

# PANHANDLE REGIONAL PLANNING COMMISSION

## BOARD OF DIRECTORS

### Minutes

April 26, 2022

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Tuesday, April 26, 2022. Due to the current COVID-19 crisis this meeting was held in hybrid format by videoconference pursuant Texas Government Code Section 551.127. Board members and individuals from the public who desired to attend in person, accessed the meeting at 415 SW 8th Avenue, Amarillo, Potter County, Texas.

#### **MEMBERS PRESENT:**

- Don Allred, Oldham County Judge
- Juan Cantu, Lipscomb County Commissioner
- Cleo Castro, City of Cactus
- Steven Cortez, City of Hereford
- Buster Davis, Mayor, City of Gruver
- Ronnie Gordon, Hartley County Judge
- Dr. Bill L. Hallerberg, Canadian River Municipal Water Authority
- Dr. John Howard, Donley County Judge
- John James, Collingsworth County Judge
- Kimberly Jones, Childress County Judge
- Harold Keeter, Swisher County Judge
- Dan Looten, Carson County Judge
- Wayne Nance, Briscoe County Judge
- Oscar Ostos, Amarillo
- Sal Rivera, Sheriff, Castro County
- Tobe Shields, Mayor, City of Spearman
- Pat Sims, Commissioner, City of Dumas
- Ricky White, Mayor, City of Friona

#### **MEMBERS ABSENT:**

- Christy Dyer, Randall County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Walter "Four" Price, Texas State Representative, District 87
- Karen Price, Pampa
- Yolanda Robledo, Alderwoman, City of Bovina
- Winston P. Sauls, City of Borger
- Kerry Symons, Mayor, City of Perryton
- Nancy Tanner, Potter County Judge
- Phillip Self, Greenbelt Municipal & Industrial Water Authority

**STAFF PRESENT:** Mr. Trent Taylor, Finance Director; Ms. Lori Gunn, Regional Services Director; Mr. Dustin Meyer, Local Government Services Director; Ms. Sundee Rossi, Area Agency on Aging Director; Mr. Mike Peters, Deputy Director & 9-1-1 Director; Mr. Marin Rivas, Workforce Development Director; Ms. Leslie Hardin, Workforce Development Program Manager; Ms. Heather Reid, Workforce Development Contract/Accounting Manager; Ms. Daphne Morcom, Regional Services Program Specialist; Ms. Kathryn English, Area Agency on Aging Operations Coordinator; Ms. Katie Paul, Local Government Services Coordinator; Mr. Alex Guerrero, Local Government Services Program Manager; Ms. Paige Witthar, Community & Economic Development Program Specialist; Ms. DeShayne Hall, Executive Assistant; Mr. Kyle Ingham, Executive Director

**OTHERS PRESENT:** Ms. Katheryn Massey, Assistant to the Mayor, City of Amarillo; Ms. Coleen Bradley, City Manager, City of Darrrouzett; Ms. Lindsey Bowels, City Secretary, City of Adrian; Mr. Joe Price, City Manager, City of Canyon; Mr. Leander Davia, City Manager, City of Friona; Mr. Greg Lewellen, Newly Elected Mayor, City of Friona

1. **CALL TO ORDER**

Judge Dan Looten called the meeting to order at 1:31 p.m. and noted that a quorum was present.

2. **INVOCATION**

Mayor Tobe Shields gave the invocation.

3. **PUBLIC COMMENT**

No public comments were made about agenda items or the Texas Community Development Block Grant (TxCDBG) Unified Scoring Committee Project Priorities.

4. **MINUTES**

Commissioner Pat Sims moved to accept the minutes from March 24, 2022. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

5. **VOUCHERS**

Dr. Bill Hallerberg moved to approve the vouchers for the month of March 2022. Mayor Ricky White seconded the motion; the motion carried by unanimous vote.

6. **PRPC INVESTMENT FUND QUARTERLY REPORT**

Mr. Trent Taylor reminded the board 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. The following is a report, which was prepared in compliance with generally accepted accounting principles, of PRPC's portfolio from December 31, 2021 through March 31, 2022.

	Balance@ <u>12/31/21</u>	Balance@ <u>03/30/22</u>
PRPC's Money Market Fund	\$ 2,363,430	\$ 2,365,033
9-1-1's Money Market Fund	<u>40</u>	<u>11</u>
Total All Funds	<u>\$ 2,363,470</u>	<u>\$ 2,365,044</u>

The money market funds are deposited at Amarillo National Bank. The PRPC fund earned an average annual yield of .273% for the quarter. The 9-1-1 fund earned an average annual yield of .313% for the quarter. The book value and the market value were the same for each fund listed above. The investment portfolio was in compliance with the Public Funds Investment Act and PRPC Public Funds Investment Policies throughout the quarter.

