

PANHANDLE REGIONAL PLANNING COMMISSION  
BOARD OF DIRECTORS

Minutes

July 25, 2019

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Monday, July 25, 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
- Cleo Castro, Cactus
- Irene Favila, Hereford
- Ronnie Gordon, Hartley County Judge
- 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
- Yolanda Robledo, Alderwoman, City of Bovina
- Winston Sauls, Borger
- Tobe Shields, Mayor, City of Spearman
- Pat Sims, Mayor, City of Dumas
- Kerry Symons, Mayor, City of Perryton
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

**MEMBERS ABSENT:**

- Juan Cantu, Lipscomb County Commissioner
- Buster Davis, Mayor, City of Gruver
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Raul Hernandez, Amarillo
- Jay Mayden, Childress County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Walter "Four" Price, Texas State Representative, District 87
- Sal Rivera, Sheriff, Castro County
- Phillip Self, Greenbelt Municipal & Industrial Water Authority

**STAFF PRESENT:** Mr. Dustin Meyer, Local Government Service Program Director; Mr. John Kiehl, Regional Services Director; Ms. Katie Perkins, Local Government Services Program Specialist; Mr. Mike Peters, Regional 9-1-1 Network Director; Ms. Paige Witthar, Local Government Services 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

**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 Ronnie Gordon moved to approve the minutes from the meeting held on June 27, 2019, as received. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

**4. VOUCHERS**

Ms. Irene Favila moved to approve the vouchers for the month of June, 2019. Judge Harold Keeter 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 April 1, 2019 through June 30, 2019.

Judge Don Allred moved to accept the PRPC's Investment Funds Quarterly Report for the period ended June 30, 2019, as presented. Ms. Irene Favila seconded the motion; the motion carried by unanimous vote.

6. **2019-2020 PRPC PERSONNEL CLASSIFICATION, PAY PLAN AND JOB DESCRIPTION DOCUMENT ADOPTION**

Mr. Kyle Ingham reminded the Board that the Planning Commission can trace its employee classification and pay plan system back to 1974 when the Board of Directors hired the Chicago, Illinois consulting firm of Public Administration Services, Inc., to develop a position classification plan, pay plan and model job descriptions. That work has served as the basis for all subsequent PRPC classification and pay plan documents. The Planning Commission adopted major updates to the classification pay plan and job descriptions in 1984 and again in 1996.

On an annual basis since 1997, the Board has approved several relatively minor amendments to the PRPC's classification and pay plan system primarily in order to maintain compliance with personnel management requirements placed upon regional councils by the Texas Legislature. The primary revisions for 2019 – 2020 include:

- 1) The establishment of the following positions and their associated job descriptions:
  - Accounting Manager
  - Accounting Systems Program Specialist (Accounts Payable Specialist)
  - Accounting Systems Program Specialist (HR/Payroll Specialist)
  - Managing Local Ombudsman
- 2) The following job descriptions are newly inactive:
  - Regional 9-1-1 Network Program Specialist
  - Area Agency on Aging Ombudsman Program Administrative Assistant
- 3) The deletion of the following positions and their associated job descriptions:
  - Executive Assistant
  - Receptionist/Administrative Clerk
  - Accountant II
  - Accountant III
  - Accounts Payable Administrative Assistant
  - Human Resources/Accounting Systems Administrative Assistant
  - Regional 9-1-1 Network Geographic Information Systems Program Coordinator
  - Workforce Development Accounting Coordinator

Mayor Kerry Symons moved to adopt the 2019-2020 Personnel Classification, Pay Plan and Job Description document for the Planning Commission. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

7. **PANHANDLE REGIONAL 9-1-1 NETWORK ADVISORY COMMITTEE APPOINTMENT**

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. Currently, there are two vacancies on the committee, and the following individuals have been nominated to fill these vacancies: Kristie King, Chief Deputy, Armstrong County and Belinda McDaniel, Dispatch Supervisory, Wheeler County.

Ms. Irene Favila moved to appoint Ms. Kristie King and Ms. Belinda McDaniel to serve on the Planning Commission's Regional 9-1-1 Network Advisory Committee. Mayor Tobe Shields seconded the motion; the motion carried by unanimous vote.

**8. PANHADLE REGIONAL 9-1-1 NETWORK FY20-24 STRATEGIC PLAN FUNDING REQUEUST APPROVAL**

Mr. Mike Peters stated that following the conclusion of the 86th legislative session, the Commission on State Emergency Communications (CSEC) has completed its projected 9-1-1 funding allocations statewide.

