

**PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS**

Minutes

June 25, 2020

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, June 25, 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
- Juan Cantu, Lipscomb County Commissioner
- Cleo Castro, Cactus
- Irene Favila, Hereford
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- John James, Collingsworth County Judge
- Harold Keeter, Swisher County Judge
- Dan Looten, Carson County Judge
- Karen Price, Pampa
- Walter "Four" Price, Texas State Representative, District 87
- Sal Rivera, Sheriff, Castro County
- Winston Sauls, Borger
- 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:

- Buster Davis, Mayor, City of Gruver
- Ronnie Gordon, Hartley County Judge
- Raul Hernandez, Amarillo
- Ernie Houdashell, Randall County Judge
- John Howard, M.D, Donley County Judge
- Jay Mayden, Childress County Judge
- Wayne Nance, Briscoe County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Yolanda Robledo, Alderwoman, City of Bovina
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- 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; Mr. John Kiehl, Regional Services Director; Mr. Shane Brown, Regional Communications & Preparedness Program Manager; Ms. Lori Gunn, Regional Services Coordinator Program Coordinator; Ms. Emily Nolte, Emergency Preparedness Program Coordinator; Mr. Trent Taylor, Finance Director; Ms. Melissa Carter, Area Agency on Aging Director; Ms. Sundee Rossi, Area Agency on Aging Operations Coordinator; Ms. Heather Reid, Workforce Development Contract/Accounting Manager; Ms. Melissa Tye Whitaker, Managing Local Ombudsman; Ms. Leslie Hardin, Workforce Development Contracts Coordinator; Ms. Rebecca Rusk, Executive Manager; Mr. Kyle Ingham, Executive Director

OTHERS PRESENT:

Ms. Kimberly Lile Dowty, Texas Association of Regional Councils; Ms. Carol Faulkenberry, Texas Department of Agriculture

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

Judge Don Allred 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 May 28, 2020, as received. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

5. VOUCHERS

Ms. Irene Favila moved to approve the vouchers for the month of May, 2020. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

6. PRPC 2020 AUDIT SERVICES ENGAGEMENT

Mr. Trent Taylor reminded the Board that the Planning Commission has an audit performed annually under the required standards of the American Institute of Certified Public Accountants, the U.S. General Accounting Office, the U.S. Office of Management and Budget, and the State of Texas Uniform Grant Management Standards.

In 2016, the PRPC issued a request for audit services for fiscal years ending September 30 2016, 2017 and 2018 with the option of two one year extensions for fiscal years 2019 and 2020. This procurement resulted in the selection of Edgin, Parkman, Fleming & Fleming (EPF&F) which the Board approved in October 2016.

In compliance with auditing standards, the engagement letter from EPF&F for fiscal year 2020 is now necessitating a signature from PRPC's governance. Therefore, we are asking for the Board to approve our engagement for audit year 2020 with EPF&F in the amount of \$36,000 which is the amount stated in their proposal.

Commissioner Pat Sims moved to authorize the Executive Director to execute the engagement letter with Edgin, Parkman, Fleming, and Fleming for fiscal year 2020. Sheriff Sal Rivera seconded the motion; the motion carried by unanimous vote.

7. PRPC EMPLOYEE GROUP HEALTH INSURANCE RENEWAL

Mr. Trent Taylor reminded the Board that the Planning Commission provides group health care coverage to its employees through TML as part of an overall benefit package. Regular full-time employees and regular part-time employees who work 20 or more hours per week may participate in the plan with PRPC paying 100% of the premium cost. Employees may add dependent coverage to the plan at the employee's expense. Currently, PRPC has 43 employees on the employee plan, 6 employees electing child coverage, and 2 employees electing spousal coverage and one employee with family coverage.

The current year plan has a \$1,500 deductible and then pays 80% of the costs in network up to \$3,000 out of pocket. Once the network deductible and the out of pocket amounts are satisfied, the plan pays 100% of eligible network charges. Out of network benefits have a \$3,000 deductible and then pays 50% of the costs with no maximum out of pocket. An office visit copay is \$30.

