

PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS
Minutes
January 23, 2020

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, January 23, 2020, at 1:30 p.m. in the PRPC Board Room, 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Dr. William Hallerberg presided.

MEMBERS PRESENT:

- Juan Cantu, Lipscomb County Commissioner
- Cleo Castro, Cactus
- Buster Davis, Mayor, City of Gruver
- Irene Favila, Hereford
- Ronnie Gordon, Hartley County Judge
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Ernie Houdashell, Randall County Judge
- John Howard, M.D, 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
- Walter "Four" Price, Texas State Representative, District 87
- Yolanda Robledo, Alderwoman, City of Bovina
- Winston Sauls, Borger
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Pat Sims, Mayor, City of Dumas
- Kerry Symons, Mayor, City of Perryton
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Don Allred, Oldham County Judge
- Raul Hernandez, Amarillo
- Ginger Nelson, Mayor, City of Amarillo
- Karen Price, Pampa
- Sal Rivera, Sheriff, Castro County
- Tobe Shields, Mayor, City of Spearman
- Nancy Tanner, Potter County Judge

STAFF PRESENT: Mr. Marin Rivas, Workforce Development Director; Mr. Mike Peters, Regional 9-1-1 Network Director; Ms. Josie Mayorga, Area Agency on Aging Benefits Counselor; Mr. Alex Guerrero, Local Government Services Program Specialist; Ms. Emily Nolte, Regional Emergency Preparedness Coordinator; Ms. Lori Gunn, Regional Services Program Coordinator; Mr. Trent Taylor, Finance Director; Ms. Cristy Henderson, Finance Manager; Ms. Heike Bowen, Accounting Systems Program Specialist; Ms. Stephine Neuwirth, Accounting Systems Program Specialist; Ms. Rebecca Rusk, Executive Manager; Mr. Kyle Ingham, Executive Director

OTHERS PRESENT:

Mayor Terrill Bartlett, City of Canadian; Mr. Joe Jarosek, City Manager, City of Canadian; KFDA News Channel 10 Media

1. CALL TO ORDER

Dr. William Hallerberg 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. **PUBLIC COMMENT**

Mr. Kyle Ingham explained that House Bill (HB) 2840, passed by the 86th Texas Legislature, amends the Texas Open Meetings Act to require governmental bodies to allow members of the public to provide comment on agenda items being considered during open meetings. He explained that this opportunity must be provided either at the beginning of the meeting or during consideration of each agenda item. In accordance with the Act, Chairman Hallerberg asked if any members of the public were present to comment on agenda items. There being none, he continued the meeting.

4. **MINUTES**

Mayor Ricky White moved to approve the minutes from the meeting held on November 21, 2019, as received. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

5. **VOUCHERS**

Mayor Pat Sims moved to approve the vouchers for the months of November and December, 2019. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

6. **PRPC INVESTMENT FUND QUARTERLY REPORT**

Mr. Trent Taylor 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. Mr. Taylor presented the report for the period of October 1, 2019 through December 31, 2019.

Mr. Winston Sauls moved to accept the PRPC's Investment Funds Quarterly Report for the period ended December 31, 2019, as presented. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

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

Mr. Mike Peters stated 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 FY20 Q1 performance report covering September, October, and November.

- There were 37,345 9-1-1 calls received from the 22 regional call centers of which 26,812 were wireless or 71.79%.
- 13 Public Service Answering Points (PSAPs) were monitored with no findings.
- 2,396 Network test calls were made by PSAP staff and PRPC employees.
- There were no outages during this quarter.
- The region received 1,065 text messages during this period, with the vast majority as test texts.

Mayor Buster Davis moved to accept the Panhandle Regional 9-1-1 Network's FY2020 First Quarter Performance Report as presented. Judge John James seconded the motion; the motion carried by unanimous vote.

8. **PANHANDLE REGIONAL 9-1-1 NETWORK LONG-TERM RELIABILITY REPORT**

Mr. Mike Peters informed the Board that at a regional meeting last November in Waco, Texas staff was provided an outage summary for fiscal years 2018 and 2019 for all the regions of the state program. As such, this report provides evidence of the reliability of our computer systems, our software, and mostly our redundant wide area networks.

Usually the largest cause of failure is construction or farming in the right of way. Farmers often plow or set fence posts too deep. Road contractors for TXDOT or cities frequently dig up lines as they are renovating or installing new roadways. Oil and gas companies would rather complete their project prior to waiting for dig-test to show where the lines are.

These things and more have always caused significant issues for the 9-1-1 systems in the State of Texas.

