

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS

Minutes

January 28, 2021

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, January 28, 2021. 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
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Raul Hernandez, Amarillo
- John James, Collingsworth County Judge
- Dan Looten, Carson County Judge
- Jay Mayden, Childress County Judge
- Karen Price, Pampa
- Sal Rivera, Sheriff, Castro County
- Yolanda Robledo, Alderwoman, City of Bovina
- Winston Sauls, Borger
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Tobe Shields, Mayor, City of Spearman
- Kerry Symons, Mayor, City of Perryton

MEMBERS ABSENT:

- Don Allred, Oldham County Judge
- Steven Cortez, Hereford
- John Howard, M.D, Donley County Judge
- Harold Keeter, Swisher County Judge
- Wayne Nance, Briscoe County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Walter "Four" Price, Texas State Representative, District 87
- Pat Sims, Commissioner, City of Dumas
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

STAFF PRESENT: Mr. Dustin Meyer, Local Government Services Director; Mr. Trent Taylor, Finance Director; Mr. Mike Peters, Panhandle Regional 9-1-1 Network Director; Ms. Sundee Rossi, Area Agency on Aging Operations Coordinator; Mr. Alex Guerrero, Local Government Services Program Coordinator; Ms. Katie Paul, Local Government Services Program Coordinator; Ms. Paige Witthar, Local Government Services Program Specialist; Ms. Lori Gunn, Regional Services Program Coordinator; Mr. Shane Brown, Regional Emergency Communications & Preparedness Program Manager; Ms. Melissa Tye Whitaker, Area Agency on Aging Managing Ombudsman; 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 1:30 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, the meeting continued.

4. **MINUTES**

Mayor Tobe Shields moved to approve the minutes from the meeting held on December 3, 2020, as received. Ms. Karen Price seconded the motion; the motion carried by unanimous vote.

5. **VOUCHERS**

Judge Dan Looten moved to approve the vouchers for the months of November and December, 2020. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

6. **PRPC INVESTMENT FUND QUARTERLY REPORT**

Mr. Trent Taylor stated that pursuant to the Public Funds Investment Act, which was passed by the Texas Legislature in 1987 and amended in 1995 and 1997, PRPC adopted written investment policies on August 23, 1996 for funds under our control. In accordance with this Act, the investment officer of PRPC, which is the Finance Director, is required to submit to the Board of Directors a quarterly report of investment transactions. Mr. Taylor presented the report for the period of October 1, 2020 through December 31, 2020.

Mayor Kerry Symons moved to accept the PRPC's Investment Funds Quarterly Report for the period ended December 31, 2020, as presented. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

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

Mr. Mike Peters stated that as stipulated in the agreement between Panhandle Regional Planning Commission and the Commission on State Emergency Communications (CSEC), the Panhandle 9-1-1 Network must establish and accomplish certain goals and objectives. In order to check progress throughout the year, we are 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 FY21 Q1 performance report covering September, October, and November 2020.

- There were 31,568 9-1-1 calls received from the 22 regional call centers of with 27,276 being wireless or 86%.
- Staff monitored 13 Public Service Answering Points (PSAPs) with no findings.
- PSAP staff performed 1,976 network test calls.
- There were no outages during this quarter.
- The region received 1,325 text messages during this period, with the vast majority as test texts.
- Currently working on projects to convert the Panhandle Answering Points to the AT&T Next Generation System.
 - a. Installation of new Fiber into PRPC building for redundancy
 - b. Working on software configuration changes and necessary hardware updates and purchases.
 - c. Contractors should arrive February 9th, with a likely two-month implementation schedule.

Mayor Buster Davis moved to accept the Panhandle Regional 9-1-1 Network's FY2020 First Quarter Performance Report as presented. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

8. **FY2021 STATE HOMELAND SECURITY PROGRAM APPLICATION RESOLUTIONS**

Mr. Shane Brown stated that the FY21 State Homeland Security Program (SHSP) grant application period opened on December 11, 2020 and this year's applications are due to the Homeland Security Grants Division of the Governor's Office no later than 5:00 PM on February 11, 2021.

The purpose of this grant program is to support local and regional efforts to prevent terrorism and other catastrophic events and to prepare for threats and hazards that pose the greatest risk to public safety. The SHSP plays a significant role in the implementation of the National Preparedness System by providing funding which can be used to build, sustain and deliver core capabilities critical to achieving the National Preparedness Goal of having a secure and resilient Nation.

He stated that federal spending requirements have to be factored. In fact, to a certain extent, the federal spending requirements now outweigh the evaluation of needs and

priorities. For FY21, in addition to ensuring that at least 25% of the funding received by the region is spent on Law Enforcement Terrorism Prevention Activities (LETPA); we also have to make sure that at least 7.5% is spent in each of the following National Priority areas.

