

PANHANDLE REGIONAL PLANNING COMMISSION  
BOARD OF DIRECTORS

Minutes

February 28, 2019

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, February 28, 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:**

- Juan Cantu, Lipscomb County Commissioner
- Cleo Castro, Cactus
- Buster Davis, Mayor, City of Gruver
- 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
- Jay Mayden, Childress County Judge
- Wayne Nance, Briscoe County Judge
- Karen Price, Pampa
- Winston Sauls, Borger
- Tobe Shields, Mayor, City of Spearman
- Pat Sims, Mayor, City of Dumas
- Ricky White, Mayor, City of Friona

**MEMBERS ABSENT:**

- Don Allred, Oldham County Judge
- Irene Favila, Hereford
- Ronnie Gordon, Hartley County Judge
- Dan Looten, Carson 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
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Kerry Symons, Mayor, City of Perryton
- Nancy Tanner, Potter County Judge

**STAFF PRESENT:** Mr. Dustin Meyer, Local Government Service Program Director; Mr. John Kiehl, Regional Services Director; Ms. Lori Gunn, Regional Services Program Coordinator; Ms. Emily Nolte, Regional Services Program Coordinator; Mr. Mike Peters, Regional 9-1-1 Network Director; Mr. Marin Rivas, Workforce Development Director; Ms. Heather Reid, Workforce Development Contract/Accounting Manager; Ms. Leslie Hardin, Workforce Development Program Coordinator; Ms. Renee Boehning, Finance Director; Ms. Rebecca Rusk, Executive Assistant; Mr. Kyle Ingham, Executive Director

**OTHERS PRESENT:** Mr. Brent Bralley, JKB Company, Inc.

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 January 24, 2019, as received. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

#### 4. VOUCHERS

Dr. Bill Hallerberg moved to approve the vouchers for the month of January, 2019. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

#### 5. PANHANDLE REGIONAL 9-1-1 NETWORK ADVISORY COMMITTEE APPOINTMENTS

Mr. Mike Peters stated that the Panhandle Regional 9-1-1 Network Advisory Committee is composed of a representative from each of the region's 22 public-safety answering points and three representatives from the telecommunication industry. The Procedures and Policies of the Panhandle Regional 9-1-1 Network Advisory Committee requires members to serve staggered three year terms, limited to two consecutive three-year terms.

The Committee is designed to provide general guidance and policy direction to the Panhandle Regional 9-1-1 project. Currently, there is one vacancy due to the retirement of Perryton Police Chief Tony Hill. Perryton has nominated the new Police Chief Mike Smith to serve on the Committee.

Commissioner Juan Cantu moved to appoint Perryton Police Chief Mike Smith to serve on the Planning Commission's Regional 9-1-1 Network Advisory Committee. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

#### 6. PANHANDLE REGIONAL CRIMINAL JUSTICE ADVISORY COMMITTEE APPOINTMENTS

Ms. Lori Gunn reminded the Board that the main duties of the Criminal Justice Advisory Committee (CJAC) are to oversee the grant programs made available through the Office of the Governor's Criminal Justice Division. 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.

PRPC Administrative Regulation No. 34 establishes the size and composition of the committee and sets the member term lengths. The CJAC is comprised of at least 17 members, who serve 3-year staggered terms, with one-third of the membership being appointed or reappointed by the PRPC Board each year. There are no term-limits for this committee. Currently there are two vacancies on the Committee. Mr. Rob Hampton with the Emergency Services Unit in Pampa and Mr. Joe Jarosek, Canadian City Manager have expressed an interest in serving on the Criminal Justice Advisory Committee if so appointed.

