Duggan, Dalhart Economic Development Corporation
Robert Maddox, City of Memphis
Karen Haddon, City of Booker
Evelyn Ecker, Canyon Economic Development Corporation

Judge Nancy Tanner moved to appoint the slate of individuals as recommended to serve on the Planning Commission's Economic Development Advisory Committee. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

11. **DIGITAL COPIER SYSTEM LEASES**

Ms. Rebecca Rusk informed the Board that the Planning Commission currently has three copiers for use by all departments. The higher capacity copier with more features (including color copies) is located on the second floor. It is a Xerox WorkCentre 7970, which we began leasing in January of this year. The other two copiers, Xerox WorkCentre 5745 low volume digital copiers, are located on the first and third floors. The 60-month lease for these two systems ends the last day of this month. We currently pay about \$530 per month for both of these units. This amount varies, depending on the volume, because we pay a print charge for each copy made.

After meeting with Xerox sales representatives, staff has determined that a savings can be achieved by leasing new systems – the Xerox C8055H, which are color copiers. The monthly cost for these two copiers will actually decrease to \$444 (a monthly savings of about \$86.00).

This system is available to the Planning Commission under the Texas Department of Information Resources (DIR) joint purchasing program and the Planning Commission's procurement policies allow us to purchase through this program.

Judge John Howard moved to approve digital copier systems leases with Xerox. Judge Don Allred seconded the motion; the motion carried by unanimous vote.

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

A. Ms. Emily Nolte reported on the 2017 Panhandle Emergency Preparedness Conference.

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

13. **2017 MEMBERSHIP MEETING**

The Planning Commission's 2017 Annual Membership Meeting convened.

14. **ELECTION OF 2017-2018 PANHANDLE REGIONAL PLANNING COMMISSION BOARD OFFICERS**

Mr. Gary Pitner reported that the nominating committee, which consisted of Judge Ernie Houdashell and Ms. Karen Price is recommending the following slate of officers for 2017-2018:

John Howard, M.D., Donley County Judge – Chair
Ricky White, Mayor, City of Friona – Vice Chair
Dr. Bill Hallerberg, Canadian River Municipal Water Authority – Secretary/Treasurer

Mayor Buster Davis moved to elect the slate of officers as recommended by the nominating committee. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

15. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 5:40 p.m.

John Howard, M.D., Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:

William L. Hallerberg, Ph.D., Secretary/Treasurer
Panhandle Regional Planning Commission
Board of Directors