

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS

Minutes

September 24, 2020

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 3:00 p.m. on Thursday, September 24, 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:

- Buster Davis, Mayor, City of Gruver
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- John Howard, M.D, Donley County Judge
- Harold Keeter, Swisher County Judge
- Dan Looten, Carson County Judge
- Jay Mayden, Childress County Judge
- Wayne Nance, Briscoe County Judge
- Karen Price, Pampa
- Yolanda Robledo, Alderwoman, City of Bovina
- Winston Sauls, Borger
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Tobe Shields, Mayor, City of Spearman
- Pat Sims, Commissioner, City of Dumas
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Don Allred, Oldham County Judge
- Juan Cantu, Lipscomb County Commissioner
- Cleo Castro, Cactus
- Irene Favila, Hereford
- Ronnie Gordon, Hartley County Judge
- Raul Hernandez, Amarillo
- Ernie Houdashell, Randall County Judge
- John James, Collingsworth 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
- Nancy Tanner, Potter County Judge

STAFF PRESENT: Mr. Dustin Meyer, Local Government Services Director; Mr. Mike Peters, Regional 9-1-1 Network Director; Mr. Marin Rivas, Workforce Development Director; Mr. Trent Taylor, Finance Director; Ms. Melissa Carter, Area Agency on Aging Director; Mr. John Kiehl, Regional Services Director; Mr. Alex Guerrero, Local Government Services Program Coordinator; Ms. Lori Gunn, Regional Services Program Coordinator; Ms. Emily Nolte, Regional Emergency Management Planning Coordinator; Ms. Heather Reid, Workforce Development Contract/Accounting Manager; Ms. Sundee Rossi, Area Agency on Aging Operations Coordinator; Ms. Sharee Bailey, Administrative Program Specialist; Ms. DeShayne Hall, Executive Assistant; Mr. Kyle Ingham, Executive Director

OTHERS PRESENT:

Ms. Kat Massey, City of Amarillo; 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

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**

Mr. Winston Sauls moved to approve the minutes from the meeting held on August 27, 2020, as received. Mayor Ricky White seconded the motion; the motion carried by unanimous vote.

5. **VOUCHERS**

Commissioner Pat Sims moved to approve the vouchers for the month of August, 2020. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

6. **RESOLUTION THANKING DR. RUSSELL LOWERY-HART**

Judge Dan Looten moved to pass a resolution thanking Amarillo College President, Dr. Russell Lowery-Hart for serving as the keynote speaker at the Panhandle Regional Planning Commission's 2020 Annual Meeting. Commissioner Pat Sims seconded the motion; the motion carried by unanimous vote.

7. **MINORITY ELECTED OFFICIAL BOARD MEMBER APPOINTMENT**

Mr. Kyle Ingham reminded the Board that the PRPC Bylaws calls for three seats on the Board of Directors to be held by minority local elected officials from area cities and counties. The three elected official seats are in addition to the five minority citizen representative positions on the Board. The minority local elected officials' seats are filled by direct Board appointment.

Commissioner Juan Cantu of Lipscomb County and Sheriff Sal Rivera of Castro County currently hold two of the three elected official positions. The third seat is held by Alderwoman Yolanda Robledo from the City of Bovina. Ms. Robledo filled an unexpired term that will end on September 30th.

Staff visited with Alderwoman Robledo, and she expressed a desire and willingness to continue to serve on the PRPC Board of Directors for a three-year term.

Mayor Ricky White moved to reappoint Alderman Yolanda Robledo with the City of Bovina to serve a three-year term through September 30, 2023 on the PRPC Board of Directors. Commissioner Pat Sims seconded the motion; the motion carried by unanimous vote.

8. **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 Q4 performance report covering June, July and August:

- There were 39,896 9-1-1 calls received from the 22 regional call centers of with 31,975 being wireless or 80.15%.
- Staff monitored 12 Public Service Answering Points (PSAPs) remotely, and did not find any major issues.
- PSAP staff performed 2,100 test calls.
- There were four outages during this quarter related to a server failure and a fiber cut.
- The region received 1,332 text messages during this period, with the vast majority as test texts.

Mr. Winston Sauls moved to accept the performance report as submitted for the fourth quarter of FY 2020 covering June, July and August. Ms. Karen Price seconded the motion; the motion carried by unanimous vote.