Judge Wayne Nance moved to appoint Mr. Rob Hampton and Mr. Joe Jarosek to serve on the Planning Commission's Regional Criminal Justice Advisory Committee. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

#### 7. INTERLOCAL CONTRACT: REGIONAL MASS NOTIFICATION SYSTEM PROJECT

Ms. Emily Nolte reminded the Board that the last month, they authorized PRPC staff to make a request of the Texas Division of Emergency Management (TDEM) for a cost overrun on our Hazard Mitigation Grant Program (HMGP)-funded Regional Mass Notification System Project. TDEM serves as the state administrative agency for the HMGP but the program is actually funded and overseen by the Federal Emergency Management Agency (FEMA). So, any overrun for this project will have to be approved by TDEM and FEMA.

Until recently, the Regional Mass Notification System Project showed in TDEM's electronic grants management system (GMS) as being in the "Closeout in Progress" phase. Project-wise, we had accomplished everything we originally set out to do and the project funds had already been through an informal TDEM audit. The system, or "PARIS", has been in operation now for years and is regularly used for a variety emergency alerting purposes.

However, over the past six months or so, we've seen an issue we thought had been resolved several years ago rear back up. AT&T and Verizon have found new and improved ways to throttle or choke the flow of text messaging. Text messaging is the quickest, most efficient option available for simultaneously notifying large numbers of people of an emergency situation. Federal Communications Commission rules ban text messages sent to a mobile phone using an autodialer unless the recipient previously gave consent to receiving the message or the message is sent for emergency purpose.

If left unchecked, the issue could result in some alert messages not reaching residents who get their phone service through AT&T and/or Verizon on a timely basis. If approved, the

cost overrun would provide the funding necessary to implement a long-term fix to this problem.

A written overrun request was filed with TDEM on the GMS on February 8. On a follow-up phone call to TDEM, I was told another \$126,661 would be made available for our project pending FEMA approval.

The PRPC received official notice that our project performance period was being extended until August 28, 2019. That's a critical step in the approval process because the project is being taken out of the "Closeout in Progress" phase and reactivated in advance of the supplemental funding. I anticipate the final approvals will be given within the next week or two.

FEMA requires that for every \$3 in additional HMGP funding the PRPC receives, we (or somebody) must provide at least \$1 in match. The Alliance for Community Solutions (ACS); the nonprofit technical partner that designed and built the regional notification system to our stated needs had committed to providing this 25% match. The reasoning for this commitment, is that the system built for the Panhandle now serves jurisdictions in over 150 Texas counties. Many of our non-Panhandle ACS partners are experiencing the same issues with their telcos throttling emergency texts. The solution that fixes the problem in the Panhandle will also resolve the issue in the jurisdictions outside the Panhandle. In fact, the 25% match, which is already cash in-hand, is being provided by our partner jurisdictions through ACS.

Ms. Nolte stated that we have a window of opportunity to resolve an issue that's adversely impacting our region as well as others. The additional funding to implement the solution will be made available to the PRPC within the next two weeks. All work associated with the development and implementation of the necessary system enhancement will have to be completed by August 28. There is a 25% match requirement but if this interlocal is approved, the match will be met by all our other system partners through ACS. Those match funds will likely be the first dollars spent on developing a solution to this throttling issue; which will essentially be developed at no cost to the PRPC.

Judge John James moved to authorize the Executive Director to execute an interlocal agreement related to a regional mass notification system. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

8. **WORKFORCE PROCUREMENT: REAL ESTATE BROKERAGE SERVICES FOR WORKFORCE SOLUTIONS CENTER**

Mr. Marin Rivas reminded the Board the Texas Workforce Commission (TWC) has announced its intention to divest itself of ownership of its buildings statewide, which includes the Workforce Solutions Panhandle facility at 1206 S.W. 7th Avenue, in Amarillo.

In January, as part of the Panhandle Workforce Development Board's (PWDB) plan to procure and relocate the integrated Workforce Development, Child Care and Vocational Rehabilitation program staff into a new building(s), staff issued a Request for Proposals (RFP) for Real Estate Brokerage Services under PRPC's procurement policies. The intent of the RFP was to solicit qualified individuals or firms to assist PRPC and the PWDB with identifying and securing commercial leased property, potentially suitable development projects, and/or purchase options from which Workforce Solutions Panhandle will continue to deliver services.