Commissioner Pat Sims moved to approve the Investment Funds Quarterly Report ending March 31, 2022. Sheriff Sal Rivera seconded the motion; the motion carried by unanimous vote.

7. **FOODNET PROGRAM FUNDING AGREEMENT – UNITED WAY**

Ms. Kathryn English reminded the board the Area Agency on Aging operates a home delivered meal program for Potter and Randall counties. The FoodNET Program or "Nutrition for Experienced Texans" aims to provide healthy and nutritious meals to seniors and disabled older adults with the goal of reducing hunger and food insecurity. FoodNET promotes individuals' ability to remain independent in their own homes and offers the vital support needed for older adults to age in place with the dignity of choice.

In November 2021, the AAA submitted an application to the United Way of Amarillo and Canyon for \$110,000 and has been awarded \$84,100 for the UWAC fiscal year beginning on April 1, 2022 and ending on March 31, 2023. This award is in the same amount of what was received in the last grant cycle.

Commissioner Juan Cantu moved to approve the Executive Director to sign the funding agreement for the United Way of Amarillo and Canyon to further the Food Net Program. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

**8. FOODNET PROGRAM FUNDING APPLICATION - (CDBG)**

Ms. Kathryn English informed the board, 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 FoodNET program. CDBG grant funds are used exclusively to provide home delivered meals to the nutritionally at-risk, low and moderate income older and disabled individuals within the City of Amarillo.

For the past two decades, the City of Amarillo has financially supported the FoodNET Program. The AAA was awarded \$25,000 for FY 2022 and plans to request the same amount for FY 2023. The AAA anticipates notice of the opportunity to apply in the next funding cycle. As part of the application process, the AAA must provide a resolution minute action or other documentation indicating the governing body authorizing the submission of the application.

Mayor Tobe Shields moved to authorize the Area Agency on Aging to submit an application to the City of Amarillo for CDBG funding in the amount of \$25,000 for the FoodNET Program. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

**9. CHILD CARE LOCAL FUNDING APPLICATION - CDBG**

Mr. Marin Rivas informed the board 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, 2023, PRPC is planning to request \$100,000 in Community Development Block Grant (CDBG) funds towards 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.

Judge Don Allred moved to approve the authorization of the Executive Director to submit a grant application and 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. Mayor Buster Davis seconded the motion; motion carried by unanimous vote

**10. FY2022 REGIONAL CRIMINAL JUSTICE ASSISTANCE PROGRAM – JUSTICE ASSISTANCE GRANT PROJECT, VICTIMS OF CRIME ACT PROJECT & VIOLENCE AGAINST WOMEN ACT PROJECT APPROVAL & PRIORITIZATION**

Ms. Lori Gunn informed the board, each year the Office of the Governor's Public Safety Office (PSO) contracts with the PRPC to facilitate the distribution of the following Criminal Justice Assistance grant funds:

- **JAG (Edward Byrne Memorial Justice Assistance Grant Program)**
  - US Congressionally Appropriated through the US Department of Justice; and
- **JJ – (Juvenile Justice)**

- Texas State 421 Funds; and
- **TP – (Truancy Prevention)**
  - Texas State 421 Funds; and
- **VOCA – (Victims of Crime Act of 1984 & 2005)**
  - US Congressionally Appropriated; and
- **VAWA – (Violence Against Women Act of 2005)**
  - US Congressionally Appropriated

In October 2021, the CJAC met to review, discuss and amend their bylaws to begin the FY 2023 grant making process. In December of 2021, the Public Safety Office (PSO) of the Governor's Office solicited applications for criminal justice projects during the state fiscal year 2023 grant cycle. On December 14th, PRPC staff distributed a Notice of Fund Availability to 460 eligible entities in the Panhandle Region. Workshops were held via video conference on January 4<sup>th</sup>, 6<sup>th</sup>, 14<sup>th</sup>, 18<sup>th</sup> and 24<sup>th</sup> to assist applicants with their application composition and submission. There were 28 attendees combined between the workshops. PSO set the application deadline on February 10, 2022.

PSO received eleven (11) grant applications under the JAG and one (1) grant application under TP category from the Panhandle Region. There were no applications received under the JJ category. The CJAC met on March 21<sup>st</sup> to hear oral presentations and prioritize applications under the TP and JAG categories. PSO received eight (8) grant applications under the VOCA and one (1) grant application under the VAWA category. The CJAC met on April 1<sup>st</sup> to hear oral presentations and prioritize application for the Victim Services categories.

Final appropriations and grant funding determinations will be made by PSO and should be announced before September 1, 2022.