For PRPC's 2021 fiscal year, TML has quoted PRPC a 6% increase to continue with the current medical plan. In addition, TML has quoted optional plans for consideration with various increases in comparison to our current plan. The new plan under consideration has a \$1,500 deductible and then pays 80% of the costs in network up to \$3,000 out of pocket with the total maximum out of pocket of \$3,000. Once the network deductible and the out of pocket amounts are satisfied, the plan pays 100% of eligible network charges. Out of network benefits have a \$3,000 deductible and then pays 50% of the costs with no maximum out of pocket. An office visit copay is \$30, specialist copay is \$45, urgent care copay is \$75 and ER copay are \$250. Mr. Taylor reviewed the comparison below with the Board.

	<u>Current Rate</u>	<u>New Plan</u>	<u>Increase</u>
Employee	\$722.98	\$766.36	\$ 43.38
Spouse	\$744.68	\$789.36	\$ 44.68
Child	\$549.48	\$582.46	\$ 32.98
Family	\$1,409.82	\$1,494.42	\$ 84.60

Judge Don Allred moved to authorize the Executive Director to execute the agreements with TML for the new plan year for the deductible and coinsurance amounts as presented effective October 1, 2020. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

8. **PANHANDLE REGIONAL 9-1-1 CONNECTIVITY AND SERVICES – STATE OF TEXAS DIR FOR EMERGENCY SERVICES IP NETWORK (ESInet)**

Mr. Mike Peters stated that the emergency 9-1-1 calls have been dependent upon exceedingly old selective routers that exist at each of the telephone exchanges across the country. The Texas Panhandle is currently using three selective routers, Amarillo, Lubbock, and Wichita Falls. These selective routers are the connection point for all of the landline, cellular, and VOIP traffic to the 9-1-1 network. We are currently paying for 84 ingress circuits from the telephone providers. As a larger percentage of 9-1-1 calls originate from cellular or VOIP systems, it is possible to carry information along with the call from each provider.

Starting with the Next Generation 9-1-1 Advancement Act of 2012, the Federal Communications Commission (FCC) has been promoting the elimination of the analog selective routers, as they are only capable of carrying voice traffic. In order to reach this goal, our funding agency has been working with AT&T to provide ESInet services. The ESInet will be a NextGen 9-1-1 compliant network that will allow telephone providers to connect and deliver 9-1-1 calls without losing information or conversion to an analog signal as it is today.

Mr. Peters stated that the State of Texas DIR has a contract for ESInet services from AT&T for a 5-year term. The number of connections to our selective routers as well as the population of each of our counties affect this cost. The non-recurring costs will be \$31,309.60, and the monthly recurring cost will be \$26,571.23 or \$318,854.76 annually. These costs have been approved by our funding agency and will remove many other current costs. We anticipate the costs to have minor fluctuations based on connections from telephone providers.

Sheriff Sal Rivera moved to authorize the Executive Director to execute a contract with DIR for ESInet services from AT&T with a DIR contract for a period of 5 years. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

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

Mr. Mike Peters stated that the agreement between Panhandle Regional Planning Commission and the Commission on State Emergency Communications (CSEC), requires the Panhandle 9-1-1 Network to establish and accomplish certain goals and objectives. In order to check progress throughout the year, staff is 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 Q3 performance report covering March, April, and May:

- There were 37,507 9-1-1 calls received from the 22 regional call centers of with 26,255 being wireless or 70%.
- 12 Public Service Answering Points (PSAPs) were monitored with no findings.
- 2,160 Network test calls were made by PSAP staff and PRPC employees.
- The Program experienced one outage as a result of water getting into the phone lines in Wellington.
- The region received 1,519 text messages during this period, with the vast majority as test texts.

Judge Harold Keeter moved to accept the performance report as submitted for the third quarter of FY 2020 covering March, April, and May. Sheriff Sal Rivera seconded the motion; the motion carried by unanimous vote.