The RFP was sent to 66 licensed Commercial Real Estate Brokers, and notices were published in the Texas Register and the Amarillo Globe-News. One proposal was received from Mr. Brent Bralley, owner of JKB Company, Inc. dba Accord Commercial Realty Services and one response of "No Proposal" was received from Ken W. Thompson Inc. Quality Real Estate.

Mr. Rivas reviewed in detail the proposal submitted by JKB Company, Inc. He stated that a review committee was formed and met to evaluate the proposal. The Committee also met with Mr. Bralley to seek clarification on specific areas of the proposal responses. The Committee concurred to recommend to the Board of Directors to select JKB Company, Inc. to assist PRPC and the PWDB with identifying and securing commercial property for Workforce Solutions Panhandle.

Judge Harold Keeter moved to authorize the Executive Director to enter into contract with JKB Company, Inc. dba Accord Commercial Realty Services for Real Estate Brokerage Services to assist in the identification of options to purchase, lease, or other usage agreement of property for the operation of the Workforce Solutions Center and associated Veteran's Resources offices. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

**9. WORKFORCE PURCHASE: MOBILE WORKFORCE CAREER CENTER VEHICLE**

Mr. Marin Rivas stated that in an effort to expand workforce development services into communities outside of Amarillo, the Panhandle Workforce Development Area (PWDA) has been, since 2016, utilizing a Freightliner vehicle. The vehicle was customized for use as a workforce resource/computer lab. While the use of a mobile system has been beneficial to the provision of services, our current large unit has had some drawbacks. Aside from the substantial maintenance requirements of the aging diesel unit, a major challenge is its 39-foot long and 13-foot high profile battling against the Panhandle winds on rural highways. The number of days each week that the unit has been able to be deployed has been consistently diminishing.

In October 2018, the Texas Workforce Commission (TWC) awarded, to the PWDA, a Workforce Commission Initiatives Grant containing \$435,435 in funds to be utilized for Excellence in Rural Service Delivery. These Workforce Innovation and Opportunity Act (WIOA) and Child Care Development Fund (CCDF) monies are intended to support innovative ways to provide services in the most rural and remote areas of the State. One allowable purchase is for Mobile Workforce Career Center units for areas that have identified a need to expand services into communities where services from "brick-and-mortar" facilities are not currently provided on a consistent basis.

Staff has developed a plan which includes stationing the current Freightliner unit in the community of Perryton and considering a purchase of a new, smaller mobile unit for traveling throughout the Panhandle. In January, staff sent a Request for Proposals (RFP) to 25 potential Custom Vehicle vendors, and notices were published in the Texas Register and the Amarillo Globe-News.

Proposals were received from Creative Bus Sales for a unit costing \$194,775 and from Farber Specialty Vehicles for a unit costing \$174,995. Both proposed units met the minimum specifications required in the RFP, based upon committee review. Staff scored each proposal based upon cost, specifications, references and added value to address unique Panhandle accommodations such as high mileage requirements and inclement weather conditions, namely winds. The lower cost unit from Farber Specialty Vehicles also received a higher score.

The Panhandle Workforce Development Board's (PWDB) Executive Committee met on February 19<sup>th</sup> and was given an opportunity to review both proposals and staff scoring. The Committee concurred with staff's assessment and recommended the purchase of the unit from Farber Specialty Vehicles to the PWDB at their meeting on February 27<sup>th</sup>. The PWDB concurred with the Executive Committee's recommendation.

Judge John Howard moved to authorize the purchase of a mobile workforce career center vehicle in the amount of \$174,995 from Farber Specialty Vehicles. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

**10. RECRUITMENT SERVICES INTERLOCAL CONTRACT: CITY SECRETARY & BUILDING INSPECTOR**

Prior to the presentation of this item Mayor Pat Sims noted he will refrain from discussion and voting on this item.

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 Dumas related to a professional search.

