

PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS

Minutes

March 23, 2017

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, March 23, 2017, at 1:30 p.m. in the PRPC Board Room, 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Mayor Pro-Tem Kerry Symons, Chairman, presided.

MEMBERS PRESENT:

- Juan Cantu, Lipscomb County Commissioner
- Cleo Castro, Cactus
- Buster Davis, Mayor, City of Gruver
- Irene Favila, Hereford
- Bob Gober, Councilman, City of Canadian
- Paul Harpole, Mayor, City of Amarillo
- Ernie Houdashell, Randall County Judge
- Dr. John Howard, Donley County Judge
- John James, Collingsworth County Judge
- Harold Keeter, Swisher County Judge
- Dan Looten, Carson County Judge
- Wayne Nance, Briscoe County Judge
- Karen Price, Pampa
- Amelia Salazar, Alderwoman, Palisades Village
- Winston Sauls, Borger
- Pat Sims, Mayor, City of Dumas
- Kerry Symons, Mayor Pro-Tem, City of Perryton
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Don Allred, Donley County Judge
- Ronnie Gordon, Hartley County Judge
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Saul Hernandez, Amarillo
- Jay Mayden, Childress County Judge
- Walter "Four" Price, Texas State Representative, District 87
- Sal Rivera, Sheriff, Castro County
- Phillip Self, Greenbelt Municipal & Industrial Water Authority

STAFF PRESENT: Mr. Kyle Ingham Local Government Service Program Director; Mr. John Kiehl, Regional Services Director; Ms. Lori Gunn, Regional Services Program Coordinator; Ms. Cindy Boone, CPA, Finance Director; Ms. Sundee Rossi, Area Agency on Aging Program Coordinator; Mr. Dustin Meyer, Local Government Services Coordinator; Ms. Melissa Carter, Area Agency on Aging Director; Mr. Shane Brown, Emergency Communications Manager; Ms. Emily Nolte, Regional Services Coordinator; Mr. Marin Rivas, Workforce Development Director; Ms. Sharee Bailey, Administrative Program Specialist; Mr. Gary Pitner, Executive Director

OTHERS PRESENT: Mrs. Gina Dowdy, Senator Kel Seliger's Office; Mr. Paul Simpson, Congressman Mac Thornberry's Office; Mr. Joe Jarosek, City Manager, City of Canadian; Ms. Jobi Davis, City of Gruver; Mr. Paul Fleming, Edgin, Parkman, Fleming and Fleming

1. **CALL TO ORDER**

Mayor Pro-Tem Kerry Symons 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 Pro-Tem Kerry Symons gave the invocation.

3. **MINUTES**

Mayor Buster Davis moved to approve the minutes from the meeting held on February 23, 2017, as received. Mayor Ricky White seconded the motion; the motion carried by unanimous vote.

4. **VOUCHERS**

Ms. Irene Favila moved to approve the vouchers for the month of February, 2017. Mayor Ricky White seconded the motion; the motion carried by unanimous vote.

5. **2016 AUDIT PRESENTATION AND ACCEPTANCE**

Ms. Cindy Boone, CPA, and Mr. Paul Fleming with Edgin, Parkman, Fleming and Fleming presented the Planning Commission's Comprehensive Annual Financial Report for the period ending September 30, 2016.

Judge Dan Looten moved to accept the Panhandle Regional Planning Commission's Comprehensive Annual Financial Report for the 12 month period ended September 30, 2016. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

6. **CHILD CARE FUNDING APPLICATION**

Mr. Marin Rivas informed the Board that for the fiscal year ending September 30, 2017, the City of Amarillo committed \$80,000 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 187 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 two federal dollars for each local dollar, \$146,521 in federal child care matching dollars. This means that the CDBG award has brought a combined amount of \$226,521 to our area for the current year.

Last year a total of 2,890 children in Amarillo were served using all of the funding available through the Workforce Development system. The Planning Commission proposes to again submit an application to the City of Amarillo for \$80,000 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 in Amarillo.

Judge John Howard moved to authorize the submission of an application to the City of Amarillo for Community Development Block Grant Funds to partially support the delivery of child care services in Amarillo. Mayor Paul Harpole seconded the motion; the motion carried by unanimous vote.

7. **FOOD NET PROGRAM FUNDING APPLICATION**

Ms. Sundee Rossi stated that in February, the City of Amarillo 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, 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 plans to submit an application 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.

