

PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS

Minutes

October 22, 2020

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, October 22, 2020. Due to the current COVID-19 crisis this meeting was held by videoconference pursuant to Texas Government Code Section 551.127.

Mr. Winston Sauls, Chairman, presided.

MEMBERS PRESENT:

- Juan Cantu, Lipscomb County Commissioner
- Cleo Castro, Cactus
- Buster Davis, Mayor, City of Gruver
- Ronnie Gordon, Hartley County Judge
- Raul Hernandez, Amarillo
- 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
- Karen Price, Pampa
- Sal Rivera, Sheriff, Castro County
- Yolanda Robledo, Alderwoman, City of Bovina
- Winston Sauls, Borger
- Tobe Shields, Mayor, City of Spearman
- Pat Sims, Commissioner, City of Dumas
- Kerry Symons, Mayor, City of Perryton
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Don Allred, Oldham County Judge
- Irene Favila, Hereford
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Ernie Houdashell, Randall County Judge
- John Howard, M.D, Donley County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Walter "Four" Price, Texas State Representative, District 87
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Nancy Tanner, Potter County Judge

STAFF PRESENT: Mr. Dustin Meyer, Local Government Services Director; Mr. Marin Rivas, Workforce Development Director; Mr. Trent Taylor, Finance Director; Ms. Melissa Carter, Area Agency on Aging Director; Mr. Alex Guerrero, Local Government Services Program Coordinator; Ms. Paige Witthar, Local Government Services Program Specialist; Ms. Lori Gunn, Regional Services Program Coordinator; Ms. Sundee Rossi, Area Agency on Aging Operations Coordinator; Ms. Leslie Hardin, Workforce Development Contracts Coordinator; Ms. Sharee Bailey, Administrative Program Specialist; Ms. DeShayne Hall, Executive Assistant; Mr. Kyle Ingham, Executive Director

OTHERS PRESENT:

Ms. Kimberly Liles-Dowty, Texas Association of Regional Councils

1. CALL TO ORDER

Chairman Winston Sauls 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

Mayor Tobe Shields gave the invocation.

3. PUBLIC COMMENT

In accordance with the Texas Open Meetings Act, Chairman Sauls 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 September 24, 2020, as received. Commissioner Pat Sims seconded the motion; the motion carried by unanimous vote.

5. VOUCHERS

Commissioner Pat Sims moved to approve the vouchers for the month of September, 2020. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

6. PRPC INVESTMENT FUND QUARTERLY REPORT

Mayor Ricky White moved to approve the Planning Commission's investment activities through September 30, 2020, as required by the Public Funds Investment Act. Judge Wayne Nance seconded the motion; the motion carried by unanimous vote.

7. PANHANDLE AREA STATE LEGISLATIVE DELEGATION BOARD MEMBER APPOINTMENT

Mr. Kyle Ingham reminded the Board that the PRPC Bylaws call for the Planning Commission to offer a seat on the Board to a member of the Texas Legislature who represents a district located in whole or in part within the boundaries of the PRPC's service region.

Currently, State District 87 Representative Walter "Four" Price of Amarillo has served on the board in this capacity since January 2012. Representative Price has indicated his interest in and willingness to continue to serve on the PRPC Board.

Ms. Yolanda Robledo moved to re-appoint State District 87 Representative Walter "Four" Price to serve a two-year term on the Panhandle Regional Planning Commission's Board of Directors. Commissioner Pat Sims seconded the motion; the motion carried by unanimous vote.

8. MINORITY ELECTED REPRESENTATIVE BOARD MEMBER ELECTIONS

Mr. Kyle Ingham stated that the PRPC Bylaws call for representation of minority citizens on the Board of Directors and these designated minority seats are filled through a direct election process. The seat held by Irene Favila of Hereford, for PSA-3 (Briscoe, Castro, Deaf Smith, Parmer and Swisher Counties) has expired. In order to elect a representative from this area, the Board of Directors needs to consider calling a meeting of minority citizens from Planning and Service Area 3.

