

PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS

Minutes

April 29, 2019

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Monday, April 29, 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:

- Cleo Castro, Cactus
- Buster Davis, Mayor, City of Gruver
- Ronnie Gordon, Hartley County Judge
- Ernie Houdashell, Randall County Judge
- Dr. John Howard, Donley County Judge
- Harold Keeter, Swisher County Judge
- Dan Looten, Carson County Judge
- Wayne Nance, Briscoe County Judge
- Karen Price, Pampa
- Winston Sauls, Borger
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Tobe Shields, Mayor, City of Spearman
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Don Allred, Oldham County Judge
- Juan Cantu, Lipscomb County Commissioner
- Irene Favila, Hereford
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Raul Hernandez, Amarillo
- John James, Collingsworth County Judge
- Jay Mayden, Childress 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
- Kerry Symons, Mayor, City of Perryton

STAFF PRESENT: Mr. Dustin Meyer, Local Government Service Program Director; Ms. Lori Gunn, Regional Services Program Coordinator; Ms. Melissa Carter, Area Agency on Aging Director; Mr. Mike Peters, Regional 9-1-1 Network Director; Mr. Marin Rivas, Workforce Development Director; Ms. Paige Witthar, Economic and Community Development Program Specialist; Ms. Renee Boehning, Finance Director; Ms. Rebecca Rusk, Executive Manager; Mr. Kyle Ingham, Executive Director

OTHERS PRESENT: Ms. Carol Faulkenberry, Texas Department of Agriculture; Mr. Paul Simpson, Congressman Mac Thornberry's Office

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

Judge Dan Looten moved to approve the minutes from the meeting held on March 25, 2019, as received. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

4. VOUCHERS

Judge Nancy Tanner moved to approve the vouchers for the month of March, 2019. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

5. **PRPC INVESTMENT FUNDS 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 January 1, 2019 through March 31, 2019.

Judge Harold Keeter moved to accept the PRPC's Investment Funds Quarterly Report for the period ended March 31, 2019, as presented. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

6. **FOODNET PROGRAM FUNDING AGREEMENT**

Ms. Melissa Carter reminded the Board that the Area Agency on Aging (AAA) administers a program named "Nutrition for Experienced Texans" and is referred to as the FoodNET. The FoodNet program provides seniors in our community with a nutritious meal, and an opportunity for socialization whether at the congregate site or through visits from the home delivered meal drivers. The program aides in the seniors ability to remain independent in the community and affords them a continued quality of life.

This nutrition program is dependent not only on the funds received from the AAA, but also funds from the United Way of Amarillo and Canyon and the City of Amarillo Community Development Block Grant Program. In November 2018, the AAA submitted an application to the United Way of Amarillo and Canyon for \$110,000. In late March 2018, the United Way of Amarillo and Canyon notified us that the grant award would be \$110,000 for their fiscal year beginning on April 1, 2019 and ending on March 31, 2020.

The AAA proposes that the PRPC Board President and Executive Director sign the funding agreement for \$110,000 with the United Way of Amarillo and Canyon. This funding will allow FoodNET to continue serving the nutritionally at-risk, low and moderate-income elderly and disabled adults residing in Potter and Randall counties.

Judge Ronnie Gordon moved to authorize the Executive Director to execute an agreement with the United Way of Amarillo and Canyon for funds to support the provision of meals to qualified nutritionally at risk elderly and disabled adults residing in Potter and Randall Counties. Mayor Tobe Shields seconded the motion; the motion carried by unanimous vote.

7. **FY2019 REGIONAL CRIMINAL JUSTICE ASSISTANCE PROGRAM – JUSTICE ASSISTANCE GRANT PROJECT, JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT PROJECT, VICTIMS OF CRIME ACT PROJECT & VIOLENCE AGAINST WOMEN ACT PROJECT APPROVAL AND PRIORITIZATION**

Ms. Lori Gunn explained that each year the Office of the Governor's Criminal Justice Division (CJD) contracts with the PRPC to facilitate the distribution of the following Criminal Justice Assistance grant funds:

- **JAG (Edward Byrne Memorial Justice Assistance Grant Program)**
 - US Congressionally Appropriated through the US Department of Justice
- **JJDP – (Juvenile Justice & Delinquency Prevention Act of 2002)**
 - Texas State 421 Funds; and
 - US Congressionally Appropriated
- **VOCA – (Victims of Crime Act of 1984 & 2005)**
 - US Congressionally Appropriated
- **VAWA – (Violence Against Women Act of 2005)**
 - US Congressionally Appropriated

Ms. Gunn reported that in October 2018, the PRPC's Criminal Justice Advisory Committee (CJAC) met to initiate the FY2020 grant competition for funding through CJD. The committee reviewed their bylaws; those were approval by the PRPC Board of Directors at the October meeting.

