

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS

Minutes

August 23, 2018

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, August 23, 2018, at 1:30 p.m. in the PRPC Board Room, 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Judge John Howard, Chairman, presided.

**MEMBERS PRESENT:**

- Juan Cantu, Lipscomb County Commissioner
- Cleo Castro, Cactus
- Buster Davis, Mayor, City of Gruver
- Irene Favila, Hereford
- Ronnie Gordon, Hartley County Judge
- Saul Hernandez, Amarillo
- Dr. John Howard, Donley County Judge
- Harold Keeter, Swisher County Judge
- Dan Looten, Carson County Judge
- Jay Mayden, Childress County Judge
- Wayne Nance, Briscoe County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Walter "Four" Price, Texas State Representative, District 87
- Sal Rivera, Sheriff, Castro County
- Amelia Salazar, Alderwoman, Palisades Village
- Pat Sims, Mayor, City of Dumas
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

**MEMBERS ABSENT:**

- Don Allred, Oldham County Judge
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Ernie Houdashell, Randall County Judge
- John James, Collingsworth County Judge
- Karen Price, Pampa
- Winston Sauls, Borger
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Kerry Symons, Mayor Pro-Tem, City of Perryton

**STAFF PRESENT:** Mr. John Kiehl, Regional Services Director; Ms. Lori Gunn, Regional Services Program Coordinator; Ms. Janet Schulte, Area Agency on Aging Care Coordinator; Mr. Marin Rivas, Workforce Development Director; Ms. Heather Reid, Workforce Development Contract/Accounting Manager; Mr. Alex Guerrero, Local Government Services Program

Specialist; Ms. Paige Witthar, Local Government Services Program Specialist; Mr. Jamie Hall, Local Government Services Program Specialist; Mr. Mike Peters, Regional 9-1-1 Network Director; Ms. Renee Boehning, Finance Director; Ms. Sheree Bailey, Administrative Program Specialist; Mr. Kyle Ingham, 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 26, 2018, as received. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

**4. VOUCHERS**

Judge Jay Mayden moved to approve the vouchers for the month of July, 2018. Judge Wayne Nance seconded the motion; the motion carried by unanimous vote.

**5. 2019 PRPC DUES STRUCTURE**

Mr. Kyle Ingham 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 2019 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 2019 budget has been prepared assuming no increase in the membership dues rate and the continuing high level of local government membership participation.

Mr. Ingham stated that the Executive Committee met prior to the Board meeting to review the staff's suggested 2019 dues structure, and the committee recommends presenting the proposed dues structure to the general membership at the annual meeting in September.

Mr. Buster Davis moved to recommend the proposed 2018-2019 dues structure to the general membership at the PRPC Annual Meeting. Ms. Irene Favila seconded the motion; the motion carried by unanimous vote.

**6. 2019 STRATEGIC WORK PROGRAM AND BUDGET**

Mr. Kyle Ingham 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. Renee Boehning 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 2019 budget, and the committee recommends presenting the proposed budget to the general membership at the annual meeting in September.

Mr. Cleo Castro moved to recommend the proposed 2018-2019 work program and budget to the general membership at the PRPC Annual Meeting. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

**7. PANHANDLE REGIONAL 9-1-1 NETWORK COMPUTER EQUIPMENT PURCHASE**

Mr. Mike Peters stated that the Commission on Emergency Communications has awarded the Panhandle Region \$200,000 to replace call taking equipment. In order to keep the 9-1-1 equipment reliable across the state, each region maintains, and is funded in relation to, an equipment replacement schedule. As the existing computers were installed in January of 2015, our existing equipment will be approximately 4 years old when it is finally replaced with this project. Within this budget, we will be able to replace all 47 call taking workstations as well as the backroom object servers at each site while also allowing for spares. The total number of computers to be purchased is 75.

The Panhandle Regional 9-1-1 Network has been working to get a reasonable price while maximizing the reliability and speed within budget. We have received favorable pricing from Intech Southwest Services and Hewlett Packard to provide the computer equipment through a DIR Contract. The total cost for hardware to be purchased is \$119,275. We are waiting for formal blessings from West Safety Services as to the specific configuration. These machines will be a substantial improvement to the machines that are currently in service.

