

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS

Minutes

February 27, 2020

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, February 27, 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:

- Don Allred, Oldham County Judge
- Cleo Castro, Cactus
- Buster Davis, Mayor, City of Gruver
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Raul Hernandez, Amarillo
- Ernie Houdashell, Randall County Judge
- John Howard, M.D, Donley County Judge
- John James, Collingsworth County Judge
- Harold Keeter, Swisher County Judge
- Dan Looten, Carson County Judge
- Karen Price, Pampa
- Yolanda Robledo, Alderwoman, City of Bovina
- Winston Sauls, Borger
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Pat Sims, Commissioner, City of Dumas
- Tobe Shields, Mayor, City of Spearman
- Nancy Tanner, Potter County Judge

MEMBERS ABSENT:

- Juan Cantu, Lipscomb County Commissioner
- Irene Favila, Hereford
- Ronnie Gordon, Hartley County Judge
- Jay Mayden, Childress County Judge
- Wayne Nance, Briscoe County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Walter "Four" Price, Texas State Representative, District 87
- Sal Rivera, Sheriff, Castro County
- Kerry Symons, Mayor, City of Perryton
- Ricky White, Mayor, City of Friona

STAFF PRESENT: Mr. Marin Rivas, Workforce Development Director; Ms. Leslie Hardin, Workforce Development Program Coordinator; Mr. Dustin Meyer, Local Government Services Director; Ms. Paige Witthar, Local Government Services Program Specialist; Mr. Shane Brown, Emergency Communications Program Manager; Ms. Lori Gunn, Regional Services Coordinator Program Coordinator; Mr. Trent Taylor, Finance Director; Ms. Rebecca Rusk, Executive Manager; Mr. Kyle Ingham, Executive Director

OTHERS PRESENT:

Mr. Paul Simpson, Congress Mac Thornberry's Office

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**

Dr. William Hallerberg gave the invocation.

3. **PUBLIC COMMENT**

In accordance with the Texas Open Meetings 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**

Judge Don Allred moved to approve the minutes from the meeting held on January 23, 2020, as received. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

5. **VOUCHERS**

Commissioner Pat Sims moved to approve the vouchers for the month of January, 2020. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

6. **PY21 STATEWIDE EMERGENCY RADIO INFRASTRUCTURE GRANT APPLICATION RESOLUTION**

Mr. Shane Brown reminded the Board that the State's Emergency Radio Infrastructure Fund was established in 2011 with the passage of House Bill 442 [Guillen]. During the first eight years these funds were deposited in GR Account 5153, the State's Emergency Radio Infrastructure, most, if not all of the funds were spent on "*other public safety purposes*". Staff had hoped that at some point in time, a portion of the funds could be used to help maintain our regional interoperable radio system PANCOM but until this year, it didn't look as if that was going to happen.

In December 2019, the restrictions on the use of GR Account 153 were revised. Now, the funds may only be used by the Governor's Office to provide grants to plan for, develop, enhance and maintain interoperable statewide emergency radio infrastructure. So, to that end, on January 10, 2020, the Governor's Office announced the PY21 Statewide Emergency Radio Infrastructure Program with the application deadline set for March 12, 2020.

Staff has developed a draft application for this grant program and if it's approved by the Board and funded; it will help with the maintenance of the PANCOM system. The PANCOM system infrastructure is comprised of 60 sites; most of which are currently being leased. Our draft currently proposes to use Emergency Radio Infrastructure funding to build two (2) towers to replace the two most-expensive towers currently being leased. Eliminating these two leases will reduce the PANCOM system's annual lease expense by \$17,250; in FY21 and in every year thereafter.

Mr. Brown stated that the project estimate is \$540,160 and no match funding is required. However, the PRPC is proposing to acquire the land for these two sites as part of our contribution to the total project cost.

Judge John Howard moved to pass a resolution authorizing the Planning Commission to submit a PY21 Statewide Emergency Radio Infrastructure Grant Application to the Office of the Governor for funds to support the Panhandle Regional Interoperable Radio Communications System (PANCOM). Judge John James seconded the motion; the motion carried by unanimous vote.

7. **FY20 STATE HOMELAND SECURITY PROGRAM (SHSP) TRAINING PROJECT APPLICATION RESOLUTION**

Mr. Shane Brown stated that last month, the Board authorized the submission of four applications for FY20 State Homeland Security Program funding to the Governor's Office. This month, you're being asked to consider approving one more application – this one for a regional training project for different responder groups in the Panhandle.

Mr. Brown discussed in detail the proposed training for Type III Incident Management Team (IMT) members. With this proposal, the PRPC is targeting the training of 50 responders in the region.