Judge Don Allred moved to approve the CJAC's recommended Grant Prioritization List for the Truancy Prevention, Edward Byrne Justice Assistance Grant, Violence Against Women Act and Victims of Crime Act applications and authorize their submission to the Public Safety Office (PSO). Dr. John Howard seconded the motion; the motion carried by unanimous vote.

11. **DOWNTOWN REVITALIZATION APPLICATION DEVELOPMENT AND MANAGEMENT SERVICES INTERLOCAL CONTRACTS**

Mr. Alex Guerrero reminded the board the Community Development Block Grant program administered by the Texas Department of Agriculture (TDA) offers many different funding opportunities that communities in the Texas Panhandle have been utilizing since 1983. Since that time, PRPC has worked with cities, counties, water supply corporations and special districts to develop application for funding assistance and bring much needed grant dollars to their local communities.

Through this assistance, PRPC Staff has seen more than 300 TxCDBG projects funded totaling more than \$75,000,000 to necessary projects for Panhandle Communities. The programs offered through CDBG funding include: Community Development Infrastructure Improvement Program, Community Enhancement Fund, Texas Capital Fund Infrastructure Program, Disaster Relief and the Downtown Revitalization Program.

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 for an Amendment to be considered contingent upon funding for Project Management Services.

Historically, these are all activities conducted by PRPC Staff on projects and applications. However, in order to comply with TDA requirements it is necessary for the below cities to enter into an interlocal agreement with PRPC for application development activities to ensure programmatic compliance. Cities applying to the Downtown Revitalization program for 2022 are the Cities of: Canyon, Childress, Dalhart, Fritch, Gruver and Hereford.

This year the application due date has been moved from May to July 8<sup>th</sup>.

Mayor Ricky White moved to approve the authorization of the Executive Director to execute an Interlocal Cooperation Contract between above noted communities respectively and the PRPC to provide TxCDBG Downtown Revitalization application services at not cost with contingency for administrative services to be amended at the localities' discretion if their project is funded. Judge John James seconded the motion; the motion carried by unanimous vote. Judge Kimberly Jones, Mayor Buster Davis, Mr. Steven Cortez and Judge Ronnie Gordon all abstain from voting.

## **12. LOCAL PROJECT MANAGEMENT SERVICES INTERLOCAL CONTRACT – TEXAS PARKS & WILDLIFE**

Ms. Paige Witthar reminded the board for over twenty years PRPC Staff has assisted cities with the development of Master Parks Plans and applications to Texas Parks & Wildlife under their available recreation grant programs. This past year, PRPC staff assisted several communities in building applications through Texas Parks & Wildlife Department's Local Parks grant programs. Staff has been notified that the City of Bovina, City of Borger and Village of Timbercreek Canyon have been selected for funding.

The City of Bovina utilized Local Government Services' help and sought assistance for the establishment of a new splash pad at Arnold Park, under the Small Community program. The city has been awarded \$150,000 to furnish and install this new splash pad, with a 1-1 match requirement. The city anticipated paying \$20,000 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 Borger to develop an application under the Non-Urban Outdoor program and was ultimately awarded over \$200,000 in grant funds to rehabilitate playground equipment at the Huber Community Park by removing aging and deteriorating equipment and constructing a new playground. The city has also requested that PRPC provide administrative services with regards to this project at a sum of \$30,000.

LGS worked with the Village of Timbercreek Canyon to build a Master Park Plan and develop an application to TPWD Small Community program for the purchase and installation of new park equipment. The Village received a grant of approximately \$32,000 for the development of new park equipment in the community. Since PRPC functions as the contract City Manager for the Village of Timbercreek Canyon, an interlocal agreement for project management activities is not required.

Project Administration for Texas Parks & Wildlife grants entails the following responsibilities for PRPC Staff:

1. Preparation of all reporting documentation
2. Serves as point of contact
3. Preparation and submission of newspaper postings
4. Preparation of fund reimbursement documentation
5. Completion of all Environmental Review Requirements
6. Assistance with bid openings
7. Assistance with project close-out

All of these park projects will be highly beneficial to the residents of the Texas Panhandle as they make significant improvements to park facilities and increase the recreation diversity offered within each of the communities. The project administration capacity of

PRPC staff aligns very well with the local needs associated with implementing both of these projects.

Mayor Tobe Shields moved to authorize the Executive Director to execute two respective Interlocal Cooperation Contracts between the above mentioned cities and for the PRPC to provide Project Administration Services for their Texas Parks & Wildlife grant funded projects. Mayor Buster Davis seconded the motion; the motion carries by unanimous vote.

