

PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS

Minutes

August 29, 2019

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

- Don Allred, Oldham County Judge
- Cleo Castro, Cactus
- Buster Davis, Mayor, City of Gruver
- Irene Favila, Hereford
- 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
- Jay Mayden, Childress County Judge
- Wayne Nance, Briscoe County Judge
- Yolanda Robledo, Alderwoman, City of Bovina
- Sal Rivera, Sheriff, Castro County
- Winston Sauls, Borger
- Tobe Shields, Mayor, City of Spearman
- Pat Sims, Mayor, City of Dumas
- Kerry Symons, Mayor, City of Perryton
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Juan Cantu, Lipscomb County Commissioner
- Ronnie Gordon, Hartley County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Karen Price, Pampa
- Walter "Four" Price, Texas State Representative, District 87
- Nancy Tanner, Potter County Judge
- Phillip Self, Greenbelt Municipal & Industrial Water Authority

STAFF PRESENT: Mr. Dustin Meyer, Local Government Service Program Director; Ms. Katie Perkins, Local Government Services Program Specialist; Mr. Mike Peters, Regional 9-1-1 Network Director; Ms. Melissa Carter, Area Agency on Aging Director; Mr. Marin Rivas, Workforce Development Director; Ms. Heather Reid, Workforce Development Contract/Accounting Manager; Ms. Lori Gunn, Regional Services Coordinator; Ms. Emily Nolte, Regional Emergency Management Planning Program Coordinator; Ms. Renee Boehning, Finance Director; Ms. Rebecca Rusk, Executive Manager; Mr. Kyle Ingham, Executive Director

OTHERS PRESENT: Mr. Alan Abraham, Ms. Rhonda Rogers, Ms. Bobette Doerrie, Mr. Jerome Doerrie, TX Silver Haired Legislature; Ms. Jennifer Doerrie, Mr. Robert Boshart, Ms. Nancy Abraham

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 Kerry Symons moved to approve the minutes from the meeting held on July 25, 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 July, 2019. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

5. **PRPC DUES STRUCTURE**

Mr. Kyle Ingham reminded the Board that the bylaws of the Panhandle Regional Planning Commission require the Board of Directors to recommend a membership dues structure to the general membership for each fiscal year. The general membership will convene at the up-coming annual meeting to formally approve the membership dues structure for the 2019 Planning Commission year.

The Planning Commission's membership dues rate is presently set at 8.5¢ per capita. Using the 2010 Census, the current rate translates into approximately \$68,000 in revenue to the Commission (see attached listing which depicts each of our local government's dues amounts based on the 8.5¢ per capita dues rate).

Local dues funds are used primarily as matching dollars for various regional programs, seed money for special projects and for certain specific Commission operational expenses. The Planning Commission's proposed 2019 budget has been prepared assuming no increase in the membership dues rate and the continuing high level of local government membership participation.

Mr. Ingham stated that the Executive Committee met prior to the Board meeting to review the staff's suggested 2019 dues structure, and the committee recommends presenting the proposed dues structure to the general membership at the annual meeting in September. Mr. Winston Sauls moved to recommend the proposed 2019-2020 dues structure to the general membership at the PRPC Annual Meeting. Dr. William Hallerberg seconded the motion; the motion carried by unanimous vote.

6. **2020 STRATEGIC WORK PROGRAM AND BUDGET**

Mr. Kyle Ingham stated that stated that the bylaws of the Planning Commission require the Board of Directors to annually review and recommend a work program and budget to the general membership. The general membership then reviews and adopts the budget at the upcoming annual meeting. Ms. Renee Boehning reviewed the proposed budget with the Board. She stated that the Executive Committee met prior to the Board meeting to review the staff's suggested 2020 budget, and the committee recommends presenting the proposed budget to the general membership at the annual meeting in September.

Dr. Bill Hallerberg moved to recommend the proposed 2019-2020 work program and budget to the general membership at the PRPC Annual Meeting. Judge Don Allred seconded the motion; the motion carried by unanimous vote.

