

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS

Minutes

October 25, 2018

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, October 25, 2018, at 1:30 p.m. in the PRPC Board Room, 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Mayor Ricky White presided.

MEMBERS PRESENT:

- Don Allred, Oldham County Judge
- Juan Cantu, Lipscomb County Commissioner
- Cleo Castro, Cactus
- Buster Davis, Mayor, City of Gruver
- Ronnie Gordon, Hartley County Judge
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Saul Hernandez, Amarillo
- 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
- Ginger Nelson, Mayor, City of Amarillo
- Sal Rivera, Sheriff, Castro County
- Winston Sauls, Borger
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Tobe Shields, Mayor, City of Spearman
- Kerry Symons, Mayor, City of Perryton (had to leave meeting before it adjourned)
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Irene Favila, Hereford
- Karen Price, Pampa
- Walter "Four" Price, Texas State Representative, District 87
- Amelia Salazar, Alderwoman, Palisades Village
- Pat Sims, Mayor, City of Dumas

STAFF PRESENT: Mr. Dustin Meyer, Local Government Service Program Director; Mr. Alex Guerrero, Local Government Services Program Specialist; Mr. Marin Rivas, Workforce Development Director; Mr. John Kiehl, Regional Services Director; Ms. Lori Gunn, Regional Services Program Coordinator; Ms. Renee Boehning, Finance Director; Ms. Rebecca Rusk, Executive Assistant; Mr. Kyle Ingham, Executive Director

1. **CALL TO ORDER**

Mayor Ricky White 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 Ricky White gave the invocation.

3. **MINUTES**

Mayor Buster Davis moved to approve the minutes from the meeting held on September 27, 2018, as received. Sheriff Sal Rivera seconded the motion; the motion carried by unanimous vote.

4. **VOUCHERS**

Judge Jay Mayden moved to approve the vouchers for the month of September, 2018. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

5. **PRPC INVESTMENT FUND QUARTERLY REPORT**

Ms. Renee Boehning stated that pursuant to the Public Funds Investment Act, which was passed by the Texas Legislature in 1987 and amended in 1995 and 1997, PRPC adopted written investment policies on August 23, 1996 for funds under our control. In accordance with this Act, the investment officer of PRPC, which is the Finance Director, is required to submit to the Board of Directors a quarterly report of investment transactions. Ms. Boehning presented the report for the period of July 1, 2018 through September 30, 2018.

Judge Don Allred moved to accept the PRPC's Investment Funds Quarterly Report for the period ended September 30, 2018, as presented. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

6. **MINORITY ELECTED OFFICIAL BOARD MEMBER APPOINTMENT**

Mr. Kyle Ingham stated that the Planning Commission's Bylaws call for three seats on the Board of Directors to be held by minority local elected officials from area cities and counties. The three elected official seats are in addition to the five minority citizen representative positions on the Board. The minority local elected officials' seats are filled by direct Board appointment.

Commissioner Juan Cantu of Lipscomb County, Alderwoman Amelia Salazar and Sheriff Sal Rivera of Castro County currently hold the three elected official positions. The term of Sheriff Rivera is expiring. Staff has visited with Sheriff Rivera, and he has expressed a desire and willingness to continue serving on the PRPC Board of Directors.

Judge Don Allred moved to re-appoint Sheriff Sal Rivera to a three-year term on the PRPC Board of Directors. Judge John Howard seconded the motion; the motion carried by unanimous vote.

7. **SPECIAL DISTRICT REPRESENTATIVE BOARD MEMBER APPOINTMENT**

Mr. Kyle Ingham reminded the Board that the PRPC Bylaws call for two-member special district officials to serve on the PRPC Board of Directors. Dr. Bill Hallerberg of Amarillo represents the Canadian River Municipal Water Authority and has held one of those two special district seats. Phillip Self of Childress who represents the Greenbelt Municipal and Industrial Water Authority, holds the second special district position.

The term of Phillip Self is expiring. Staff has visited with Mr. Self, and he has expressed a desire and willingness to continue serving on the PRPC Board of Directors.

Judge Jay Mayden moved to re-appoint Mr. Phillip Self of Childress, Texas to a three-year term on the PRPC Board as a Special District Representative. Judge Dan Looten seconded the motion; the motion carried unanimous vote.