Sheriff Sal Rivera moved to call a meeting of minority citizens on Tuesday, December 1, 2020 at 6:00 p.m. at the Hereford City Hall in order to elect a PSA-3 representative to serve on the PRPC Board of Directors. Ms. Karen Price seconded the motion; the motion carried by unanimous vote.

9. TEXAS ASSOCIATION OF REGIONAL COUNCILS SERVICE FEES

Mr. Kyle Ingham stated that The Texas Association of Regional Councils (TARC) is a voluntary association composed of Texas' 24 regional councils and each council is represented on the TARC Board of Directors by its chairman or official representative. The Planning Commission's 2020-2021 TARC services fees are \$7,988.12 and it is anticipated the fees will remain the same or decrease for 2021-2022.

Alderwoman Yolanda Robledo moved to approve the payment of the Panhandle Regional Planning Commission's 2020-2021 TARC Association service fees in the amount of \$7,988.12. Mayor Ricky White seconded the motion; the motion carried by unanimous vote.

10. WORKFORCE PURCHASE: HIGH DEMAND JOB TRAINING PROGRAM – AMARILLO ISD

Mr. Marin Rivas stated that in April of this year, PRPC staff collaborated with the Amarillo Economic Development Corporation and local Independent School Districts (ISDs) to facilitate a High Demand Job Training Program grant opportunity from the Texas Workforce

Commission (TWC) to match Workforce Innovation and Opportunity Act (WIOA) funds to local economic development sales tax funding, on a dollar-for-dollar basis.

Amarillo ISD is requesting to utilize a portion of the funding for a Tabletop Mechantronics Robot Learning System manufactured by Technical Laboratory Systems, Inc. (TECH-LABS) and available to government entities through the Choice Partners Cooperative. The equipment purchase price is \$91,760.

Judge Harold Keeter moved to authorize the Executive Director to purchase the equipment as described above from TECH-LABS in the amount of \$91,760, pending the receipt of grant funds from the Texas Workforce Commission and the sales tax monies from the Amarillo Economic Development Corporation. Commissioner Pat Sims seconded the motion; the motion carried by unanimous vote.

11. REGIONAL CRIMINAL JUSTICE ADVISORY COMMITTEE FY2021 GRANT PROGRAM OPERATING PROCEDURES APPROVAL

Ms. Lori Gunn reminded the Board that each year PRPC receives funds from the Office of the Governor's Criminal Justice Division to administer a Criminal Justice Grant Program. The activities of the Program are overseen by the Criminal Justice Advisory Committee (CJAC) and the PRPC Board of Directors.

The Criminal Justice Division requires each region to develop and maintain Operating Procedures which clearly identify the process by which the Criminal Justice Grant Program will operate under the direction and oversight of the CJAC. At the beginning of each year the CJAC reviews its Operating Procedures for effectiveness and to lay out the ground rules for the coming year. Each year the Operating Procedures must be approved by the PRPC Board of Directors and will be placed on the criminal justice page of the PRPC website and reviewed with eligible grantees during application workshops.

Judge Ronnie Gordon moved to approve the Criminal Justice Advisory Committee FY2021 Grant Program Operating Procedures. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

12. PANHANDLE REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPOINTMENTS

Ms. Lori Gunn stated that recently a Panhandle Regional Emergency Management Advisory Committee (PREMAC) member Mr. BJ Potts, City Manager of Dimmitt, has resigned from the PREMAC and Sheriff Sal Rivera, Castro County Sheriff and PRPC Board member, asked if he could be considered as a replacement for Mr. Potts.

As a subject matter expert in law enforcement and a member of the Board, Sheriff Rivera would bring a unique perspective to the work of the PREMAC as that committee continues its work to advance preparedness across the Panhandle.