7. **REGIONAL VOLUNTEER RECOGNITION**

Ms. Melissa Carter stated that the first Silver-Haired Legislature was organized in 1973 in the State of Missouri. Since its inception, the concept and implementation of a Silver-Haired Legislature has been adopted in thirty-one (31) states. The Texas Silver-Haired Legislature (TSHL) idea was first conceived in 1979. By 1983, the Citizens Advisory Council of the Texas Department on Aging identified the creation of TSHL as one of the council's legislative priorities. A resolution to establish the TSHL was passed by the Texas Board on Aging in 1984. The 69th Texas Legislature adopted the enabling legislation, April 3, 1985, which authorized the creation of the Texas Silver-Haired Legislature. The organization is nonpartisan and nonprofit and is composed of 116 representatives elected by older Texans 60 years and older to serve two-year terms meeting to debate and approve priorities important to seniors, craft resolutions and present them to the Texas State Legislature.

The TSHL awarded the Executive Committee Performance Award and a service award to Mr. Alan Abraham and was presented by Bobette and Jerome Doerrie, who are our area's current TSHL representatives.

8. **TEXAS MUNICIPAL LEAGUE HEALTH BENEFITS POOL BOARD OF TRUSTEES- REGION 2 ELECTION**

Mr. Kyle Ingham stated that the Planning Commission provides group health care coverage to its employees through the Texas Municipal League Health Benefits Pool. A twenty-two Member Board of Trustees governs the Pool. Nineteen of the Members are voting Members. Of the 19 voting Members, 15 are elected from the TML Regions in Texas.

As a TML Health Benefits Pool Member, the Planning Commission received a ballot to vote for a candidate to represent our region, which is Region 2. Mr. Eddie Edwards, City

Manager, City of Borger is the only candidate on the ballot. Mr. Edwards has served on the Board of Trustees since 2008 and is currently serving as the Chairman and staff is confident in Mr. Edwards' knowledge of the TML Health Benefits Pool and the responsibilities of the Board of Trustees.

Mayor Kerry Symons moved that the Board of Directors cast the Planning Commission's vote for Eddie Edwards, City Manager, City of Borger as the TML Region 2 Board of Trustees Member for the TML Health Benefits Pool. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote, with Mr. Winston Sauls abstaining.

9. **PANHANDLE REGIONAL 9-1-1 NETWORK MAINTENANCE SERVICES CONTRACT**

Mr. Mike Peters explained that for the past six years, the Panhandle Regional 9-1-1 Network has utilized Western States Communications, Inc. (WSC), which is located in San Angelo, Texas, to provide 24-hour service to maintain the equipment at the region's public service answering points (PSAPs).

He stated that the 9-1-1 Network is seeking a one year contract with two automatic one year renewals to reduce costs and continue the high level of maintenance that we are currently receiving. The total quote price from WSC for each year of maintenance is \$147,081.06. This includes a full time maintenance technician that resides in Amarillo and 24 hour telephone support from WSC's call center for each PSAP. We have been satisfied with WSC's timely repairs and routine maintenance for the past six years. Their service has greatly reduced the downtime and increased awareness of potential issues within the 9-1-1 network and systems. Mr. Peters reviewed the Western States Communications contract with the Board. The service would be effective on October 1, 2019 and continue until September 30, 2020 with an automatic renewal for two consecutive terms.

Mayor Pat Sims moved to authorize the Executive Director to execute a contract with Western States Communications, Inc. for up to three years. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

10. **PANHANDLE REGIONAL 9-1-1 NETWORK COMMUNICATIONS TOWER CONSTRUCTION AND PURCHASE CONTRACT FOR REGIONAL PANCOM NETWORK**

Mr. Mike Peters stated that the regional PANCOM microwave network interconnects all 60 PANCOM tower sites, the 22 PSAPs, and 8 other dispatch facilities. Seven of these sites belong to the Planning Commission; with 12 owned by other Local Government Agencies. These sites allow responders and call takers the ability to not only cover their county with communications but also move seamlessly into other counties as needed. The added benefit of the network is that it also provides an alternate path for 9-1-1 traffic during fiber cuts or other equipment failures.

Most of the PANCOM towers are currently leased from their owners. As money becomes available, staff attempts to purchase towers to replace those with the highest annual lease cost. The primary focus for replacement is a tower located in Lipscomb County which currently rents for close to \$10,031 annually. In addition, the replacement of the tower would remove a \$1,662 lease cost on the Booker Grain Elevator. Therefore, replacement of this tower would reduce the annual costs to the overall PANCOM network by over \$11K annually.

Mayor Kerry Symons moved to authorize the Executive Director to enter into a contract with Johnston Technical Service to purchase and construct a communications tower in Lipscomb County. Judge John James seconded the motion; the motion carried by unanimous vote.