Ms. Irene Favila moved to authorize the submission of an application to the City of Amarillo for Community Development Block Grant Funds to partially support the delivery of meals to qualified individuals in need in Amarillo. Judge John James seconded the motion; the motion carried by unanimous vote.

8. **PANHANDLE AREA AGENCY ON AGING ADVISORY COUNCIL APPOINTMENTS**

Ms. Melissa Carter reminded the Board that the membership in 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.

At this time we have positions which require reappointment. Staff has spoken with the individuals below, and they have agreed to serve if reappointed:

- Desha Butler, Region 1 Program Manager, HHSC – Service provider
- Erin Bergin, Social Worker, Hansford County Hospital District – general public
- Andy Crocker, Geriatrician, Texas A&M AgriLife – Service provider
- Darrell Cook, Owner, Pro-Med Pharmacy, general public
- Joyce Williams, individual – Low income elderly, Minority elderly, Disabled
- Lisa Underwood, individual caregiver – General public

At this time we have three positions which require replacement appointments. These appointments will complete the term they are replacing. Staff has spoken with the individuals below, and they have agreed to serve if appointed.

- Jacob Reed, Constituent Services Director with Senator Seliger's office – Elected official/staff representation
- Brad White, District Manager of the Amarillo and Pampa Social Security Offices – Service provider
- Jessica Martinez-Garcia, Community Relations Representative with Amerigroup – Service provider

Mayor Paul Harpole moved to re-appoint/appoint the recommended individuals to serve on the Planning Commission's Panhandle Area Agency on Aging Advisory Council. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

9. **FY2017 STATE HOMELAND SECURITY PROGRAM PROJECT PRIORITIZATION APPROVAL**

Mr. John Kiehl reminded the Board that the Panhandle Regional Emergency Management Advisory Committee (PREMAC) is a Board-appointed committee created under PRPC Administrative Regulation #36. Among its other duties, the PREMAC has been tasked with, the development of "*recommendations for consideration by the PRPC Board concerning the use of regionally-allocated state/ federal funds earmarked for all-hazard preparedness purposes.*"

Each year, since 2003, the Panhandle region has received an allocation of State Homeland Security Program (SHSP) funding from the Federal Emergency Management Agency (FEMA), through the State Administrative Agency (SAA), to carry out programs or projects designed to enhance the region's disaster resilience and preparedness levels. The Homeland Security Grants Division (HSGD) of the Governor's Office currently serves as the SAA for the SHSP in Texas.

Last year, the HSGD established the FY17 SHSP program schedule which requires that every region in the State, including the PRPC, to submit their FY17 project priority list to the agency by March 31.

In October, the PREMAC updated the region's Threat and Hazard Identification and Risk Assessment (THIRA) and State Preparedness Report (SPR). FEMA requires that these documents be updated annually as a prerequisite to receiving SHSP funds. In November, the PREMAC created the FY17 Regional Implementation Plan; which used information from the THIRA and SPR to identify focus areas for the FY17 funding. In January, the committee discussed the specific types of projects that would be supported this next year.

The PREMAC met earlier in March to develop their FY17 SHSP project priority recommendations. They went into the process blindfolded, not knowing how much funding the region will receive this next year. FEMA and every other federal agency is currently working under a continuing resolution and the HSGD has said that at the earliest; it'll be sometime in May before we finally know how much SHSP funding the region will receive in FY17.

For the purpose of this year's prioritization process, the HSGD advised us to use the FY16 allocation amount (\$760,593.76) as the baseline for decision-making. We were also instructed to provide the HSGD with guidance on how the regional project priority list should be adjusted if the final allocation amount is above or below the baseline amount.

We'll receive one regional allocation but there are actually two components to the SHSP. Per Congressional mandate, at least 25% of the allocation will have to be spent on LETPA (Law Enforcement Terrorism Prevention Activity) projects. The 75% balance can be spent on all-hazard projects; provided they have a nexus to terrorism.

Mr. Kiehl discussed in detail with the Board the following prioritized listing of the region's 14 FY17 SHSP as recommended by the PREMAC. With the amount of funding still unknown, he also presented various funding scenarios that were considered to determine what affect an increase or decrease in funding this next year would have on these priorities.