Judge Dan Looten moved that the Board of Directors appoint Sheriff Sal Rivera to fill the unexpired term of BJ Potts on the Panhandle Regional Emergency Management Advisory Committee. Sheriff Rivera's initial term would run through May 31, 2021; at which time, he would be eligible for reappointment to another term. Mayor Tobe Shields seconded the motion; the motion carried by unanimous vote. Sheriff Sal Rivera abstained from voting.

13. TEXAS EVICTION DIVERSION PROGRAM PILOT PROJECT CONTRACT

Ms. Lori Gunn stated that the PRPC has been asked to facilitate the implementation of a pilot program aimed at helping certain Panhandle households who are on the verge of being evicted from their apartment or rented home with up to six months of rental assistance. The program is called the Texas Eviction Diversion Program or TEDP. For the purpose of this pilot, the project area will only include Potter, Randall and Deaf Smith Counties.

This pilot program is being funded by the CARES Act and comes to Texas from the US Department of Health and Human Services to the Texas Department of Housing and Community Affairs (TDHCA) who will administer the program statewide.

A federal eviction moratorium issued by the Centers for Disease Control is currently in effect and it runs from September 4, 2020 to December 31, 2020. This temporary stay is extending protections to tens of millions of renters at risk of eviction for nonpayment of rent during the pandemic.

She also stated that PRPC staff has already met with the Justices of the Peace in the three project-area counties. Our line of communications between the area's JPs will be critical to the success of this program. In fact, all referrals to this pilot program will come to the PRPC through the JPs. TDHCA will provide the PRPC with approximately \$300,000 to

support the implementation of this pilot. The benefits of the program will be proportionately distributed between Potter, Randall and Deaf Smith County.

Mayor Ricky White moved to affirm the PRPC's involvement with the Texas Eviction Diversion Program as the administrator of the Panhandle pilot program working under contract with the Texas Department of Housing and Community Affairs. Commissioner Pat Sims seconded the motion; the motion carried by unanimous vote.

14. REGIONAL PUBLIC TRANSPORTATION COORDINATION PLANNING CONTRACT

Mr. Dustin Meyer stated that PRPC has worked with the Texas Department of Transportation (TxDOT) since 2007 as the Lead Agency on Regional Public Transportation Planning. This process has resulted in the adoption of the 2007, 2011, and 2017 Regional Public Transportation Plans and interim studies and projects focused on Veteran's Transportation Needs, Access to Higher Education opportunities, and transportation coordination with schools throughout the region. Each of these projects has been useful and a step in the right direction for public transportation in the region.

He also said the Board of Directors formally adopted the 2017 Title VI plan on August 31, 2017. This plan expired on August 17th, 2020. PRPC staff submitted an updated plan to TxDOT for their review prior to adoption by the PRPC Board of Directors. The Title VI plan is required for PRPC to continue to receive planning funds for the Regionally Coordinated Transportation Plan and other planning projects funded through the Texas Department of Transportation. This plan is only applicable to public transportation planning activities of PRPC. The Plan itself is logical and beneficial in that it does allow for the continued formal process regarding access to the planning process for these targeted groups.

Ms. Karen Price moved to approve the Title VI plan related to public transportation planning activities at PRPC to formalize the processes by which minority and Limited English Proficient individuals can access the process. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

15. PROFESSIONAL RECRUITMENT SERVICES INTERLOCAL CONTRACT: CITY OF DIMMITT

Mr. 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. Recently, PRPC was approached by the City of Dimmitt related to conducting a professional search for a City Manager.

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 \$7,500 to ensure that both parties mutually benefit from the agreement.

Commissioner Pat Sims moved to authorize the Executive Director to execute an Interlocal Cooperation Contract with the City of Dimmitt to conduct a formal City Manager Search. Alderwoman Yolanda Robledo seconded the motion; the motion carried by unanimous vote.