11. **PANHANDLE REGIONAL 9-1-1 NETWORK SERVICE AND PUBLIC ANSWERING POINT EQUIPMENT INTERLOCAL AGREEMENT**

Mr. Mike Peters reminded the Board that a requirement of the Commission on State Emergency Communications (CSEC) is to maintain interlocal contracts between the Texas Councils of Government and the agencies responsible for each 9-1-1 PSAP or Public Safety Answering Point.

The interlocal agreements explain the requirements of both the PRPC and the agency responsible for the PSAP. These contracts are renewed in conjunction with the State's fiscal biennium. Since we are at the beginning of a new funding cycle, the old contracts are expiring and the process has begun of renewing these agreements with the 22 counties or cities that are responsible for operating the program's 9-1-1 call taking centers. The only change made to the agreements will be to renew the term of the document to expire with the next biennium or August 31st of 2021.

Judge Don Allred moved to authorize the Executive Director to execute Interlocal Agreements for 9-1-1 service and public safety answering point equipment with 22 Panhandle area cities and counties. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

12. **PANHANDLE REGIONAL 9-1-1 NETWORK FY20 AND FY21 SERVICE CONTRACT**

Mr. Mike Peters stated that the 86th Legislature appropriated funds to the Commission on State Emergency Communications (CSEC) for statewide 9-1-1 services in FY 2020-2021. In accordance with the Health and Safety Code, Chapter 771, CSEC has reviewed and approved the Panhandle's FY2020-2021 strategic plan and has allocated funding to fulfill the three funding strategies within the plan. By statute, revenue generated by the 9-1-1 Service Fee (\$.50 per landline phone, per month) must be reallocated back to the region from which it was collected. Like last biennium the percentage is near 85%.

Surcharge revenue, revenue collected from the Texas Infrastructure Equalization Surcharge Fund, (a 6 cent charge on each phone line), are funds distributed at the discretion of CSEC to fund 9-1-1 programs in less-populated areas. Without the surcharge funding, it would be impossible to maintain all 22 call taking locations across our region. Equipment and some of the maintenance costs may increase by the next CSEC meeting in September, as such; the contract dollar totals are likely to increase to match our funding request.

Dr. Bill Hallerberg moved to authorize the Executive Director to execute a contract with the Texas Commission on State Emergency Communications to continue 9-1-1 services in the Texas Panhandle. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

13. **WORKFORCE DEVELOPMENT PROGRAM OPERATION AND SERVICE DELIVERY CONTRACT RENEWAL**

Mr. Marin Rivas informed the Board that PRPC's current contract with the Huxford Group, LLC for the delivery of workforce development and child care program services will end on September 30, 2019.

Huxford Group has met or exceeded all of our expectations for program performance, funds utilization and contract compliance during the first ten months of this year. The organization's last audit resulted in an unmodified, "clean" opinion, and documented that the company possesses adequate unencumbered resources to cover potential disallowed costs, should they be incurred.

The Board's fiscal monitoring review resulted in no major fiscal findings regarding Huxford Group's operations. The Fiscal Integrity Report conducted by an outside Certified Public Accountant had no fiscal compliance issues. The same CPA conducted a Risk Assessment on 17 factors with the report indicating no items rating as "high risk". Our local Program Monitoring Reviews for the past year resulted in no significant program findings regarding Huxford's operations. The Program Risk Assessment was also completed and indicated no items rating as "high risk".

This renewal's contracted amount for operations is estimated to be approximately \$3,300,000. Huxford Group would also be responsible for obligating the use of about \$11,000,000 in additional funds for client training, supportive services and child care as a part of this agreement. Most of these funds would be retained at PRPC as the administrator for distribution. The contract would be for the period of October 1, 2019 through September 30, 2020, and funds to cover associated costs would be available from the Texas Workforce Commission (TWC) and also from local child care matching funds.

Mayor Buster Davis moved to authorize the Executive Director to execute a contract renewal with Huxford Group LLC to deliver workforce development and child care program services for the period of October 1, 2019 through September 30, 2020, as presented. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

14. **WORKFORCE DEVELOPMENT PROGRAM: LETTER OF INTENT TO SECURE WORKFORCE DEVELOPMENT FACILITY**

Mr. Marin Rivas reminded the Board that as was discussed in the October 2018 meeting, the Texas Workforce Commission 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.

