

PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS
Minutes
March 20, 2020

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Friday, March 20, 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
- 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
- John Howard, M.D, Donley County Judge
- Dan Looten, Carson County Judge
- Jay Mayden, Childress County Judge
- Yolanda Robledo, Alderwoman, City of Bovina
- Pat Sims, Commissioner, City of Dumas
- Tobe Shields, Mayor, City of Spearman
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Raul Hernandez, Amarillo
- Ernie Houdashell, Randall County Judge
- John James, Collingsworth County Judge
- Harold Keeter, Swisher County Judge
- Wayne Nance, Briscoe County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Walter "Four" Price, Texas State Representative, District 87
- Karen Price, Pampa
- Sal Rivera, Sheriff, Castro County
- Winston Sauls, Borger
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Kerry Symons, Mayor, City of Perryton
- Nancy Tanner, Potter County Judge

STAFF PRESENT: Mr. Dustin Meyer, Local Government Services Director; Mr. John Kiehl, Regional Services Director; Mr. Mike Peters, Regional 9-1-1 Network Program Specialist; Ms. Emily Nolte, Regional Services Program Coordinator; Ms. Lori Gunn, Regional Services Coordinator Program Coordinator; Mr. Trent Taylor, Finance Director; Ms. Sharee Bailey, Administrative Program Specialist; Mr. Kyle Ingham, Executive Director

OTHERS PRESENT:

Mr. Paul Fleming, Edgin, Parkman, Fleming and Fleming (via conference call); Mr. Joe Price, City Manager, City of Canyon

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**

Ms. Irene Favila 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**

Mayor Ricky White moved to approve the minutes from the meeting held on February 27, 2020, as received. Mayor Tobe Shields seconded the motion; the motion carried by unanimous vote.

5. **VOUCHERS**

Judge Don Allred moved to approve the vouchers for the month of February, 2020. Alderwoman Yolanda Robledo seconded the motion; the motion carried by unanimous vote.

6. **DISCUSSION ON THE STATES'S COVID-19 PROTECTION/PREVENTION MEASURES**

Mr. John Kiehl stated that due to the current situation with COVID-19, Mr. Kevin McClaran, PREMAC member and Preparedness and Response Manager for DSHS, was unable to be present to brief the Board. In his absence, Mr. Kiehl and Ms. Emily Nolte discussed with members actions they should take in their communities. Mr. Kiehl informed the Board that information and resources regarding COVID-19 is posted on the PRPC website and will be updated, as necessary.

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

7. **POTENTIAL COVID-19 DISRUPTION – LIMITED DELEGATION OF AUTHORITY**

Mr. Kyle Ingham explained to the Board that given the unique circumstances unfolding with COVID-19, it may become necessary, in the interest of prompt action and to ensure business continuity, to take action prior to the next Board meeting.

In anticipation of potential agreements with funding partners, contractors and others that pertain to the ongoing operation of existing programs in excess of the PRPC's Executive Director's current signature authority, staff requests the Board delegate temporary authority to the Executive Director in consultation with the Chair, Vice Chair and/or Secretary (as available) to authorize related procurement or agreement documents which require immediate action. In the event that the Executive Director is medically unavailable, written designation from the Executive Director may be needed authorize either of PRPC's Assistant to the Executive Director positions to function in this capacity as necessary. Agreements will be presented to the Board for ratification at the next full Board of Directors Meeting. This action would also pertain to any COVID-19 related funding opportunities.

Judge Jay Mayden moved to authorize the Executive Director the signature authority to represent the PRPC Board in consultation with the Chair, Vice Chair, and/or Secretary (as available) for COVID-19 disruption related contract actions. This authorization may be transferrable to either Assistant to the Executive Director positions with written notice. Authority to remain in effect until such time as the PRPC Board rescinds said action. Alderwoman Yolanda Robledo seconded the motion; the motion carried by unanimous vote.

8. **2019 AUDIT PRESENTATION AND ACCEPTANCE**

Mr. Trent Taylor informed the Board that because of the current COVID-19 disruption, Mr. Paul Fleming, CPA with Edgin, Parkman, Fleming and Fleming, PC, was unable to be at the meeting in person. However, Mr. Fleming participated in the presentation of this agenda item, as well as the Audit Committee meeting earlier, via a conference call. Mr. Taylor and Mr. Fleming presented the Planning Commission's Comprehensive Annual Financial Report for the period ending September 30, 2019.