Judge Dan Looten moved to authorize the Executive Director to execute a contract with Intech Southwest Services to purchase 9-1-1 call taking equipment. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

**8. PANHANDLE REGIONAL 9-1-1 NETWORK EQUIPMENT INSTALLATION REPLACEMENT CONTRACT**

Mr. Mike Peters informed the Board that after extensive revisions with West Safety Services, we have finally agreed on specific upgrades and costs to move forward with upgrading 9-1-1 call taking equipment. Part of this contract is to replace 47 workstations, and 23 object servers at each of the 23 regional call centers. Additional components of this project involve installation or upgrading all of the software in the region. They will also be replacing the network switches at the two host sites and providing a license to allow us to record our text-messages on the 9-1-1 call recorders. Approximately half of these costs are equipment costs with the other half being labor.

The total contract amount for equipment and services is \$77,957.40 through the HGAC Buy purchasing program.

Mayor Pat Sims moved to authorize the Executive Director to execute a contract with West Safety Services to purchase and install necessary 9-1-1 call taking equipment. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

**9. PANHANDLE REGIONAL 9-1-1 NETWORK SUPPORT SERVICES CONTRACT RENEWAL**

Mr. Mike Peters reminded the Board that in 2014 the Planning Commission entered into a contract with West Safety Services for software subscription services, tech support, and Symantec virus software updates. The existing contract expires on 10-31-2018, and we need to begin the process of renewing the contract to maintain those services.

If we choose to maintain the software subscription services, it allows for any new software versions to be acquired at no additional cost. Typically, the best benefit of this service is to correct any software issues that may develop.

The tech support costs cover a 24/7 support hotline to remedy any issues that we or the local techs cannot immediately solve. The help desk has the ability to troubleshoot at a deeper level and allows contact with system engineers.

The antivirus subscription provides mailed antivirus updates to be installed directly on our servers as the 9-1-1 network is restricted from the internet.

We also need to extend our contract with West Safety Services for another year for ALL-VF services to provide ALI information to the call centers. The new contract will begin 9-1-2018 ending 8-31-2018.

Mayor Buster Davis moved to authorize the Executive Director to execute a contract renewal with West Safety Services to provide software and telephone support and antivirus updates for the Regional 9-1-1 Network. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

**10. NEXT GENERATION 9-1-1 GEOSPATIAL DATA SERVICES FOR ENTERPRISE GEOSPATIAL DATABASE MANAGEMENT SYSTEM**

Mr. Mike Peters stated that for the past two years, CSEC has provided Enterprise Geospatial Database Management System (EGDMS) services for the state's program to assist regions in increasing the accuracy between telephone records and the map data for each region. These services have helped us improve the location accuracy of each 9-1-1 caller's location as they are located on the dispatcher's map. Our current database provider, West, maintains the tabular database that we use to associate an address with a particular phone number. This database will transform into an EGDMS service that will allow the database to be updated as we update our map. This guarantees more accuracy as we currently have to make changes to the map and the database and ensure that they match. In order to avoid reload charges from GEOCOMM, our current provider, we need to have an agreement approved prior to September 1, 2018.

This item is a budgeted item and will be purchased through a formal RFP that was advertised and awarded by our funding agency, CSEC. These services are a requirement of our funding agency as the state moves closer to a more digital and geospatial system to handle 9-1-1 calls. These services will cost \$25,213.04 for a 1-year term.

Judge Nancy Tanner moved to authorize the Executive Director to execute a contract with GeoComm for Geospatial Data Services. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

11. **PANHANDLE AREA AGENCY ON AGING ADVISORY COUNCIL COMMITTEE APPOINTMENTS**

Ms. Janet Schulte informed the Board that vacancies exist on the Area Agency on Aging Advisory Council. The following individuals have shown interest in serving on the Advisory Council: Shannon Skiles, State Senator Kel Seliger's Office; Michelle Floyd, Alcom/Lifeline; Ashley Wetter, Program Director, Panhandle Independent Living Center; Debra Kirk, Veterans Administration; Alan Abraham, Texas Silver Haired Legislators; and Elvira Sanders Blakemore, Texas Panhandle Centers.