Over the past several months, a Facility Relocation Workgroup, formed specifically for this project, has met a total of eight times, to develop recommendations for the Board. Members of the Workgroup are PRPC's Executive Director, Mr. Kyle Ingham; PRPC Board

of Directors member, Dr. Bill Hallerberg; PRPC's former Executive Director, Mr. Gary Pitner; Panhandle Workforce Development Board (PWDB) Chair, Ms. Michelle Griffin; PWDB Board Vice-Chair and former PRPC Board of Directors member, Mr. Charlie Rivas, PRPC Workforce Development Director, Mr. Marin Rivas; and PRPC Workforce Development Coordinator, Ms. Leslie Hardin.

In January, as part of the PWDB plan to procure and relocate the integrated Workforce Development, Child Care and Vocational Rehabilitation program staff into a new facility, staff issued a Request for Proposals (RFP) for Real Estate Brokerage Services to assist PRPC and the PWDB with identifying and securing commercial property from which Workforce Solutions Panhandle will continue to deliver services. One proposal was received from Mr. Brent Bralley, President of Accord Commercial Realty Services and, in June, the Board authorized the Executive Director to execute a contract with JKB Company, Inc. dba: Accord Commercial Realty Services.

Twenty (20) Amarillo properties were initially investigated and documented by Mr. Bralley as potential sites and presented to the Workgroup. In meetings during the month of May, the Workgroup members reduced these considerations down to the top three candidates. In June, the Workgroup toured the facility that had been evaluated as the most beneficial to PRPC on the basis of Base Lease Rate, Gross Rentable and Net Useable Size, Number of Parking Spaces, Lease Term Consideration, Annual Lease Cost, and Tenant Improvement Allowance Available – the facility formerly utilized by the Sitel Corporation at 4945 Canyon Drive.

Mr. Rivas stated that after the Workgroup's evaluation, and incorporation of input from management staff from both Workforce Solutions Panhandle and Vocational Rehabilitation, the members of the Workgroup recommended that PRPC, in conjunction with Mr. Bralley, enter into negotiations to secure this property for the new location of Workforce Solutions Panhandle, with future consideration by the Board.

In the Workgroup's meeting on August 19th, the workgroup agreed to recommend to the Board that the members consider authorizing PRPC to provide a formal Letter of Intent to Lease to the property owner of the facility.

Mr. Rivas then informed the Board that the Landlord of the building, Olsen Office Warehouse, LLC, initially indicated agreement with the terms of the Letter of Intent to Lease. However, the Landlord now wants changes in the lease agreement that are not in the PRPC's best financial interest. Mr. Rivas and Mr. Ingham discussed in detail with the Board the lease changes requested by the Landlord, and requested the Board table the submission of a Letter of Intent to Lease.

Judge Don Allred moved to table the submission of a Letter of Intent to Lease for a new Workforce Development Building from Olsen Office Warehouse, LLC located at 4945 Canyon Drive in Amarillo, Texas. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

15. REGIONAL SOLID WASTE MANAGEMENT ADVISORY COMMITTEE APPOINTMENTS

Ms. Lori Gunn PRPC Administrative Regulation #31 governs the duties, activities and composition of the Panhandle Regional Solid Waste Management Advisory Committee (RSWMAC). Each year, approximately one-third of the appointed terms expire and those members must either be replaced or re-appointed. No member may serve more than two consecutive three-year terms.

Currently, 13 individuals need to be appointed or re-appointed to the RSWMAC to meet the PRPC administrative standards. PRPC staff has contacted each nominee and determined they are willing and able to serve, if appointed by the PRPC Board. Those individuals are:

<u>Name</u>	<u>Title/Organization</u>	<u>Committee Term</u>
Cesar Marquez	City Manager, City of Bovina	Re-appointment to 2 nd term
Ricky Rivera	Landfill Superintendent, City of Pampa	Re-appointment to 2 nd term
Adam Schaer	General Manager, KB Recycling	Appointment to 1 st full term
Drew Brassfield	City Manager, City of Fritch	Appointment to 1 st full term
Jason Anderson	Public Works Director, City of Borger	Appointment to 1 st full term
James Davis	Public Works Director, City of Tulia	Appointment to 1 st full term
Chris Douglas	Public Works Director, City of Spearman	Appointment to 1 st full term
Harvey Perez	Water Superintendent, City of Panhandle	Appointment to 1 st full term
Curtis Green	Street & Sanitation Supervisor, City of Dalhart	Appointment to 1 st full term

Orrin Dankworth	Assistant Manager, Scrap Processing	Appointment to 1 st full term
Kenny Welch	Owner, Tri-State Recycling	Appointment to 1 st full term
Leander Davila	City Manager, City of Friona	Partial term
Brandon Knapp	Solid Waste Superintendent, City of Perryton	Partial term

Judge Harold Keeter moved to appoint/re-appoint the recommended individuals to serve on the Planning Commission's Regional Solid Waste Management Advisory Committee. Sheriff Sal Rivera seconded the motion; the motion carried by unanimous vote, with Mayor Kerry Symons, Mr. Winston Sauls, and Alderwoman Yolanda Robledo abstaining.