In order to deal with these issues, we have created a redundant network to carry 9-1-1 traffic through wireless microwave links across the Texas Panhandle. This system frequently saves our network from these causes and has done a great job for the past two years.

Mr. Peters reviewed the outage report for fiscal years 2018 and 2019 with the Board. The Panhandle region was second from the lowest number of outage hours, meanwhile we have the largest geography and the largest number of call centers in the state. He stated that this was an informational item only and no action by the Board was required.

9. **WORKFORCE DEVELOPMENT PROGRAM: LEASE AGREEMENT TO SECURE WORKFORCE DEVELOPMENT FACILITY**

Mr. Marin Rivas reminded the Board that 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 ten times, to develop recommendations for the Board. Real Estate Brokerage Services were procured and a contract with Mr. Brent Bralley, President of JKB Company, Inc. dba: Accord Commercial Realty Services was authorized by the Board in June, 2019.

Twenty-two (22) Amarillo properties were initially investigated and documented by Mr. Bralley as potential sites and presented to the Workgroup. In meetings over the summer months last year, the Workgroup members reduced these considerations down to the top two candidates. In October, 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 Rentable and Annual Lease Cost, and Tenant Improvement Allowance Available – the facility formerly utilized by AT&T at 3120 Eddy Street.

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.

Mr. Bralley's negotiations to secure this property resulted in a local real estate developer, McCartt and Associates Commercial Real Estate Services, expressing interest in purchasing the property from AT&T and renovating the facility to fit the needs of workforce service delivery by Workforce Solutions Panhandle. The purchase "window of opportunity" for McCartt and Associates may close prior to the February Board meeting. A Lease Agreement is being negotiated at the time of the writing of this memo and staff will present the most current information during the meeting. McCartt and Associates' position is that a Lease Agreement must be executed prior to the purchase of the property from AT&T. PRPC has placed a ceiling on the total costs, including the purchase, which will be used to determine the final Lease amount, of up to \$2 million with up to an additional 10 percent contingency.

Staff is asking the PRPC Board of Directors to empower the Board's Executive Committee to review the proposed Lease Agreement, including the maximum for the purchase, renovations and improvements, that will be finalized prior to the purchase deadline, and consider approval of the document on behalf of the full Board.

Mayor Kerry Symons moved to authorize the Executive Director and the Board's Executive Committee to negotiate, review, and approve a Lease Agreement, with the total cost ceiling of \$2 million with 10 percent contingency, to be provided to McCartt and Associates for a new workforce services facility. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

10. **CHOICE PARTNERS PURCHASING COOPERATIVE PARTICIPATION INTERLOCAL AGREEMENT**

Mr. Marin Rivas stated that Choice Partners is a division of the Harris County Department of Education and a political subdivision of the state of Texas. It was created as a national cooperative purchasing service to competitively bid and legally award contracts enabling government agencies to make purchases using its cooperative purchasing contracts.

To become a member, organizations and governing boards of governmental entities must sign an interlocal contract assigning, to Choice Partners, the responsibility for legally and competitively procuring the services and products which Choice Partners makes available through the cooperative. There is no charge to client members to join Choice Partners and no charge to use Choice Partners national cooperative contracts.

Utilizing this purchasing cooperative would allow staff in any PRPC department, including Workforce Development, to save time and funding by streamlining the procurement and purchasing process that most use frequently.

Judge Dan Looten moved to authorize the Executive Director to execute an interlocal agreement with Choice Partners Cooperative for the Planning Commission to participate in the cooperative purchasing network. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

11. **WORKFORCE PURCHASE: HIGH DEMAND JOB TRAINING PROGRAM – FRANK PHILLIPS COLLEGE/CLARENDON COLLEGE**

Mr. Marin Rivas reminded the Board that last year PRPC staff collaborated with Frank Phillips College and the Economic Development Corporations (EDCs) in Borger and Dalhart to facilitate a High Demand Job Training Program grant opportunity from the Texas Workforce Commission (TWC) to match Workforce Innovation and Opportunity Act (WIOA) funds to local economic development sales tax funding, on a dollar-for-dollar basis. The funds, which PRPC administered, helped purchase equipment for the Frank Phillips College campuses in Borger and Dalhart in the areas of industrial machinery mechanics, instrumentation and electrical, pump and engine, process technology, and nursing.

With a new workforce development program year, TWC has made available more funding for another High Demand Job Training Program grant. Frank Phillips College expressed interest in participating again, as well as Clarendon College pulling together the EDCs in their area to be a part of the program for the first time.

