

PANHANDLE REGIONAL PLANNING COMMISSION  
BOARD OF DIRECTORS  
Minutes  
December 7, 2017

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, December 7, 2017, at 1:30 p.m. in the PRPC Board Room, 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Judge John Howard presided.

**MEMBERS PRESENT:**

- Don Allred, Oldham County Judge
- Juan Cantu, Lipscomb County Commissioner
- 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
- 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
- Amelia Salazar, Alderwoman, Palisades Village
- 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:**

- Ronnie Gordon, Hartley County Judge
- Saul Hernandez, Amarillo
- Jay Mayden, Childress County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Walter "Four" Price, Texas State Representative, District 87
- Sal Rivera, Sheriff, Castro County
- Nancy Tanner, Potter County Judge

**STAFF PRESENT:** Mr. Dustin Meyer, Local Government Service Program Director; Mr. Jamie Hall, Local Government Services Program Specialist; Ms. Emily Nolte, Regional Emergency Management Planning Coordinator; Ms. Lori Gunn, Regional Services Program Coordinator; Ms. Cindy Boone, CPA, Finance Director; Ms. Renee Boehning, Finance Director; Ms. Rebecca Rusk, Executive Assistant; Mr. Kyle Ingham, Executive Director

**OTHERS PRESENT:** Ms. Jayla Lackey, Representative Mac Thornberry's Office

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**

Judge Dan Looten moved to approve the minutes from the meeting held on October 26, 2017, as received. Mayor Ricky White seconded the motion; the motion carried by unanimous vote.

4. **VOUCHERS**

Judge Don Allred moved to approve the vouchers for the month of October, 2017. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

5. **DISPUTE RESOLUTION CENTER ADVISORY BOARD APPOINTMENT**

Mr. Kyle Ingham stated that the Dispute Resolution Center Advisory Board is charged with oversight and assessment of the DRC and is comprised of seven to eleven members who serve staggered 3 year terms. In order to bring the Advisory Board up to a full complement of members, staff is recommending that Ms. Pam Coffee be appointed to serve on the board.

Mayor Buster Davis moved to appoint Ms. Pam Coffee to serve on the Planning Commission's Dispute Resolution Center Advisory Board. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

6. **PANHANDLE REGIONAL SOLID WASTE MANAGEMENT ADVISORY COMMITTEE APPOINTMENTS**

Ms. Lori Gunn reminded the Board that PRPC Administrative Regulation #31 governs the duties, activities and composition of the Panhandle Regional Solid Waste Management Advisory Committee (RSWMAC). The RSWMAC is comprised of twenty-two (22) to twenty-eight (28) PRPC-appointed members, and one (1) to two (2) standing positions held by representatives from the Texas Commission on Environmental Quality-Region One Office. Members are appointed to three-year, staggered terms. The RSWMAC composition must maintain a cross-section of solid waste professionals from the Panhandle Region.

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, four individuals need to be 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:

Jason Anderson, Assistant Public Works Director, City of Borger  
Adam Schaer, General Manager, KB Recycling  
Chris Douglas, Public Works Director, City of Spearman  
Drew Brassfield, City Manager, City of Fritch

Dr. Bill Hallerberg moved to appoint the recommended individuals to serve on the Planning Commission's Regional Solid Waste Management Advisory Committee. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

7. **FY2018/19 REGIONAL SOLID WASTE MANAGEMENT GRANT PROGRAM FUNDING PLAN**

Ms. Lori Gunn stated that each biennium the PRPC receives funds from the Texas Commission on Environmental Quality (TCEQ) to administer a Regional Solid Waste Management Program. The activities of the Grant Program are overseen by the Regional Solid Waste Management Advisory Committee (RSWMAC) and the PRPC Board of Directors.

At the beginning of each biennium, a Funding Plan is developed by the RSWMAC to determine the use of funds received from the TCEQ. That Plan is then presented at a public meeting to interested parties. The Plan is then reviewed by the PRPC Board of Directors for certification by the PRPC Executive Director, who submits the Plan to TCEQ for final review.

The Funding Plan for the biennium was developed and approved for recommendation by the RSWMAC on November 29<sup>th</sup> with an annual grant availability of approximately \$109,750.00. The Plan was presented for public comment on Thursday, November 29<sup>th</sup> at 3:00 p.m.

Ms. Gunn reviewed the FY 2016/2017 Regional Solid Waste Management Program Funding Plan with the Board in detail.

Judge Don Allred moved to approve the Planning Commission's FY2018/19 Regional Solid Waste Management Program Funding Plan. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

8. **REGIONAL DAMAGE ASSESSMENT PROGRAM PURCHASE**

Ms. Emily Nolte stated that the one of the projects being funded under the region's FY17 State Homeland Security Program provides new damage assessment capabilities to every county in the region. With the ice storms and wildfires the Panhandle has experienced during the past several, the need to quickly and accurately determine the impacts of those

events has become a priority. The numbers generated by those assessments are used by the State to determine if a disaster will qualify for a federal assistance request or if not; qualify for some other type of State assistance.