Judge Don Allred moved to accept the Panhandle Regional Planning Commission's Comprehensive Annual Financial Report for the 12 month period ended September 30, 2019. Commissioner Pat Sims seconded the motion; the motion carried by unanimous vote

9. **RESTATEMENT OF THE INTERNAL SERVICES ALLOCATION PLAN – VEHICLE POOL**

Mr. Trent Taylor informed the Board that the PRPC was recently monitored by Texas Health and Human Services. One of their requests was to restate the Vehicle Pool Internal Services Allocation Plan. This is not a change in policy but a clarification in the wording. The prior statement was:

Vehicle Pool

The costs included in the vehicle pool are for a portion of a person's salary and benefits, fuel, depreciation, insurance and other maintenance costs for five vehicles. These costs are charged to the specific grants based on a unit rate per mile.

We have restated it to be more explanatory:

Vehicle Pool

All cost associated with the vehicle pool are allocated to each grant based upon the actual mileage used for the grant. Costs include management of the pool, fuel, depreciation, insurance, and other maintenance cost. Detail of requirements for employee use of the vehicles is included in the personnel policies. A rate is established to cover these costs annually and is less than the federal rate. The rate is consistent across all grants that utilize the vehicles.

Commissioner Juan Cantu moved to approve the restated Internal Services Allocation Plan for the Vehicle Pool. Judge Jay Mayden seconded the motion; the motion carried by unanimous vote.

10. PANHANDLE REGIONAL 9-1-1 NETWORK QUARTERLY PERFORMANCE REPORT

Mr. Mike Peters reminded Board members 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 Q2 performance report covering December, January and February.

- There were 29,772 9-1-1 calls received from the 22 regional call centers with 20,707 being wireless or 69.55%.
- Staff monitored thirteen Public Service Answering Points (PSAPs) with no findings.
- PSAP staff and PRPC staff performed 1,975 Network test calls.
- There were no outages during this quarter.
- The region received 1,384 text messages during this period, with the vast majority as test texts.

Commissioner Pat Sims moved to accept the performance report as submitted for the second quarter of FY2020 covering December, January, and February. Mayor Ricky White seconded the motion; the motion carried by unanimous vote.

11. AREA AGENCY ON AGING OF THE PANHANDLE PLAN APPROVAL

Mr. Kyle Ingham reminded the Board that the Area Agency on Aging (AAA) is required to submit an Area Plan to the State on a schedule set by the Health and Human Services Commission (HHSC). The purpose of the Area Plan is to direct the activities of the AAA in planning and providing services to meet the needs of older individuals, their families and or caregivers. Area Plans are subject to the approval of the HHSC.

Mr. Ingham reviewed the Executive Summary of the AAA Area Plan with members and stated that the Plan is due to HHSC by April 30, 2020.

Mayor Ricky White moved to authorize the Executive Director to execute and submit the Area Agency on Aging's Area Plan for 2021-2022. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

12. FOOD NET PROGRAM FUNDING AGREEMENT

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

This nutrition program is dependent not only on the funds received from the AAA, but also funds from the United Way of Amarillo and Canyon and the City of Amarillo Community Development Block Grant Program. In November 2019, the AAA submitted an application to the United Way of Amarillo and Canyon for \$110,000. At this time, we are not aware of the amount of the award for their fiscal year beginning on April 1, 2020 and ending on March 31, 2021.

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

Ms. Irene Favila moved to authorize the Executive Director to execute the funding agreement for the United Way of Amarillo and Canyon to further the Food NET program. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

13. FY2020 STATE HOMELAND SECURITY PROGRAM PROJECT PRIORITIZATION APPROVAL

Mr. John Kiehl informed the Board that on March 11, the Panhandle Regional Emergency Management Advisory Committee (PREMAC) met to evaluate the State Homeland Security Program (SHSP) proposals submitted for consideration under the Panhandle's FY20 SHSP grant program. In total, the PREMAC evaluated six applications. After considering the written proposals and hearing the oral presentations made by each of the applicants, the PREMAC recommended that the six projects be prioritized as follows:

Project Name	Applicant	Req. Amount
1. FY20 Regional PANCOM M&O Project	PRPC	\$255,000.00
2. FY20 Regional Planning & Coordination Project	PRPC	\$104,500.00
3. FY20 Regional Non-EMPG Emergency Operations Plan Update Project	PRPC	\$53,023.00
4. FY20 PARIS Maintenance Project	PRPC	\$60,900.00
5. FY20 Amarillo Regional Bomb Squad Response Vehicle	City of Amarillo	\$190,000.00
6. FY20 SHSP Training Project	PRPC	\$36,007.00
Total Amount of Funding Requested:		\$699,430.00
Estimated FY20 Regional Allocation Amount:		\$653,503.99
Difference in Funds Requested vs. Anticipated Funds Available:		(\$45,926.01)

Mr. Kiehl stated that the amount of FY20 SHSP funding is uncertain at this time. Typically, we plan for the worst and hope for the best. For instance, in FY19, we anticipated a 5% cut from our FY18 allocation but in fact, received several thousand more in funding than we had in FY18.