The City of Dumas has inquired about PRPC's services and requested a proposal regarding the process to identify qualified a City Secretary and a Building Official. The Dumas City Council is currently considering an interlocal contract 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 Dumas for the purpose of hiring a City Secretary and Building Official 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 \$3,500 and a ceiling of \$7,500 to ensure that both parties mutually benefit from the agreement.

Dr. Bill Hallerberg moved to authorize the Executive Director to execute an interlocal contract with the City of Dumas for the Planning Commission to provide City Secretary and Building Inspector recruitment services. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote, with Mayor Pat Sims abstaining.

11. **PROFESSIONAL SERVICES CONTRACT: CONSULTING SERVICES FOR ADMINISTRATIVE ACTIVITIES**

Mr. Dustin Meyer informed the Board that the Local Government Services (LGS) department has evolved to meet the needs of the cities and counties of the Texas Panhandle. The primary focus of the LGS department has been to provide services that essentially function as an extension of the staff within local governments.

Among the services that LGS has provided since 2000, is Contract Management Services. Contract Management Services have included both short-term and long-term assistance in communities in need of City Manager type services for various reasons. Currently, LGS staff is providing these services in two respective communities, Lake Tanglewood and Timbercreek Canyon. Both Villages and PRPC continue to enjoy a mutually beneficial relationship and look forward to continuing that relationship with both communities. Mr. Meyer reviewed with the Board the services provided to the above noted Villages as part of the contract management services.

Jehlco Consulting, LLC was created by Mr. Jamie Hall who has provided these services for PRPC to the Village of Lake Tanglewood for over a year and a half. Over that time, Mr. Hall has done an outstanding job as the contract city manager in Lake Tanglewood. Unfortunately, Mr. Hall has left his employment with the PRPC to pursue other endeavors.

The PRPC has many options with regards to continuing the high level of service that it is currently providing the Village of Lake Tanglewood. However, the most advantageous option would be to enter into a professional services contract for consulting services with Jehlco Consulting, LLC. This option appears to be the most beneficial for both PRPC and Lake Tanglewood for numerous reasons including maintaining consistent leadership with the Village, Mr. Hall's continued availability to provide these services and consideration of the current workload and staffing levels within the Local Government Services department.

Mayor Pat Sims moved to authorize the Executive Director to execute a contract with Jehlco Consulting for the delivery of administrative services related to Local Government Services. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

12. **TEXAS COMMUNITY DEVELOPMENT PROGRAM PROJECT MANAGEMENT SERVICES INTERLOCAL CONTRACT AMENDMENTS: DOWNTOWN REVITALIZATION**

Mr. Dustin Meyer stated that PRPC staff has worked with Panhandle Communities to write applications and implement various projects through the Community Development Block Grant (TxCDBG) Program since 1983. 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. This past December PRPC worked with the cities of Wheeler and Groom to develop and submit an application to this program. Both of these communities have been given notice by TDA, of the 2019 issuance of funds intended to be awarded to them through the 2019 TxCDBG Downtown Revitalization program.

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 communities with the application development for 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.

This agenda item is to conduct Part 2 of the above noted format and amend the interlocal agreement between PRPC and the previously noted cities to carry out the administrative function and project management activities.

Cost to perform the administrative and project management function was calculated as a percentage of the total construction costs. The proposed administrative cost for the City of Wheeler's project is valued at \$36,139 and is for the duration of the grant. Similarly, the proposed administrative cost for the City of Groom's project is set at \$30,000.

Mayor Tobe Shields moved to authorize the Executive Director to execute interlocal cooperation contract amendments with the City of Wheeler and the City of Groom for the Planning Commission to provide Texas Community Development Downtown Revitalization Program project management services. Judge John James seconded the motion; the motion carried by unanimous vote

13. **PROJECT MANAGEMENT INTERLOCAL CONTRACT: CONSOLIDATED RAIL INFRASTRUCTURE AND SAFETY IMPROVEMENTS PROGRAM**

Prior to the presentation of this item Mr. Winston Sauls noted he will refrain from discussion and voting on this item.