In December of 2018, CJD solicited applications for projects for the fiscal year 2020 grant cycle. On December 21st, PRPC staff distributed a Notice of Fund Availability to 527 eligible entities in the Panhandle Region. Workshops were held at the PRPC on January 15th and 17th to assist applicants in their application composition and submission. In addition, two individual workshops were conducted. There were 35 attendees between the workshops. CJD set the application deadline as February 28, 2019.

CJD received ten grant applications under the JAG and one grant application under JJDP category from the Panhandle Region. The CJAC met on April 4th to hear oral presentations and prioritize applications under the JAG and JJDP categories. CJD

received six grant applications under the VOCA and four grant applications under the VAWA category. The CJAC met on April 23rd to hear oral presentations and prioritize application for the Victim Services categories.

Ms. Gunn presented the prioritizations as recommended by the CJAC in each of the funding categories, as follows:

**FY 2019 VOCA Grant Applications
Regional Budget Expectation (RBE) - \$1,730,898.00**

	Applicant	Project Title	Funds Requested	Funds Recommended
#1	Arrow Child & Family Ministries	Foster Care & Therapeutic Services	\$449,878.00	\$449,878.00
#2	Family Support Services**	Transitional Housing Initiative	\$232,338.00	\$232,338.00
#3	Safe Place, Inc.	Victims Assistance	\$414,481.28	\$414,481.28
#4	47 th District Attorney's Office	Victims Assistance Program	\$341,607.00	\$341,607.00
#5	Deaf Smith County Crisis Center	Advocacy 2018-2020	<u>\$415,530.00</u>	<u>\$415,530.00</u>
		Total FY 2019 Funding Requested	\$1,853,834.28	
		TOTAL FY 2019 FUNDING RECOMMENDED:		\$1,853,834.28
		Difference between Funds Recommended and RBE:		(\$134,446.17)

** Transitional Housing applications will not be counted in the Region's RBE

**FY 2019 VAWA Grant Applications
Regional Budget Expectation (RBE) - \$94,369.00**

	Applicants	Project	Requested Funds	Funds Recommended
#1	47 th District Attorney's Office	Prosecutor of Domestic Violence	\$104,954.55	\$104,954.55
#2	Potter County Attorney's Office	Dedicated Domestic Violence Prosecutor	\$65,000.00	\$65,000.00
#3	Randall County District Attorney	Domestic Violence Prosecutor	<u>\$71,236.24</u>	<u>\$71,236.24</u>
		Total FY 2019 Funding Requested	\$241,190.79	
		TOTAL FY 2019 FUNDING RECOMMENDED		\$241,190.79
		Difference between Funds Recommended and RBE:		(\$146,821.79)

**FY 2019 Justice Assistance Grant Applications
Regional Budget Expectation (RBE) - \$342,110.00**

	Applicant	Project Title	Funds Requested	Funds Recommended
#1	City of Canyon	P25 Radio Trunking System	\$116,970.25	\$116,970.25
#2	Donley County	Highway Safety	\$34,313.44	\$33,568.84
#3	Swisher County	Highway Safety	\$118,462.08	\$89,089.62
#4	Gray County	Justice Assistance	\$30,224.00	\$30,224.00
#5	Hereford Police Depart.	Vehicle Replacement	\$62,500.00	\$62,500.00
#6	City of Bovina	Equipment and Technology	<u>\$22,254.97</u>	<u>\$22,254.97</u>
		Total FY 2019 Funding Requested	\$384,724.74	
		TOTAL FY 2018 FUNDING RECOMMENDED:		\$354,607.68
		Difference between Funds Recommended and RBE:		(\$12,497.68)