Commissioner Pat Sims moved to approve the FY20 State Homeland Security Program project prioritizations and funding instructions developed and recommended by the Panhandle Regional Emergency Management Advisory Committee. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

14. FY20/21 KEEP TEXAS RECYCLING INTERLOCAL AGREEMENTS

Ms. Lori Gunn reminded the Board that the PRPC's Panhandle Environmental Partnership (PEP) works with member cities to facilitate transportation and marketing of recyclable materials. By doing so, member cities are able to spend as little staff time and energy as possible on recycling and more time on other necessary duties. By combining the member cities into the PEP, we are able to do marketing negotiations as a larger, combined entity that has more bargaining power.

At the inception of recycling programs in the region, it was difficult to sustain local programs because transportation to the rural communities of the Panhandle was hard to facilitate and dealing directly with recycle mills took a lot of staff time. Many recycling companies came and went during these early years. The PRPC staff worked diligently to find a company to accept materials being collected and baled by local governments. In 1998, CTRA entered into an agreement with the PEP to handle transportation and marketing for recycled materials from local programs in the Panhandle.

For many years the PEP has contracted with CTRA (Cooperative Teamwork & Recycling Assistance) to negotiate fees with transport companies as well as market prices for recycling materials. The relationship between the PEP and CTRA has proven to work well to assist rural communities in successful recycling. As you know CTRA is now Keep Texas Recycling operated under Keep Texas Beautiful.

The PEP currently has 13 member cities with full-functioning recycle centers. OCC (Old Corrugated Cardboard) is the most recycled commodity in the region, followed by newspaper, SOW (Sorted Office Waste), plastics and other papers.

In light of the changeover from CTRA to KTR, the agreements to continue services to the PRPC and its PEP member cities need to be renewed.

Mayor-Buster Davis moved to authorize the Executive Director to renew the Keep Texas Recycling agreements to continue services to the PRPC and its PEP member cities. Commissioner Pat Sims seconded the motion; the motion carried by unanimous vote.

15. **DOWNTOWN REVITALIZATION APPLICATION DEVELOPMENTS AND MANAGEMENT SERVICES INTERLOCAL CONTRACTS**

Mr. Dustin Meyer reminded the Board that PRPC staff has worked with Panhandle communities to write applications and implement various projects through the Community Development Block Grant (TxCDBG) Program since 1983. Through the CDBG program the Texas Department of Agriculture (TDA) offers many different funding opportunities that include: Community Development Infrastructure Improvement Program, 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 Cities of Dumas, Spearman and Wellington to enter into an interlocal agreement with PRPC for application development activities to ensure programmatic compliance.

Mayor Ricky White moved to authorize the Executive Director to execute an Interlocal Cooperation Contract between the Cities of Dumas, Spearman and Wellington respectively, the motion further authorized PRPC to provide TxCDBG Downtown Revitalization application services at no cost with contingency for administrative services to be amended at the localities discretion if a project is funded. Judge Dan Looten seconded the motion; the motion passed unanimously, with Commissioner Pat Sims and Mayor Tobe Shields abstaining.

16. **TEXAS DEPARTMENT OF AGRICULTURE – STATEWIDE UNIFIED SCORING COMMITTEE REGIONAL REPRESENTATIVE NOMINATION**

Prior to the presentation of this agenda item, all Local Government Services staff exited the meeting for the remainder of the meeting.

Ms. Lori Gunn, Regional Solid Waste/Criminal Justice Coordinator stated that PRPC has worked with Panhandle Communities to write applications and implement various projects through the Community Development Block Grant (TxCDBG) Program since 1983. The TxCDBG program has been a major funding source for the last 35 years for many major public infrastructure improvements throughout the Texas Panhandle region including projects in many of the most impoverished and most rural communities of our region.

