

PANHANDLE REGIONAL PLANNING COMMISSION  
BOARD OF DIRECTORS

Minutes

December 3, 2020

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, December 3, 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:**

- Don Allred, Oldham County Judge
- Cleo Castro, Cactus
- Steven Cortez, Hereford
- Buster Davis, Mayor, City of Gruver
- Ronnie Gordon, Hartley County Judge
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Raul Hernandez, Amarillo
- John Howard, M.D, Donley County Judge
- John James, Collingsworth County Judge
- Wayne Nance, Briscoe County Judge
- Karen Price, Pampa
- Winston Sauls, Borger
- Tobe Shields, Mayor, City of Spearman
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

**MEMBERS ABSENT:**

- Juan Cantu, Lipscomb County Commissioner
- Harold Keeter, Swisher County Judge
- Dan Looten, Carson County Judge
- Jay Mayden, Childress County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Walter "Four" Price, Texas State Representative, District 87
- Sal Rivera, Sheriff, Castro County
- Yolanda Robledo, Alderwoman, City of Bovina
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Pat Sims, Commissioner, City of Dumas
- Kerry Symons, Mayor, City of Perryton

**STAFF PRESENT:** Mr. Dustin Meyer, Local Government Services Director; Mr. Marin Rivas, Workforce Development Director; Mr. John Kiehl, Regional Services Director; Mr. Trent Taylor, Finance Director; Mr. Mike Peters, Panhandle Regional 9-1-1 Network Director; Mr. Alex Guerrero, Local Government Services Program Coordinator; Ms. Lori Gunn, Regional Services Program Coordinator; 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. Colleen Bradley; City of Darrouzett

1. **CALL TO ORDER**

Mr. Winston Sauls called the meeting to order at 1:31 p.m. 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 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 Don Allred moved to approve the minutes from the meeting held on October 22, 2020, as received. 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 October, 2020. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

6. **PANHANDLE REGIONAL 9-1-1 NETWORK SUPPORT SERVICES MAINTENANCE CONTRACT RENEWAL**

Mr. Mike Peters stated that Intrado Life and Safety Solutions Corporation is the software and hardware support vendor for our 45 9-1-1 call-taking positions across the Texas Panhandle.

Software support allows the Planning Commission to own and install any software patches or new versions of our call taking software, server software, or mapping software, while the help desk covers a 24-hour support hotline to remedy any issues that staff or the local techs cannot immediately solve. He also stated that the help desk has the ability to troubleshoot at a deeper level and allows contact with system engineers. All of these services provide a valuable lifeline for solving technical issues and limit dramatic software cost swings from one year to the next.

Ms. Karen Price moved to authorized the Executive Director to enter into a contract for software and support services with Intrado Life and Safety Solutions Corporation for two years from November 1, 2020 through October 31, 2022. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

7. **FOOD NET PROGRAM FUNDING AGREEMENT – AREA AGENCY ON AGING**

Ms. Sundee Rossi reminded the Board that the Area Agency on Aging (AAA) operates the congregate and home delivered meal program for Potter and Randall counties. The program is named "Nutrition for Experienced Texans" and is referred to as the Food NET. The Program is dependent not only on Title III funds allocated through the AAA, but also funds from the United Way of Amarillo and Canyon and the City of Amarillo Community Development Block Grant (CDBG) Program. The City of Amarillo's CDBG Program operates on a federal funding cycle that begins October 1 and ends on September 30 of each year. The AAA reapplied for the CDBG Program in October of 2020 and this money will be used to provide home delivered meals to the nutritionally at-risk low and moderate-income elderly people residing in the city limits of Amarillo. The application for Food NET was submitted for the amount of \$25,000.

Mayor Ricky White moved to authorize the Executive Director to execute a funding agreement with the City of Amarillo for funds to partially support the delivery of meals to qualified senior citizens in Amarillo. Judge John Howard seconded the motion; the motion carried by unanimous vote.