8. **PANHANDLE AREA STATE LEGISLATIVE DELEGATION BOARD MEMBER APPOINTMENT**

Mr. Kyle Ingham stated that the PRPC Bylaws call for the Planning Commission to offer a seat on the Board to a member of the Texas Legislature who represents a district located in whole or in part within the boundaries of the PRPC's service region.

State District 87 Representative Walter "Four" Price of Amarillo has been serving on the board in this capacity since January 2012. Representative Price has indicated his interest in and willingness to continue to serve on the PRPC Board.

Sheriff Sal Rivera moved to re-appoint State District 87 Representative Walter "Four" Price to a two-year term on the Panhandle Regional Planning Commission's Board of Directors. Judge John Howard seconded the motion; the motion carried by unanimous vote.

9. **MINORITY CITIZEN REPRESENTATIVE BOARD MEMBER ELECTION**

Mr. Kyle Ingham stated that the PRPC Bylaws call for representation of minority citizens on the Board of Directors. These designated minority seats are filled through a minority election process. The current term of the seat held by Mr. Saul Hernandez is expiring. Mr. Hernandez represents PSA-4 (Armstrong, Carson, Potter and Randall Counties).

In order to elect or re-elect a minority representative from this area, the Board of Directors needs to consider calling a meeting of minority citizens from Planning and Service Area 4.

Mayor Buster Davis moved to call the following meeting of minority citizens in order to elect a minority representative to serve on the PRPC Board of Directors:

PSA-4: Tuesday, December 4, 2018, at 6:00 p.m. in the PRPC Board Room

Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote.

10. TEXAS ASSOCIATION OF REGIONAL COUNCILS SERVICE FEES

Mr. Kyle Ingham reminded the Board that the Texas Association of Regional Councils (TARC) is a voluntary association composed of Texas' 24 regional councils. Each council is represented on the TARC Board of Directors by its chairman or official representative. TARC's activities are grouped under the following three activity centers: Executive Management and Intergovernmental Relations; Conferences and Events; and TARC Resource Center. The Planning Commission's 2017-2018 TARC services fees were \$8,111.24, and we anticipate the fees remaining the same for 2018-2019. Judge Nancy Tanner moved to authorize payment of the Panhandle Regional Planning Commission's 2018-2019 TARC Association service fees. Judge Don Allred seconded the motion; the motion carried by unanimous vote.

11. TEXAS WORKFORCE COMMISSION FACILITY REQUIREMENTS - INFORMATIONAL

Mr. Marin Rivas informed the Board that several decades ago, the Texas Workforce Commission (TWC) acquired the 15,500 sq. ft. building at 1206 S.W. 7th Avenue in Amarillo with grant funds provided to states under the Wagner-Peyser and the Social Security Acts for administering the Employment Services and Unemployment Insurance programs as a public employment office.

In 2005, TWC contracted with the Panhandle Workforce Development Board (PWDB), for a small usage fee and the responsibility for moderate maintenance and repair costs, to continue to allow Workforce staff to occupy the building to deliver workforce development and child care program services.

In 2016, programs and services administered or delivered by the Texas Department of Assistive and Rehabilitative Services (DARS) were transferred by the Texas Legislature to TWC. At that time, planning began to integrate the (now called Texas Workforce Solutions Vocational Rehabilitation Services) staff, from their current 9,343 sq. ft. office space, into the Workforce Solutions Panhandle facility.

Most recently, TWC has announced its intention to divest itself of ownership of its buildings statewide, which includes the Amarillo facility discussed above. TWC has requested a plan from the PWDB to describe how it will procure and relocate the integrated Workforce Development, Child Care and Vocational Rehabilitation program staff into a new building(s) should the current facility become unavailable.

In the coming months, PRPC staff will be releasing a Request for Qualifications (RFQ) in order to retain the services of a Commercial Real Estate Leasing Broker to assist the PWDB in determining a suitable relocation solution. Using this information, the PWDB will then develop its plan to submit to TWC. At this time, TWC is projecting the divestiture and relocation (should it be warranted) to be completed in the fall of 2020.

No action was necessary on this item.

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

Mr. Alex Guerrero reminded the Board that 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.

The following six Panhandle communities have been given notice by TDA, of the 2018 issuance of funds intended to be awarded to them through the 2018-2019 TxCDBG program: Hartley County, City of Borger, City of Perryton, City of Silverton, City of Stratford, and the City of Wellington. The funds from the grants will assist the communities in needed improvements to their water and sewer services.

