

PANHANDLE REGIONAL PLANNING COMMISSION  
BOARD OF DIRECTORS

Minutes

January 24, 2019

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, January 24, 2019, 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
- Buster Davis, Mayor, City of Gruver
- Irene Favila, Hereford
- Ronnie Gordon, Hartley County Judge
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Raul 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
- Wayne Nance, Briscoe County Judge
- Karen Price, Pampa
- Sal Rivera, Sheriff, Castro County
- Winston Sauls, Borger
- Tobe Shields, Mayor, City of Spearman
- Kerry Symons, Mayor, City of Perryton
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

**MEMBERS ABSENT:**

- Cleo Castro, Cactus
- Jay Mayden, Childress County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Walter "Four" Price, Texas State Representative, District 87
- Amelia Salazar, Alderwoman, Palisades Village
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Pat Sims, Mayor, City of Dumas

**STAFF PRESENT:** Mr. Dustin Meyer, Local Government Service Program Director; Mr. Kurt Grant, Local Government Services Program Specialist; Mr. Alex Guerrero, Community and Economic Development Program Specialist; Mr. John Kiehl, Regional Services Director; Mr. Mike Peters, Regional 9-1-1 Network Director; Mr. Marin Rivas, Workforce Development Director; Ms. Heather Reid, Workforce Development Contract/Accounting Manager; 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**

Mr. Winston Sauls gave the invocation.

3. **MINUTES**

Judge John Howard noted that the minutes reflected that he chaired the meeting when, in fact, the December 6, 2018, meeting was chaired by Dr. Bill Hallerberg. Mayor Kerry Symons moved to approve the minutes from the meeting held on December 6, 2018, with the noted correction. Ms. Irene Favila seconded the motion; the motion carried by unanimous vote.

4. **VOUCHERS**

Judge John Howard moved to approve the vouchers for the month of December, 2018. Mayor Buster Davis 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 October 1, 2018 through December 31, 2018.

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

6. **PANHANDLE REGIONAL 9-1-1 NETWORK QUARTERLY PERFORMANCE REPORT**

Mr. Mike Peters as stipulated in the agreement between Panhandle Regional Planning Commission and the Commission on State Emergency Communications (CSEC), the Panhandle 9-1-1 Network must establish and accomplish certain goals and objectives. In order to check progress throughout the year, we are required to submit to CSEC a quarterly performance report that includes 9-1-1 call volumes, monitoring results, network outage reports, system testing, and the status of equipment replacement. The following items make up the key points of the FY19 Q1 performance report covering September, October and November.

- There were 30,443 9-1-1 calls received from the 22 regional call centers of which 20,770 being wireless or 68%.
- Staff monitored fifteen Public Service Answering Points (PSAPs) with no findings.
- PSAP staff and PRPC staff performed 2,210 Network test calls.
- A fiber cut on September 25<sup>th</sup> near Childress caused our only outage during the period.
- The region received 1,141 text messages during this period, with the vast majority as test texts.

Dr. Bill Hallerberg moved to accept the Panhandle Regional 9-1-1 Network's 2019 First Quarter Performance Report as presented. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

7. **PANHANDLE REGIONAL 9-1-1 NETWORK HOST OPERATING SYSTEM AND DATABASE UPGRADE CONTRACT**

Mr. Mike Peters informed the Board that the Regional 9-1-1 Network is estimating approximately \$200,000 in cost savings by the end of fiscal year 2018. Due to the closure of the Shamrock PSAP, we anticipate similar or greater savings in 2019.

We recently entered into a contract to replace the call taking equipment at all 22 9-1-1 call centers with new HP workstations. Unfortunately, HP no longer offers Windows 7 as was quoted for our original project. It has always been in our interest to upgrade to Windows 10 but additional costs were necessary at our host sites. We feel confident that we have sufficient funds to make this step. In order to accomplish this, the Operating Systems at each host site will need an upgrade and an additional server is necessary during the transition.

All of the equipment and software on the 9-1-1 Network must be authorized by our equipment vendor, West Safety Services, and therefore; is typically several years behind the "current" version.

We have reached out to West Safety Solutions Corp. for a cost estimate to make the necessary upgrades to the host sites in Amarillo and Pampa. The upgrade, with a total cost of \$24,225.00, is available through HGAC Buy Board. The costs are primarily professional services staff time to make the upgrades on site while about \$9,000 of the total cost would purchase a new database server.