9. **WORKFORCE DEVELOPMENT PROGRAM: PURCHASE OF FURNITURE FOR VOCATIONAL REHABILITATION**

Mr. Marin Rivas reminded the Board that in the June meeting of the Board, members voted to approve the purchase of new modular cubicle furniture for Workforce Development and Child Care staff, which at that time, did not including furnishings for the VR program. The VR division has its own funding, separate from the Workforce Development and Child Care Services grants, from which expenditures for furnishings and equipment for VR program staff are being covered with VR management oversight.

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.

In the new facility, for furnishings purchased as approved by the Board in June, in areas jointly utilized with Workforce Development and Child Care staff, such as the reception area, customer meeting rooms, and a staff break room, VR funding will cover a percentage of the purchase costs relative to the number of VR program staff integrating into the facility.

VR management has authorized the VR program to cover the costs to purchase new furnishings including nine modular cubicles and fourteen private offices utilizing a "moveable wall" product for a total cost including purchase price, design and installation of \$216,763.49.

Commissioner Pat Sims moved to authorize the Executive Director to proceed with the purchase of new furniture totaling \$216,763.49 from General Office Supply, Inc. as described above. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

10. **WORKFORCE DEVELOPMENT PROGRAM: AMENDMENT TO LEASE AGREEMENT TO SECURE WORKFORCE DEVELOPMENT FACILITY**

Mr. Marin Rivas reminded the Board that in the January meeting of the Board, regarding the relocating of Workforce Solutions Panhandle (WSP) into a new facility at 3120 Eddy Street, staff proposed that members authorize the approval of a Lease Agreement with the total cost ceiling, including the purchasing and renovating of the facility to fit the needs of workforce service delivery by WSP, of \$2.2 million, to be provided to McCartt and Associates for a new workforce services facility.

A Lease Agreement was developed with language stating that the Landlord's cost and expense including, but not limited to, purchase of the property, improvements, etc. would not exceed \$2,000,000 and that the Tenant would be responsible for any cost in excess of the \$2,000,000. The language also reflected the Board's authorization that the amount for any costs above the \$2,000,000 would not exceed 5-10% (up to \$200,000) and that any costs above the \$2,000,000.00 must be approved by PRPC.

As the integration of the Texas Workforce Commission (TWC) division known as the Texas Workforce Solutions Vocational Rehabilitation Services (VR) program staff progresses, costs above the \$2,000,000.00 ceiling now need to be incurred to complete the renovations of the facility to fit the needs of workforce service delivery by WSP and will be discussed in the meeting.

Staff is proposing to update the language of the Lease Agreement in an Amendment to the Agreement (following the section stating that the Tenant would be responsible for any cost in excess of the \$2,000,000), to increase the ceiling of the allowable expenditures for the inclusion of all items needed for the VR integration that these costs would not exceed. In order to provide the most current information to the Board, staff will discuss the maximum amount of the requested increase in the ceiling at the meeting. The language would remain that costs above the \$2,000,000.00 must be approved by PRPC.

Mayor White moved to authorize the Executive Director to negotiate and execute an amendment to the Lease Agreement, increasing the ceiling to an amount not to exceed the amount authorized by the Board. Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

11. **WORKFORCE DEVELOPMENT PROGRAM: FACILITY IMPROVEMENT PAYMENT FOR WORKFORCE DEVELOPMENT FACILITY**

Mr. Marin Rivas stated that regarding the relocating of Workforce Solutions Panhandle (WSP) into a new facility at 3120 Eddy Street, and the Lease Agreement developed with The Board's authorization in January of this year, staff is bringing a proposal to the Board based upon the following language that was included in the Lease Agreement: "*Landlord's cost and expense including, but not limited to, purchase of the Property, improvements . . . and soft costs will not exceed \$2,000,000.00 . . . Tenant shall be responsible for any cost in excess of \$2,000,000.00 . . . Any costs above the \$2,000,000.00 must be approved by PRPC. If approved, the cost will be paid to the Landlord in a one-time custom build-out fee not to affect the base rate . . .*"

As discussed in the previous agenda item, due to the integration of the Texas Workforce Solutions Vocational Rehabilitation Services (VR) program staff, costs above the \$2,000,000.00 ceiling need to be incurred to complete the renovations of the facility to fit the needs of workforce service delivery by WSP. Staff will prioritize

As discussed in the previous agenda item, due to the integration of the Texas Workforce Solutions Vocational Rehabilitation Services (VR) program staff, costs above the \$2,000,000.00 ceiling need to be incurred to complete the renovations of the facility to fit the needs of workforce service delivery by WSP. Staff will prioritize components/improvements, up to, but not to exceed, the cost ceiling approved in the previous agenda item, to be incurred and covered by the VR program, through a contract with PRPC, to comprise a one-time custom build-out fee as allowed in the Lease Agreement.