8. **CHILD CARE LOCAL INITIATIVE PROGRAM – WORKFORCE DEVELOPMENT**

Mr. Marin Rivas stated that a portion of the State's annual allocation to the Panhandle for child care programs is contingent upon our ability to secure local matching funds. For several years, a significant amount of these matching funds has been secured through a competitive grant under the City of Amarillo's Consolidated Plan for Housing and Community Development. For the fiscal year ending September 30, 2021, PRPC is requesting \$100,000 in Community Development Block Grant (CDBG) funds to this effort. This would allow us to access \$200,000 in additional federal child care monies. The combined amount of \$300,000 would be used to purchase child care services for children from low-income Amarillo families.

Mayor Buster Davis moved to authorize the Executive Director, upon the City of Amarillo's acceptance of PRPC's funding request, to execute a funding agreement with the City of Amarillo for CDBG funds to be used for local child care program match. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

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

Mr. Marin Rivas reminded the Board that in August of this year, PRPC staff collaborated with the Amarillo Economic Development Corporation and local Independent School Districts (ISDs) to facilitate another High Demand Job Training Project utilizing funding 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 that PRPC utilize a portion of the funding to purchase equipment from Fastenal through the Texas Comptroller of Public Accounts - Statewide Procurement Division's (SPD) Texas Multiple Award Schedule (TXMAS) Program at a cost of \$91,846.20.

Dr. William Hallerberg moved to authorize the Executive Director to allow the purchase of equipment from Fastenal, for the amount of \$91,846.20, pending the receipt of grant funds from the Texas Workforce Commission and the sales tax monies from the Amarillo Economic Development Corporation. Judge Don Allred seconded the motion; the motion carried by unanimous vote.

**10. 2020 TEXAS HOMELAND SECURITY STRATEGIC PLAN – PANHANDLE REGIONAL IMPLEMENTATION PLAN RESOLUTION**

Mr. John Kiehl stated that each year, in preparation for the annual State Homeland Security Program (SHSP) grant program, the region must develop three unique but related plan updates. They are 1) the Threat & Hazard Risk Identification and Analysis (THIRA); 2) the Stakeholder Preparedness Review (SPR); and, 3) the Texas Homeland Security Strategic Plan (THSSP) Regional Implementation Plan.

The intent of these plans is to identify the homeland and preparedness issues and needs of chief concern to the Panhandle. The plans are then used to inform the prioritization of projects aimed at addressing those issues when the next allocation of SHSP funding is made to the region. He also stated that the 2020 THIRA and 2020 SPR were submitted to the Texas Office of Homeland Security by the November 31, 2020 deadline and the Implementation Plan is due to the State by December 31, 2020.

Judge John Howard moved to authorize the Panhandle Regional Emergency Management Advisory Committee to proceed with the completion of the Panhandle's 2021 THSSP Regional Implementation Plan and submission of the document to the State by the December 31, 2020 deadline knowing that the plan has been pre-authorized by the Board through the passage of a resolution. Mayor Buster Davis seconded the motion; the motion passed by unanimous vote.

**11. FY2020 REGIONAL SOLID WASTE MANAGEMENT GRANT PROGRAM APPROVAL**

Ms. Lori Gunn stated that as directed by the Texas Health and Safety Code, a portion of funds collected through landfill "tipping fees" is dedicated to a regional grant program supporting projects that promote recycling and other activities to promote the goals of Regional Solid Waste Management Plans across the state. Every year the Solid Waste Grants Program accepts applications for grant funds and those projects are prioritized according to the priorities established in the Panhandle Regional Solid Waste Management Plan. That prioritized list is then submitted to the TCEQ for final consideration.

She also stated that on October 15<sup>th</sup>, notices went out to all eligible entities in the region for the FY 2021 Solid Waste Grant cycle and 10 applications totaling \$164,268.60 for the \$119,743.08 in available FY 2021 Solid Waste Grant funds were received. The Regional Solid Waste Management Advisory Committee (RSWMAC) met on December 1, 2020 to review these applications, hear oral presentations from applicants and establish a prioritization recommendation for the Board of Directors to review, but did not have a quorum.