PREMAC's FY17 State Homeland Security Program Project Prioritization Recommendations

| Priority | Project Title | Brief Project Description | Project Cost |
|--|--|--|-----------------------|
| #1 | FY17 Regional PANCOM M&O Project ① | Project covers approximately 50% of the annual costs of maintaining and operating the regional interoperable communications system (PANCOM). | \$250,000.00 |
| #2 | FY17 Regional Planning & Coordination Project ① | Project supports the PRPC's costs of administering the regional SHSP program and performing all the planning work associated with it. | \$100,000.00 |
| #3 | FY17 Non-EMPG EOP Update Project ① | Project provides Emergency Operations planning (EOP) assistance to counties/cities in the region not receiving Emergency Management Performance Grant (EMPG) funding to support the planning process. | \$53,681.63 |
| #4 | FY17 PANCOM PSAP Console Replacement Project ① | Project will replace outdated PANCOM dispatch consoles in the region's Public Safety Answering Points (PSAPs). | \$58,272.93 |
| #5 | FY17 PARIS Maintenance Project ① | Project supports the annual costs of maintaining the Panhandle Area Regional Information System (PARIS). | \$60,320.00 |
| #6 | FY17 AFD Regional Toxic Vapor Analyzer Project ① | Project replaces the analyzer currently being used by the Amarillo Fire Dept. the current unit is approaching the end of its useful life. | \$21,462.51 |
| #7 | APD Regional Bomb Squad Bomb Canine Project ① | Project equips the Amarillo Police Dept.'s Regional Bomb Squad with a new bomb-sniffing dog and a vehicle to transport the dog, handler and equipment. | \$68,422.25 |
| #8 | FY17 Regional Damage Assessment Program ① | Project provides all 26 counties with hardware/software which will streamline the process of assessing and valuing damages post-disaster. | \$48,099.60 |
| #9 | FY17 APD Regional Bomb Squad Analyzer Project ① | Project will purchase a hand-held analyzer for the Amarillo Police Dept. that can test unknown materials found at a suspect bomb site for volatility/reactivity. | \$99,997.00 |
| #10 | FY17 AFD Regional Structural Collapse Equipment Project ① | Project supports the costs of purchasing bracing/support equipment that will be used by the Amarillo Fire Dept. Urban Search & Rescue Team in situations involving collapsed structures. | \$14,664.82 |
| #11 | FY17 AFD Regional Mobile Breathing Air Supply Unit Project ① | Project supports the cost of purchasing a mobile cascade system for the Amarillo Fire Dept.; basically, a unit that can refill firefighter air tanks in the field. | \$145,167.22 |
| #12 | FY17 ATIRC Training Project: Purchase of ARK Kits ① | Project provides Active Shooter Response Kits (ARK) to the agencies taking the Active Threat Integrated Response Course (ATIRC) training being delivered by the PRPC under a FY16 SHSP grant. | \$86,100.38 |
| #13 | FY17 Regional Mobile Device Forensics Program ① | Project would purchase technology for 4-5 law enforcement agencies to extract and analyze data from cell phones/devices seized with a warrant. | \$63,567.75 |
| #14 | FY17 APD Video Server Project | Project will equip the Amarillo Police Dept. with hardware and software that quickly integrates voice, data and video feed into a single command center position to create a clear common operating picture. | \$500,000.00 |
| TOTAL OF ALL FY17 SHSP PROPOSED PROJECTS: | | | \$1,569,756.09 |

① - considered to have a direct/indirect benefit on the entire region.

Mayor Ricky White moved to approve the PREMAC's FY17 State Homeland Security Program project prioritizations as presented and authorize the PRPC staff to submit the list to the Homeland Security Grants Division of the Governor's Office by the March 31, 2017 deadline. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

10. PANHANDLE REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM (PANCOM) TOWER SITE LEASE AGREEMENT

Mr. Shane Brown informed the Board that a number of years ago the PRPC purchased an existing 300-foot radio tower located in Gray County, just west of Pampa, from a local RACES (ham radio) group for \$10,000.00. At the time, we were still in the design/build-out phase of the PANCOM system and believed this tower would eventually be integral to serving public safety radio needs in the Carson/Gray County area.