Mayor Buster Davis moved to pass a resolution authorizing the Planning Commission to submit an FY20 State Homeland Security Program (SHSP) Training Project Application for funds to support regional special response team training. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

8. **FY21 JUSTICE ASSISTANCE GRANT PROGRAM APPLICATION RESOLUTION**

Ms. Lori Gunn informed the Board that each year, the Office of the Governor's Criminal Justice Division (CJD) contracts with PRPC to facilitate the distribution of funds under the following funding blocks for the Panhandle Region:

- Edward Byrne Justice Assistance Grant (JAG)
- Juvenile Justice & Delinquency Prevention Act (JJDP)
- Victims of Crime Act of 1984 (VOCA)
- Violence Against Women Act of 2013 (VAWA)

On December 13, 2019, the Funding Announcement for these funding blocks was sent to all eligible entities. During our January strategic planning meetings, PRPC was told repeatedly that more training would be beneficial, especially cross-training for all stakeholders in the criminal justice system. Some issues have continued to plague the region and continue to come up at strategic planning meetings and in surveys. Those gaps include family violence, mental health and substance abuse.

PRPC staff is proposing to address the training needs through the Specialized Criminal Justice Gap Training Project. This project would orchestrate regional training for professionals involved in law enforcement, courts, prosecution, Judges, dispatchers and victim service agencies. PRPC will contract with Amarillo College's Criminal Justice Department to coordinate the regional training event. Amarillo College will secure professional trainers to address the training needs the region has.

Mayor Tobe Shields moved to pass a resolution authorizing the Planning Commission to submit an FY21 Justice Assistance Grant Program Application to the Texas Office of the Governor's Criminal Justice Division for juvenile assistance programming. Commissioner Pat Sims seconded the motion; the motion carried by unanimous vote.

9. INTERLOCAL CONTRACT: KEEP TEXAS BEAUTIFUL

Ms. Lori Gunn informed the Board that each biennium the PRPC receives funds from the Texas Commission on Environmental Quality (TCEQ) to administer a Regional Solid Waste Management Program. In November, the PRPC Board of Directors passed a resolution in favor of PRPC applying for funding to administer the Marketing & Transportation program. Then in January the board approved the priority list to be sent to TCEQ for final approval.

In years past, the PRPC has made an application and received funding under this grant program to fund the Regional Marketing and Transportation Program. The main purpose of the program is to facilitate the shipment of baled recyclable materials and loose scrap metal from the region to various end-market/intermediate buyers. During this biennium PRPC has expanded the scope of the project to include temporary support for the KTB/KTR program as a means of maintaining the PEP program even while State-led efforts are being made to restore and improve market availability in Texas.

The project will provide \$15,000.00 over the biennium to Keep Texas Recycling which operates Keep Texas Recycling (formerly Cooperative Teamwork and Recycling Assistance). CTRA has been working with the PEP members since 1999. These funds will be used to support KTR during the downturn of the commodity markets as KTR continues to work for the PEP across the region. If the PEP communities were to collectively divert 300 tons of materials through their programs for each of the next two years; its projected, based on current and forecasted market values that together they'd generate around \$15,000 - \$20,000 in proceeds per year. In addition, given the average cost of landfill disposal is conservatively estimated at \$30-\$35 a ton, the 600 tons of waste diverted would also yield approximately \$21,000 in avoided costs for the two-year period.

Judge John James moved to authorize the Executive Director to execute an interlocal agreement with Keep Texas Beautiful for an FY20 Solid Waste Grant-Funded Project. Judge John Howard seconded the motion; the motion carried by unanimous vote.

10. ECONOMIC DEVELOPMENT ADVISORY COMMITTEE APPOINTMENTS

Ms. Paige Witthar reminded Board members that the Panhandle Regional Planning Commission serves 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.

The Economic Development Advisory Committee was established to provide general guidance and policy direction to the Economic Development District. Each county designated as distressed under Economic Development Administration (EDA) guidelines has a representative on the Committee. EDAC members provides insight into the specific issues facing their respective counties. Because there is fluctuation in counties deemed to be economically distressed from year-to-year, it has been determined that those counties not listed as economically distressed will have ex-officio members to maintain continuity in the membership of the body. Members serve three-year staggered terms and this year our committee will consist of eighteen active members and six ex-officio members.

All counties are eligible for funding through EDA programs as long as they meet the EDA distressed criteria (unemployment and per capita income) at the time of the project grant application. The makeup of the committee this year will be representatives from the eighteen counties designated as distressed at the time of the renewal of the PRPC Planning Grant

application. They include the following counties: Briscoe, Castro, Childress, Collingsworth, Deaf Smith, Donley, Gray, Hall, Hansford, Hartley, Hutchinson, Moore, Ochiltree, Parmer, Potter, Roberts, Swisher, and Wheeler along with the other noted ex-officio members continuing terms for continuity and the likelihood that their counties will be again be noted as Distressed in the near future.