Commissioner Pat Sims moved to authorize the Executive Director to approve costs to be included in a payment not to exceed the approved cost ceiling of 25% (\$500,000), as described in the amended lease agreement to be issued to the facility owner of the new facility at 3120 Eddy Street, for additional facility improvements related to the Texas Workforce Solutions Vocational Rehabilitation Services (VR) program, and associated improvements. Ms. Karen Price seconded the motion; the motion carried by unanimous vote.

12. AREA AGENCY ON AGING: HEALTH AND HUMAN SERVICES COMMISSION PROGRAM CONTRACT

Ms. Melissa Carter reminded the Board that the Area Agency on Aging (AAA) receives federal funding from the Administration on Community Living as authorized by the Older Americans Act and state general revenue funds for the operation of its programs. These funds are distributed annually to the Texas Health and Human Services Commission (HHSC), which is the state unit on Aging for the State of Texas. Federal and state funds are distributed to the regional AAA's according to the state funding formula.

The funds received for this region are to be utilized to implement the current Area Plan as approved by HHSC. The area plan includes direct services provided by the AAA and pass-thru services provided throughout the region under vendor agreements.

She also stated that the HHSC contracts with the Panhandle Regional Planning Commission to provide services for the elderly residing in this planning region and have received the contract for federal fiscal years 2021-2022.

Judge Dan Looten moved to authorize the Executive Director to execute the FY21-22 contract with HHSC. In a related action, PRPC staff requests the board of directors to call an Executive Committee meeting prior to October 5th to consider the approval of the PRPC's applications to the City of Amarillo for the CDBG program, which was announced September 23rd and is due by October 5th on behalf of the full board. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

13. PUBLIC HEARING: PANHANDLE REGIONAL PLANNING COMMISSION HAZARD MITIGATION PLAN

Ms. Emily Nolte stated that for the past 12 years, the PRPC has been somewhat of an odd-fit participant in the Amarillo/Potter/Randall County (APR) Hazard Mitigation Plan and that PRPC originally joined that plan by default; simply because of its Potter County location. Even though our building is physically located in the APR area, our mitigation concerns extend to the entire region. The types of mitigation programs and projects the PRPC is most apt to get involved with will serve a 26-county area (including the APR area). The other APR participants, as well they should, are most apt to implement programs and projects intended specifically for their jurisdiction.

The PRPC would face the same situation no matter which county hazard mitigation plan we became a part of so; it makes sense that the PRPC create its own stand-alone mitigation plan. The reason we're considering doing so now is because the APR plan is at a crossroads. The plan is set to expire later this month and it seems now is as good a time as any for us to strike out on our own.

She stated that in order to be eligible for FEMA's hazard mitigation grant program (HMGP) funding, a jurisdiction must possess a FEMA-approved hazard mitigation plan. In order to maintain that eligibility, the plan must be updated at least once every 5 years. The APR plan is coming up on its 5-year anniversary and in our discussions with the APR planners; we both felt it would be best to go our separate ways. While working to finalize the PRPC plan, the APR planners are working to update their plan before it expires.

Of course, the primary purpose of a mitigation plan is to identify, assess, and reduce the long-term risk to life and property from natural hazard events. The PRPC's "jurisdictional" footprint is pretty much confined to a 2-block area encompassing our building and parking lot. If the plan only considered natural hazard threats to our physical plant, the document would be quite short. However, when the services provided by the programs housed in this building are considered, because most are delivered throughout the Panhandle; the

STEP 1: Organize Resources & Build the Planning Team

STEP 2: Develop the Plan's Risk Assessment

STEP 3: Assess Capabilities

STEP 4: Develop the Mitigation Strategy

STEP 5: Determine Plan Maintenance Process

STEP 6: Obtain Mitigation Plan Approval and Adoption

The plan was provisionally approved by the appropriate State and Federal oversight agencies and will be finally approved once it has been adopted by the Board of Directors. In order to consider adoption, the Board must first hold a hearing to consider any public comment that might be offered regarding the plan. If there's any opposition or support for the plan; those sentiments should be considered by the Board before any action is taken to finally adopt the plan. Ms. Nolte stated that PRPC posted the draft plan on our website and sought input through a regional survey that yielded nearly 1,000 responses. This hearing was posted in the paper and the public has been given the opportunity to comment. Ms. Nolte gave a brief overview of the plan and no public comments were received.