Mr. Dustin Meyer stated that the City of Borger has received a preliminary notification of a grant award from the Federal Transportation Department for the Consolidated Rail Infrastructure and Safety Improvements Program. The grant application is to conduct railroad improvements over a 32-mile stretch ranging from the City of Borger to the City of Panhandle. The improvements will consist of the installation of 13,682 new railroad ties and 13,415 tons of new track ballasts to better secure the track structure along the route. This particular railway infrastructure handles a full hazmat supply chain which includes the delivery of hazardous materials to and from employers in the area ranging from Chevron Phillips, Agrium, P66, and Orion among others. The Grant award is for up to \$2,164,255 with an overall project cost estimate of \$4,328,511. The project is a collaborative partnership between the City of Borger and the Panhandle Northern Railroad, LLC.

The City of Borger has requested that under the interlocal cooperation process identified as an allowable form of procurement in the State of Texas for professional services provided by one political subdivision to another that PRPC be selected as the administrative agent for the grant program. The City of Borger will be considering the interlocal agreement at an upcoming meeting of their City Commission.

Mr. Meyer reviewed with the Board the draft interlocal contract with the City of Borger to provide grant project management services. The proposed contract is valued at \$103,950 and is for the duration of the grant.

Mayor Pat Sims moved to authorize the Executive Director to execute an interlocal cooperation contract with the City of Borger to administer a Consolidated Rail Infrastructure and Safety project funded through the Federal Railroad Administration. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote, with Mr. Winston Sauls abstaining.

14. **PRPC BUILDING MAINTENANCE SERVICES CONTRACT**

Mr. Kyle Ingham informed the Board that the Planning Commission's current contract for building maintenance services with JKB Company, Inc. will expire on February 28. On February 12, 2019, and again on February 19, 2019, the PRPC published a Request for Proposals from qualified firms interested in providing comprehensive building maintenance services for the Planning Commission's office building. Proposals were due yesterday.

Two proposals were received and the chart below reflects the pricing provided by each of the proposing firms. In addition to cost, staff evaluated the proposals on other criteria including: 1) relevant experience of the firm with similar projects; 2) demonstrated performance of the firm; 3) capacity to perform; and 4) ability to respond in a timely manner. The average scoring of all criteria placed JKB Company, Inc. at an average of 90 and Scottco at 73. Mr. Ingham informed the Board that those staff evaluation forms are available for your review, if requested.

PROPOSING FIRMS	RATE PER MONTH	HOURLY RATE	POTENTIAL INCREASE
JKB COMPANY, INC.	\$950.00	\$67.85	4% after initial 2-year period
SCOTTCO	\$1105.00	\$75.00	5% after initial 2-year period

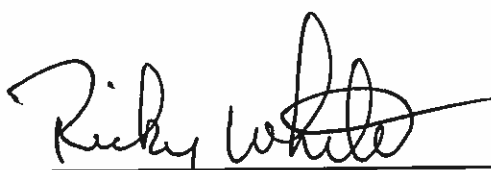
Judge Harold Keeter moved to execute a contract to JKB Company, Inc. to provide building maintenance services for a two-year period, beginning March 1, 2019, with options to renew for three additional one-year periods. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

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

- A. Mr. Kyle Ingham informed the Board that Mr. John Kiehl, Regional Services Director and Assistant to the Executive Director, was recently recognized by the Texas Emergency Managers Association with a Lifetime Achievement Award for his career contributions to the emergency management field.
- B. Mr. Kyle Ingham reported on the recent and upcoming Planning Commission sponsored regional meetings.

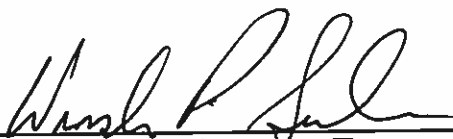
16. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:30 p.m.



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Ricky White, Chairman  
Panhandle Regional Planning Commission  
Board of Directors

ATTEST:



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