Dr. Bill Hallerberg moved to authorize the Executive Director to execute interlocal cooperation contract amendments with Hartley County and the Cities of Borger, Perryton, Silverton, Stratford, and Wellington for the Planning Commission to provide Texas Community Development Program project management services. Sheriff Sal Rivera seconded the motion; the motion carried by unanimous vote, with the following Board members abstaining: Mr. Winston Sauls, Judge Ronnie Gordon, Judge Wayne Nance, Judge John James and Mayor Kerry Symons.

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

Mr. Alex Guerrero stated that staff has worked with Panhandle communities to implement infrastructure improvement projects through the Community Development Block Grant (TxCDBG) Program for over 30 years. Beginning with the 2017/2018 standard TxCDBG cycle, an interesting development occurred where TDA began issuing guidance indicating that they want to see the procurement of professional services associated with the TxCDBG program occur prior to the development of applications. This is a unique interpretation of the new 2 CFR 200 related to the development of a "statement of work" pertaining to projects ultimately funded.

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.

Despite these new requirements, PRPC staff has worked hard 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 are being presented to the Board in October of 2018: City of Fritch, City of Higgins, and the City of Lakeview. 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.

Judge Dan Looten moved to authorize the Executive Director to execute interlocal cooperation contracts with the Cities of Fritch, Higgins and Lakeview for the Planning Commission to provide Texas Community Development Program grant application development and potential project management services. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

14. CITY MANAGER RECRUITMENT SERVICES INTERLOCAL CONTRACT

Mr. Dustin Meyer reminded the Board that PRPC staff has assisted many cities in the Texas Panhandle with administrative services, ranging from contractual city management services to city manager searches to codification. One of the most increasingly demanded services is

assistance with the recruitment of professional staff by cities. In the last month PRPC was approached by the City of Sunray related to a professional search.

The City of Sunray has inquired about PRPC's services and requested a proposal regarding the process to identify qualified City Manager applicants. The Sunray city council is currently considering a memo detailing PRPC's scope of services as it relates to assistance with a professional search. The Council is working to determine if they want PRPC's assistance in their search or if they prefer to go another route. The inclusion of this agenda item will allow the PRPC Board of Directors to consider entering into interlocal agreement with the City of Sunray for the purpose of a City Manager Search if the City requests PRPC to do so.

Currently the search contract rate being used by PRPC will follow basic guidelines that can be modified based on locality preference. The contract will be focused so that the services can be rendered expeditiously and in a quality manner so that the City can resume normal operations quickly. Compensation will be rated at \$65.00 per hour with job postings and travel compensated additionally with a floor of \$3,000 and a ceiling of \$7,000 to ensure that both parties mutually benefit from the agreement.

Mayor Ginger Nelson moved to authorize the Executive Director to execute an interlocal contract with the City of Sunray for the Planning Commission to provide city manager recruitment services. Mr. Saul Hernandez seconded the motion; the motion carried by unanimous vote.

15. MEETING/PLANNING FACILITATION SERVICES INTERLOCAL CONTRACT – POTTER COUNTY

Mr. Dustin Meyer stated that since 2008 PRPC Local Government Services staff has been providing Strategic Planning services to Cities, Counties, and Economic Development Corporations in the Texas Panhandle. In April 2017, PRPC began working with Potter County officials to develop a Strategic Plan for the county. The process included identifying all existing resources, establishing and meeting with a small working group to define topics, preparing a strategic planning team and conducting the planning sessions.

The Strategic Planning sessions ran over the course of two days starting on March 8th, 2018 and concluding on April 5th, 2018 in open public meetings. The Planning Team began by going through the prioritized list of the Areas of Focus to provide them with a series of goals and objectives. The Committee then coupled the strategies with both a responsibility and potential funding sources, related to each of the identified needs, which could later be considered for implementation.

The Potter County Strategic Plan was presented and accepted by the Potter County Commissioner's Court on June 25th 2018. Mr. Meyer stated that this agenda item is to consider an interlocal agreement to allow PRPC to continue to provide 3rd party facilitation of quarterly meetings for Potter County to build on and capture the momentum of the strategic planning process with regards communication, teamwork and problem solving. The County has requested that PRPC continue to serve in this role of neutral facilitator over the course of the next year to assist with the planning process to continue to facilitate meetings among county personnel, adapt to evolving topics identified in the plan and to identify new topics as the emerge.

