

PANHANDLE REGIONAL PLANNING COMMISSION  
BOARD OF DIRECTORS

Minutes

May 27, 2021

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, May 27, 2021. Due to the current COVID-19 crisis this meeting was held in hybrid format by videoconference pursuant to Texas Government Code Section 551.127. Board members and individuals from the public who desired to attend in person, accessed the meeting at 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Mr. Winston Sauls, Chairman, presided.

**MEMBERS PRESENT:**

- Don Allred, Oldham County Judge
- Cleo Castro, Cactus
- Buster Davis, Mayor, City of Gruver
- Christy Dyer, Randall County Judge
- 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
- Harold Keeter, Swisher County Judge
- Kimberly Jones, Childress County Judge
- Dan Looten, Carson County Judge
- Wayne Nance, Briscoe 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
- Pat Sims, Commissioner, City of Dumas
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

**MEMBERS ABSENT:**

- Juan Cantu, Lipscomb County Commissioner
- Steven Cortez, Hereford
- Ginger Nelson, Mayor, City of Amarillo
- Walter "Four" Price, Texas State Representative, District 87
- Kerry Symons, Mayor, City of Perryton

**STAFF PRESENT:** Mr. Dustin Meyer, Local Government Services Director; Mr. Katie Paul, Local Government Services Coordinator; Mr. Trent Taylor, Finance Director; Mrs. Sundee Rossi, Area Agency on Aging Operations Coordinator; Mr. Marin Rivas, Workforce Development Director; Ms. Leslie Hardin, Workforce Development Contracts Coordinator; Mr. Mike Peters, Regional 9-1-1 Network Director; Mrs. Delaney Pruet, Regional Emergency Management Planning Program Coordinator; Mr. John Kiehl, Regional Services Director; Mr. Shane Brown, Regional Emergency Communications & Preparedness Program Manager; Ms. Sharee Bailey, Administrative Program Specialist; Ms. DeShayne Hall, Executive Assistant; Mr. Kyle Ingham, Executive Director

**OTHERS PRESENT:**

None

**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. **MINUTES**

Dr. William Hallerberg moved to approve the minutes from the meeting held on April 22, 2021, as received. Sheriff Sal Rivera seconded the motion; the motion carried by unanimous vote.

4. **VOUCHERS**

Judge Dan Looten moved to approve the vouchers for the month of April, 2021. Commissioner Pat Sims seconded the motion; the motion carried by unanimous vote.

5. **AREA AGENCY ON AGING ADVISORY COUNCIL APPOINTMENTS**

Mrs. Sundee Rossi reminded the board the Aging Advisory Council shall consist of no more than 18 members with representation from the following groups: low income, elderly, minority elderly, participant elderly, sixty plus individuals, service providers, elected official or their staff representation, disabled and general public. The regulation further requires the PRPC Board of Directors to appoint all council members. The members serve an initial three-year term with the option to renew for one additional three-year term. Two positions require appointment and Mr. Warren Coble of Amarillo and Ms. Shirley Harold of Amarillo have agreed to serve. Also, a new position was requested for Mr. Cody Jones of Canyon because of his willingness to serve. This will bring the total members to 15.

Judge Harold Keeter moved to approve the recommendation to appoint these individuals to serve on the Area Agency on Aging of the Panhandle Advisory Council. Judge Tanner seconded the motion; the motion was carried by unanimous vote.

6. **FOOD NET PROGRAM FUNDING APPLICATION**

Ms. Sundee Rossi reminded the Board of Directors that The City of Amarillo has in the past several years provided the Area Agency on Aging of the Panhandle (AAA) notice of the opportunity to re-apply for Community Development Block Grant (CDBG) funds. The AAA uses these funds to expand the Food NET program, which serves congregate and home delivered meals to older and disabled individuals in Amarillo and Canyon. The CDBG grant can only be used to support home delivered meals within the Amarillo city limits. The AAA was notified on April 19, 2021, of the opportunity to apply for this funding.