However, as the PANCOM design process continued to unfold, we determined there were other towers in the area better suited to those purposes. So, for the past 8 years or so, the only equipment on this tower has been that owned by the ham radio group

and a small repeater used by a local paging company out of Pampa. RACES stands for Radio Amateur Civil Emergency Service. The group is available to provide emergency radio communications support for local jurisdictions in times of emergency. As part of the sales agreement, the group was allowed to keep their equipment on the tower at no cost. The paging outfit pays a small monthly fee for its tower space.

We now have the opportunity to turn this tower into a revenue generator for the PANCOM system. Mr. Brown reviewed an agreement between the Federal Bureau of Investigation (FBI) and the PRPC with the Board. We've basically offered the FBI the same terms as the PRPC has been given by many of the private towers owners from whom we lease space. The FBI sees the terms as fair and reasonable and is eager to get their equipment on the tower. In 1-½ years, we'll be able to recoup the initial investment on the tower and these lease funds will be used to buy down on the costs of maintaining and operating the system. As a result of this interaction, the FBI is also interested in looking at leasing space on other PRPC-managed PANCOM towers.

Judge Nancy Tanner moved to authorize the Executive Director to execute a lease agreement with the U.S. Department of Justice, Federal Bureau of Investigation for the Bureau's use of the PANCOM tower owned by the Planning Commission in Gray County, west of Pampa. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

11. **PANHANDLE REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM (PANCOM) USER MEMORANDUM OF AGREEMENT**

Mr. Shane Brown informed the Board that Apollo MedFlight LLC provides for-profit air ambulance services under a license issued by the Texas Department of State Health Services. Apollo has maintained a presence in the region for the past 5 years; with fixed-wing aircraft based in Borger and Amarillo and a Medical Team based in Childress. Apollo now intends to establish a communications center in Amarillo and will require access to the PANCOM system in order to support its dispatching, air-to-ground communications and in-transit medical direction functions.

The PANCOM system was built expressly for the purpose of supporting public safety communications in the Panhandle. As with the privately operated ground ambulance services operating the region, which also utilize the PANCOM system, Apollo is serving a legitimate public safety interest.

Mr. Brown reviewed a memorandum of agreement between the PRPC and Apollo with the Board that would grant the air ambulance service provider with access to the PANCOM system.

Commissioner Juan Cantu moved to authorize the Executive Director to execute a Memorandum of Agreement with Apollo MedFlight headquartered in Guymon, Oklahoma granting Apollo MedFlight access to PANCOM. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

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

Mr. John Kiehl stated that two vacancies recently occurred on the Panhandle Regional Emergency Management Advisory Committee (PREMAC). PRPC staff is recommending that these two open slots be filled as follows:

- Mr. Steve Fuston, Director of Emergency Medical Services at Moore County Hospital District
- Mr. Greg Lee, Chief of the Pampa Fire Department

Mayor Buster Davis moved to appoint the recommended individuals to serve on the Planning Commission's Regional Emergency Management Advisory Committee. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

13. **REGIONAL CRIMINAL JUSTICE ADVISORY COMMITTEE APPOINTMENT**

Ms. Lori Gunn stated that there is one vacancy on the Regional Criminal Justice Advisory Committee. Staff has contacted Anna Kate Nobile, Chief, Castro/Swisher County Juvenile Probation, and she has expressed a willingness to service if appointed.

Judge Nancy Tanner moved to appoint Anna Kate Nobile to serve on the Planning Commission's Regional Criminal Justice Advisory Committee. Mr. Winston Sauls seconded the motion; the carried by unanimous vote.

14. **2017 PANHANDLE REGIONAL PUBLIC TRANSPORTATION PLAN APPROVAL**

Mr. Kyle Ingham stated that since 2006, the Panhandle Regional Organization to Maximize Public Transportation (PROMPT) has worked to plan for regional public

transportation and coordinate with and amongst public transportation providers in the Panhandle. Every five years PROMPT goes through a large regional transportation plan update process. Over the past two fiscal years, TxDOT has funded PRPC and the Panhandle Regional Organization to Maximize Public Transportation (PROMPT) to develop the 2017 Regional Public Transportation Plan.

This process entailed the identification of transportation resources in the region, demand for public transportation in the region, gaps in services, and ultimately as series of strategies that can be implemented within the region that would help to address any gaps. The PROMPT membership is strategically designed based on TxDOT requirements to include representation of major transportation providers, health and human services, aging representatives, individuals with disabilities, and other key rider groups. The unique perspectives of the planning group membership were an important factor in the development of a strong plan.