10. **WORKFORCE DEVELOPMENT: APPROVAL OF PLANS AND SPECIFICATIONS FOR WORKFORCE FACILITY IMPROVEMENTS ON EDDY STREET**

Mr. Marin Rivas reminded members that at the January 2020 meeting, the Board authorized PRPC's Executive Director to negotiate a leasing arrangement for the property located at 3120 Eddy Street in Amarillo. This step in the process enabled local real estate developer, McCartt and Associates Commercial Real Estate Services, to proceed with purchasing the property from its (then) owner, AT&T. Fully executing the leasing agreement is dependent upon McCartt and Associates, the new owner, as Lessor, renovating the facility to fit the needs of workforce service delivery by WSP. PRPC has placed a ceiling on the total facility costs, including the purchase, which will be used to determine the final lease amount, of up to \$2 million with a 10% contingency.

Needed improvements include repairs to the roof and replacement of the 80-ton chiller. Renovations include demolition of numerous interior walls not needed in the "open floorplan" configuration of WSP's service delivery system. This will necessitate new flooring/carpet and painting. In addition, the building's current data and electrical layouts require relocation and replacement of wiring. Mr. Rivas informed the Board that the Facility Relocation Workgroup met on June 24th to review these and other tenant improvements (TI). He then discussed in detail the following material specifications for the facility remodel:

- Permit:** City of Amarillo to issue permits for all work performed to building.
- Floorcovering:** Breakroom will have 12"x12" VCT installed.
All offices and common area will receive 26oz Phenomenon, Paradox 42206 direct bond carpet installed with Burke 597 Mocha vinyl base installed on all walls within the demised office area.
Reception and waiting area to have carpet tiles installed of the same quality as the office/common areas.
- Paint:** All walls within demised office area to receive 2 coats of Kelly Moore or equivalent 4578-2 Feather Stone satin finish. New walls to be primed and textured to match existing building walls and painted the same as others. All door frames within demised office area to receive 2 coats of paint- 2 shades darker than walls in semi-gloss finish.
- Frames/Doors:** Use existing (20) doors and frames. Door levers to be installed and this with keyed locks will be set up on a master key system.
- HVAC:** Replace 1 - 80-ton Trane air cooled chiller with new 80-ton chiller. Install mini-split air conditioner in computer server room. All offices and meeting spaces shall be conditioned with both heat and cooling.
- Breakroom:** 16' of wall and base cabinets with 36" ADA sink area to be constructed of melamine interior and plastic laminate exterior.
- Data conduit:** New walls to have 1" EMT and box installed for data drops by Landlord and wired by others.
- Electrical:** Outlets: Approximately 40 new 20amp outlets to be installed.
Light switches: Approximately 14 new 20-amp switches to be installed.
Electrical to be installed to all new work areas (i.e.: cubical' s and modular walls and other). 220volt circuits will be installed for 5 copiers.
- Concrete Ramp:** Existing handicap ramp will be modified to comply with current ADA specifications.
- Roof:** New roof has been completed. City inspection report attached.
- Furniture/Cubicle:** Tenant shall be allowed to move in furniture and cubicles prior to commencement of lease, provided that the space is ready and available.
- Landscape:** Landlord shall trim trees so that canopy is 7 feet above sidewalk areas to meet current local ordinance.
- Parking Lot:** Holes will be filled and compacted, cracks will be filled, lot to be seal coated and striped to comply with ADA specifications with new handicap signage.
- Lighting:** Re-use exiting lights and relocate as needed.
- Ceiling:** Re-use existing and patch in, as necessary.
- New Walls:** Walls to be built with 3 5/8" metal studs and 5/8" sheetrock to be fastened to both sides. Architectural plan will be used for placement of new offices, break room and huddle rooms.
- Accordion door:** Commercial grade door to be installed in the SEC conference room. Door will open in the middle and slide to both sides of room.
- Xcel Energy Rebate:** McCartt and Associates is working with Bryan Whitson at Xcel to try and receive a rebate for replacing 1 chiller with more efficient design. It is not known if the rebate will be given, but if it does the amount of the rebate will put money back into the budget to use in other areas of the remodel.