The Texas Department of Agriculture (TDA), formerly housed under many different agencies, has long been the funding agency of this program in the State of Texas and in the last year have proposed and indoctrinated several major changes to this program. TDA went through a HUD Consolidated Plan Process (5-year plan) to evaluate current programs including the non-entitlement TxCDBG (rural), and adopted new rules that eliminate the Regional Review Committees, a forum long utilized to allow for and provide local input into the priority and scoring elements of the TxCDBG program.

Under new TDA rules, the elimination of the Regional Review Committees is being replaced by a Unified Scoring Committee (USC) who will be responsible for the development of objective scoring factors for the entire state and utilized to prioritize applications. While this reduces the ability of each region to cater the TxCDBG program to their needs and resources, it will allow the State to provide a standard scoring process uniformly within the program.

Currently, the regional funding allocation structure is still being maintained by TDA and each Council of Government region will have the ability to select and nominate a regional representative on the USC. This chosen representative will be the voice for the region in the scoring development process of the TxCDBG program and will have one vote on the 24-person board.

The PRPC's Board of Directors has been identified, in the new rules, as the governing body responsible for the regional nomination to the USC. This agenda item will allow the PRPC Board of Directors to consider nominations to the USC that are currently serving as an elected or appointed official of a non-entitlement community (50,000 or less for cities, 250,000 or less for counties), able to pass a background check and available to travel to the Unified Scoring Committee meeting and related training in Corpus Christi on June 1 & 2, 2020.

Ms. Gunn requested nominations from the Board and public for individuals meeting the criteria of being in a non-entitlement community and an elected/appointed representative of a local government to be considered to be the representative to the USC. The Board issued nomination of Mr. Joe Price, City Manager, City of Canyon, and indicated that he is very familiar with the TxCDBG program and has expressed a willingness to represent the Panhandle region on the USC.

Mr. Joe Price, present at the meeting, addressed the Board and discussed his knowledge of the TxCDBG program as well as the importance of this program to our region.

Judge Jay Mayden moved to nominate Mr. Joe Price, Canyon City Manager to represent the Panhandle Region and serve on the Unified Scoring Committee for the TxCDBG Program. Judge John Howard seconded the motion; the motion carried by unanimous vote.

17. **TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT (TXCDBG) PROGRAM PROJECT PRIORITIES**

Ms. Lori Gunn, Regional Solid Waste/Criminal Justice Coordinator, stated that as mentioned in the previous agenda item, the Texas Department of Agriculture (TDA) has recently undergone a HUD Consolidated Plan Process (5-year plan) and has evaluated its non-entitlement Community Development Block Grant (TxCDBG) program. New rules have been adopted that eliminate the Regional Review Committees (RRC) and replaced them with a Unified Scoring Committee (USC) who will be responsible for the development of objective scoring factors which has traditionally fallen to the RRC's to accomplish. These changes will significantly alter the regional role in defining the TxCDBG program including determining the regional funding amounts and scoring criteria.

Besides selecting the regional representative to serve on the USC, the new rules have also tasked the regions (PRPC Board of Directors) with the establishment of the project priorities for the region. Twenty-five percent of the total available points will be determined by the regional project priorities. Sixty-five percent of the total available points are the scoring criteria determined by the USC and the remaining ten percent of total points will be determined by TDA through past performance measures.

Traditionally, the PRPC region has set water and sewer infrastructure as the first priority for project types with a secondary priority placed on roads, drainage, fire and EMS projects. The PRPC Board of Directors needs to determine the project priorities for Panhandle Region. The USC regional representative selected in the previous agenda item will be tasked with representing the Panhandle region and as such will help direct the 24-member board create the scoring criteria for the TxCDBG program state-wide. It will be important that the regional representative understand the regions primary goals with regard to scoring criteria.

Judge Don Allred moved to submit the following priorities and scoring criteria prioritization to the Texas Department of Agriculture for the Panhandle region in relationship to the TxCDBG program:

First Priority: Water / Wastewater, septic tanks / yard lines – 50 points
Second Priority: Streets / Roads; Drainage; Fire & EMS – 44 points

Commissioner Pat Sims seconded the motion; the motion carried by unanimous vote. The Board also noted that the historical scoring criteria focused on communities that help themselves is of a high priority in the region and any criteria that award points for projects benefiting more people is detrimental to the region because it puts smaller communities at a disadvantage. The representative to the USC is to take these concerns and philosophies to the USC meeting with flexibility to agree to scoring criteria as close to these scoring processes as possible.

18. **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.

19. **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