14. PANHANDLE REGIONAL PLANNING COMMISSION HAZARD MITIGATION PLAN RESOLUTION

Ms. Emily Nolte stated that the PRPC Board is being asked to consider the final adoption of the Panhandle Regional Planning Commission Hazard Mitigation Plan. PRPC staff had to submit an initial draft of the plan to TDEM and to FEMA for review and then act on any comments received and modify the draft so that it would satisfy the concerns of the State and Federal review agencies.

The plan will be effective for 5 years after it has been finally approved. As part of the plan, PRPC staff intends to review the plan, with plan stakeholders, at least once a year. And as needed, the document can be updated and submitted to FEMA for re-approval relatively easily. A resolution will be used to document the Board's adoption of the Plan.

Commissioner Pat Sims moved to approve the resolution, adopting the Panhandle Regional Planning Commission Hazard Mitigation Plan. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

15. NATIONAL PREPAREDNESS MONTH RESOLUTION

Ms. Emily Nolte stated that for over a decade now, FEMA has worked to promote personal, family and community natural disaster preparedness with an annual nationwide campaign that's launched each September with the National Preparedness Month (NPM) program. The NPM theme for 2020 is "**Disasters Don't Wait. Make Your Plan Today**" and it builds on the themes from previous years that people need to plan for disasters rather than allow themselves to be caught off-guard. This year's campaign has been influenced by current events. Residents are encouraged to develop their own disaster plans ensuring it considers current guidance from the CDC on Coronavirus.

For as long as FEMA has observed NPM, PRPC staff has requested the Board of Directors to consider a resolution recognizing the annual program in the Panhandle.

Mayor Tobe Shields moved to pass a resolution proclaiming September, 2020 as "Preparedness Month" in the Texas Panhandle. Commissioner Pat Sims seconded the motion; the motion carried by unanimous vote.

16. CRIMINAL JUSTICE ADVISORY COMMITTEE APPOINTMENTS

Ms. Lori Gunn reminded the Board that the main duties of the Criminal Justice Advisory Committee (CJAC) are to oversee the grant programs made available through the Office of the Governor's Criminal Justice Division. Funding comes from a variety of state and federal sources which includes:

- VOCA Funds through the Victims of Crime Act;
- VAWA funds through the Violence Against Women Act;
- JAG Funds through the Edward Byrne Justice Assistance Grants and State 421 Funds; and
- JJDP Funds through the Juvenile Justice and Delinquency Prevention Act.

Ms. Gunn stated that this year, three members were up for re-appointment and two members needed to be replaced. PRPC staff has contacted all of the FY 2021 recommended appointees and all have confirmed that they are all willing and able to serve.

Ms. Gunn stated that this year, three members were up for re-appointment and two members needed to be replaced. PRPC staff has contacted all of the FY 2021 recommended appointees and all have confirmed that they are all willing and able to serve.

They include the following:

<u>Name</u>	<u>Title/Organization</u>	<u>Area of Interest</u>
Sace Hardman	Chief of Police, City of Panhandle	Regional Law Enforcement
Shelly Bohannon	Executive Director, The Bridge Children's Advocacy Center	Non-Profit Organization
Kent Birdsong	District Attorney, Oldham County	Prosecution or Regional Court System
Terry Bouchard	Sheriff, Ochiltree County	Regional Law Enforcement
Hattie Sanderson	Victims Assistance Coordinator, 100 th District Attorney	Regional Counties

Mayor Ricky White moved to appoint/re-appoint the recommended individuals to serve on the Planning Commission's Regional Criminal Justice Advisory Committee. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

17. SPECIALIZED TRAINING CONTRACT WITH TEXAS GOVERNOR'S PUBLIC SAFETY OFFICE

Ms. Lori Gunn stated that earlier this year, the PRPC applied for funding under the FY21 Edward Byrne Justice Assistance Grant (JAG) grant program from the Office of the Governor's Criminal Justice Division (CJD) to provide training in the Panhandle.