Judge Nancy Tanner moved to authorize the Executive Director to execute a contract with West Safety Solutions Corporation to upgrade to the Panhandle Regional 9-1-1 Network's Host Operating System. Mayor Tobe Shields seconded the motion; the motion carried by unanimous vote.

8. **PANHANDLE REGIONAL 9-1-1 NETWORK TEXAS SERVICES UPGRADE CONTRACT**

Mr. Mike Peters stated that the Panhandle Regional 9-1-1 Network was one of the initial regions to allow Text to 9-1-1. Unfortunately, the initial standards have now changed, and therefore our equipment needs reconfiguration to meet CSEC standards.

We have received a quote from West Safety Solutions Corp to make the necessary software and network changes to our systems. This will upgrade our 22 call centers to Message Session Relay Protocol (MSRP) text format. There will be reliability improvements with this upgrade and it will allow the dispatchers to initiate a text message if the original text session is closed. The total quoted cost through the HGAC Buy Board is \$27,500.

Judge Don Allred moved to authorize the Executive Director to execute a contract with West Safety Solutions Corporation to upgrade the Panhandle Regional 9-1-1 Network's Text Services Format to MSRP, Message Session Relay Protocol. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

**9. WORKFORCE PURCHASE: HIGH DEMAND JOB TRAINING PROGRAM - DALHART**

Mr. Marin Rivas reminded the Board that PRPC 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-Rahll Campus in Dalhart, where students will attend classes in the new \$1,500,000 Career Training Center.

As approved by the Board in the March 2018 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 is administering through a contract with TWC.

As discussed in the last meeting in December, staff issued an Invitation for Bids (IFB) for Nursing / Medical Equipment for the Frank Phillips College-Dalhart Center in order to utilize a portion of the grant. Equipment requested included a stretcher and a clinical nursing and patient care skills manikin – child. This solicitation process only yielded one bid that, upon staff review, was deemed to be non-responsive, and staff informed the Board that a second IFB would be issued.

Mr. Rivas explained that the second IFB received responses from a total of five vendors. Three vendors declined to bid on either of the items requested while one other provided a bid on only one of the items. One vendor, Pocket Nurse Enterprises, Inc., provided the lowest total pricing on items requested for a total of \$5,457.84.

Commissioner Juan Cantu moved to approve the purchase of Nursing/Medical Equipment from Pocket Nurse Enterprises, Inc., on behalf of Frank Phillips College – Rahll Campus in Dalhart under the Texas Workforce Commission's High Demand Job Training Program. Judge John James seconded the motion; the motion carried by unanimous vote.

**10. WORKFORCE PURCHASE: HIGH DEMAND JOB TRAINING PROGRAM - BORGER**

Mr. Marin Rivas reminded the Board that PRPC staff submitted an application to the Texas Workforce Commission (TWC), on behalf of the Borger Economic Development Corporation (EDC) and Frank Phillips College's Borger campus, for an additional 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 an additional \$90,000 of WIOA matching funds, which PRPC is administering through a contract with TWC. This grant matches the Borger EDC's Texas Development Corporation Act sales tax monies of \$90,000 for a total of \$180,000 to help purchase equipment for the Frank Phillips College campus in Borger in the areas of industrial machinery mechanics, instrumentation and electrical, pump and engine, process technology, and nursing, similar to the project in Dalhart.

The Borger EDC has entered into an Interlocal Cooperation Contract for Professional Services with PRPC to enable PRPC staff to procure and purchase equipment utilizing the combined tax monies and grant funds for the total amount of \$180,000.

As discussed in the last meeting in December, staff issued an Invitation for Bids (IFB) for Nursing / Medical Equipment for the Frank Phillips College-Borger Campus in order to utilize a portion of the grant. This solicitation process only yielded one bid that, upon staff review, was deemed to be non-responsive, and staff informed the Board that a second IFB would be issued.

Mr. Rivas stated that the second IFB received responses from a total of five vendors. Two vendors declined to bid on any of the items requested while two other vendors provided bids on only a portion of the items. One vendor, Pocket Nurse Enterprises, Inc. provided the lowest pricing on items requested for a total of \$19,899.24.

Mayor Kerry Symons moved to approve the purchase of Nursing/Medical Equipment from Pocket Nurse Enterprises, Inc., on behalf of Frank Phillips College – Borger Campus under the Texas Workforce Commission's High Demand Job Training Program. Judge John James seconded the motion; the motion carried by unanimous vote.