16. CRIMINAL JUSTICE ADVISORY COMMITTEE APPOINTMENTS

Ms. Lori Gunn reminded the Board that the Criminal Justice Advisory Committee (CJAC) oversees 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

Ms. Gunn stated that four members were up for re-appointment and one member needed to be replaced. PRPC staff has contacted all of the following individuals and all have confirmed that they are all willing and able to serve.

<u>Name</u>	<u>Title/Organization</u>	<u>Area of Interest</u>
Letta Day	Director, Professional Counseling & Bio-Feedback Center	Regional Drug Abuse Prevention Services/Programs
Randall Sims	District Attorney, 47 th Judicial District	Prosecution or Regional Court Systems
Norma Luginbyhl	Executive Director, Hutchinson County Crisis Center	Organization involved with the Provision of Victim Services/Avocation
Anna Kate Nobile	Chief Officer, Castro/Swisher Juvenile Probation Department	Regional Juvenile Justice System
Joseph Loftus	Captain, Amarillo Police Department	Regional Law Enforcement
Cynthia Perales	Victims Assistance Coordinator, Deaf Smith County	Regional Counties

Judge Harold Keeter moved to appoint/re-appoint the recommended individuals to serve on the Planning Commission's Regional Criminal Justice Advisory Committee. Mayor Tobe Shields seconded the motion; the motion carried by unanimous vote.

17. PANHANDLE REGIONAL LAW ENFORCEMENT ACADEMY CONTRACT

Ms. Lori Gunn stated that each year the PRPC applies for funding through the Governor's Criminal Justice Division (CJD) to support law enforcement training activities in the region. This training is provided to regional officers through the Panhandle Regional Law Enforcement Academy (PRLEA).

PRPC has contracted with Amarillo College to operate the PRLEA since its inception. Outside of the Amarillo Police Academy, which is reserved for the training of Amarillo's police force, the PRLEA is the only other TCOLE-certified (Texas Commission on Law Enforcement) basic training academy in the region. The vast majority of officers currently employed throughout the region graduated from the PRLEA and in the course of a normal year, nearly every officer will take advantage of the Academy's in-service training opportunities.

As training requirements and liability levels increase on law enforcement, it is important that the peace officers in our region develop and maintain a professional expertise and awareness of the law. The foundation for that expertise is built with a solid Basic Peace Officer certification and then maintained through continuing education. For the past four decades, law enforcement agencies of the Panhandle have come to rely on the training services provided through the PRLEA to meet their staffing needs and to keep their officers' policing skills and knowledge of the law current.

Earlier this month, PRPC staff met with Amarillo College (AC) to discuss the terms of this year's contract. A draft copy of that agreement is attached for your review. As done with the last contract, we are going to maintain the proportional payment approach. This approach enabled the PRLEA to provide In-Service courses throughout the contract period as opposed to exhausting all the funds six months into the contract. Those two payment categories include the following:

Basic Law Enforcement Training - \$36,248.00: TCOLE certification is a prerequisite to becoming employed as a peace officer in the State of Texas. Through this training, students attend classes and must pass an exam making them eligible to receive certification from the Texas Commission on Law Enforcement. Two Basic academies will be conducted in 2018 and we've allocated enough funding for scholarships to students in each academy. For FY 2018 we have ten (10) scholarship positions available.

In-Service Training - \$41,202.00: To maintain TCOLE certification, an officer must obtain continuing education to remain current on new laws and specialized topics pertinent to criminal justice. In-Service Training covers a wide range of training topics specifically designed to achieve this goal for licensed peace officers in the region.

The contract only pays for training delivered to TCOLE-certified officers employed by a city or county in the region. However, quite often, individuals from other agencies will attend training along with the officers being covered under the PRPC's contract. The other agencies pay for their training costs separately.