The goal of the project is to improve the way in which stakeholder agencies/organizations work together to address the issues of domestic violence, substance abuse and mental health in the region's criminal justice system. This training, in which each of the three courses will be delivered by Amarillo College at no cost, is intended for the region's victim services agencies, law enforcement, prosecution, judiciary, emergency 911 communicators, medical trauma service providers, non-profit agencies, faith-based organizations and other such agencies in the Panhandle that round out our criminal justice system.

Judge Dan Looten moved to authorize the Executive Director to execute the contract with the Office of the Governor's Public Safety Office for the Specialized Gap Training and Education services. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

18. REGIONAL SOLID WASTE MANAGEMENT ADVISORY COMMITTEE APPOINTMENTS

Ms. Lori Gunn stated that PRPC Administrative Regulation #31 governs the duties, activities and composition of the Panhandle Regional Solid Waste Management Advisory Committee (RSWMAC). The RSWMAC is comprised of twenty-two (22) to twenty-eight (28) PRPC-appointed members, and one (1) to two (2) standing positions held by representatives from the Texas Commission on Environmental Quality-Region One Office. Members are appointed to three-year, staggered terms. The RSWMAC composition must maintain a cross-section of solid waste professionals from the Panhandle Region.

She also stated that currently, ten individuals need to be appointed or re-appointed to the RSWMAC to meet the PRPC administrative standards. PRPC staff has contacted each nominee and determined they are willing and able to serve, if appointed by the PRPC Board. Those individuals are:

<u>Name</u>	<u>Title/Organization</u>	<u>Committee Term</u>
Tony Rios	Public Works Director , City of Dimmitt	Re-appointment to 2 nd term
Dan Reese	Public Works Director, City of Canyon	Re-appointment to 2 nd term
Richard Miller	Plant Manager, SCARAB International, LLP	Re-appointment to 2 nd term
Susan Leary	President, Keep Childress Beautiful	Re-appointment to 2 nd term
Leander Davila	City Manager, City of Friona	Appointment to 1 st full term
Johnny Torres	Public Works Director, City of Hereford	Appointment to 1 st full term
Eric Davidson	Solid Waste Supervisor, City of Dumas	Appointment to 1 st full term

Ms. Karen Price moved to appoint/re-appoint the recommended individuals to serve on the Planning Commission's Regional Solid Waste Advisory Committee. Commissioner Pat Sims seconded the motion; the motion carried by unanimous vote.

19. **PANHANDLE REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE
FY2021 GRANT PROGRAM OPERATING PROCEDURES APPROVAL**

Ms. Emily Nolte stated that each year, the Panhandle Regional Emergency Management Advisory Committee (PREMAC) reviews its operating procedures to determine if any changes should be made for the coming year. The PREMAC met earlier this month and during that meeting, reviewed the procedures that had been used last year. Having considered the FY20 document, the PREMAC decided that no major changes needed to be made.

Mayor Ricky White moved approve the Panhandle Regional Emergency Advisory Committee's FY21 Operating Procedures as presented. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

20. **RECRUITMENT SERVICES INTERLOCAL CONTRACT: CITY MANAGER**

Mr. Dustin Meyer stated that in recent years PRPC staff has assisted many cities in the Texas Panhandle with administrative services, ranging from contractual city management services to city manager searches to codification. One of the most increasingly demanded services is assistance with the recruitment of professional staff by Cities. Recently, PRPC was approached by the City of Tulia related to conducting a professional search for a City Manager.

He also stated that currently the search contract rate being used by PRPC will follow basic guidelines that can be modified based on locality preference. The contract will be focused so that the services can be rendered expeditiously and in a quality manner so that the City can resume normal operations quickly. Compensation will be rated at \$65.00 per hour with job postings and travel compensated additionally with a floor of \$3,000 and a ceiling of \$7,000 to ensure that both parties mutually benefit from the agreement.

Commissioner Sims moved to authorize the Executive Director to execute an Interlocal Cooperation Contract with the City of Tulia to conduct a formal City Manager Search. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

21. **TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION
DEVELOPMENT AND MANAGEMENT SERVICES INTERLOCAL CONTRACTS**

Mr. Alex Guerrero stated that PRPC staff has worked with Panhandle communities to implement infrastructure improvement projects through the Community Development Block Grant (TxCDBG) Program since 1983. Since that time, PRPC staff has provided administrative assistance on over 300 TxCDBG projects totaling more than \$75,000,000 of grant funds utilized for the infrastructure improvement of Panhandle Communities. The Texas Department of Agriculture (TDA) has long been the funding agency of this program in the State of Texas, and they are in the process of soliciting applications for the 2021/2022 TxCDBG program.