What's made the process taxing on local jurisdictions is that the assessments have to be completed quickly and with some degree of accuracy and consistency. This can be challenging when the disaster area is wide-spread and numerous people are involved in the assess process. Each person can have their own perspective as to what constitutes minimal, moderate and severe damage. And, attaching a dollar value to the damages can be even more subjective and nebulous.

At the time this project was being considered for prioritization by the Panhandle Regional Emergency Management Advisory Committee (PREMAC); it was based on the use of a particular system developed by Orion. The Orion system standardizes the assessment process and enables damage reports generated in the field to be rolled up to a central point in the County. Damage assessment teams can work from smartphones or tablets to send geo-coded damage information back to the County EOC where it can then be automatically loaded into maps and FEMA-compliant damage reporting forms.

The system can also be used for pre-disaster planning and facility vulnerability evaluation. Under the direction of the PREMAC, PRPC staff will work toward the development of regional damage assessment strike teams. The Orion system is fairly intuitive and easy to use. The mission of the strike teams will be to provide "*just-in-time*" training to local individuals who've been spot-recruited to serve on their County's damage assessment team following a disaster.

The Orion system is a subscription-based product which can be procured off the HGAC BuyBoard. Ms. Nolte informed the Board that staff has recently determined that the PRPC is not a member of the BuyBoard purchasing program, and therefore, is not able to procure this system. She requested this item be tabled.

This agenda item was tabled, and no action was taken on it.

## **9. PROJECT ADMINISTRATION SERVICES – POTTER COUNTY**

Ms. Lori Gunn stated that in 2016, Potter County spent \$1,500,405.00 in providing legal representation to criminal defendants who were indigent or otherwise unable to pay for their own legal defense. 72% of the individuals charged with felonies requested and received court-appointed counsel which was paid for by the County. 45% of those charged with a misdemeanor offense punishable by jail time were likewise provided legal representation paid for by the County.

Currently, when a Court determines that a defendant qualifies for legal assistance, the Court Judge will appoint a local attorney to represent him or her. Then, the attorney files an invoice with the County for those services. Since 2001, the County's indigent defense expenditures have increased by 179%.

Potter County wants to develop a better system of providing indigent defense. So, the County has appointed a committee comprised of local attorneys, judges, County officials and citizens to develop a plan for establishing a Public Defenders Office in the County. The County has no illusions about seeing their Indigent Defense costs being reduced. However, it does want to see those funds spent more effectively in consistently providing competent legal counsel to individuals in need. The County believes that in establishing a Public Defenders Office, the Commissioners' Court will be able to maintain better quality control over the services being provided to indigent criminal defendants.

Potter County has requested that the PRPC serve as the facilitator for the advisory committee or rather the Public Defender Office Select Committee that will be working toward the development of this plan. The goal of this committee process is to develop a plan for creating and funding the Office in time for the Court to consider funding it under the County's FY19 budget. Ms. Gunn presented some of the services staff will be providing and reviewed the agreement with the Board.

Judge Dan Looten moved to authorize the Executive Director to execute an Interlocal Agreement with Potter County for the provision of administrative services related to developing a Public Defender's Office. Judge Wayne Nance seconded the motion; the motion carried by unanimous vote.

10. **2018 TEXAS HOMELAND SECURITY STRATEGIC PLAN – PANHANDLE REGIONAL IMPLEMENTATION PLAN RESOLUTION**

Ms. Emily Nolte reminded the Board that late last month, the Panhandle Regional Emergency Management Advisory Committee (PREMAC) completed the third and final required planning document that had to be completed in order to maintain the Panhandle's eligibility to receive State Homeland Security Program (SHSP) funding. Each year, the PREMAC reviews and updates three separate but related plans in advance of the coming year's SHSP program. In October, the Board reviewed the two of these three plans – the Threat & Hazard Identification and Risk Assessment (THIRA) and the State Preparedness Report (SPR) and both plans have since been submitted to the State.

The third document, which is the item on the agenda today, is the Texas Homeland Security Strategic Plan (THSSP) 2018 Regional Implementation Plan. The Implementation Plan is the culmination of the entire pre-program year planning process.

Ms. Nolte reviewed the draft plan which describes the PREMAC's areas of focus for the FY18 homeland security program. She also presented a resolution for the Board's consideration to adopt the plan for use in guiding project prioritization decisions made during the FY18 SHSP program year.

Judge John James moved to pass a resolution adopting the Panhandle's Regional Implementation Plan which serves to direct regional homeland security implementation activities throughout the 2018 program year. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

11. **GROUNDWATER MANAGEMENT AREA #1 ADMINISTRATIVE SERVICES AGREEMENT MODIFICATION**

Mr. Dustin Meyer informed the Board that this agenda item was considered by the Board last month; however the GMA#1 has requested that the Board consider a longer administrative contract than what was originally proposed. GMA#1 has requested that PRPC continue to provide the necessary administrative services for their board and that instead of the 48 month contract which was proposed, PRPC consider a 60 month contract which would align with and provide administrative services throughout the current Desired Future Condition planning cycle.