Ms. Irene Favila moved to authorize the Executive Director to execute a contract with Amarillo College for the operation of the Panhandle Regional Law Enforcement Academy from September 1, 2019 – August 31, 2020. Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

18. **PANHANDLE REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE
FY2020 GRANT PROGRAM OPERATING PROCEDURES APPROVAL**

Ms. Emily Nolte stated that the Panhandle Regional Emergency Management Advisory Committee (PREMAC) annually reviews its operating procedures to determine if any changes should be made for the coming year. This is a requirement of the PRPC's interlocal agreement with the Homeland Security Grants Division of the Governor's Office and the primary intent of the procedures is to ensure that a fair and structured process is in place for utilizing the State Homeland Security Program (SHSP) funds allocated to the region in the year to come. At the PREMAC's meeting earlier in August, the procedures that had been used last year were reviewed and having considered the FY19 document, the PREMAC decided that no changes needed to be made.

Mayor Kerry Symons moved to approve the Committee's FY2020 Operating Procedures as presented. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

19. **NATIONAL PREPAREDNESS MONTH RESOLUTION**

Ms. Emily Nolte reminded the Board that for over a decade now, the Federal Emergency Management Agency (FEMA) has conducted a nationwide awareness campaign that culminates each September with National Preparedness Month (NPM). The aim of this annual event is to persuade the American public to take action to prepare themselves, their families, businesses and communities for disasters both large and small. The NPM message has not changed since its inception. Each year, residents are called to build a plan, build a kit and build self-sufficiency. The 3-part slogan for the 2019 National Preparedness Month is: "Prepared, Not Scared" and it builds on the themes from previous years that people need to plan for disasters rather than allow themselves to be caught off-guard.

For as long as FEMA has observed NPM, PRPC staff has requested the Board of Directors to consider a resolution recognizing the annual program in the Panhandle.

Judge Dan Looten moved to pass a resolution proclaiming September, 2019 as "Preparedness Month" in the Texas Panhandle. Judge Wayne Nance seconded the motion; the motion carried by unanimous vote.

20. **PUBLIC TRANSPORTATION MOBILE PHONE APPLICATION DEVELOPMENT
CONTRACT AMENDMENT**

Ms. Katie Perkins stated 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 March of 2018, a contract was awarded to West Texas A&M University (WTAMU) for the development of the mobile application. For the last year and half, WTAMU has been working in concert with PRPC and the public transportation advisory committee PROMPT, to develop this mobile application, One Ride Now which had a soft release in April 2019 to allow for feedback and refinement. Upon the initial release it was discovered that the GPS Units (FleetComplete) had a software coding error and the bus locations being reported in the One Ride Now application was slightly delayed from providing real-time location.

Currently, PRPC, WTAMU and the City of Amarillo are searching for another solution and it appears that finding an alternate GPS unit with proper compatibility is likely the only solution.

Due to this delay, PRPC has requested and been approved for a project extension for the TxDOT Demonstration Project that will allow for an additional 10 months to continue to work through the development and functioning of the mobile application. The extension request will extend the end date of the contract from August 31, 2019 to June 30, 2020.

Due to the expiration of federal funding for this project, PRPC was asked to move forward with the execution of this contract extension in mid-August. PRPC did so with the stipulation that the contract extension could be withdrawn at the request of the PRPC Board of Directors.

Dr. Bill Hallerberg moved to authorize the Executive Director to execute and ratify the contract extension extending the end date of the contract between PRPC and the Texas Department of Transportation for the PRPC TxDOT Demonstration Project. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

21. **CONSULTING CITY MANAGEMENT SERVICES INTERLOCAL COOPERATION CONTRACT RENEWALS**

Mr. Kurt Grant reminded the Board that that the PRPC has been providing Consulting City Management services to the Village of Lake Tanglewood since January of 2000 and the Village of Timbercreek Canyon since 2001. The contracts for the cities are due to renew this fall. Mr. Hall reviewed the consulting management services proposed for this contract renewal with the Board.

The proposed contract for the Village of Lake Tanglewood calls for a time commitment of 18 hours per month at an hourly rate of \$62.50. This will produce a monthly cost of \$1,125.00 and a total contract cost of \$13,500.00.

The proposed contract for the Village of Timbercreek Canyon calls for a time commitment of 22 hours per month at an hourly rate of \$62.50. This will produce a monthly cost of \$1,375.00 and a total contract cost of \$16,500.00.