The AAA submitted an application which was due May 18, 2021, in the amount of \$25,000 to continue serving home delivered meals to the nutritionally at-risk, low and moderate income older and disabled individuals in Amarillo. As part of the application process, the AAA must show by attachment: a resolution minute action or other documentation indicating the governing body authorizing the submission of the application. The City of Amarillo agreed to accept this after the application deadline.

Judge Don Allred moved to authorize the Executive Director to sign the CDBG application for funds to partially support the delivery of meals to qualified older and disabled individuals in Amarillo. Commissioner Pat Sims seconded the motion; the motion carried by unanimous vote.

7. **CHILD CARE LOCAL FUNDING APPLICATION**

Mr. Marin Rivas reminded the Board of Directors that for the fiscal year ending September 30, 2021, the City of Amarillo committed \$85,000 in Community Development Block Grant (CDBG) funds through a competitive grant under the City's Consolidated Plan for Housing and Community Development to purchase Child Care Services for 170 children from low-income families in Amarillo. A portion of the State's annual allocation through the Texas Workforce Commission 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 the CDBG grant allowing us to access, at a ratio of approximately two federal dollars for each local dollar. This means that the CDBG award brought \$170,000 in federal child care matching dollars, for a combined amount of \$255,000 to our area for the current year. There are currently approximately 2,000 children in Amarillo being served using all of the funding available through the Workforce Development system. The Planning Commission proposes to request \$100,000 from the City of Amarillo in CDBG funds for the coming year, which would once more allow us to use these funds and access federal child care resources to serve eligible children as described above. Scheduling by the City of Amarillo for the 2021-2022 grant cycle required that staff, in order to meet a short turnaround in the application process, submit an application form earlier this month, contingent upon Board approval. PRPC was granted permission to

append documentation of approval, if authorized, to the application form following this Board meeting.

Mayor Ricky White moved to authorize the Executive Director to execute and submit a completed application to the City of Amarillo for CDBG funds to be used for local child care program match as specified. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

**8. WORKFORCE PURCHASE: HIGH DEMAND JOB TRAINING PROGRAM-AMARILLO  
ISD**

Mr. Marin Rivas reminded the Board of Directors earlier this year, PRPC staff collaborated with regional Economic Development Corporations (EDCs), community colleges, and 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. The funds, which were awarded to PRPC to administer, may be used to purchase equipment will facilitate occupational training of students in Career & Technology Education (CTE) at the Amarillo Area Center for Advanced Learning (AACAL) in the Amarillo ISD, at the Frank Phillips College – Borger Center, and at the Clarendon College – Shamrock Center; and for occupational training in CTE and Commercial Truck Driving (CDL) at the Frank Phillips College – Dalhart Center. These training providers submitted equipment purchase requests to staff who divided the \$150,000 maximum grant award, available to the Panhandle, among the four entities. Amarillo ISD requested to utilize their portion of the funding for welding equipment. In March, staff issued an Invitation for Bids (IFB) for Multi-process Welders and Gas Cylinder Racks/Carts. The IFB was sent to sixteen (16) welding equipment suppliers across the U.S., and was published in the Texas Register and the Amarillo Globe-News. Three responses were received and the results of the solicitation are shown on the attached page. The lowest cost bid was from B & J Welding Supply of Amarillo.

Judge Dan Looten moved to authorize the Executive Director to purchase the equipment as described above from B & J Welding Supply in the amount of \$42,274.34, pending the receipt of grant funds from the Texas Workforce Commission and the sales tax monies from the Amarillo Economic Development Corporation. Judge John James seconded the motion; the motion carried by unanimous vote.