**FY 2019 JJDP Grant Applications
Regional Budget Expectation (RBE) - \$87,364.00**

	Applicant	Project Title	Funds Requested	Funds Recommended
#1	Canyon ISD	Program to divert Juvenile Delinquency due to drugs & alcohol	\$31,476.00	\$31,476.00
#2	City of Perryton	School Safety Enhancement	<u>\$16,845.95</u>	<u>\$16,845.95</u>
		Total FY 2019 Funding Requested	\$48,321.95	
		TOTAL FY 2019 FUNDING RECOMMENDED:		\$48,321.95
		Difference between Funds Recommended and RBE:		\$39,042.05

Judge Dan Looten moved to approve the prioritizations of the Justice Assistance (Edward Byrne Memorial Justice Assistance Grant Program), Juvenile Justice and Delinquency Prevention Act (JJDP), Victims of Crime Act (VOCA), and Violence Against Women Act (VAWA) grant applications from the Panhandle region as submitted to the Criminal Justice Division of the Governor's Office. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote with Judge Harold Keeter, Judge Ernie Houdashell, Judge Wayne Nance, Judge John Howard, Judge Nancy Tanner and Ms. Karen Price abstaining.

8. **2019 SUMMER EARN AND LEARN SERVICES PACKAGE CONTRACT**

Mr. Marin Rivas stated that for the third year, the Texas Workforce Commission (TWC) has contracted with PRPC, as the fiscal agent for the Panhandle Workforce Development Board, to oversee the implementation of the Summer Earn and Learn Program (SEAL), a statewide strategy that includes work readiness training and paid work experience for students with disabilities during the summer months when students are out of school.

PRPC is responsible for designating an entity to deliver worksite identification and placement services for participants identified by local TWC Vocational Rehabilitation staff and to coordinate outreach and recruitment activities, resolution of participant issues and necessary revisions to worksite placement, as appropriate.

In March, PRPC staff released a Request for Proposals (RFP) soliciting a qualified organization with demonstrated competence, knowledge, qualification, successful performance, and reasonable fees to implement this program.

One proposal was received from Huxford Group LLC to provide services for up to a maximum of 50 participants. The proposal was reviewed and scored, and staff proposes to enter into a contract with Huxford Group to deliver services for an initial period of May 1st through September 30th, 2019. The RFP process allows for a one-year renewal, given acceptable performance by the Contractor. This is a Fee-for-Service contract not to exceed \$51,250.

Mayor Buster Davis moved to approve the vendor contract award to the Huxford Group LLC, within available funding caps, and to authorize the Executive Director to execute a service delivery contract, with the option for a one-year renewal, given acceptable performance by the Contractor, for the Texas Workforce Commission's Summer Earn and Learn Program. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

9. **PANHANDLE REGIONAL 9-1-1 NETWORK ADVISORY COMMITTEE APPOINTMENTS**

Mr. Mike Peters explained 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. Nominations to replace vacancies are as follows:

Armstrong County – Kylee Furgason, Jail Administrator

Tulia PD – Edey "Jeannie" Rogers, Dispatch Supervisor

Judge Ronnie Gordon moved to appoint Kylee Furgason and Jeannie Rogers to serve on the Planning Commission's Regional 9-1-1 Network Advisory Committee. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

10. **PANHANDLE REGIONAL 9-1-1 FY2020/21 STRATEGIC PLAN BUDGET**

Mr. Mike Peters stated that we are nearing the end of the FY18 and FY19 Budget Cycle, it is time to begin the Strategic Planning Process for FY20 and FY21. Stage 2A of the next Strategic Planning document outlines our planning process and the individual plans that keep 9-1-1 functioning. This section provides contact information and some technical explanations of our region and network. Another purpose of this section is to establish many of the goals and timelines of the next financial biennium to CSEC or the Commission on State Emergency Communications.

The first portion of this document is an online submission consisting of a summary of many parts such as demographics of our region, general planning questions, validation of completion of many planning documents, with the required documents attached. It also consists of performance targets for each quarter of both years.