Funding for the 9-1-1 program comes from taxes on each landline or wireless phone in the state. By statute, revenue generated by the 9-1-1 Service Fee (\$.50 per phone, per month), must be reallocated back to the region from which it was collected. The \$.50 cent fees from all wireless devices are allocated to regions of the state based on population percentage. Historically, these funds are not sufficient to operate the Panhandle's 9-1-1 Program. The region's projected 9-1-1 Service Fee funding is \$1,318,292 for FY 2020 and FY 2021.

Revenues collected from the Texas Infrastructure Equalization Surcharge (\$.06 per access line) are funds distributed at the discretion of CSEC. This assists 9-1-1 programs in less-populated areas, and provides funding for equipment purchases across the State. These funds also maintain the State's Poison Control Network.

Prior to receiving the projected funds for FY20 and FY21, a strategic plan for FY20 through FY24 must be submitted. Staff previously reviewed Stage 2 Section A of the strategic planning document established the makeup and functionality of the 9-1-1 network, systems, operation and oversight. The costs to fulfill the goals set forth in Section A are itemized in Section B, which tabulates the costs of the Administration Budget, the Program Budget, which has 16 categories, and the equipment budget.

Following is the total funding request for FY20 and FY21 to maintain the 9-1-1 program for the next two years:

**Funding Request for the next biennium:**

<b>FY20</b>	<b>\$ 1,674,314</b>	<b>Equipment</b>	<b>\$ 75,000</b>	<b>Total:</b>	<b>\$ 1,749,314</b>
<b>FY21</b>	<b>\$ 1,707,850</b>	<b>Equipment</b>	<b>\$ 135,000</b>	<b>Total:</b>	<b>\$ 1,842,850</b>

Mr. Peters discussed the equipment replacement schedule for FY20 and FY21 and future funding estimates in detail with the Board.

Judge John James moved to approve the Panhandle Regional 9-1-1 Network FY20-24 Strategic Plan and associated funding. Judge John Howard seconded the motion; the motion carried by unanimous vote.

**9. PANHADLE REGIONAL 9-1-1 NETWORK QUARTERLY PERFORMANCE REPORT**

Mr. Mike Peters explained that 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 Q3 performance report covering March, April, and May.

- There were 32,107 9-1-1 calls received from the 23 regional call centers of with 22,047 being wireless or 68%.
- 18 Public Service Answering Points (PSAPs) were monitored with no findings.
- 1,178 network test calls were made by PSAP staff and PRPC employees.
- The Program experienced no outages.
- The region received 1,239 text messages during this period, with the vast majority as test texts.

Judge Dan Looten moved to accept the Panhandle Regional 9-1-1 Network's FY2019 Third Quarter Performance Report as presented. Judge John James seconded the motion; the motion carried by unanimous vote.

**10. REGIONAL MASS NOTIFICATION CONTRACT AMENDMENT**

Mr. John Kiehl reminded the Board that last January, staff was authorized to pursue additional Hazard Mitigation Grant Program (HMGP) funding for the Regional Mass Notification System Project. This was the second cost overrun request made for the project and the funds were to be used in creating a work-around to the problems we've had with

telephone service providers throttling the region's emergency alert texts when they're sent in mass. The Texas Division of Emergency Management (TDEM), which administers the State's HPMG program, approved this second overrun request and that work is now well underway. This overrun work has to be fully completed by August 28; the date on which the federal authorization on this HMGP funding is currently set to expire.

Every HMGP dollar is attached to a specific federally declared disaster. These funds can then be used for FEMA-approved mitigation activities throughout the performance period (PoP) of the projects funded under the disaster. As directed by the Stafford Act; generally, the PoP will begin with the opening of the HMGP application period and end no later than 36 months from the close of the application period. That's generally how the PoP works but there are always exceptions to the rule.

States may request disaster-specific PoP extensions and if FEMA believes the request(s) to be justified, the performance period for that specific disaster can be extended. This is typically done with very large disasters that generate a considerable amount of HMGP funding. For example, Hurricane Ike was declared a major disaster on September 13, 2008 and it generated over \$1B in HPMG funding. Our Regional Mass Notification System Project was funded under this disaster and here; over 10 years later, the project is still open and it won't close now until the Hurricane Ike PoP ends; which is presently slated for August 31.

Our technology partner on the mass notification system project continues to be the Alliance for Community Solutions (ACS). ACS is a non-profit organization representing the jurisdictions in over 150 Texas counties that currently share in the notification system built by the PRPC. PRPC is now working with ACS to complete the work approved and funded with our most recent cost overrun request.

As we've been working to project the project's remaining balances; we've identified \$22,000 in HMGP funding that's not currently obligated. Unless we can put it to a useful purpose, this funding will go back to FEMA through TDEM. In speaking with the Mitigation staff at TDEM, the State would prefer we identify a useful purpose for those funds. It will be much easier for all concerned, including TDEM and FEMA, if the PRPC can fully expend all of the HMGP funding that's been award this project.