**9. PANHANDLE REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM (PANCOM)  
FY21 TOWER PROJECTS CONTRACT**

Mr. Shane Brown reminded the board, PRPC applied for and received funding under the FY21 Statewide Emergency Radio Infrastructure (SERI) program to construct two new PANCOM radio towers. The towers will replace the two most expensive PANCOM towers currently being leased by PRPC. One of those towers is in Collingsworth County and the other is in Wheeler County. PRPC received \$540,159.25 in SERI funding to assist in covering the costs of developing these two new towers. A request for bids was issued on the provision and installation of the two towers on March 24, 2021. A total of six companies submitted bids and CommTech was the lowest apparent bidder. Staff are still in the process of analyzing bids and doing reference checks and intend to provide the board a staff recommendation at the next upcoming meeting.

Mayor Ricky White moved to favorably consider the award recommendation for the development of PRPC's two new SERI-funded FY21 PANCOM Towers. Sheriff Sal Rivera seconded the motion; the motion carried by unanimous vote. Judge John James abstained from voting.

**10. PANHANDLE REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE  
APPOINTMENTS**

Ms. Delaney Pruet informed the board the Panhandle Regional Emergency Management Committee (PREMAC) is comprised of 40+ PRPC board appointed members who geographically represent the board spectrum of emergency management interests and disciplines in the Texas Panhandle. PREMAC members serve three-year, staggered terms and each year on May 31<sup>st</sup>, when terms expire, approximately 1/3 of the membership either has to be replaced or appointed. There are no term limits on the PREMAC. They can continue to serve as long as they are willing to do so and as long as they are appointed by the PRPC Board of Directors. Currently staff are still working on developing a full slate of candidates in geographical locations in close proximity to where previous members represented. Mrs. Kim Jones, Childress County Judge, volunteered to be appointed as a replacement for the current vacancy of Childress County which was previously held by former Judge Jay Mayden.

Mayor Ronnie Gordon moved to favorably consider the slate of candidates for appointment/reappointment to the Panhandle Regional Emergency Management Advisory Committee. Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote.

11. **PROFESSIONAL RECRUITMENT SERVICES INTERLOCAL CONTRACT: CITY OF SPEARMAN POLICE CHIEF**

Mr. Dustin Meyer reminded the board PRPC staff have 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 Spearman related to conducting a professional search for Police Chief. The Spearman city council has considered the PRPC's scope of services as it relates to assistance with a professional search and has authorized an interlocal agreement to perform these services. The inclusion of this agenda item will allow the PRPC Board of Directors to consider entering into an interlocal agreement with the City of Spearman for PRPC to continue to work with the city and assist them in the process. 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. Below are the options that will be made available for inclusion in contracts:

1. Develop a Job Description
2. Post the position notice as directed by the city
3. Receive copies of all applications submitted to the city and review them
4. Set up interviews with qualified candidates
5. Check references and internet history as directed by the city
6. Make recommendation on a short list of qualified applicants
7. Contract negotiations with a qualified applicant
8. On-site services as required by the city council related to the search

Dr. William Hallerburg moved to authorize the Executive Director to execute an Interlocal Cooperation Contract with the City of Spearman to conduct a formal Chief of Police search. Judge Wayne Nance seconded the motion; the motion carried by unanimous vote. Mayor Tobe Shields abstained from voting.

12. **PROJECT MANAGEMENT SERVICES INTERLOCAL CONTRACT: DONLEY COUNTY**

Mr. Dustin Meyer informed the board the Donley County Courthouse was built in 1891 and is the oldest functioning courthouse in the Texas Panhandle. The county received funding in 2003 through the Texas Historical Commission (THC) to restore the courthouse which had some serious problems with water infiltration, bats infesting the attic as well as damage from a tornado in 1930. In recent freezes this past winter, the Donley Courthouse experienced heating and cooling system failure that caused significant damage to the interior of the structure. The county will need to make repairs to the courthouse that includes: water damage to wood floors, paneling in various parts of the building, removing/replacing plaster on damaged walls/surfaces as well as fixing the front entry doors, ceiling tiles and floors among other repairs. This agenda item is to consider an interlocal agreement for PRPC to assist Donley County in making repairs to their courthouse and to provide the necessary project management, procurement and technical assistant to complete the project.