Both Frank Phillips College and Clarendon College have requested utilizing a portion of the funding for Instrumentation & Electrical, Process Technology, and Pump & Engine Equipment. Staff obtained price quotes for the requested equipment and found the best pricing from Technical Laboratory Systems, Inc. (TECH-LABS) available to government entities through the Choice Partners Cooperative discussed in the previous agenda item. Membership in the purchasing cooperative would enable PRPC to purchase the equipment, including training systems in centrifugal pumps, mechanical fabrication and manufacturing (safety, quality, production and maintenance) skills, at a cost of \$66,500.

The equipment would be placed at the Frank Phillips College campuses in Borger and Perryton, and at the Clarendon College campus in Pampa. The EDCs participating in this program's matching local economic development sales tax funding, on a dollar-for-dollar basis include Borger, Dalhart, and Perryton in the Frank Phillips College district and Childress, Clarendon, and Pampa in the Clarendon College district.

Commissioner Juan Cantu moved to authorize the purchase of instrumentation and electrical equipment contingent upon membership in the Choice Partners Cooperative, for the amount of \$66,500, pending the receipt of grant funds from the Texas Workforce Commission and the sales tax monies from the participating EDCs. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

12. **AREA AGENCY ON AGING ADVISORY COUNCIL APPOINTMENT**

Ms. Josie Mayorga reminded the Board that according to the Administrative Regulation #38, the membership in the Aging Advisory Council shall consist of no more than 18 members with representation from the following groups: low income elderly, minority elderly, participant elderly, sixty plus individuals, service providers, elected official or their staff representation, disabled and general public. The regulation further requires the PRPC Board of Directors to appoint all council members. The members serve an initial three-year term with the option to renew for one additional three-year term.

Ms. Mayorga stated that a vacancy exists at this time and recommended that Ms. Isabell Villarreal be appointed to serve on the Advisory Committee.

Commissioner Juan Cantu moved to appoint Ms. Villarreal to serve on the Area Agency on Aging's Advisory Council. Mayor Ricky White seconded the motion; the motion carried by unanimous vote.

13. **FY2020 TEXAS HOMELAND SECURITY STRATEGIC PLAN – PANHANDLE REGIONAL IMPLEMENTATION PLAN RESOLUTION**

Ms. Emily Nolte stated that each year, in advance of the coming year's State Homeland Security Program (SHSP) competition, every Council of Governments (COG) in Texas must update a series of plans which will in effect, support their COG's SHSP grant-making process. These plans include the Threat and Hazard Risk Identification & Assessment (THIRA), the Stakeholder Preparedness Review (SPR) and the annual Texas Homeland Security Strategic Plan (THSSP) Regional Implementation Plan.

The Board considered and approved the region's first two plans; the THIRA and the SPR, during their October meeting. The Regional Implementation Plan represents the culmination of the annual planning process. The 3-plan synergy begins with an assessment and identification of the region's preparedness needs and concludes with a comprehensive listing of various activities the Panhandle could undertake to address those needs. Of course, the region's ability to fulfill any or all of those activities will to a large extent, be dependent upon the amount of SHSP funding the region receives in FY20.

The third document, which is the item on the agenda today, is the Texas Homeland Security Strategic Plan (THSSP) 2020 Regional Implementation Plan. The Implementation Plan is the culmination of the entire pre-program year planning process.

Ms. Nolte reviewed the draft plan which describes the PREMAC's areas of focus for the FY2020 homeland security program. She also presented a resolution for the Board's consideration to adopt the plan for use in guiding project prioritization decisions made during the FY2020 SHSP program year.

Judge Ronnie Gordon moved to pass a resolution adopting the Panhandle's Regional Implementation Plan which serves to direct regional homeland security implementation activities throughout the 2020 program year. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

14. **FY2020 STATE HOMELAND SECURITY PROGRAM APPLICATIONS RESOLUTIONS**

Ms. Emily Nolte explained that the FY20 State Homeland Security Program (SHSP) grant application period opened on December 13, 2019. This year's applications are due to the Homeland Security Grants Division of the Governor's Office by no later than 5:00 PM on February 27, 2020.

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

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

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

Ms. Nolte gave the Board a brief description of each of the proposed projects. She requested the Board consider passing resolutions authorizing the submission of the four applications.

Mayor Kerry Symons moved to pass the resolutions authorizing the Planning Commission's submission of the following applications for FY2020 State Homeland Security Program projects:

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

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

15. FY2020 REGIONAL SOLID WASTE MANAGEMENT GRANT PROGRAM APPROVAL

Ms. Lori Gunn stated that as directed by the Texas Health and Safety Code, a portion of funds collected through landfill “tipping fees” is dedicated to a regional grant program supporting projects that promote recycling and other activities to promote the goals of Regional Solid Waste Management Plans across the state. Every year the Solid Waste Grants Program accepts applications for grant funds and those projects are prioritized according to the priorities established in the Panhandle Regional Solid Waste Management Plan. That prioritized list is then submitted to the TCEQ for final consideration.