Mayor Kerry Symons moved to authorize the Executive Director to execute interlocal cooperation contract renewals with the Village of Lake Tanglewood and the Village of Timbercreek Canyon for the Planning Commission to provide consulting city management services. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

22. **TEXAS COMMUNITY DEVELOPMENT PROGRAM PROJECT MANAGEMENT SERVICE INTERLOCAL CONTRACT AMENDMENTS**

Mr. Dustin Meyer stated that staff has worked with Panhandle communities to implement infrastructure improvement projects through the Community Development Block Grant (TxCDBG) Program since 1983. Since that time, PRPC staff has provided administrative assistance to 300 TxCDBG projects totaling more than \$75,000,000 of grant funds utilized for the infrastructure improvement of Panhandle communities. The Texas Department of Agriculture (TDA), formerly many other names, has long been the funding agency of this program in the State of Texas, and they are in the process of soliciting applications for the 2020/2021 TxCDBG 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 TxCDBG 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 I - Application development is conducted at no cost.

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

Based on past precedence it is anticipated that the six top scoring panhandle communities will receive a TDA contract for TxCDBG funds. While official scoring has been published by TDA, official notice has not yet been received by the below communities that they will be receiving a 2019 TxCDBG grant award. The list presented is subject to change as the funding agency, TDA, prepares projects for funding.

This agenda item is to allow for the authorization of Part II and amend the interlocal agreements to carry out the administrative function and project management activities should the following municipalities receive grant funding for their project: City of Bovina, City of Cactus, City of Hereford, City of McLean, City of Quitaque, and the City of Spearman.

Mayor Kerry Symons moved to authorize the Executive Director to execute interlocal cooperation contracts with various Panhandle area local governments for the Planning Commission to provide Texas Community Development Program grant application development and potential project management services. Judge Wayne Nance seconded the motion; the motion carried by unanimous vote, with Alderwoman Yolanda Robledo, Mr. Cleo Castro, Ms. Irene Favila and Mayor Tobe Shield abstaining.

23. **GROUNDWATER MANAGEMENT AREA #1 PROFESSIONAL SERVICES CONTRACT AWARD**

Mr. Dustin Meyer stated that 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 for the development and adoption of the Desired Future Conditions in the Panhandle. To that end, GMA#1 has worked through a Request for Qualifications (RFQ) process. Mr. Meyer stated that through the RFQ process, the GMA #1 scored Intera, Inc. as the highest qualified firm.

Mr. Meyer informed the Board that since the GMA#1 does not have the capacity to directly enter into a professional services contract, PRPC, functioning as the body's administrative agent, will need to enter into the proposed contract with Intera, Inc. on behalf of GMA#1. Last month the Board authorized the execution of an amendment to the interlocal agreement for PRPC to assist with the RFQ process, to execute a professional services contract with a consultant to assist with the DFC adoption process on behalf of GMA#1 and that delineates the payment to fulfill that contract from each of the Groundwater Conservation Districts that comprise GMA#1. Over the last several weeks, GMA#1 has negotiated a contract with the most qualified firm and has made a formal recommendation to PRPC to enter into contract with Intera, Inc.

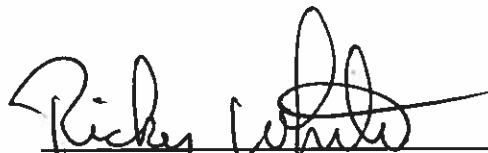
Mayor Buster Davis authorized the Executive Director to execute the professional services contract with Intera, Inc on behalf of GMA#1 for technical services to assist in the development and adoption of the Desired Future Conditions through the GMA#1 process. Judge Harold Keeter seconded the motion; the motion carried unanimously.

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

- A. Mr. Kyle Ingham reminded the Board of the upcoming PRPC Annual Meeting and 50th Anniversary Celebration.
- B. Mr. Kyle Ingham reported on the recent and upcoming Planning Commission sponsored regional meetings.

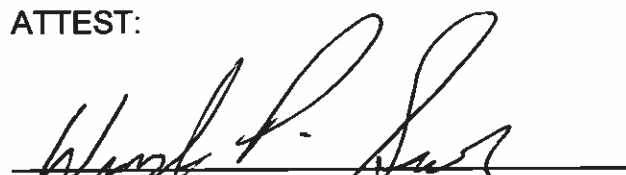
25. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 3:07 p.m.



Ricky White, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



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