

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS

Minutes

May 28, 2020

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, May 28, 2020. Due to the current COVID-19 crisis this meeting was held by videoconference pursuant to Texas Government Code Section 551.127.

Dr. William Hallerberg presided.

MEMBERS PRESENT:

- Don Allred, Oldham County Judge
- 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
- 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, Commissioner, City of Dumas
- Kerry Symons, Mayor, City of Perryton
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Juan Cantu, Lipscomb County Commissioner
- Raul Hernandez, Amarillo
- Ernie Houdashell, Randall County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Karen Price, Pampa
- Sal Rivera, Sheriff, Castro County
- Tobe Shields, Mayor, City of Spearman

STAFF PRESENT: Mr. Dustin Meyer, Local Government Services Director; Mr. Mike Peters, Regional 9-1-1 Network Program Specialist; Mr. Marin Rivas, Workforce Development Director; Ms. Lori Gunn, Regional Services Coordinator Program Coordinator; Mr. Trent Taylor, Finance Director; Ms. Ms. Sundee Rossi, Area Agency on Aging Operations Coordinator; Ms. Rebecca Rusk, Executive Manager; Mr. Kyle Ingham, Executive Director

OTHERS PRESENT:

Matt Turner, M.D., Coon Memorial Hospital; Mr. Jeff Barnhart, Hereford Regional Medical Center; Ms. Misty Rueda, West Texas A&M University

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

Mr. Winston Sauls 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 Dan Looten moved to approve the minutes from the meeting held on April 23, 2020, with a correction noting that Mayor Buster Davis was present on the videoconference. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

5. **VOUCHERS**

Judge Don Allred moved to approve the vouchers for the month of April, 2020. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

6. **PRPC ANNUAL REPORT CREATIVE/PRODUCTION SERVICES CONTRACT**

Ms. Rebecca Rusk reminded the Board that the Planning Commission produces and distributes an Annual Report to the general membership outlining our programs and activities of the previous year. Creation and production services for these reports are procured per our policies. Jackie O'Connell, owner of Watermark Strategic Communications, has provided creative services for this document for 23 years, however, the most recent contract with her ended with the production of the 2019 Annual Report.

A Request for Proposals (RFP) to provide us with creative services was published in the Amarillo Globe News on May 7 and again on May 14, and the deadline for submission of proposals was Friday, May 22nd. Two proposals were received for our consideration:

1. Nobox Creative, LLC – Amarillo, TX - \$10,950.00
2. Watermark Strategic Communications, Pinehurst, NC - \$13,500.00

PRPC staff evaluated the proposals, per the RFP, based upon price, experience in same or similar projects, quality of services offered and ability to respond in a timely manner. Both proposals scored equally on three of the four areas. While Watermark reduced their price from previous years \$1,500, they were still 25% higher than Nobox Creative over a potential 5-year period.

Upon staff evaluation, the Nobox Creative proposal is the most advantageous to the PRPC considering the relative importance of price, experience in same or similar projects, quality of services offered and ability to respond in a timely manner. Staff is confident that Nobox Creative possesses the ability to perform successfully under the terms and conditions of this procurement.

Judge Dan Looten moved to authorize the Executive Director to execute a contract with Nobox Creative for creative services for the Planning Commission's annual reports for the next three years, with an option to renew for two additional one-year periods. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

7. **REGIONAL UPDATE: BEST PRACTICES FOR LOCAL GOVERNMENTS AS THEY WORK WITH RURAL HOSPITALS IN RESPONSE TO COVID-19**

Matt Turner, M.D., Coon Memorial Hospital and Mr. Jeff Barnhart, Hereford Regional Medical Center, discussed their recent experiences with COVID-19 responses and provided insight in how cities and counties can continue to work with rural hospitals in serving Panhandle communities.

8. **PANHANDLE REGIONAL 9-1-1 NETWORK ADVISORY COMMITTEE APPOINTMENTS**

Mr. Mike Peters stated that the Panhandle Regional 9-1-1 Network Advisory Committee is composed of a representative from each of the region's 22 public-safety answering points and three representatives from the telecommunication industry. One vacancy exists on the Committee for Hall County Sheriff's Office. Mr. Peters recommended that Hall County Sheriff Thomas Heck be appointed to the Committee.

Judge Nancy Tanner moved to appoint Sheriff Thomas Heck to serve on the Planning Commission's Regional 9-1-1 Network Advisory Committee for a period of three years. Mayor Buster David seconded the motion; the motion carried by unanimous vote.