Ms. Witthar presented the following slate of nominees to the Board to be appointed or re-appointed to the Economic Development Advisory Committee:

NAME	COUNTY	ORGANIZATION	TITLE
Official			
Randy Stark	Briscoe County	First National Bank	Executive Vice President
BJ Potts	Castro County	Dimmitt EDC	City Manager
Dorrance (Doc) Smith	Childress County	Childress MDD	MDD Director
Jon Sessions	Collingsworth County	City of Wellington	City Manager
Greg Duggan	Dallam/Hartley County	Dalhart EDC	EDC Member
Wade Hawkins	Deaf Smith County	Hereford EDC	EDC Director
David Dockery	Donley County	City of Clarendon	City Administrator
Shawna Elliott	Gray County	Pampa Chamber	Chamber Director
Woodrow (Woody) Richardson	Hall County	City of Memphis	Alderman
Bonnie Thompson	Hansford County	Spearman EDC	EDC Director
Katie Lingor	Hutchinson County	Borger EDC	EDC Director
Mike Running	Moore County	Dumas EDC	EDC Director
Shawn Campbell	Ochiltree County	Perryton CDC	CDC Director
Chris Alexander	Parmer County	Friona EDC	EDC Director
Andrew Freeman	Potter County	City of Amarillo	Economic Development Manager/ACM
Nancy Manley	Roberts County	City of Miami	Alderwoman
Dion Miller	Swisher County	Tulia EDC	EDC Director
Kristen Moudy	Wheeler County	Wheeler EDC	EDC Director
Ex-Officio			
Howard Heath	Armstrong County	City of Claude	City Secretary
Vacant	Carson County		
Shane Spencer	Hemphill County	Canadian-Hemphill EDC	EDC Director
Karen Haddon	Lipscomb County	City of Booker	City Administrative Secretary
Jaci Roberson	Oldham County	Oldham Chamber	Chamber Director
Evelyn Ecker	Randall County	Canyon EDC	CEDC Executive Director
Kathy Allen	Sherman County	Sherman CDC	CDC Director

New Appointment
Renewal of Term
Vacant Seat

Judge Nancy Tanner moved to appoint and/or re-appoint the recommended individuals to serve on the Planning Commission's Economic Development Advisory Committee Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

11. DOWNTOWN REVITALIZATION APPLICATION DEVELOPMENT AND MANAGEMENT SERVICES INTERLOCAL CONTRACTS

Mr. Dustin Meyer reminded the Board that 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 Silverton and Pampa 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 Silverton and the City of Pampa to enter into an interlocal agreement with PRPC for application development activities to ensure programmatic compliance.

Judge John Howard moved to authorize the Executive Director to execute an interlocal cooperation contracts with the Cities of Pampa and Silverton for the Planning Commission to provide Texas Community Development Program grant application development and potential project management services. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote, with Ms. Karen Price abstaining.

12. WORKFORCE DEVELOPMENT PROGRAM: WORKFORCE DEVELOPMENT FACILITY REPORT

Mr. Marin Rivas reported on the status of a Lease Agreement on property to relocate the integrated Workforce Development, Child Care and Vocational Rehabilitation program staff. He reminded members that a Facility Relocation Workgroup, formed specifically for this project, has met a total of fifteen 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; former Panhandle Workforce Development Board (PWDB) Chair, Ms. Michelle Griffin; current PWDB Board 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 of 2019, 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 of last year, the Board authorized the Executive Director to execute a contract with JKB Company, Inc. dba: Accord Commercial Realty Services.

Mr. Rivas reported that 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 one candidate. 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 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.

In Mr. Bralley's efforts to secure this property, he located a local real estate developer, who expressed 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 the investor may close prior to the February Board meeting. The Investors' 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 that will be used to determine the final Lease amount, of up to \$2 million with up to an additional 10 percent contingency.

In January, the Board empowered the Board's Executive Committee to review the proposed Lease Agreement, including the maximum amount 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.

A Lease Agreement was negotiated and, after review by both the Facility Relocation Workgroup and the PRPC Board of Directors' Executive Committee, executed on February 17th with McCartt and Associates Commercial Real Estate Services dba Eddy Street LP. PRPC has placed a ceiling on the total costs, including the purchase, of up to \$2 million with a 5% contingency. Base rent for the property will be \$8.19 per net square foot per year resulting in a base rent of \$21,390.91 per month.

Workforce Development, Child Care and Vocational Rehabilitation program staff will be working with the Board staff in conjunction with the landlord to develop plans for moving into the new facility by the fall of this year.

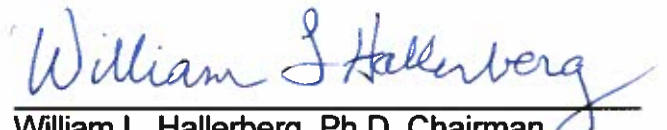
Mr. Rivas stated that this was an informational item only and no action by the Board was required.

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

- A. PRPC Board of Directors received the current Panhandle Regional Planning Commission Personnel Policies and acknowledged receipt of such policies.
- B. Mr. Kyle Ingham reported on the recent and upcoming Planning Commission sponsored regional meetings.

14. **ADJOURNMENT**

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