Judge Nancy Tanner moved to authorize the Executive Director to approve the Tenant Improvements (TI) as presented to be included in the Lease Agreement, with the total cost ceiling of \$2 million with a 10% contingency, to be provided to McCartt and Associates for a new workforce services facility. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

11. WORKFORCE DEVELOPMENT: PROCUREMENT OF ENGINEERING SERVICES FOR PARKING LOT REPAIRS FOR EDDY STREET WORKFORCE CENTER

Mr. Marin Rivas stated that building upon information in the previous agenda item regarding the relocation of the Workforce Solutions Panhandle (WSP) integrated Workforce Development, Child Care and Vocational Rehabilitation program staff into a new facility, is the issue of customer and staff parking and access to the 3120 Eddy Street facility.

Mr. Rivas shared that with numerous employees and clients at the facility each day, the parking spaces, as currently laid out, are inadequate. In addition, curbing, sidewalks and landscaping could potentially be redesigned in a manner to offer more area for additional spaces. He also explained that access to public transportation is a federal and State requirement for service delivery through WSP and the American Job Center Network. As a new division under the Texas Workforce Commission, the Vocational Rehabilitation program is especially in need of public transportation to be available and Americans with Disabilities Act (ADA) compliant.

Currently, the nearest location of a City of Amarillo Public Transit bus stop is more than two blocks away from the new facility and would require an individual to travel on asphalt as there are no sidewalks on this section of Eddy Street. PRPC staff reached out to the City of Amarillo Public Transit who were very willing to accommodate this vital need.

In order to provide the necessary upgrades to the parking lot, staff issued a Request for Qualifications earlier this month to enter into an engineering/architectural services contract with a state-registered engineer/architect. Mr. Rivas stated that four firms submitted proposals which were reviewed and scored by staff and then discussed in detail with the Facility Workgroup on June 24th. The Facility Workgroup concurred with staff that Brandt Engineering's proposal scored the highest.

Ms. Irene Favila moved to authorize the Executive Director to enter into contract with Brandt Engineering to develop cost estimates and Plans & Specifications for parking lot and traffic flow improvements at the new Workforce Facility on Eddy Street. Sheriff Sal Rivera seconded the motion; the motion carried by unanimous vote.

12. WORKFORCE DEVELOPMENT: PROCUREMENT OF FURNITURE FOR EDDY STREET WORKFORCE CENTER

Mr. Marin Rivas stated that the need for procuring new furniture is again building upon information presented in the previous two Board agenda items regarding the relocation of the Workforce Solutions Panhandle (WSP) integrated Workforce Development, Child Care and Vocational Rehabilitation program staff into a new facility at 3120 Eddy Street.

WSP is currently utilizing modular cubicle furniture in an open floorplan configuration in a 15,500 sq. ft. building. The new Eddy Street facility is twice the size at 31,342 sq. ft. and will be housing the additional division of VR program staff who are currently providing services from another location. Outside of the process of requesting funding authorization from the Board, the Texas Workforce Commission's VR division has its own funding, separate from the Workforce Development and Child Care Services grants, from which expenditures for furnishings for VR program staff are being covered with VR management oversight. For furnishings in areas jointly utilized with Workforce Development and Child Care staff, such as the reception area, customer meeting rooms, and a staff breakroom, VR funding will cover a percentage of the purchase costs relative to the number of VR program staff integrating into the new facility.

For the purposes of continuity, PRPC staff has been given the responsibility of design, procurement, and installation of all of the furnishings for the new facility incorporating input from VR management. Over the past several months, PRPC staff has been working with a local vendor, General Office Supply, Inc., which is qualified to offer furnishings on the Texas Comptroller of Public Accounts - Statewide Procurement Division's (SPD) Texas Multiple Award Schedule (TXMAS) Program, a State Contract purchasing option streamlining the procurement process.