16. LOCAL PROJECT MANAGEMENT SERVICES INTERLOCAL CONTRACT - PARKS

Ms. Paige Witthar stated that for over 20 years PRPC staff has assisted cities with the development of Master Parks Plans and applications to Texas Parks & Wildlife under their available grant programs. The City of Quitaque utilized Local Government Services help and sought assistance for the establishment of new playground equipment at their city park, under the Small Communities program. The City has been awarded \$52,677 to furnish and install new playground equipment and a covered pavilion at their park with a 1-1 match requirement. The City anticipated paying \$5,017 in administrative services to implement the project and has subsequently requested that PRPC be contracted through an interlocal agreement to provide the project administration.

LGS staff also worked with the City of Cactus to develop an application to the Non-Urban Outdoor program and was ultimately awarded \$400,000 in grant funds to rehabilitate the Cactus baseball field, add a bathroom and concession area, sand volleyball court, Sepak Takraw court, and improve the parks landscaping and trees. The City has also requested that PRPC provide administrative services with regards to this project at a sum of \$40,000.

Sheriff Sal Rivera moved to authorize the Executive Director to execute two respective Interlocal Cooperation Contracts between the above mentioned cities and for PRPC to

provide Project Administration Services for their Texas Parks & Wildlife. Commissioner Pat Sims seconded the motion; the motion carried by unanimous vote. Commissioner Cleo Castro abstained from voting.

17. **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. 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.

The following interlocal agreements are being presented to the Board:

- | | |
|---------------|-------------|
| a. Borger | f. Follett |
| b. Cactus | g. Lefors |
| c. Channing | h. Spearman |
| d. Darrouzett | i. Texline |
| e. Fritch | |

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.

Mayor Ricky White 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. Commissioner Pat Sims seconded the motion; the motion carried by unanimous vote. Mr. Winston Sauls, Commissioner Cleo Castro, Commissioner Juan Cantu, Mayor Tobe Shields and abstained from voting.

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

- A. Mr. Kyle Ingham thanked the members for their participation in the Annual Meeting.
- B. Mr. Kyle Ingham informed members of the 2020-2021 membership dues letters preparation.
- C. Announcement of the appointment of the Planning Commission's 2020 – 2021 Board of Directors' Executive Committee. Chairman Sauls asked Judge Dan Looten, Mayor Tobe Shields, Dr. William Hallerberg and Sheriff Salvador "Sal" Rivera to serve with him on the Executive Committee.
- D. Dr. John Howard, Alderwoman Yolanda Robledo, Ms. Irene Favila, Mayor Buster Davis and Commissioner Pat Sims were appointed to serve on the Audit Committee.
- E. Chairman Sauls designated Judge Jay Mayden as the TARC voting delegate, with Ms. Irene Favila, Mr. Kyle Ingham and Mr. John Kiehl as alternates.
- F. Discussion of regular meeting dates and times for the 2020 – 2021 Planning Commission Board of Directors – was not discussed.
- G. Report of the results of a draft report issued by the State Auditor's Office in October 2020 on the Regional Planning Commission's in Texas – Not available.
- H. Mr. Kyle Ingham reported on recent Planning Commission sponsored regional meetings.
- I. Mr. Kyle Ingham reported on tentatively scheduled Planning Commission sponsored regional meetings.

24. **CLOSED SESSION – PERSONNEL MATTERS**

The meeting was adjourned to Executive Session as authorized under Texas Government Code Chapter 551, Section 551.074 to discuss the employment and performance of the Executive Director at 2:20 p.m.

25. **RECONVENE PUBLIC SESSION**

The public session of the meeting reconvened at 2:27 p.m.

Mayor Ricky White moved to continue service of Kyle Ingham as Executive Director, with no salary increase since staff is holding steady this year. Ms. Karen Price 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 2:29 p.m.

Winston Sauls

Winston Sauls, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:

Tobe Shields

Tobe Shields, Secretary/Treasurer
Panhandle Regional Planning Commission
Board of Directors