PRPC staff and PROMPT membership opted to take the planning process one step further than contractually required by TxDOT. In addition to standard information gathering and planning processes, the group held a strategic planning session. This session allowed the group to prioritize the needs facing the region and to begin establishing goals, objectives, and strategies associated with each of the major needs. On February 27, 2017, the PROMPT membership approved the Plan and it was submitted to TxDOT for review. Upon initial review, TxDOT staff has already issued email correspondence to PRPC staff detailing how impressed with this planning effort they are.

It is not a requirement that the PRPC Board of Directors approve the 2017 Regional Public Transportation Plan, but being that it is an important planning effort that can affect all communities in the region it is prudent for this plan to be presented for consideration.

Judge John James moved to approve the 2017 Panhandle Regional Public Transportation Plan as recommended by the Panhandle Regional Organization to Maximize Public Transportation. Judge Ernie Houdashell seconded the motion; the motion carried by unanimous vote.

15. **TEXAS COMMUNITY DEVELOPMENT PROGRAM APPLICATION DEVELOPMENT, ENVIRONMENTAL AND MANAGEMENT SERVICES INTERLOCAL CONTRACT**

Mr. Dustin Meyer stated that PRPC staff has worked with Panhandle communities to implement infrastructure improvement projects through the Community Development Block Grant (TxCDBG) Program since 1983. Since that time, PRPC staff has provided administrative assistance to 285 TxCDBG projects totaling more than \$67,000,000 of grant funds utilized for the infrastructure improvement of Panhandle communities. The Texas Department of Agriculture (TDA), formerly many other names, has long been the funding agency of this program in the State of Texas, and will be opening up their Downtown Revitalization Program in coming months.

Beginning with the 2017/2018 standard TxCDBG cycle, an interesting development occurred where TDA began issuing guidance indicating that they want to see the procurement of professional services associated with the TxCDBG program occur prior to the development of applications. Additionally, they are starting to request that environmental reviews be conducted prior to the submission of applications. This is a unique interpretation of the new 2 CFR 200 related to the development of a "statement of work" pertaining to projects ultimately funded. While PRPC staff believes that the specific rule in question has been in existence for over 20 years, it is important to follow the guidance of the funding agency. To this end, staff believes that it is prudent to establish interlocal agreements with cities and counties that wish to utilize PRPC for the development of applications for TxCDBG funding through TDA including Downtown Revitalization projects. PRPC has cleared through TDA that at this time interlocal agreements will be allowable in-lieu of competitive procurement processes if a city or county wishes to do so.

The Childress Economic Development Corporation and City of Childress have approached PRPC regarding the development of a Downtown Revitalization application for the upcoming year through the Texas Department of Agriculture. As part of this development they would like to go ahead and have PRPC conduct the environmental review prior to the submission of the application. This activity is generally included as part of administrative services in funded contracts, but given recent TDA guidance the City would like to have PRPC begin the environmental review at this time.

Following the format established during the TxCDBG application process conducted last fall, an interlocal agreement has been developed for PRPC to assist the City of Childress with the development of a Downtown Revitalization application. This is a three part interlocal agreement including the following.

1. Application development will be conducted at no cost
2. An environmental review will be conducted at a cost of \$3,000
3. An option to amend in Administrative Services on a funded project is included

Functionally, these are all activities conducted by PRPC staff on projects and applications historically. However, given recent TDA guidance it would be beneficial to the City and to PRPC to ensure that these activities are detailed in an interlocal agreement at this time.

Commissioner Juan Cantu moved to authorize the Executive Director to execute an interlocal contract with the City of Childress for the Planning Commission to provide Texas Community Development Program grant application development, environmental review and potential project management services. Mayor Paul Harpole seconded the motion; the motion carried by unanimous vote.

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

- A. Ms. Emily Nolte informed the Board of the activities of the Planning Commission during and in the aftermath of the recent wildfires in the Texas Panhandle.
- B. Mr. Gary Pitner reported on the recent and upcoming Planning Commission sponsored regional meetings.

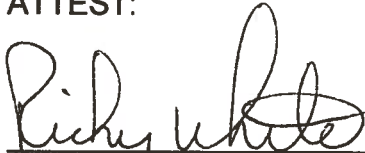
17. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:55 p.m.



Kerry Symons, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



Ricky White, Secretary/Treasurer
Panhandle Regional Planning Commission
Board of Directors