Staff is requesting Board authorization to amend the current agreement we have with ACS to implement our call-throttling solution. Whatever work we might add to the agreement would have to be quickly completed because any added work will also have to be finished by August 28. So, the most expedient and useful way to put this remaining funding to the long-term benefit of the system will be to invest in additional equipment to further speed and harden the system. Mr. Kiehl described the various equipment and work that would be added to the ACS agreement with the Board.

Judge Ronnie Gordon moved to authorize the Executive Director to execute a contract amendment with the Alliance for Community Solutions (ACS); adding \$22,000 to the agreement for the purchase of the equipment described above and obliging ACS to provide the 25% match on any additional HMGP funds spent in buying the equipment. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

11. **2019 ECONOMIC DEVELOPMENT DISTRICT COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGIES (CEDS) APPROVAL**

Ms. Paige Witthar reminded the Board that for more than 20 years, the Planning Commission has served as the fiscal and administrative agent of the Panhandle Economic Development District. Every three years PRPC seeks funding from the U.S. Economic Development Administration to facilitate the planning and implementation of economic development related strategies in the Texas Panhandle. Currently, the Economic Development District is in the first year of its current three year planning grant.

Each year PRPC staff works with the membership of the Economic Development Advisory Committee (EDAC) to update the region's Comprehensive Economic Development Strategies (CEDS). This document analyzes the population and economic trends of the region and its communities while identifying the needs and strategies appropriate to help sustain and expand local economies. The CEDS includes a Strength/Weakness/Opportunity/Threat (SWOT) analysis on economic trends in the region. The CEDS also identifies economic development resources and strategies available to local communities, entrepreneurs, and businesses in the region. Each EDAC member provides insight into the specific issues facing their respective counties. In 2016 a comprehensive update to the document was conducted, so the 2019 edition only includes minor updates in regards to economic data, regional trends, and revised economic expectations. Also, a four

page summary was developed in 2016 to serve as a quick summary of the overall document, and this has been updated in 2019 to reflect current trends.

The EDA requires that the EDAC review the CEDS standard annual updates prior to submission. Beginning in 2012 it was determined that as the economic development efforts of the region continue to become more intertwined with local government it has become appropriate for the annual updated CEDS to be reviewed by the PRPC governing body. Ms. Witthar reviewed the summary CEDS with the Board and informed them the full document can be reviewed on the PRPC website. Though the approval of the CEDS by the PRPC Board of Directors is not required, staff feels that the formal approval of the plan will lead to increased formal recognition of the plan, a better regional understanding of its importance, and a more formally recognized document to submit to the funding agency.

Mayor Tobe Shields moved to approve the Planning Commission's 2019 Comprehensive Economic Development Strategies (CEDS) document. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

## **12. GROUNDWATER MANAGEMENT AREA #1 (GMA #1) ADMINISTRATIVE SERVICES AGREEMENT AMENDMENT**

Mr. Dustin Meyer stated that in 2003, the Legislature passed HB 1763 creating Groundwater Management Areas (GMA) throughout the state. The GMAs are comprised of members from each of the Groundwater Conservation Districts located within the GMA boundaries. The GMA that serves most of the Texas Panhandle is the GMA#1. Each GMA is legislatively required to have the Desired Future Condition (DFC) of the major aquifers in their region. GMA#1 adopted the state's first Desired Future Condition in 2009 and are currently working on adopting the next round of DFC's for 2021.

In order to develop and adopt the DFC's within GMA#1, a consultant will be necessary to help provide the prerequisite technical services to include research, analysis, documentation and modeling. To that end, GMA#1 is currently working through a Request for Qualifications process to find a suitable consultant to provide the above mentioned professional services necessary for the adoption of the Desired Future Conditions. GMA#1 is currently negotiating with the most qualified firm and in the next couple of weeks will be holding a meeting to make a formal recommendation to PRPC to enter into contract with the chosen firm.

PRPC has been serving as the administrative agent for GMA#1 since 2007 to provide continuity throughout the process and a more efficient record keeping system. This relationship has proven to be mutually beneficial to both the GMA#1 and the PRPC over the past several years. In December 2017 a five-year administrative contract was approved by this body for PRPC to continue to provide these administrative services. This five-year administrative contract allows PRPC to provide program administration through the end of the next planning cycle. The duties involved with providing the administrative services include agenda development and the required postings, mailing the agenda to the members of the GMA and interested parties, minute taking at the meetings and record keeping of all documents associated with the GMA #1.