Judge Harold Keeter moved to authorize the Executive Director to execute an interlocal contract with Potter County for the provision of administrative services related to on-going strategic planning and inter-departmental meeting facilitation activities. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote, with Judge Nancy Tanner abstaining.

16. 2021 (CYCLE V) PANHANDLE REGIONAL WATER PLAN DEVELOPMENT CONTRACT AMENDMENT AND ASSOCIATED CONSULTING CONTRACT

Mr. Dustin Meyer reminded the Board that PRPC is currently serving as the fiscal agent and political subdivision for the Panhandle Water Planning Group (PWPG) and has done so since 1998. Through this relationship, the 2001 Panhandle Regional Water Plan, the 2006 Panhandle Regional Water Plan, 2011 Panhandle Regional Water Plan, and 2016 Panhandle Regional Water Plan were developed. In 2016, the PRPC Board of Directors approved the submission of the PWPG's application and subsequent Texas Water Development Board (TWDB) contract number 1548301829 for funding for the 2021 Panhandle Regional Water Plan.

PRPC and the PWPG went through a comprehensive Request for Qualifications process in which Freese and Nichols, Inc. was identified to be the most qualified out of five firms submitting statements of qualifications to develop the 2021 Plan. Freese and Nichols, Inc.

has also been contracted to assist in the development of each of the previous regional water plans. On May 28 of 2016, the PRPC Board of Directors entered into contract with Freese and Nichols Inc. for the development of the 2021 Panhandle Regional Water Plan. After an initial award and an initial contract amendment, a Freese and Nichols, Inc. contract is currently in place for a total of \$595,294 (PRPC to FNI – Total) for the complete development and approval of the 2021 Panhandle Regional Water Plan.

In March 2018, this body authorized Amendment No. 2 which increased the total committed funds for FY18-19 by \$237,509 bringing the total committed funds for the 2021 Regional Water Plan development to \$552,538. This current amendment (Amendment No. 3) for consideration does not commit any additional funds, but does serve as a notice to proceed with Task 5A authorizing the use of \$140,000 that has been assigned to that task. Additionally, the Panhandle Regional Water Planning Group has completed Task 4C Preparation and submittal of the Technical Memorandum which has been reviewed and approved by the TWDB. This recent amendment for consideration between PRPC and the TWDB authorizing the use of the funds assigned to task 5A will also need to be mirrored in the subcontract with FNI.

The total contract amount between PRPC and TWDB for the 2021 regional water planning effort has not been changed and remains \$671,294.

Judge John James moved to authorize the Executive Director to execute a contract amendment with the Texas Water Development Board, and corresponding action associated with the PRPC/Freese & Nichols consulting contract, to include new program deliverables. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote, with the following Board members abstaining: Judge Don Allred and Dr. Bill Hallerberg.

17. 2018 REGIONAL THREAT AND HAZARD IDENTIFICATION RISK ASSESSMENT (THIRA) AND STATE PREPAREDNESS REPORT (SPR) APPROVAL

Mr. John Kiehl stated that each year, every Council of Governments must fulfill several planning requirements in order to remain eligible to receive State Homeland Security Program (SHSP) funding. The first two involve annual updates to the region's Threat and Hazard Identification Risk Assessment (THIRA) and State Preparedness Report (SPR). This year, these two updates must be submitted to the Office of the Governor's Homeland Security Grants Division (HSGD); the agency administering the SHSP in Texas, by October 31. Another prerequisite calls for an update to the Panhandle's Texas Homeland Security Strategic Plan (THSSP) Regional Implementation Plan which has to be submitted to the HSGD by November 30.

The National Preparedness Goal (NPG) was created by Presidential Policy Directive 8 (PPD-8). PPD-8's intent is to "*strengthen the security and resilience of the United States through the systematic preparation for threats that pose the greatest risk to the security of the nation, including acts of terrorism, cyber-attacks, pandemics, and catastrophic natural disasters.*" The NPG describes a vision for nationwide preparedness and identifies the thirty-two core capabilities needed to achieve the vision across the five mission areas of: Prevention, Protection, Mitigation, Response, and Recovery.

Mr. Kiehl stated that there's a common theme running through these three required plan updates. With the THIRA, the region is establishing a Desired Out and a Capability Target for each of the 32 core capabilities described in the NPG based on a series of scenarios portraying plausible hazards and/or threats that could potentially impact the Panhandle. A Desired Outcome is a general statement of what the region hopes to achieve under each core capability. Capability Targets define what success looks like under each core capability.