Mr. Peters reviewed the following plans with the Board, which are behind the online submission:

- Equipment Maintenance Plan
- Network Diagrams
- Contingency Routing Plan
- PSAP Monitoring Plan
- Database Maintenance Plan
- PRPC HUB Policy

Judge John Howard moved to approve and submit the Panhandle Regional 9-1-1 Network's FY20 and FY21 Stage 2A Section of the Regional 9-1-1 Network's Strategic Plan. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

11. **LOCAL PROJECT MANAGEMENT SERVICES INTERLOCAL CONTRACT – TEXAS PARK AND WILDLIFE**

Mr. Dustin Meyer reminded the Board that PRPC staff has assisted cities with the development of Master Parks Plans and applications to Texas Parks & Wildlife under their available grant programs for many years. In 2018, PRPC staff assisted two cities in building applications to different programs through Texas Parks & Wildlife Department. Both projects were selected for funding.

The City of Follett utilized Local Government Services (LGS) help and sought assistance for the establishment of new playground equipment at their city park, Crites Park, under the Small Communities program. The City has been awarded \$20,809 to furnish and install new playground equipment at their park with a 1-1 match requirement. The City anticipated paying \$5,573 in administrative services to implement the project and has subsequently requested that PRPC be contracted through an interlocal agreement to provide the project administration.

LGS staff also worked with the City of Cactus to develop an application for a community swimming pool and aquatic center. The City applied to the Large Outdoor program and was ultimately awarded \$500,000 for the construction of their proposed project. The City has also requested that PRPC provide administrative services with regards to this project at a sum of \$45,000.

Mayor Tobe Shields moved to authorize the Executive Director to execute an interlocal contract with the Cities of Cactus and Follett, respectively, for the Planning Commission to provide park development project management services. Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

12. **LOCAL PROJECT MANAGEMENT SERVICES INTERLOCAL CONTRACT – U.S. ECONOMIC DEVELOPMENT ADMINISTRATION**

Mr. Dustin Meyer stated that in March 2019, Amarillo College received notification of an award for a U.S. Economic Development Administration (EDA) Infrastructure Improvement Grant for Phase I of a renovation to the existing Amarillo College Downtown Campus to build an Innovation Hub and Maker Space. The renovation includes the build out of approximately 17,000 sq. ft. for Maker Space and Common Area which includes labs/classrooms, co-working spaces and finished out shell space for a food service vendor. The grant award is for \$1,500,000 with \$2,068,167 of local match coming from Amarillo College.

Amarillo College 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. Amarillo College will be considering the interlocal agreement at an upcoming meeting of their Board of Regents.

Mr. Meyer reviewed the scope of services outlined in the interlocal contract with Amarillo College for the Planning Commission to provide grant project management services. The proposed contract is valued at \$50,000 and is for the duration of the grant.

Mayor Buster Davis moved to authorize the Executive Director to execute an interlocal contract with the Amarillo College for the Planning Commission to provide Economic Development Administration project management services. Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

13. **FIRE, AMBULANCE, AND SERVICE TRUCK FUND APPLICATION DEVELOPMENT AND MANAGEMENT SERVICES INTERLOCAL CONTRACTS**

Ms. Paige Witthar reminded the Board 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, Texas Capital Fund Infrastructure Program, Downtown Revitalization Program and the new Fire, Ambulance, and Service Truck Fund (FAST Fund) Program.

The FAST Fund Program stated objectives are to provide funds for eligible vehicles to provide emergency response and special services to rural communities. The cities of Adrian, Bovina and Friona are currently working to develop applications that will seek to provide funding for new emergency vehicles and equipment in their respective communities.

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 each of these communities with application development to the FAST Fund 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 cities and communities developing applications to the various CDBG programs to enter into an interlocal agreement with PRPC to ensure compliance with the funding agency's requirements.

Judge Ronnie Gordon moved to authorize the Executive Director to execute an interlocal cooperation contract with the Cities of Bovina, Adrian, and Friona, respectively, for the Planning Commission to provide Texas Community Development Program grant application development and potential project management services related to their Fire, Ambulance, and Service Truck (FAST) Fund Applications. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

14. **PRIVACY POLICY FOR TEXAS DEPARTMENT OF TRANSPORTATION PUBLIC TRANSIT MOBILE APPLICATION**

Mr. Dustin Meyer reminded the Board that in October of 2017 the PRPC Board of Directors authorized a contract with the Texas Department of Transportation (TxDot) for a Public Transportation Coordination Demonstration Project. This project is for the development of a mobile application aimed at providing public transportation information inclusive of route times and locations to the general public for the major public transportation providers in the region. Additionally, the second phase of the TxDot demonstration project includes a public awareness campaign to promote Panhandle transportation services as well as to market the mobile transit phone application.