Judge Harold Keeter moved to appoint/re-appoint the recommended individuals to serve on the Area Agency on Aging of the Panhandle Advisory Council. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

12. **WORKFORCE DEVELOPMENT PROGRAM OPERATION AND SERVICE DELIVERY CONTRACT RENEWAL**

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, 2018.

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 \$3,500,000. Huxford Group would also be responsible for obligating the use of about \$12,300,000 in additional funds for client training, supportive services and child care as a part of this agreement. These funds would be administered by PRPC. The contract would be for the period of October 1, 2018 through September 30, 2019, and funds to cover associated costs would be available from the Texas Workforce Commission (TWC) and also from local child care matching funds.

Commissioner Juan Cantu moved to approve a contract renewal 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.

13. **HIGH DEMAND JOB TRAINING PROGRAM APPLICATION**

Mr. Marin Rivas reminded the Board that the Texas Workforce Commission (TWC) has dedicated \$1,000,000 of Workforce Innovation and Opportunity Act (WIOA) funds statewide for a grant opportunity, to address skill gaps and ensure a talent pipeline to address industry needs, through collaborations between local Workforce Development Boards and local Economic Development Corporations (EDCs). The collaborations must focus on high-demand occupational job training determined by the local Board in its workforce area.

The intent of the High Demand Job Training Program is to support local Workforce Development Boards in partnering with local EDCs to use their local economic development sales taxes for high demand job training. The funds provided to the Board would be used to match the local economic development sales tax funding for job training, on a dollar-for-dollar basis.

A few weeks ago, TWC notified staff that funds were still available in the High Demand Job Training Program grant opportunity. The EDC in Borger expressed interest in pursuing the grant funds and initiated a conversation with the Frank Phillips College campus in Borger to utilize economic development sales tax funds. These dollars combined with matching funds from the High Demand Job Training Program would help purchase equipment to provide workforce training to students in the areas of industrial machinery mechanics, instrumentation and electrical, pump and engine, process

technology, and nursing. Training in these occupations is necessary to alleviate the shortage of skilled workers in our area.

Due to a very short turnaround time on the remaining grant funds, PRPC staff proceeded with submitting an initial application to TWC on behalf of the Borger EDC and Frank Phillips College for \$90,000. This application, having met the submission deadline, is now at TWC under consideration. However, the application can be withdrawn if the PRPC Board does not choose to ratify the submission. The application, if approved by TWC, will match the Borger EDC's Texas Development Corporation Act sales tax monies of \$90,000 for a total of \$180,000 to purchase equipment to provide workforce training for the Frank Phillips College campus in Borger.

Ms. Irene Favila moved to authorize the submission of an application to the Texas Workforce Commission's High Demand Job Training Program to assist in meeting the needs for the Frank Phillips College Campus in Borger, Texas. The motion further authorized the Executive Director to formalize the collaboration, by executing Financial Agreements, with the Borger EDC and Frank Phillips College. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

#### **14. HIGH DEMAND JOB TRAINING PROGRAM PURCHASE – DALHART**

Mr. Marin Rivas reminded the Board that staff has been coordinating with the Dalhart Economic Development Corporation and Frank Phillips College to facilitate occupational training at the post-secondary level at the Frank Phillips College-Dalhart Center where students will attend classes in the new \$1,500,000 Career Training Center.

As approved by the Board in the March meeting, staff submitted an application to the Texas Workforce Commission (TWC) for a High Demand Job Training Program grant opportunity to match Workforce Innovation and Opportunity Act (WIOA) funds to local economic development sales tax funding, on a dollar-for-dollar basis. The application was approved and the Panhandle Workforce Development Board has been awarded \$99,997 of WIOA matching funds, which PRPC will administer through a contract with TWC.

In July, staff issued an Invitation for Bids (IFB) for Industrial and Electrical Equipment and Process Control Technology Training Systems in order to purchase equipment needed at the Frank Phillips College-Dalhart Center. As promised in the March meeting, staff is bringing recommendations from the results of the procurement for the Board's consideration.