Mayor Ricky White moved to authorize the Executive Director to execute an Interlocal Cooperation Contract with Donley County for project management services. Judge John James seconded the motion; the motion carried by unanimous vote. Judge John Howard abstained from voting.

13. **PANHANDLE REGIONAL ORGANIZATION TO MAXIMIZE PUBLIC TRANSPORTATION (PROMPT) ADVISORY GROUP APPOINTMENTS**

Ms. Katie Paul reminded the board on January 26, 2006 they adopted Administrative Regulation Number 37 authorizing the creation of the Panhandle Regional Transportation Advisory Group (RTAG). In 2011, the groups name was modified to Panhandle Regional Organization to Maximize Public Transportation (PROMPT) to better reflect the group's mission. PROMPT serves as the guiding body for the Regional Transportation Coordination effort conducted by PRPC with TxDOT funding. Since 2006, TxDOT has funded the development of three five-year regional transportation plans and many area-specific studies

ranging from voucher programs to veteran's needs. In recent years, several members have left their positions, cycled off of the PROMPT, or have otherwise left the group. The PROMPT by-laws state that members of the advisory group be appointed by the PRPC Board of Directors. In order to ensure that PROMPT has all positions filled and that the filing of those positions is done in an appropriate manner, PRPC staff has recommended a slate of members for the PRPC Board of Directors to consider.

Judge Don Allred moved to authorize the Board of Directors to approve the members recommended with terms beginning in 2021 through 2024. Alderwoman Yolanda Robledo seconded the motion; the motion carried by unanimous vote.

14. **TXDOT TRANSPORTATION ALTERNATIVES PROGRAM APPLICATION DEVELOPMENT AND MANAGEMENT SERVICES INTERLOCAL CONTRACTS**

Ms. Katie Paul informed the board the Texas Department of Transportation's (TxDOT) Transportation Alternatives Program was established as a way to distribute federal funds for pedestrian and bicycle improvements throughout the State of Texas. The program was previously known as the Transportation Set Aside Program (TASP) and the Safe Routes to Schools Program (SRTS). The program funds infrastructure to projects for pedestrian and bicycle improvements such as sidewalks, shared use paths, designated bike lanes, beacons, and other similar projects. The cities of Fritch, Bovina, Canyon and Wheeler submitted short form applications and have been selected to participate in the long form application process. The projects range from the reconstruction of pedestrian sidewalks to the construction of sidewalks where no sidewalks existed previously. The application span three TxDOT district offices (Amarillo, Childress and Lubbock) and potentially bring over \$1,000,000 grant dollars into the region for pedestrian improvements. Due to the nature of the program and lack of administration costs, an interlocal agreement has been cooperatively drafted that will allow PRPC staff to develop the long form application for the cities of Fritch, Bovina, Canyon and Wheeler. The cities of Fritch, Bovina and Wheeler have submitted one project application. The interlocal agreements for these three cities reflect a floor of \$1,000 and a ceiling of \$3,000. The City of Canyon has submitted two applications. This interlocal agreement reflects an economy of scale at a floor of \$1,500 and a ceiling of \$6,000 due to possible overlap in the applications in this city. The interlocal agreements have been considered by the individual city councils/city commissions of the applicant cities.

Judge Ronnie Gordon authorized the Executive Director to execute an Interlocal Agreement with the above-mentioned communities being the cities of Fritch, Canyon, Bovina and Wheeler to provide application development services for the 2021 Transportation Alternatives Program. Mayor Pat Sims seconded the motion; the motion was carried by unanimous vote. Judge Christy Dyer abstained from voting.

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

A. Comments from the Executive Director.

16. **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 2:50 p.m.

  
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Winston Sauls, Chairman  
Panhandle Regional Planning Commission  
Board of Directors

ATTEST:

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