Mr. Rivas stated that the Facility Workgroup met on June 24th to review the items for purchase, the price quote and complete proposed floorplan. He discussed this same information in detail with the Board.

Judge Don Allred moved to authorize the Executive Director to enter into contract with General Office Supply, Inc. for the purchase of furniture as presented for the new Workforce Facility on Eddy Street not to exceed a total of \$500,000. Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

13. 2020 REGIONAL CRIMINAL JUSTICE STRATEGIC PLAN APPROVAL

Ms. Lori Gunn reminded the Board that the PRPC enters into a contract with the Criminal Justice Division of the Governor's Office (CJD) to administer the Panhandle Regional Criminal Justice Program. Part of that process is the development of a strategic plan that will outline the PRPC's vision related to criminal justice issues within the region.

In the past, CJD required each jurisdiction to complete a community plan to identify local priorities and help foster relationships between agencies. CJD rescinded the jurisdictional community plans in 2014 and began asking the regional Council of Governments (COGs) to develop strategic plans at the regional level. CJD continued the strategic planning requirement and placed weight at the state level by adding the results to the new CJD score sheet for prioritizing grants. The Executive Summary from each region's strategic plans will be compiled into a state-wide report for Texas.

Essentially, the Strategic Plan is an administrative document summarizing the priorities in the region as well as the services currently available to help identify program gaps. The plan will be utilized going forward as a guide for agencies applying under the four funding opportunities administered by the COGs (VOCA, VAWA, JAG & JJDP). It will also assist CJD in developing strategies for other funding streams administered through their office.

PRPC staff conducted planning sessions and worked with local jurisdictions to develop our regional plan. The 2020 Strategic Plan will be uploaded to the PRPC website for use around the region. Ms. Gunn reviewed the Executive Summary that is included in the full 2020 Strategic Plan with the Board in detail. She stated that this is an overview of the full document, highlighting the gaps in the region but also outlining the steps we are taking to move forward.

Judge Nancy Tanner moved to approve the Panhandle Regional Planning Commission Regional Criminal Justice 2020 Strategic Plan, as presented. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

14. PANHANDLE REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPOINTMENTS

Ms. Emily Nolte stated that PRPC Administrative Regulation #36 governs the duties, activities and composition of the Panhandle Regional Emergency Management Committee (PREMAC). The advisory committee is comprised of 40+ PRPC Board-appointed members who geographically represent the broad spectrum of emergency management interests and disciplines in the Texas Panhandle.

This past year, we had several members resign and relocate to accept jobs elsewhere or who've simply retired. And, each year at this time, 1/3 of the committee member's terms naturally expire. So, we've been working to fill a rather long slate of candidates for your consideration of appointment to the committee. Ms. Nolte recommended that the following individuals be appointed or re-appointed to serve on the PREMAC:

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| Mr. Ryan Smith, Rico Aviation LLC | Mr. Paul Bourquin, Amarillo ISD |
| Mr. Blaine Bertrand, Randall County | The Honorable Cindy Irwin, Hutchinson County |
| Mr. Dean Turney, Deaf Smith County Comm. | Dr. Sherri Gress, DMV, Texas Animal Health |
| Mr. Eric Wallace, Amarillo College | Chief Greg Lee, Pampa Fire Department |
| Chief JoDee Robison, Silverton Fire Dept. | Mr. Kyle Brack, CNS Pantex Plant |
| Mr. P.J. Lemons, Panhandle RAC | Sheriff Randy Geries, Parmer County |
| Mr. Tommy Brooks, Moore County | Mr. Howard Heath, City of Claude |
| Mr. Lee Davila, City of Friona | Dr. Todd Bell, TTU Health Sciences Centers |

Sheriff Sal Rivera moved to appoint/re-appoint the recommended individuals to serve on the Panhandle Regional Emergency Management Advisory Committee. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote with Ms. Karen Price abstaining.