Bids were received from three vendors: Advanced Technologies Consultants, Inc.; DEPCO Enterprises, LLC; and Technical Laboratory Systems, Inc. (TECH-LABS). As was allowed in the solicitation, Advanced Technologies Consultants offered multiple bids on both training systems while DEPCO Enterprises only offered a bid on the Electric Motor Control Training System. Technical Laboratory Systems offered one bid on each of the two training systems.

The lowest cost for the Level and Flow Process Control Training System was offered by Technical Laboratory Systems, Inc. (TECH-LABS) at \$26,101. The lowest cost for the Electric Motor Control Training System was offered by DEPCO Enterprises, LLC at \$14,995. The Frank Phillips College-Dalhart Center has requested two each of the Level and Flow Process Control Training Systems and the Electric Motor Control Training Systems for a total of \$82,192.

Commissioner Juan Cantu moved to approve the purchase of the Industrial and Electrical Equipment and Process Control Technology Training Systems, as specified, pending the receipt of grant funds from the Texas Workforce Commission for the Frank Phillips College – Dalhart Center. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote, with Judge Ronnie Gordon abstaining.

#### **15. 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, seven 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>
Richard Collins	Solid Waste Superintendent, City of Perryton	Re-appointment to 2 <sup>nd</sup> term
Tommy Wyatt	Director of Public Works, City of Canadian	Appointment to 1 <sup>st</sup> full term
Jon Michael Walker	Assistant Public Works Director, City of Wheeler	Appointment to 1 <sup>st</sup> full term
Danny Gaines	Sanitation & Recycling Asst. Super., City of Clarendon	Appointment to 1 <sup>st</sup> full term
Blair Snow	Assistant Director of Public Works, City of Amarillo	Partial term
David Morris	Street Superintendent/Landfill, City of Memphis	Partial term
Johnny Torres	Public Works Director, City of Hereford	Partial term

Judge Dan Looten moved to appoint/re-appoint the recommended individuals to serve on the Planning Commission's Regional Solid Waste Management Advisory Committee. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

#### 16. CRIMINAL JUSTICE ADVISORY COMMITTEE APPOINTMENTS

Ms. Lori Gunn reminded the Board that the Criminal Justice Advisory Committee (CJAC) oversees the grant programs made available through the Office of the Governor's Criminal Justice Division. Funding comes from a variety of state and federal sources which includes:

- VOCA Funds through the Victims of Crime Act
- VAWA funds through the Violence Against Women Act
- JAG Funds through the Edward Byrne Justice Assistance Grants and State 421 Funds and
- JJDP Funds through the Juvenile Justice and Delinquency Prevention Act

Ms. Gunn stated that four members were up for re-appointment and one member needed to be replaced. PRPC staff has contacted all of the following individuals and all have confirmed that they are all willing and able to serve.

<u>Name</u>	<u>Title/Organization</u>	<u>Area of Interest</u>
Monty Hysinger	Superintendent, Dumas ISD	Regional Education System
Brent Harrison	Police Chief, Hereford Police Department	Regional Law Enforcement Community Members
Sara Northrup	Program Director, Texas Panhandle Centers	Regional Mental Health Service Provider
Kendra Ramsey	Concerned Citizen	Concerned Citizen or Parent Organization
Shelly Bohannon	Executive Director, The Bridge, Children's Advocacy Center	Non-Profit Organization Concerned with Criminal Justice/Law Enforcement Matters
Traci Rogers	Executive Director, No Boundaries International Amarillo	Non-Profit Organization Concerned with Criminal Justice/Law Enforcement Matters

Judge Jay Mayden moved to appoint/re-appoint the recommended individuals to serve on the PY 2019 Regional Criminal Justice Advisory Committee. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

#### 17. 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, 2018.

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. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

#### 18. **PANHANDLE 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, 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.

Sheriff Sal Rivera 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, 2018 – August 31, 2019. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

**19. NATIONAL PREPAREDNESS MONTH RESOLUTION**

Mr. John Kiehl reminded the Board that for over 15 years now, the Federal Emergency Management Agency (FEMA) has conducted a nationwide awareness campaign that culminates each September with National Preparedness Month (NPM). The aim of this annual event is to persuade the American public to take action to prepare themselves, their families, businesses and communities for disasters both large and small. The NPM message has not changed since its inception. Each year, residents are called to build a plan, build a kit and build self-sufficiency. The 3-part slogan for the 2018 National Preparedness Month is: "Disasters Happen. Prepare Now. Learn How."