The PRPC Board of Directors would normally consider the prioritized list for approval, but in the absence of a quorum for the RSWMAC meeting, Judge William Hallerberg moved to approve the FY 2021 Solid Waste Grant Applications for submission to TCEQ and, pending the TCEQ's approval, allow the Executive Director to enter into contracts with grantees for the implementation of the FY 2021 Solid Waste Grants Program. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

**12. TEXAS EVICTION DIVERSION PROGRAM PROJECT APPLICATION**

Ms. Lori Gunn reminded the Board that PRPC is administering a new federally-funded program designed to help eligible Texas tenants who have fallen behind on their rent due to COVID and consequently been sued for eviction to stay in their homes. The Texas Eviction Diversion Program (TEDP) not only helps COVID-impacted tenants, it potentially provides landlords with an acceptable alternative to eviction. She also stated that the Texas Department of Housing and Community Affairs (TDHCA) is overseeing this pilot program and is testing on a limited basis, before the TEDP goes statewide. TDHCA chose three Panhandle counties for this pilot effort (Potter, Randall and Deaf Smith) and the program is running well.

Mayor Ricky White moved to authorize the Executive Director the authority to use his best judgement in determining whether or not to submit a proposal in response to the next call for Texas Eviction Diversion Program Project applications by the Texas Department of Housing and Community Affairs should that application period close before the next Board meeting. Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote.

**13. TEXAS COMMUNITY DEVELOPMENT PROGRAM PROJECT MANAGEMENT SERVICES INTERLOCAL CONTRACT AMENDMENT**

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.

He also stated that 24 interlocal agreements have been approved for the development of application and at this time one more approval with the City of Memphis is requested.

Mayor Tobe Shields moved to authorize the Executive Director to execute an Interlocal Cooperation Contract with the City of Memphis 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. Dr. William Hallerberg seconded the motion; the motion carried by unanimous vote.

**14. REGION 1: CANADIAN-UPPER RED RIVER REGIONAL FLOOD PLANNING GROUP – ADMINISTRATIVE SERVICES**

Mr. Dustin Meyer stated that in 1998, the PRPC Board of Directors approved an agreement with the Panhandle Water Planning Group (PWPG) designating 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.

The Region-1 Canadian-Upper Red River Regional Flood Planning Group covers a total of 44 counties, 29 full and 15 partials from the Texas Panhandle to Wichita Falls. The Region-1 RFPG held the first meeting on October 26, 2020 which was conducted by the TWDB. At that meeting PRPC was selected as the sponsor to act as the Political Subdivision for that body. As the Political Subdivision and sponsor, the next step will be to write and develop an application for funding. It is anticipated that the Texas Water Development Board will issue a Request for Applications in late November and the estimated due date will January 21, 2021. It is anticipated that the first expected regional flood plan will be due by January 2023.

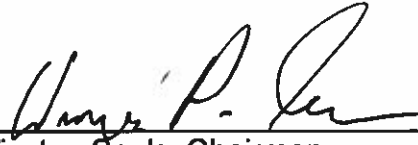
Mayor Buster Davis moved to authorize PRPC to continue to serve as the Political Subdivision for the Region-1 Canadian-Upper Red River Regional Flood Planning group and to develop and submit to the Texas Water Development Board an application for funding to continue the first round of flood planning in the region. Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote.

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

A. Mr. Kyle Ingham thanked the members for their continued participation.

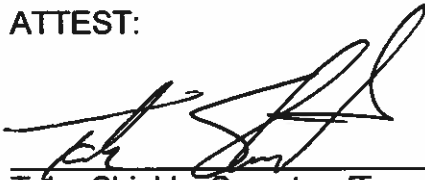
16. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:18 p.m.



\_\_\_\_\_  
Winston Sauls, Chairman  
Panhandle Regional Planning Commission  
Board of Directors

ATTEST:



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