11. **WORKFORCE GRANT APPLICATION: WORKFORCE CAREER AND EDUCATION SPECIALIST PILOT PROGRAM APPLICATION**

Mr. Marin Rivas informed the Board that the Texas Workforce Commission (TWC) is offering a new Grant opportunity to the Workforce Development Areas across the State. This Grant is for the establishment and implementation of a Workforce Career and Education Outreach Specialist (referred to as a Workforce Specialist) Pilot Program. These Workforce Specialists will provide career services to students in Independent School Districts (ISDs), at public middle and high schools, grades six (6) through twelve (12) to direct those students toward High Growth High Demand Occupations experiencing existing or projected workforce shortages.

This new Program will support the achievement of Texas' goals outlined in the November 2016 Tri-Agency Report "Prosperity Requires Being Bold" which mandates alignment between education, workforce training, and industry demand. The Program also fits into the 2015-2030 Texas Higher Education Strategic Plan (called "60x30TX") which states that at least 60 percent of Texans, ages 25-34, will have a certificate or degree by the year 2030. The purpose of the Program is to help ensure students get exposure and awareness to career resources, today, that will empower them to gain degree certifications, graduate with marketable skills, and minimize student debt, in the future.

The Panhandle Workforce Development Area (PWDA) is requesting \$356,458.00 under this Grant to hire, train, and implement the positions of four full-time Workforce Specialists. These Specialists will be serving in at least seven ISDs throughout the Panhandle including, at a minimum, sixteen area public middle and high school campuses, and reaching more than 6,000 students, in the first year of the Program, and 7,250 students, in the second year. The Specialists will disseminate information regarding High-Growth High-Demand Occupations, opportunities and training in Middle-Skill jobs, post-secondary education, direct employment opportunities, and other entry points into the workforce, to all students. However, focus will be placed on engaging under-represented populations such as Foster Youth, Female, Individuals with Disabilities, Native Americans, Hispanics, Minorities, and Persons of Color, as well as economically disadvantaged and "At-Risk" struggling students needing remediation services.

One Workforce Specialist will serve students centrally in the Amarillo ISD and another will serve the River Road and Canyon ISDs. A third Workforce Specialist will cover the northern ISD's of Dumas and Pampa and a fourth will cover the southern ISD's of Hereford and Dimmitt.

Committed partners include all three of the Panhandle's regional Community/Technical Colleges, each community's EDC and Chamber of Commerce, and local and regional employers in industries of the Panhandle WDA's High-Growth High-Demand occupations.

Ms. Irene Favila moved to authorize the submission of a grant application to the Texas Workforce Commission's Workforce Career and Education Specialist Pilot Program to assist in meeting the needs of high school students and school counselors in the region. Mayor Buster Davis seconded the motion; the motions carried by unanimous vote.

12. **FY2019 STATE HOMELAND SECURITY PROGRAM APPLICATION RESOLUTIONS**

Mr. John Kiehl explained that the FY19 State Homeland Security Program (SHSP) grant application period opened on December 18, 2019. This year's applications are due to the Homeland Security Grants Division of the Governor's Office by no later than 5:00 PM on February 28, 2019.

The purpose of this grant is to support local and regional efforts to prevent terrorism and other catastrophic events and to prepare for threats and hazards that pose the greatest risk to public safety. The SHSP plays a significant role in the implementation of the National Preparedness System by providing funding which can be used to build, sustain and deliver core capabilities critical to achieving the National Preparedness Goal of having a secure and resilient Nation.

For over 10 years now, the PRPC has annually applied for funding to maintain four (4) keystone projects that benefit the entire region. They include:

1. The Regional PANCOM Interoperable Public Safety Communications system (which primarily supports the core capability of Operational Communications);
2. The Panhandle-Area Regional Information System or PARIS (which chiefly serves the core capability of Public Information & Warning);
3. The Non-EMPG EOP Update Project (which supports the Planning core capability); and
4. The Regional Planning & Coordination Project (which likewise supports the core capability of Planning).

Mr. Kiehl gave the Board a brief description of each of the proposed projects. He requested the Board consider passing resolutions authorizing the submission of the four applications.