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.

The following interlocal agreements were presented to the Board:

- a. Bovina
- b. Canyon
- c. Groom
- d. Happy
- e. Hart
- f. Higgins
- g. Stratford
- h. Quitaque

- d. Happy
- e. Hart
- f. Higgins
- g. Stratford
- h. Quitaque

Each of these is a no-cost interlocal agreement between PRPC and the respective entity for the preparation of a 2021-22 TxCDBG application with a project administration section contingent upon future funding with details to be amended in later. The focus of these interlocals is to allow PRPC to continue providing the same services as in previous cycles and meet TDA's requirements to establish formal relationships prior to the submission of applications.

Judge Harold Keeter moved to authorize the Executive Director to execute an Interlocal Cooperation Contract with the above-mentioned cities respectively and the PRPC to provide TxCDBG application services at no cost with contingency for administrative services to be amended at the localities discretion if a project is funded. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote, with Alderwoman Yolanda Robledo abstained from voting.

22. TEXAS COMMUNITY DEVELOPMENT PROGRAM PROJECT MANAGEMENT SERVICES INTERLOCAL CONTRACT AMENDMENTS

Mr. Alex Guerrero reminded the Board that PRPC staff has worked with Panhandle communities to implement infrastructure improvement projects through the Community Development Block Grant (TxCDBG) Program since 1983. Since that time, PRPC Staff has provided administrative assistance on over 300 TxCDBG projects totaling more than \$75,000,000 of grant funds utilized for the infrastructure improvement of Panhandle Communities. The Texas Department of Agriculture (TDA) has long been the funding agency of this program in the State of Texas, and in the spring of 2019, they solicited applications to the 2019/2020 TxCDBG program.

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 with the application development for the TxCDBG 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 I - Application development is conducted at no cost.

Part II - An option for an Amendment to be considered contingent upon funding for Project Management Services.

This agenda item is to allow for the authorization of Part II of the above noted format and amend the interlocal agreements to carry out the administrative function and project management activities should the below projects receive grant funding. These activities are outlined in detail in the attached sample amendment and consist of:

- Project Management
- Financial Management
- Environmental Review
- Acquisition
- Construction Management
- Fair Housing/Equal Opportunity
- Audit/Close-out Procedures

The funds from the TxCDBG grants will assist the below communities to make necessary improvements to their water and sewer services. Below is a list of the top scoring cities that are likely to receive a grant award.

Entity	Project	Specifics	CDBG	Match	Admin
City of Wheeler	Water	Elevated Storage Tank	\$275,000	\$857,382.00	\$31,500
City of Pampa	Water	Water Lines	\$275,000	\$55,000.00	\$31,500
City of Sunray	Water	Rehab. of Elevated Storage Tank	\$275,000	\$42,100.00	\$31,500
City of Vega	Water	Water Lines	\$275,000	\$27,597.00	\$31,500
City of Booker	Sewer	Sewer Lines/Mains	\$275,000	\$49,640.00	\$31,500
City of Gruver	Sewer	Lift Station	\$275,000	\$27,606.00	\$31,500
Deaf Smith	Water	Ground Storage	\$275,000	\$13,750.00	\$31,500

Pat Sims seconded the motion; the motion passed by unanimous vote, with Ms. Karen Price, and Mayor Buster Davis, abstaining from voting.

23. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

- A. Due to the essence of time, Mr. Kyle Ingham had no comments.
- B. Mr. Kyle Ingham did not report on the recent and upcoming Planning Commission sponsored regional meetings due to the essence of time.

24. 2020 MEMBERSHIP MEETING

The Planning Commission's 2020 Annual Membership Meeting convened.

25. ELECTION OF 2020-2021 PANHANDLE REGIONAL PLANNING COMMISSION BOARD OFFICERS

Mr. Kyle Ingham reported that the nominating committee, which consisted of Mayor Ricky White, Judge Nancy Tanner and Ms. Karen Price is recommending the following slate of officers for 2020-2021:

- Winston Sauls, Citizen's Representative of Borger – Chair
- Dan Looten, Carson County Judge – Vice Chair
- Tobe Shields, City of Spearman Mayor – Secretary/Treasurer

Judge John Howard moved to elect the slate of officers as recommended by the nominating committee. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

26. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 3:56 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