Though unpredictable, disasters do occur with regularity. This past year, we've seen devastating hurricanes strike Texas, Florida and Puerto Rico and damaging wildfires continue to burn across California.

A little closer to home, the northeast part of the Panhandle was immobilized this past winter with a widespread ice storm and later in March, deadly wildfires burned across the central part of the region. Closer still, each year, house fires leave many Panhandle residents with little but the clothes on their back. As a rule, disasters can't be prevented but with some advanced planning and preparation at all levels, the impacts of disaster can be mitigated.

For as long as FEMA has observed NPM, PRPC staff has been asking the Board of Directors to consider a resolution recognizing the annual program in the Panhandle.

Mayor Pat Sims moved to pass a resolution proclaiming September, 2018 as "Preparedness Month" in the Texas Panhandle. Sheriff Sal Rivera seconded the motion; the motion carried by unanimous vote.

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

Mr. John Kiehl stated that the Governor's Office serves as the State Administrative Agency for Texas' federally-funded criminal justice and homeland security programs. In FY18, the PRPC received \$32,373.46 to perform SHSP-related tasks and deliverables.

Mr. Kiehl reviewed those tasks and deliverables in detail with the Board and informed the Board that the contract is up for renewal.

Mayor Ricky White 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. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

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

Mr. Jamie Hall 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. Hall 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 18 hours per month at an hourly rate of \$60.00. This will produce a monthly cost of \$1080.00 and a total contract cost of \$12,960.00.

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.

Judge Dan Looten 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. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.



## **22. ECONOMIC DEVELOPMENT ADVISORY COMMITTEE APPOINTMENTS**

Ms. Paige Witthar stated that 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 sixteen active members and eight 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 sixteen 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, Castro, Hutchinson, Oldham and Briscoe along with the other noted ex-officio members continuing terms for continuity and the likelihood that their counties will be again be noted as Distressed in the near future.

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

Wade Hawkins, Hereford Economic Development Corporation  
Woodrow Richardson, City of Memphis  
Dorrance Smith, Childress Municipal Development District  
Buffy Gwyn, Groom Economic Development District  
Nancy Manley, City of Miami  
Greg Duggan, Dalhart Economic Development Corporation  
Clay Rice, Pampa Economic Development Corporation  
B.J. Potts, City of Dimmitt  
Keila Bain, Oldham County Chamber of Commerce  
Karen Haddon, City of Booker

Sheriff Sal Rivera moved to appoint/re-appoint the recommended individuals to serve on the Planning Commission's Economic Development Advisory Committee. Alderwoman Amelia Salazar seconded the motion; the motion carried by unanimous vote.

## **23. DOWNTOWN REVITALIZATION APPLICATION DEVELOPMENT AND MANAGEMENT SERVICES INTERLOCAL CONTRACTS**

Ms. Paige Witthar stated that through the CDBG program the Texas Department of Agriculture (TDA) offers many different funding opportunities that include: Community Development Infrastructure Improvement Program, Community Enhancement Fund, Texas Capital Fund Infrastructure Program, Disaster Relief and the Downtown Revitalization Program.

The Downtown Revitalization Program stated objectives are for the elimination of slum or blight conditions in the downtown areas of communities by providing assistance for public infrastructure improvements, specifically sidewalks and ADA compliance. The City of Groom and the Groom Economic Development Corporation are partnering together to write an application that will seek to improve the sidewalks and lighting conditions in their downtown area.

Following the format established during the TxCDBG application process conducted in the fall of 2017, an interlocal agreement has been developed for PRPC to assist the City of Groom with the application to the Downtown Revitalization Program. In order to comply with TDA requirements as well as maintain the long-established tradition of conducting application development at no charge to communities in the region, the interlocal agreement is two parts:

Part 1 - Application development will be conducted at no cost.

Part 2 – An option to for an Amendment to be consider contingent upon funding for Project Management Services.