13. **INTERLOCAL AGREEMENT AMENDMENT FOR PROJECT MANAGEMENT FOR THE COMMUNITY RESILIENCY PROGRAM**

Mr. Alex Guerrero reminded the board the Community Development Block Grant CARES Act (CDBG-CV) program is designed to help Texans respond to and recover from the impacts of COVID-19. The Governor of the State of Texas has designated the Texas Department of Housing and Community Affairs (TDHCA) as the administrator of CDBG-CV to prevent, prepare for, and respond to the spread of COVID-19.

The Local Government Services Department worked with the communities of Shamrock and Timbercreek Canyon to develop and prepare applications for submission to this funding opportunity. Just this past month, the Village of Timbercreek Canyon was notified that they were selected for funding. Timbercreek's project will consist of the construction of a senior center with the primary purpose being to provide programming for persons over 62 years of age. This programming will include congregant meals, exercise classes, health fairs, health and wellness screenings, vaccination clinics, recreation classes, and benefits counseling. These activities will be carried out by volunteers and city staff and will be funded through the Village's General Fund. The Village has been awarded a grant of \$1.5M inclusive of approximately \$84,000 for project administration. The Village has requested that PRPC perform the necessary project administration associated with this project that is expected to include:

- Submission of Reports & Concurrence Documents
- Facilitation of Procurement processes for Engineering & Construction Services
- Assisting the Village in meeting all TDHCA Special Conditions
- Observance of Davis-Bacon Requirements
- Facilitation of Financial Reimbursement Processes
- Completion of Close Out Activities and Audit Procedures

Similar to the other CDBG applications, a no-cost interlocal agreement was approved by this body in December 2021 to allow for project application activities. This item will allow the Board to amend that interlocal agreement to include the necessary above-mentioned components of project administration.

Judge Harold Keeter moved to authorize the Executive Director to execute the interlocal contract with the Village of Timbercreek Canyon for the Planning Commission to provide management services. Mr. Steven Cortez second the motion; the motion carries by unanimous vote.

14. **CITY MANAGER RECRUITMENT SERVICES INTERLOCAL CONTRACT**

Mr. Dustin Meyer reminded the board in recent years PRPC Staff assisted many cities in the Texas Panhandle with administrative services, ranging from contractual city management services to city manager searches to master parks planning. One of the most increasingly demanded services is assistance with the recruitment of professional staff by cities. Recently, PRPC was approached by both the City of Dumas and Spearman 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 set floor and ceiling to ensure that both parties mutually benefit from the agreement.



The following options will be made available for inclusion in contracts:

#### Search Services

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

Commissioner Juan Cantu moved to approve the Executive Director execute an Interlocal Cooperation Contract with the City of Dumas and the City of Spearman to conduct a formal City Manager search. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

#### 15. **TEXAS COMMUNITY DEVELOPMENT BLOC GRANT (TxCDBG) PROGRAM PROJECT**

Ms. Lori Gunn informed the board the Texas Department of Agriculture (TDA) has recently undergone a HUD Consolidated Plan Process (5-year plan) and has evaluated its non-entitlement Community Development Block Grant (TxCDBG) program. New rules have been adopted that eliminate the Regional Review Committees (RRC) and replaced them with a Unified Scoring Committee (USC) who will be responsible for the development of objective scoring factors which has traditionally fallen to the RRC's to accomplish. These changes will significantly alter and diminish the regional role in defining the TxCDBG program including determining the regional funding amounts and scoring criteria.

Besides selecting the regional representative to serve on the USC, the new rules have also tasked the regions (PRPC Board of Directors) with the establishment of the project priorities for the region. Twenty-five percent of the total available points will be determined by the regional project priorities. Sixty-five percent of the total available points are the scoring criteria determined by the USC and the remaining ten percent of total points will be determined by TDA through past performance measures.

Traditionally, the PRPC region has set water and sewer infrastructure as the first priority for project types with a secondary priority placed on roads, drainage, fire and EMS projects. The attachment provides a reference list of all project priorities from regions around the state.

Previous scoring criteria has consisted of an applicant's financial capability (assisting communities that are using the resources they do have). The financial capability scoring criteria awards points to applicants that have increased utility rates and/or the ad valorem tax rate or incurred indebtedness. Other scoring criteria has included: match leverage, per capita income and previous funding.

Judge Don Allred moved to approve and submit the project priorities to the Texas Department of Agriculture for the Panhandle Region for use in the TxCDBG program. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

#### 16. **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 2:33 pm.



Judge Dan Looten, Chairman  
Panhandle Regional Planning Commission  
Board of Directors

ATTEST:



Sheriff Sal Rivera, Secretary/Treasurer  
Panhandle Regional Planning Commission  
Board of Directors