At this time, staff is requesting the Board consider an amendment to the administrative services contract to allow PRPC to prepare and assist the GMA#1 through the complete process of selecting an appropriate consultant. This contract amendment will allow PRPC to assist in the development and solicitation of the RFQ process, enter into a contractual agreement with a professional service provider for the preparation and adoption of the DFC's for GMA#1 and to delineate responsibilities among each of the Ground Water Management Districts for payment of the selected consultant. Once GMA#1 has formally made a recommendation to enter into a contractual agreement with a consultant, PRPC will present that agreement to the Board of Directors for review and consideration.

Mayor Kerry Symons moved to authorize the Executive Director to execute a contract amendment with GMA #1 to allow PRPC to serve as the fiscal agent for contract management of a modeling consultant. Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote.

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

Ms. Paige Witthar 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, especially sidewalks and ADA compliance. The Cities of Borger and Memphis are both working on preparing applications that will seek to improve the blighted conditions through infrastructure improvements in their downtown areas.

Following the format that has become the new standard for TxCDBG applications; an interlocal agreement has been developed for PRPC to assist both of the above mentioned cities with an application to the Downtown Revitalization Program. In order to comply with TDA requirements as well as maintain the long-established tradition of conducting application development at no charge to communities in the region, the interlocal agreement is two parts:

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

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

Historically, these are all activities conducted by PRPC staff on projects and applications. However, in order to comply with TDA requirements it is necessary for the City of Borger and the City of Memphis to enter into an interlocal agreement with PRPC for application development activities to ensure programmatic compliance.

Mayor Tobe Shields moved to authorize the Executive Director to executive an interlocal cooperation contract with the Cities of Memphis and Borger respectively for the Planning Commission to provide Texas Community Development Program grant application development and potential project management services. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote with Mr. Winston Sauls abstaining.

#### 14. **INTERSTATE 27 EXTENSION SUPPORT RESOLUTION**

Ms. Katie Perkins reminded the Board that PRPC staff has worked closely with transportation related issues over the past 15 years in the areas of both public transportation (through the PROMPT) and road infrastructure through two RPOs. Going back even further, the PRPC has long been a supporter of the Ports-to-Plains Coalition that seeks to further strengthen the North/South Corridor that runs all the way from the Gulf Coast to Canada bringing goods and services through the Texas Panhandle. The 100 miles of I-27 that runs from Lubbock to Amarillo is a key piece of the Ports-to-Plains spine.

Recently, Ports-to-Plains has begun getting some traction in their pursuit of the extension of the I-27 designation and associated infrastructure improvements. Specifically, the recently passed House Bill 1079 would direct TxDOT to look at that expansion. The expansion of I-27 holds great promise for the Texas Panhandle in that it can increase commercial traffic in the region for economic development purposes and improve the infrastructure running along the corridor.

Ms. Perkins stated that the Ports-to-Plains Alliance is seeking broad support for the federal designation of I-27, and staff feels that any expansion of the I-27 concept is beneficial to the Texas Panhandle region.

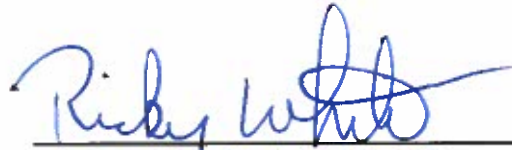
Judge Harold Keeter moved to pass a resolution supporting the ongoing expansion of Interstate 27 for transportation and economic development benefits to the Panhandle region. Judge John James seconded the motion; the motion carried by unanimous vote.

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

- A. Mr. Kyle Ingham reminded the Board that the PRPC Annual Meeting and 50<sup>th</sup> Anniversary Celebration will be held on Thursday, September 26, 2019, at Hodgetown – the Amarillo Sod Poodles Ballpark. He stated that Texas Comptroller of Public Accounts, Glenn Hagar will be the keynote speaker for the evening.
- B. Chairman White appointed the following individuals to serve on a committee to select recipients of the 2019 Panhandle Regional Planning Commission Regional Service Award, the 2019 Goodwin Regional Public Administrator Award, and Inaugural PRPC Exceptional Staff Member: Ms. Irene Favila, Mayor Tobe Shields and Dr. Bill Hallerberg.
- C. Chairman White appointed the following individuals to serve on a Nominating Committee to consider a slate of officers for the 2019-2020 PRPC Board of Directors: Judge John Howard, Mayor Ginger Nelson and Commissioner Pat Sims.
- D. Mr. Kyle Ingham reported on the recent and upcoming Planning Commission sponsored regional meetings.

16. **ADJOURNMENT**

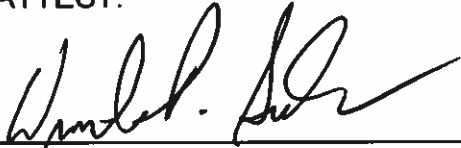
There being no further business to come before the Board, the meeting adjourned at 2:23 p.m.



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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