In February of last year, a Request for Proposals, for the development of the mobile application, was solicited and a contract was awarded to West Texas A&M University (WTAMU). For the last year, WTAMU working in concert with PRPC and the public transportation advisory committee PROMPT, has developed the mobile application One Ride Now. The One Ride Now app is complete and ready for an initial release. However, since PRPC is the responsible entity and developer of the mobile application, a Privacy Policy associated with the One Ride Now app is required by Apple to publish this mobile application to their App Store.

PRPC has researched various privacy policies associated with different transportation applications as well as worked with WTAMU to develop the attached Privacy Policy. Further, this Privacy Policy has been transmitted to PRPC's legal counsel, Fred Griffin, for additional review. Mr. Meyer reviewed the Privacy Policy with the Board.

Judge Dan Looten moved to approve the recommended Privacy Policy, with the inclusion of revisions from legal counsel, for mobile phone providers related to the phone application developed for public transportation under the Texas Department of Transportation's Regional Planning Demonstration Project. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

15. **REGIONAL VETERINARY SCHOOL LETTER OF SUPPORT**

Mr. Kyle Ingham stated that the PRPC has served as the Economic Development District for the region under the U.S. Economic Development Administration (EDA) federal program for over 30 years. As part of this responsibility, the PRPC has assisted the counties, cities, and special districts of the Texas Panhandle in pursuing a variety of economic development activities that will help the region's economy through economic diversification.

Currently, many communities in the region are facing a challenge meeting the needs of agriculture producers in the form of available animal veterinary services due to a lack of numbers of trained veterinary professionals. At this time Texas A&M holds the only full veterinary school in the State of Texas, and the current capacity for enrollment at the prestigious university's veterinary school does not meet demand within the State. To meet the need for vets in rural Texas, Texas Tech University has proposed a full School of Veterinary Medicine to be established in the City of Amarillo.

The proposed School of Veterinary Medicine would benefit the region in two direct ways. First, it would increase the number of professional veterinarians in rural Texas. Second, it would create an immediate economic impact on the Amarillo area and the region in the form of increased jobs and greater availability of higher educational opportunities.

At this time, the 86th Texas Legislature is considering bills that would establish the funding for the school. As the Texas Legislature goes through this process, several of the Senators and House Members from Rural Texas have asked about the support of the Councils of Governments from West Texas for this project. To this end, the Boards of Directors of: the Concho Valley Council of Governments, Panhandle Regional Planning Commission, Permian Basin Regional Planning Commission, Rio Grande Council of Governments, South Plains Association of Governments, and the West Central Texas Council of Governments have been asked to consider a joint Letter of Support to document the local feelings about a Texas Tech School of Veterinary Medicine in the region. Mr. Ingham reviewed the letter with the Board.

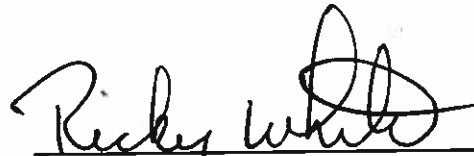
Judge Harold Keeter moved to authorize the Executive Director to sign an inter-regional letter of support indicating the PRPC support in the regional pursuit of a Veterinary School in the Texas Panhandle. Judge Wayne Nance seconded the motion; the motion carried by unanimous vote with Mayor Buster Davis and Judge Ernie Houdashell abstaining.

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

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

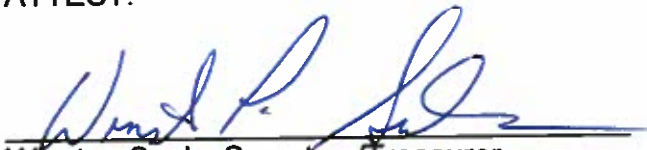
17. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:37 p.m.



Ricky White, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



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