Judge Ronnie Gordon moved to pass the resolutions authorizing the Planning Commission's submission of the following applications for FY2019 State Homeland Security Program projects:

- Panhandle Regional Interoperable Communications System (PANCOM) Maintenance and Operations Project
- Panhandle Area Regional Information System (PARIS) Maintenance Project
- Local Emergency Operations Planning (Non-EMPG) Update Project
- Regional Planning and Coordination Project

Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

13. **TEXAS DEPARTMENT OF EMERGENCY MANAGEMENT: HAZARD MITIGATION GRANT PROGRAM AMENDMENT**

Mr. John Kiehl stated that in 2010, PRPC started work on the creation of a new regional mass notification system which was partially funded with Hazard Mitigation Grant Program (HMGP) grant funds under DR-1791. DR numbers are designations for federally-declared disasters and in this case "1791" refers to Hurricane Ike which made landfall in Texas back in 2008. The HMGP program is funded by the Federal Emergency Management Agency (FEMA) and it's currently administered in Texas by the Texas Division of Emergency Management (TDEM). Mr. Kiehl explained that whenever a federally-declared disaster occurs in the State; 15% of the federal recovery funding received by Texas goes into an HMGP account. This is how the HMGP program is funded; disasters must occur before the funding appears and every HMGP grant award is uniquely associated with a particular disaster.

We completed our original project back in 2014 but as far as TDEM and FEMA are concerned, the grant remains open until August 2019. And, although 1791 has been open for over 10 years, Hurricane Ike generated over \$1B in HMGP funding and more than \$7M of those funds remain unspent today. Any 1791 funds not spent by August 28, 2019, will have to be returned to FEMA, and we've been told TDEM is trying to keep that from occurring by searching for worthwhile projects that can be completed by August.

Our regional notification system project was completed in association with our technical partner the Alliance for Community Solutions or ACS. ACS is a non-profit created for the purpose of building collaboration between stakeholders on the fabrication of technical solutions to common public safety issues that will mutually benefit of all involved. Because of our relationship with other jurisdictions through ACS, we created a system primarily for the benefit of the Panhandle knowing there'd be collateral benefits across the State; wherever other ACS members are found.

There are still improvements we'd like to make to further enhance our notification capabilities. One of those being to make the Fully Connect app we developed as part of our project more robust. That app was developed at a time when we were contending with AT&T throttling our emergency text messages; basically holding them hostage for a fee while other carriers like Sprint and Verizon let them sail through un-accosted. We still occasionally have issues with AT&T limiting the number of emergency text messages that can be sent at one time and we'd like to see that problem resolved once & for all.

A number of Panhandle jurisdictions use the system to page out their volunteer firefighters. If we could do it all over again, we'd enhance this particular function to allow the firefighters to respond to dispatch with either yes, I'll be there or no, I can't make it. An enhancement like that would also enable citizens to respond, when allowed by the sender, to emergency notices.

Although we've completed all the work we identified at the start of our project and then some, we're still in a position to request a cost-overrun on our 1791 project to carry out some of this other work we've since identified.

Mr. Kiehl explained that if the cost-overrun is approved, the HMGP requires a 25% match. However, that match would not be paid by the PRPC but rather by ACS and the ACS member stakeholders. That is the verbal commitment staff received with the ACS leadership as we've discussed this cost over-run possibility. However, if we move forward with this request and if the request is approved by TDEM and FEMA; that commitment will have to be put in writing and approved by the Board.

Judge Nancy Tanner moved to authorize the Executive Director to execute an amendment to the Texas Department of Emergency Management Hazard Mitigation Grant Program Contract requesting a cost-overrun to further enhance the Regional Mass Notification System. Ms. Karen Price seconded the motion; the motion carried by unanimous vote.

14. **FAIR HOUSING MONTH PROCLAMATION**

Mr. Alex Guerrero reminded the Board that Panhandle Regional Planning Commission (PRPC) is under contract with the Texas Department of Agriculture to provide community and economic planning activities for the Texas Panhandle. Through the Community and Economic Development Assistance Fund (CEDAF) contract, PRPC receives a grant to provide technical assistance to communities in the Panhandle regarding community and economic development programs.

Under the requirements of the contract, PRPC is required to conduct a Fair Housing Activity in the region. Title VIII of the Civil Rights Act of 1968, The Fair Housing Act, prohibits discrimination in the sale or rental of units in the private housing market against any person on the basis of race, color, religion, sex, national origin, age, physical/mental handicap, or familial status (i.e. children under 18) and provides for relief including the award of monetary damages where discriminatory housing practices are found.

A proclamation passed by the Board will fulfill PRPC's requirement to conduct a Fair Housing Activity and will raise the awareness of the importance of equal housing opportunities in the Panhandle.