1. Enhancing Cybersecurity
2. Protection of Soft Target/Crowded Places
3. Addressing Emerging Threats
4. Intelligence and Information Sharing/Cooperation

For over 10 years, the PRPC has annually applied for funding to maintain four (4) keystone projects that benefit the entire region. They include:

1. The Regional PANCOM Interoperable Public Safety Communications system (which primarily supports the core capability of Operational Communications);
2. The Non-EMPG EOP Update Project (which supports the Planning core capability);
3. The Panhandle-Area Regional Information System or PARIS (which chiefly serves the core capability of Public Information & Warning); and
4. The Regional Planning & Coordination Project (which likewise supports the core capability of Planning).

He also stated that this year, one more recurring regional project will be added to satisfy the requirement that at least 7.5% of our unknown allocation be used to "enhance cybersecurity".

Mayor Tobe Shields moved to approve the submission of eight regional projects to the Homeland Security Division of the Governor's Office for consideration under the FY21 State Homeland Security Grant program by the February 11, 2021 submission deadline. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

9. PANHANDLE REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM (PANCOM) TOWER INTERLOCAL AGREEMENT

Mr. Shane Brown stated that this last year, the PRPC received funding under the Statewide Emergency Radio Infrastructure grant program to build two new PANCOM Towers. In the original grant application, it was proposed to replace the two most expensive leased sites in the PANCOM system with PRPC-owned towers as a means of reducing the system's annual operating budget. Tower replacements in Wheeler County and Collingsworth County are now in the works.

There was no funding in the grant for the purchase of land and we planned on buying the two 6-acre sites we need with the funding we receive from the Panhandle's cities and counties as part of our annual Fair Share Contribution request. However, in the case of the Collingsworth County tower, the opportunity was given to build a tower on land owned by the City of Wellington.

The City will allow us to put our tower on their land at no cost and we have offered to do the following in exchange:

1. The City already has a tower on this site equipped with several radio antennas. At our cost, we'll deconstruct this tower and stockpile the steel on the site. The City's radio equipment will be moved to the new tower at the same height it was at on the old tower.
2. The City will be able to hang any new radio equipment they need to add to the tower in the future at no cost. We're essentially treating this tower as if it would be co-owned by the City of Wellington and the PRPC.
3. PRPC would run electrical power to this new tower and would be responsible for paying all recurring utility costs.
4. PRPC will be responsible for ensuring the tower is kept appropriately insured and well-maintained.

Judge Dan Looten moved to the execution of interlocal agreement with the City of Wellington which will enable the PRPC to build a new PANCOM tower on City-owned land. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote. Judge John James abstained from voting.

10. FY2021 JUSTICE ASSISTANCE GRANT PROGRAM (EDWARD BYRNE MEMORIAL) APPLICATION

Ms. Lori Gunn reminded the Board that each year, the Office of the Governor's Criminal Justice Division (CJD) contracts with PRPC to facilitate the distribution of funds under the following funding blocks for the Panhandle Region:

- Edward Byrne Justice Assistance Grant (JAG)
- Juvenile Justice & Delinquency Prevention Act (JJDP)
- Victims of Crime Act of 1984 (VOCA)
- Violence Against Women Act of 2013 (VAWA)

She stated that on December 14, 2020 the Funding Announcement for these funding blocks was sent to all eligible entities. During the January strategic planning meetings, PRPC is consistently told that more cross-training for all stakeholders in the criminal justice system would be beneficial. Some issues have continued to plague the region and continue to come up at strategic planning meetings and in surveys. Those gaps include domestic violence, mental health and substance abuse. PRPC staff is proposing to address the training needs through the Specialized Criminal Justice Gap Training Project. This project would orchestrate regional training for professionals involved in law enforcement, courts, prosecution, Judges, dispatchers and victim service agencies. PRPC will contract with Amarillo College's Criminal Justice Department to coordinate the regional training event. Amarillo College will secure professional trainers to address the training needs the region has.

Mayor Kerry Symons moved to approve a resolution which authorizes PRPC staff to submit a grant application to the Criminal Justice Division of the Governor's Office under JAG for the Specialized Criminal Justice Gap Training Project. The amount of grant funding requested is \$30,797.30. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

11. REGIONAL LAW ENFORCEMENT TRAINING ACADEMY GRANT PROGRAM APPLICATION

Ms. Lori Gunn stated that state funds for regional law enforcement training programs are authorized under Section 102.056 of the Texas Code of Criminal Procedure and Section 772.006 of the Texas Government Code. The source of these funds is from monies collected through court costs and fees. The Texas Legislature does not have a specific allocation for law enforcement training academies, typically the State Fund 421 funds have been used to support regional law enforcement training programs.

She stated that beginning in 2013 CJD asked Councils of Government to submit a 2-year grant rather than a new program application each year and CJD has continued the request for a 2-year grant since. CJD is accepting applications for law enforcement training grant applications for FY 2022-2023 with a submission deadline of February 11th.

In previous years we paid for in-service training on a contract hour basis; since 2015 we have taken a new approach where we pay only the proportion of the class costs equal to the percentage of PRPC-paid officers in each class. This approach has given us the opportunity to provide more training hours with the funds available and with the 2022-2023 Regional Law Enforcement training application, PRPC has been advised by CJD that the funding amount will mirror the FY 2020-2021 contract. The amount for each year of the 2-year grant period will be \$116,656.47.