15. PANHANDLE REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM (PANCOM) TOWER LIGHTING AGREEMENT

Mr. Shane Brown informed the Board that of the 62 sites currently in the PANCOM system, 7 are owned by the PRPC. The other sites are either being leased or provided to us at no cost by the local governments that own them. The PRPC is fully responsible for ensuring that the 7 COG-owned sites are operated in strict compliance with applicable state and federal requirements; including the Federal Aviation Administration's (FAA) Aircraft & Obstruction Lighting requirements.

Approximately 12 years ago, the PRPC purchased a radio tower located south of Perryton from Excel Energy. The tower came equipped with an incandescent lighting system which was rather archaic but still met the FAA's requirements. That was, until the lights quit working late last month. PRPC staff has attempted to find replacement parts to put the lights back in operation but those parts are no longer manufactured.

So, we notified the FAA in accordance with federal requirements; stating that the tower lights would be reactivated as quickly as possible. We're now working to the lights back on within 30-45 days of having served notice to the FAA.

On June 4, PRPC issued an invitation for bids (IFB) on the *Purchase and Installation of an LED Communications Tower Lighting System* for our tower in Perryton. The IFB called for the provision and installation of lighting equipment meeting the FAA's requirements for a 400-foot tower (Advisory Circular No: 70/7460-1L), inclusive of all lighting such as beacons and side lamp devices. Mr. Brown reviewed the scope of work required and then presented the following bids received to the Board.

Allstate Tower, Inc.	\$ 31,650.00
LumenServe, Inc.	\$ 22,975.00
South Plains Communications	\$ 22,343.00

Mr. Winston Sauls moved to award the contract for the purchase and installation of an LED Communications Tower Lighting System to South Plains Communications in the amount of \$22,343.00. Ms. Irene Favila seconded the motion; the motion carried by unanimous vote.

16. **REGIONAL SUPPORT FOR CORONAVIRUS RELIEF (CRF) ACTIVITIES**

Mr. John Kiehl gave a recap of the Coronavirus Relief Fund (CRF) to the Board. He stated that collectively, the Panhandle's 88 jurisdictions have been allocated \$23.87 million in CRF funding; several are scheduled to receive federal funding for the first in a long time or the first time ever. But, based on recent PRPC staff conversations with a number of our jurisdictions who are grateful for the assistance but frustrated with the process.

Although this is the same program; those jurisdictions receiving CRF funding through the Governor's Office will have to abide by a different set of regulations than will the 18 Texas jurisdictions receiving their funding directly from the US Treasury Department. The Governor's Office has imposed percentage limitations on the use of the funds which is making it difficult for some of our jurisdictions to focus these CFR resources on COVID recovery efforts of greatest concern to them.

These frustrations are not limited to Panhandle's jurisdictions. On June 4, 2020, the Texas Municipal League (TML) issued a letter on behalf of many of its members, voicing concern over the additional restrictions being placed on the use of the funds by cities receiving their CRF funding through the Governor's Office. The letter requested that the Governor provide every city the maximum flexibility to use their funding in manner that best served their unique COVID recovery needs.

Mr. Kiehl reviewed a resolution, which if approved by the Board, could be submitted to the Governor's Office and used to express support for what's been requested with the TML letter and to encourage the expedient processing of future grant reimbursement requests in order to limit further economic hardship on CRF grantees.

Judge Don Allred moved to pass a resolution to submit to the Governor's Office encouraging more local latitude in the use of the Coronavirus Relief Fund (CRF) funding and encouraging expedient payment of CRF reimbursement requests. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

17. **ECONOMIC DEVELOPMENT PLANNING GRANT – SUPPLEMENTAL FUNDING FOR CORONAVIRUS RELIEF**

Dustin Meyer reminded the Board that for more than 20 years the Panhandle Regional Planning Commission (PRPC) has served 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 (EDA) to facilitate the planning and implementation of economic development related strategies in the Texas Panhandle. In consideration of recent events and the COVID-19 pandemic, EDA has been notified of a supplemental appropriation to "prevent, prepare for, and respond to the coronavirus pandemic".