On October 18th, notices went out to all eligible entities in the region for the FY 2020 Solid Waste Grant cycle. The PRPC received ten (10) applications totaling \$198,149.23 for the \$118,002.00 in available FY 2020 Solid Waste Grant funds. The Regional Solid Waste Management Advisory Committee (RSWMAC) met on December 3, 2019 to review these applications, hear oral presentations from applicants and establish a prioritization recommendation for the Board of Directors to review. Ms. Gunn presented the prioritized list to the Board, and informed them that the following prioritized list will then be submitted to the Texas Commission on Environmental Quality (TCEQ) for final approval:

FY 2020 Grant Prioritization List						
TOTAL FY 2020 FUNDS CURRENTLY AVAILABLE: \$ 118,002.00						
FY 2020 Applicants	Average Ranking	Grant Funds Requested		Running Balance	RSWMAC Recommendation	
PRPC Marketing & Transportation	1.61	\$	20,000.00	\$	98,002.00	Full Funding
City of Stratford Baler	4	\$	15,056.00	\$	82,946.00	Full Funding
City of Happy Scrap Metal Roll-Off	4.23	\$	4,600.00	\$	78,346.00	Full Funding
City of Dalhart Knuckle Boom Truck	4.33	\$	30,000.00	\$	48,346.00	Full Funding
City of Dumas Scrap Metal Roll-Offs	5.33	\$	11,000.00	\$	37,346.00	Full Funding
City of Gruver Baler	5.46	\$	19,499.00	\$	17,847.00	Full Funding
Booker ISD Skid Steer	5.84	\$	40,974.23	\$	-23,127.23	Partial Funding
City of Bovina Concrete & Fencing	6.16	\$	17,000.00	\$	-40,127.23	Not Funded
City of Friona Woodchipper	6.53	\$	25,000.00	\$	-65,127.23	Not Funded
City of Stinnett Concrete & Fencing	8.25	\$	15,020.00	\$	-80,147.23	Not Funded
TOTALS:		\$	198,149.23	\$	(80,147.23)	

Ms. Irene Favila moved to approve the recommended list of FY 2020 Solid Waste Grant Applications for submission to TCEQ and, pending the TCEQ’s approval of the list, allow the Executive Director to enter into contracts with grantees for the implementation of the FY 2020 Solid Waste Grants Program. Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote, with the following Board members abstaining: Judge Harold Keeter, Mayor Pat Sims, and Mayor Buster Davis.

16. PROFESSIONAL RECRUITMENT & INTERIM CITY MANAGEMENT SERVICES
INTERLOCAL CONTRACT: CITY OF SILVERTON

Mr. Alex Guerrero stated 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. Recently, PRPC was approached by the City of Silverton related to conducting a professional search for a City Manager and to assist in any interim city management services that may be required as the City conducts the search.

The City of Silverton has inquired about PRPC’s services and requested a proposal regarding the process to identify qualified City Manager applicants. The Silverton City

Council has considered the PRPC's scope of services as it relates to assistance with a professional search and interim services and has authorized an interlocal agreement to perform these services. The inclusion of this agenda item will allow the PRPC Board of Directors to consider entering into interlocal agreement with the City of Silverton for PRPC to continue to work with the City and assist them in this process.

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 \$2,500 and a ceiling of \$7,000 to ensure that both parties mutually benefit from the agreement.

Mayor Kerry Symons moved to authorize the Executive Director to execute an interlocal contract with the City of Silverton for the Planning Commissions to provide City Administrator recruitment and associated interim city management services. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

17. FAIR HOUSING MONTH PROCLAMATION

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

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

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


Commissioner Juan Cantu moved to pass a proclamation designating March 2020 as Fair Housing Month in the Texas Panhandle. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

18. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

- A. Mr. Kyle Ingham presented the Panhandle Regional Planning Commission's FY2019 Productivity and Performance Report to the Board.
- B. Mr. Kyle Ingham reminded the Audit Committee of their brief meeting following the Board meeting to hold discussions with auditors via phone regarding the upcoming audit process for PRPC.
- C. Mr. Kyle Ingham reported on the recent and upcoming Planning Commission sponsored regional meetings.

19. ADJOURNMENT

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



William L. Hallerberg, Ph.D, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



Judge Dan Looten, Secretary/Treasurer
Panhandle Regional Planning Commission
Board of Directors