Mayor Buster Davis moved to approve a resolution in order to submit the 2022-2023 application to CJD. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

12. DOWNTOWN REVITALIZATION APPLICATION DEVELOPMENT AND MANAGEMENT SERVICES INTERLOCAL CONTRACTS

Ms. Paige Witthar reminded the Board that the Downtown Revitalization Program stated objectives are for the elimination of slum or blight conditions in the downtown areas of communities by providing assistance for public infrastructure improvements, especially sidewalks and ADA compliance. There are several cities that have already expressed interest in preparing an application to seek to improve the blighted conditions through infrastructure improvements in their downtown areas.

Following the format that has become the new standard for TxCDBG applications; an interlocal agreement has been developed for PRPC to assist communities with an application to the Downtown Revitalization 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 1 - Application development will be conducted at no cost.

Part 2 – An option to for an Amendment to be consider contingent upon funding for Project Management Services.

Cities applying to the Downtown Revitalization program for 2021 are the Cities of: Borger, Canyon, Clarendon, Darrouzett, Dumas, Friona, Silverton, Spearman, Pampa and Wheeler and this year the application due date has been moved up from a traditional September or October deadline to May 3rd.

Sheriff Sal Rivera moved to authorize the Executive Director to execute and Interlocal Cooperation Contract between the above-mentioned communities and the PRPC provide TXCDBG Revitalization application services at no cost with contingency for administrative services to be amended at the localities discretion of their project is funded. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote. Chairman Winston Sauls, Ms. Karen Price, Commissioner Juan Cantu and Mayor Tobe Shields abstained from voting.

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 (TDA) programs particularly under the Community Development Block Grant umbrella.

He also stated that PRPC staff is preparing approximately 30 TxCDBG applications this cycle, and staff has determined that it would be necessary for the Board to consider the Interlocals associated with the application preparation in multiple groupings for two reasons:

1. There is a staggering of the public hearings and meetings that staff goes to chronologically to ensure that Staff can be in each community during an application cycle.
2. With over 30 entities applying there could be a problem with Board voting membership having to recuse themselves if all projects were presented together.

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.

Commissioner Cantu moved to authorize the Executive Director to execute an Interlocal Cooperation Contract with the above-mentioned communities being Ochiltree County, City of Dimmitt and the City of Dodson 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. Mayor Tobe Shields seconded; the motion carried by unanimous vote. Sheriff Sal Rivera abstained from voting.

14. TEXAS COMMUNITY DEVELOPMENT DOWNTOWN REVITALIZATION PROGRAM PROJECT MANAGEMENT SERVICES INTERLOCAL CONTRACT AMENDMENTS

Mr. Dustin Meyer reminded the Board that in March of 2020, a no-cost interlocal agreement was approved that allowed PRPC to assist the City of Wellington to develop an application to the Downtown Revitalization Program. This agenda item amends that interlocal agreement between PRPC and the City of Wellington to allow PRPC to carry out the administrative function and project management activities associated with the funded project.

The City of Wellington will receive \$500,000 in grant funds to make necessary improvements in their Downtown area and the project management fee was set at a flat fee of \$37,500 to perform the administrative and project management function.

Judge Dan Looten moved to authorize the Executive Director to execute an amendment to the Interlocal Cooperation Contracts between the City of Wellington and the PRPC for the PRPC to provide administration services for the Downtown Revitalization Program. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote. Judge John James abstained from voting.

15. TxDOT DEMONSTRATION PROJECT CONTRACT AWARD

Ms. Katie Paul reminded that Board that in July of 2020 the PRPC Board of Directors authorized the contract with the Texas Department of Transportation for a Public Transportation Coordination Demonstration Project. This project is for the development of a public information and education campaign focused on promoting awareness of transit options throughout the Panhandle region and is aimed at educating and informing the public, health and human services agencies, transit partners, and elected officials on transit resources and specific needs in the region.

She stated that a Request for Proposals, for the public information and education campaign, was advertised in the Amarillo Globe News, published on the PROMPT website and emailed to a list of eleven vendors including HUB/MWBE firms. RFP's were due on November 13th and two proposals were received which included proposals from GriffinWink Advertising and NoBox Creative. These proposals were reviewed and scored by PRPC staff and a PROMPT appointed Selection/Scoring Committee and presented to the full PROMPT Board on January 14, 2021 in which Nobox Creative was recommended for award.

Mayor Kerry Symons moved to authorize the Executive Director enter into a contract with NoBox Creative to provide services for the public information and education campaign for the Texas Department of Transportation Demonstration Project. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

16. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

A. Mr. Kyle Ingham informed the Board of Ms. Sundee Rossi's position of Assistant Director of the Area Agency on Aging. He also stated that the Certificate of Occupancy has been received for the new Workforce Center and the state reports were approved by the Auditor's Office. He also informed the Board that Ms. Christy Dyer had been appointed as new Randall County Judge.

17. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:25 p.m.



Winston Sauls, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



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