9. **REGIONAL UPDATE: WORKFORCE DEVELOPMENT COVID-19 RELATED RESPONSE ACTIVITIES**

Mr. Marin Rivas stated that as developments related to the COVID-19 virus pandemic continue to quickly unfold on a daily and sometimes hourly basis, and Federal, State, Local, and City declarations are issued, the Workforce Development Director and staff are in close contact with the Workforce Solutions Panhandle (WSP) Contractor to discuss and formulate plans of action in response to these developments, which align with the Panhandle Response Plan. This includes providing Panhandle Workforce Development Board guidance for WSP in developing appropriate protocols for workforce services

delivery and workforce center staff, allowing for as much flexibility as possible, while maintaining compliance with all directives, and forwarding relevant information from Federal, State, and Local agencies. In the event of emergency declarations, before any decisions are made or put in place, PRPC staff and WSP staff will meet to create new or modify existing plans of action for immediate implementation.

Mr. Rivas provided the Board with Coronavirus Aid, Relief, and Economic Security Act (CARES) information regarding Local Service Delivery, Unemployment Insurance, Child Care, Assistance for Employers and Continuing Activities in Virtual Environment through WSP. He also informed the Board of additional funding as a result of COVID-19 that will be coming to the Panhandle Region.

Mr. Rivas stated that this was informational item and no action was necessary by the Board.

10. **REGIONAL UPDATE: AREA AGENCY ON AGING COVID-19 RELATED RESPONSE ACTIVITIES**

Ms. Sundee Rossi, Area Agency on Aging Operation Coordinator, informed the Board that the Planning Commission is in receipt of new disaster funding resulting from the recently passed Federal Families First Coronavirus Response Act and the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Ms. Rossi updated the Board on the actions taken thus far to expand current services, explained newly implemented services that were currently allowable under regular Title III funding and shared proposed services to utilize the CARES Act funding.

Ms. Rossi stated that this was informational item and no action was necessary by the Board.

11. **DOWNTOWN REVITALIZATION APPLICATION DEVELOPMENT 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 Booker and Wheeler are both working on preparing applications that will seek to improve the blighted conditions through infrastructure improvements in their downtown areas.

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 interested in developing applications to Texas Department of Agriculture programs particularly under the Community Development Block Grant umbrella.

In order to comply with TDA programmatic requirements as well as maintain the long-established tradition of conducting application preparation at no charge to communities in the region, a non-cost interlocal agreement has been developed for application development activities. The interlocal agreement will easily allow for an optional amendment to be considered upon notice of award that will allow PRPC to provide the project management services if so desired by the applicant.

This agenda item is to allow for the authorization of Part I being an interlocal agreement that will allow PRPC staff to be working on application development for the Cities of Booker and Wheeler. In structuring the interlocal agreement in such a manner, PRPC is able to continue the historical precedent of assisting cities and counties in the region with application development and stay in compliance with the funding agencies requirements.

Judge John Howard moved to authorize the Executive Director to execute an interlocal contract amendment with the Cities of Booker and Wheeler, respectively, for the Planning Commission to provide Texas Community Development Program grant application development and potential project management services. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

12. **DISCUSSION: REGIONAL APPROACHES TO PURSUING AND IMPLEMENTING STATE AND FEDERAL PROGRAMS IN COVID-19 RESPONSE AND RECOVERY**

Mr. Kyle Ingham stated that to help mitigate the negative economic effects of the recent environment the Federal Government has passed a series of acts intended to help communities, small businesses, and people across the nation. These acts have ranged from the Families First Coronavirus Response Act (FAST) to the Coronavirus Aid, Relief, and Economic Security Act (CARES) and with a disbursement number in excess of \$2 trillion. The funds allocated under the federal relief acts are being dispersed through a myriad of state and federal agencies with the funds intended to go to entities ranging from individuals to small businesses to municipalities and counties. PRPC staff is seeking the guidance of the Board in identifying how best to assist counties and cities as they begin to see state and federal programs come to local levels to assist with COVID-19 response and recovery.

After much discussion from Board members, it was the consensus of the Board to request PRPC Staff reach out to TDEM and organize a webinar or meeting to allow our city and county officials to ask questions and discuss in more detail the use and restrictions on these funds. Mr. Ingham stated that staff would be happy to coordinate this request.

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

- A. Mr. Kyle Ingham thanked all the members of the Board for participating in the meeting. He also thanked PRPC staff for their continued work through the COVID-19 pandemic. Mr. Ingham also discussed the re-integration manual with the Board.
- 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 3:25 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