In 2003, the legislature passed HB 1763 creating Groundwater Management Areas (GMA) throughout the state. The GMAs are comprised of members from each of the Groundwater Conservation Districts located within the GMA boundaries. The GMA that serves most of the Texas Panhandle is the GMA#1. In 2007, the leadership of the GMA#1 recognized the need for more continuity in the process and a more efficient record keeping system.

As a result of this desire PRPC staff developed a proposal for the service and presented it to the GMA #1 that evolved into the current contract. This relationship has proven to be mutually beneficial to both the GMA#1 and the PRPC over the past several years, so the GMA #1 has requested that the PRPC continue to offer the necessary administrative services for them.

The duties involved with providing the administrative services include agenda development and the required posting, mailing the agenda to the members of the GMA and interested parties, minute taking at the meetings and record keeping of all documents associated with the GMA #1.

The terms of the contract provide for the compensation of \$65.00 per hour to the PRPC for the services provided to the GMA. This is an increase from previous contracts that were set at \$60.00 per hour and brings the GMA contract in line with the PRPC professional services rate. The four individual groundwater conservation districts that make up the GMA #1 have agreed to each be invoiced for 25% of the cost of the service.

The term of this contract is for 60 months to allow PRPC to provide program administration through the end of the next planning cycle. This agreement is also written to allow for the contract to cover periods predating and postdating the contract period where services may be rendered outside the contract start and end dates

Mayor Kerry Symons moved to authorize the Executive Director to execute an amended contract with GMA#1 Membership for the delivery of administrative services. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

12. **REGIONAL PUBLIC TRANSPORTATION COORDINATION AND PLANNING CONTRACT**

Mr. Jamie Hall stated that PRPC has been in the Public Transportation Arena since 2006 with the adoption of the Region's first Regional Transportation Coordination Plan. Since then, much has been accomplished through the partnership of PRPC Staff and the

Advisory Committee, the Panhandle Regional Organization to Maximize Public Transportation (PROMPT). Just this last March, the third iteration of the Comprehensive Plan was adopted which set forth new goals for another 5-year planning process.

With the adoption of the 2017-2021 Regional Transportation Plan, the PRPC and PROMPT set forth specific areas of focus to conduct in-depth research that includes veterans' transportation needs, the impact of transportation barriers on educational attainment, what school transportation resources may be available for emergency transportation scenarios, and challenges surrounding the growing urban population of the City of Amarillo.

For over a decade, the Regional Public Transportation Coordination Planning Grant through TxDOT has been very important for the region's transportation providers (both private and public), health and human services providers and the users of public transportation. It provides a forum for these entities to share a table together to identify ways to improve the efficiency and services through partnerships and collaboration.

Going into the next four years of public transportation planning, TxDOT is evolving the program into a statewide competitive process focused on demonstration and pilot programs that implement strategies identified in the regional plans. PRPC was one of only three organizations that were selected to receive funding for a demonstration project being a combination of public educational awareness and phone application project. Last month, this body authorized the acceptance of \$160,000 to carry out this two-year demonstration project.

While the majority of TxDOT funding has been allocated to demonstration projects and pilot programs, TxDOT recognizes the need to continue to provide funding for the coordinated transportation planning process to monitor progress of the 5-year plan, document any new unmet needs or gaps and to collect, maintain and report metrics data associated with the regional transportation plan.

In late October, TxDOT informed PRPC that funds to continue work on the coordinated transportation planning process would be non-competitive and would be set at \$25,000 for the 2018 program year. PRPC staff has coordinated with TxDOT staff to ensure inclusion in the non-competitive process and to prepare and submit an application for this cycle.

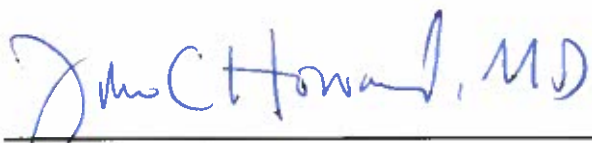
Mayor Ricky White moved to authorize the Executive Director to execute a contract to the date of execution with the Texas Department of Transportation for funds to support the Planning Commission's provision of public transportation coordination and planning activities in the Texas Panhandle. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

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

- A. PRPC Board of Directors received the current Panhandle Regional Planning Commission Personnel Policies and acknowledged receipt of such policies.
- B. Mr. Kyle Ingham reported on the recent and upcoming Planning Commission sponsored regional meetings.

**14. ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:10 p.m.



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

ATTEST:



Rebecca Rusk, Executive Assistant  
Panhandle Regional Planning Commission