Functionally, these are all activities conducted by PRPC staff on projects and applications historically. However, given recent TDA guidance it is necessary for the City of Groom and PRPC to enter into an interlocal agreement at this time to ensure that these activities are detailed and to adhere to the funding agency's requirements.

Judge Wayne Nance moved to authorize the Executive Director to execute an interlocal cooperation contract with the City of Groom for the Planning Commission to provide Texas Community Development Program grant application development and potential project management services. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

**24. 2018 ECONOMIC DEVELOPMENT DISTRICT COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGIES (CEDS) APPROVAL**

Mr. Dustin Meyer stated that for over 20 years the Panhandle Regional 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 to facilitate the planning and implementation of economic development related strategies in the Texas Panhandle. Currently, the Economic Development District is in the last 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 2018 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 2018 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. Mr. Meyer reviewed the CEDS summary with the Board of Directors and informed the Board that the full document can be reviewed on the PRPC website. The Board discussed a need to include lack of education with the document, as well.

Judge Harold Keeter moved to approve the 2018 Panhandle Regional Planning Commission Economic Development District Comprehensive Economic Development Strategies (CEDS) as presented with the inclusion of "lack of education" to the document. Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote.

**25. TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION DEVELOPMENT AND MANAGEMENT SERVICES INTERLOCAL CONTRACTS**

Mr. Dustin Meyer 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 275 TxCDBG projects totaling more than \$62,000,000 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 they are in the process of soliciting applications for the 2019/2020 TxCDBG program.

In the previous CDBG application cycle, TDA issued guidance that changed decades of precedence requiring the procurement of professional services associated with the TxCDBG program to occur prior to the development of applications. This change was due to a unique interpretation of the new 2 CFR 200 related to the development of a "statement of work" pertaining to projects ultimately funded. As such, the same rules and requirements are again in effect for this application cycle. To this end, staff will follow the previous model established to adopt an interlocal agreement with cities and counties that wish to utilize PRPC for the development of applications for the 2019/2020 TxCDBG cycle.

The complication of securing professional services prior to the development of an application is that no actual project exists so it is difficult to detail the services to be provided. Fundamentally, PRPC staff hopes to keep the application development process free for the communities it is working with and still allow the community to choose

to utilize PRPC for administration if a project is funded. To this end, an interlocal agreement has been developed that a community may enter into with PRPC that details the application development at no-charge and identifies a future consideration of administrative services if a project is funded. However, the specifics of an administration contract are identified to be determined at a later date at the locality's discretion through an amendment if a TxCDBG project is funded for a specific entity.

In anticipation of PRPC staff preparing approximately 30 TxCDBG applications this cycle, staff has determined that it would be useful for the Board to consider the Interlocals associated with the application preparation in multiple groupings for two reasons:

1. There is a staggering of the public hearings and meetings that staff goes to chronologically to ensure that staff can be in each community during an application cycle.
2. With over 30 entities applying there could be a problem with Board voting membership having to recuse themselves if all projects were presented together.

The following interlocal agreements were presented to the Board:

- a. City of Adrian
- b. City of Booker
- c. City of Bovina
- d. City of Cactus
- e. City of Canadian
- f. City of Follett
- g. City of Gruver
- h. City of Nazareth
- i. City of Quitaque
- j. City of Shamrock
- k. City of Spearman
- l. City of Texline

Each of these is a no-cost interlocal agreement between PRPC and the respective entity for the preparation of a 2019 TxCDBG application with a project administration section contingent upon future funding with details to be amended in later. The focus of these interlocals is to allow PRPC to continue providing the same services as in previous cycles and meet TDA's requirements to establish formal relationships prior to the submission of applications.

Mayor Pat Sims moved to authorize the Executive Director to execute interlocal cooperation contracts with various Panhandle area local governments for the Planning Commission to provide Texas Community Development Program grant application development and potential project management services. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote, with Mayor Buster Davis and Mr. Cleo Castro abstaining.

## 26. MISCELLANEOUS NON-ACTION INFORMATION ITEMS


A. Mr. Kyle Ingham reported on the recent and upcoming Planning Commission sponsored regional meetings.

## 27. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 3:09 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