With the SPR, based on available resources (people & equipment), the region assesses its ability to achieve self-set Core Capability Targets and then uses that information to identify gaps that will have to be filled in order to realize those objectives. The THSSP annual Regional Implementation Plan then prioritizes the gaps identified in the SRP for potential SHSP funding and implementation purposes.

The Panhandle Regional Emergency Management Advisory Committee (PREMAC) met on October 16 to finalize the development of the region's 2018 THIRA and SPR.

Mayor Buster Davis moved to approve the Panhandle region's 2018 Threat and Hazard Identification Risk Assessment (THIRA) and State Preparedness Report (SPR), as developed by the PREMAC, and authorize the submission of these documents to the Office of the Governor; Homeland Security Grants Division. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

18. FY2019 REGIONAL SOLID WASTE MANAGEMENT GRANT PROGRAM APPROVAL

Ms. Lori Gunn stated that as directed by the Texas Health and Safety Code, a portion of funds collected through landfill “tipping fees” is dedicated to a regional grant program supporting projects that promote recycling and other activities to promote the goals of Regional Solid Waste Management Plans across the state. Every year the Solid Waste Grants Program accepts applications for grant funds and those projects are prioritized according to the priorities established in the Panhandle Regional Solid Waste Management Plan. That prioritized list is then submitted to the TCEQ for final consideration.

On August 28th, notices went out to all eligible entities in the region for the FY 2019 Solid Waste Grant cycle. The PRPC received thirteen (13) applications totaling \$152,540.00 for the \$113,901.50 in available FY 2019 Solid Waste Grant funds. The Regional Solid Waste Management Advisory Committee (RSWMAC) met on October 18th to review these applications, hear oral presentations from applicants and establish a prioritization recommendation for the Board of Directors to review. Ms. Gunn presented the prioritized list to the Board, and informed them that the following prioritized list will then be submitted to the Texas Commission on Environmental Quality (TCEQ) for final approval:

FY 2019 Grant Prioritization List					
TOTAL FY 2019 FUNDS CURRENTLY AVAILABLE:		\$ 113,901.50			
FY 2019 Applicants	Average Ranking	Grant Funds Requested	Running Balance	RSWMAC Recommendation	
Booker ISD Storage Building	2.8125	\$ 17,800.00	\$ 96,101.50	Full Funding	
Swisher County Scrap Tire Clean-Up	4.125	\$ 3,825.00	\$ 92,276.50	Full Funding	
Castro County Scrap Tire Clean-Up	4.6875	\$ 3,825.00	\$ 88,451.50	Full Funding	
City of Stratford YW Containers	4.866667	\$ 18,504.00	\$ 69,947.50	Full Funding	
City of Spearman OCC Containers	5.666667	\$ 5,080.00	\$ 64,867.50	Full Funding	
City of Fritch Skid Steer w/ Grapple Attach	6.266667	\$ 35,000.00	\$ 29,867.50	Full Funding	
City of Pampa Vertical Baler	6.642857	\$ 16,899.00	\$ 12,968.50	Full Funding	
City of Dimmitt OCC Containers	6.733333	\$ 11,165.00	\$ 1,803.50	Full Funding	
City of Panhandle Moveable Containers	7.2	\$ 3,290.00	\$ (1,486.50)	Partial Funding	
City of Perryton YW Containers	8.133333	\$ 6,400.00	\$ (7,886.50)	Not Funded	
City of Hereford Used Motor Oil Container	9.066667	\$ 6,152.00	\$ (14,038.50)	Not Funded	
City of White Deer Scrap Tire Clean-Up	9.1875	\$ 5,100.00	\$ (19,138.50)	Not Funded	
City of Gruver Vertical Baler	10.84615	\$ 19,500.00	\$ (26,086.50)	Not Funded	
TOTALS:		\$ 152,540.00	\$ (38,638.50)		

Judge Nancy Tanner moved to approve the recommended list of FY 2019 Solid Waste Grant Applications for submission to TCEQ and, pending the TCEQ’s approval of the list, allow the Executive Director to enter into contracts with grantees for the implementation of the FY 2019 Solid Waste Grants Program. Mr. Saul Hernandez seconded the motion; the motion carried by unanimous vote, with the following Board members abstaining: Judge Harold Keeter, Sheriff Sal Rivera, Mayor Tobe Shields, Judge Dan Looten, Mayor Kerry Symons, Mayor Buster Davis and Commissioner Juan Cantu.