Judge Wayne Nance moved to pass a proclamation designating February 2019 as Fair Housing Month in the Texas Panhandle. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

15. **TEXAS REVENUE RECOVERY ASSOCIATION (TRRA) ADMINISTRATIVE SERVICES AGREEMENT AMENDMENT**

Mr. Kurt Grant reminded the Board that the Planning Commission has served as the administrative agent for the Texas Revenue Recovery Association (TRRA) since its inception in 2004, to help facilitate local governments' efforts to collect delinquent accounts for municipal services. The TRRA was created at the request of local governments in the Texas Panhandle to be a mechanism by which communities could help collect delinquent accounts for each other as individuals moved around the region. The program was such a success in its early years that it became a statewide program with over 70 member cities across the State of Texas.

PRPC staff developed a software system that allows member cities to identify records of individuals who owe other member cities and collect that amount under threat of disruption of utilities. The city that is owed the debt retains 75% of the collected amount (far more than writing the debt off) and the collecting city retains 25% of the amount for its efforts. The TRRA receives a \$25 fee charged to each delinquent account that is collected for the operation and maintenance of the system. Additionally, many cities are using the system to identify and collect their own delinquent accounts in which instance they retain the full amount collected.

As the administrative agent for the TRRA, the PRPC is responsible for all of the record keeping and daily transactions of TRRA. The Planning Commission operates and maintains a database of all delinquent accounts that are reported and that is accessible only to authorized individuals within each Member City. We will also provide a meeting location and office of record as well as management and reporting of the finances and records of the TRRA. In general, the Planning Commission will provide all of the services the Revenue Recovery Association needs to operate on a day-by-day basis.

The relationship between PRPC and the TRRA is established through an interlocal agreement that has been updated periodically over the last dozen years. In 2015, it was determined that it would be advantageous to both parties to revisit this interlocal arrangement every other year, and we have now hit the 2 year renewal point for the last agreement.

Mayor Kerry Symons moved to authorize the Executive Director to execute an administrative services agreement amendment with the TRRA for the Planning Commission's continued

provision of necessary administrative services for the Association. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

**16. CORPORATION FOR TEXAS REGIONALISM PARTICIPATION FEES**

Mr. Kyle Ingham stated that prior to the beginning of the 79<sup>th</sup> Texas Legislative Session in 2005, a non-profit organization (the Corporation for Texas Regionalism) was established to advocate for the interests of regionalism and regional planning commissions in Texas. The non-profit engages the services of an Austin-based advocacy firm to assist local officials in representing regional interests before the Texas Legislature.

During the past Legislative Session, the Corporation focused attention on:

- Maintaining regional law enforcement officer training funds
- Maintaining regional solid waste management program funding
- Maintaining adequate regional 9-1-1 program funding

The Panhandle Regional Planning Commission has been solicited for continuing support of the Corporation during the 2019 year. The participation fee for the new year will remain unchanged from the 2018 fee at \$5,000. This is a budgeted item in the Planning Commission's 2019 Budget.

Mr. Ingham also informed the Board that, as a member, the Planning Commission has a seat on the Corporation for Texas Regionalism Board. Currently, Judge Harold Keeter serves in that capacity.

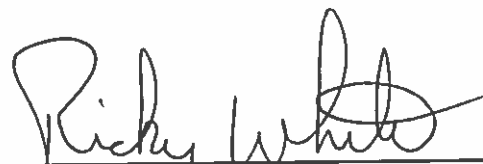
Judge Don Allred moved to authorize the Planning Commission's continued participation as a member of the Corporation for Texas Regionalism and approve the expenditure of \$5,000 in PRPC "local funds" to support the Corporation's 2019 activities. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

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

- A. Mr. Kyle Ingham presented the Panhandle Regional Planning Commission's FY2018 Productivity and Performance Report to the Board.
- B. Mr. Kyle Ingham reminded the Audit Committee of their brief meeting following the Board meeting to hold discussions with auditors via phone regarding the upcoming audit process for PRPC.
- C. Mr. Kyle Ingham reported on the recent and upcoming Planning Commission sponsored regional meetings.

**18. ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:40 p.m.



Ricky White, Chairman  
Panhandle Regional Planning Commission  
Board of Directors

ATTEST:



Winston Sauls, Secretary/Treasurer  
Panhandle Regional Planning Commission  
Board of Directors