As part of EDA's CARES Act Recovery Assistance, EDA is inviting Economic Development Districts (EDDs) that currently receive partnership planning grants to apply for supplemental awards to help respond to the unusual and compelling urgency of the coronavirus

pandemic. As such, EDA has invited PRPC to apply for a supplemental financial assistance award of up to \$400,000 to implement a scope of work. Mr. Meyer reviewed the scope of work required by the PRPC to undertake various activities. The period of performance for the supplemental funding is 24 months and is funded at a 100 percent grant rate.

Due to the expedited nature of the application deadline, the application has been developed and submitted and is currently being considered by EDA. PRPC expects the application review process to move very quickly and the funds to be available in the next couple of weeks should this body chose to accept them. The consideration of this agenda item will allow the Executive Director to execute the two-year recovery funding contract should it be selected for funding.

Sheriff Sal Rivera moved to authorize the Executive Director to submit a grant application in the amount of \$400,000 to the U.S. Economic Development Administration for economic development recovery funds and to convey the Executive Director the authority to execute any and all necessary documents to effectuate the two-year recovery grant application. Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote.

18. REGIONAL FLOODPLAIN ADMINISTRATION APPLICATION

Mr. Dustin Meyer stated that the PRPC Board approved an agreement with the Panhandle Water Planning Group (PWPG) in 1998 designation the Planning Commission as the administrative entity for the regional water planning process. Since that time, Local Government Services staff has assisted the Panhandle Water Planning Group in the development of four regional water plans completed in 2001, 2006, 2011, and 2016 respectively with the 2021 Plan nearing the adoption phase.

The regional water planning process is statutorily required to be conducted by a political subdivision of the State of Texas, and the neutrality that the PRPC has brought to the process in the Panhandle Region has traditionally be very favorably viewed by the Cities, Counties, and Special Districts served by PRPC.

Similarly, in 2019, the 86th Texas Legislature issued Senate Bill 8 which established a new regional flood planning process for the state. The Texas Water Development Board (TWDB) has established 15 planning regions and has currently issued a solicitation seeking both membership to serve on the flood planning body as well as political subdivisions to sponsor the regional flood planning group (RFPG). Following the model of the regional water planning groups, each regional flood planning group is responsible for designating a sponsor to apply for funding and to otherwise support the planning process.

Unlike the regional water planning groups in which administrative costs are not allowable, certain administrative costs, such as travel, public notice, and personnel costs for staff hours directly spent supporting the RFPG, will be eligible for reimbursement through the TWDB grant contract, subject to some limitations.

While the details of any potential agreement are not yet known, Mr. Meyer stated that this agenda item is to authorize an application be submitted for consideration of PRPC to provide the administrative services and operate as a political subdivision for this body. Any potential agreement to provide these services would be brought back to this body for further consideration. The initial regional flood planning groups will be formed by mid-2020 and the first expected regional flood plan will be due by January 2023.

Ms. Irene Favila moved to authorize the Executive Director to submit a grant application to the Texas Water Development Board (TWDB) to serve as the political subdivision for regional floodplain planning in the Texas Panhandle. Sheriff Sal Rivera seconded the motion; the motion carried by unanimous vote.

19. DISCUSSION: BUDGETING FOR PRPC STAFFING DURING PANDEMIC RECOVERY


Mr. Kyle Ingham informed the Board that staff is in the process of developing the FY 20/21 annual budget documents as the cities and counties around the region do the same over the summer. He requested an open discussion with the Board to seek guidance on allowing for a 2.5% cost of living allowance or merit based increase for FY20/21 budget. Input from this discussion will help form the staff's approach to developing the budget for future Board consideration. No action was taken on this item, as it was for discussion only.

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

- A. Mr. Kyle Ingham updated the Board on the status of reopening the PRPC office to the public.
- B. Ms. Rebecca Rusk informed the Board that she submitted her resignation as Executive Manager of the PRPC effective July 15, 2020, to assume the position of the Municipal Court Judge with the City of Panhandle.
- C. Mr. Kyle Ingham reported on the recent and upcoming Planning Commission sponsored regional meetings.

21. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 3:17 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