19. ADMINISTRATIVE REGULATION AMENDMENT

Ms. Lori Gunn reminded the Board that the Regional Criminal Justice Grant Program is overseen by the Regional Criminal Justice Advisory Committee (CJAC). The CJAC was established and is regulated by the PRPC Administrative Regulation Number 34, which speaks to the Committee’s purpose, authority, membership and meeting schedule.

The Office of the Governor’s Criminal Justice Division (CJD) contracts with PRPC each year to administer this regional program. The CJAC voted to reword the definition of a quorum for the advisory committee. The following new wording will allow the advisory

committee to meet and complete necessary business as needed for the Office of the Governor in an easier manner:

For the purposes of the transaction of business by the CJAC, a quorum shall be a simple majority of the members present.

Judge Ronnie Gordon moved to approve amendments to Administrative Regulation No.34, Panhandle Regional Criminal Justice Advisory Committee Procedures and Policies, to redefine Committee quorum requirements. Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

20. REGIONAL CRIMINAL JUSTICE ADVISORY COMMITTEE PY2019 GRANT PROGRAM OPERATING PROCEDURES APPROVAL

Ms. Lori Gunn stated that each year the PRPC receives funds from the Office of the Governor's Criminal Justice Division to administer a Criminal Justice Grant Program. The activities of the Program are overseen by the Criminal Justice Advisory Committee (CJAC) and the PRPC Board of Directors.

The Criminal Justice Division requires each region to develop and maintain Operating Procedures which clearly identify the process by which the Criminal Justice Grant Program will operate under the direction and oversight of the CJAC. At the beginning of each year the CJAC reviews its Operating Procedures for effectiveness and to lay out the ground rules for the coming year. Each year the Operating Procedures must be approved by the PRPC Board of Directors.

The CJAC met on October 10th about the proposed changes to the PY 2019 Operating Procedures. The CJAC has elected to leave much of the wording similar with minor date changes to reflect the fiscal year that these grants will operate under. Ms. Gunn reviewed the operating procedures with the Board.

Sheriff Sal Rivera moved to approve the PY2019 Grant Program Operating Procedures (Bylaws) for the Planning Commission's Regional Criminal Justice Advisory Committee. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

21. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

- A. PRPC Board Members executed the 2018-2019 membership dues solicitation letters.
- B. Chairman White appointed the following individuals to serve on the Executive Committee with himself: Judge John Howard, Dr. Bill Hallerberg, Mr. Winston Sauls, and Mayor Ginger Nelson.
- C. Chairman White appointed the following individuals to serve on the 2018-2019 Board of Directors Audit Committee: Mayor Buster Davis, Judge Jay Mayden, Alderwoman Amelia Salazar, Judge Dan Looten and Sheriff Sal Rivera.
- D. Chairman White designated Judge Jay Mayden as the TARC voting delegate; with himself, Kyle Ingham and John Kiehl serving as alternates.
- E. Chairman White designated Judge Harold Keeter as the voting delegate to the Corporation for Texas Regionalism Board.
- F. Discussions concerning the establishment of a regular meeting date and time for the 2018-2019 PRPC Board of Directors took place. It was the Board's consensus to continue to hold the PRPC Board of Directors meetings on the fourth Thursday of the month at 1:30 p.m.
- G. Mr. Kyle Ingham reported on the recent and upcoming Planning Commission sponsored regional meetings.

22. CLOSED SESSION – PERSONNEL MATTERS

At 2:35 p.m., Mayor Ricky White stated that the meeting will adjourn to executive session as authorized under Texas Government Code Chapter 551, Section 551.07 to discuss the employment and performance of the Executive Director.

23. RECONVENE PUBLIC SESSION

The public session of the Board of Director's meeting reconvened at 2:49 p.m.

Judge Jay Mayden moved to renew the employment agreement with the Executive Director. The motion further authorized the following: the establishment of an annual salary for the current Executive Director of \$133,250 (a 2.5 % cost of living increase) effective October 25, 2018; the continuation of his car allowance of \$700 per month and an email/internet/telephone capable wireless communications device service allowance of

\$100.00 per month. Sheriff Sal Rivera seconded the motion; the motion carried by unanimous vote.

24. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:51 p.m.



Dr. William Hallerberg, Vice Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



Rebecca Rusk, Executive Manager
Panhandle Regional Planning Commission