

PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS

Minutes

January 25, 2018

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, January 25, 2018, at 1:30 p.m. in the PRPC Board Room, 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Judge John Howard presided.

MEMBERS PRESENT:

- Don Allred, Oldham County Judge
- Buster Davis, Mayor, City of Gruver
- Irene Favila, Hereford
- Bob Gober, Councilman, City of Canadian
- Ronnie Gordon, Hartley County Judge
- Dr. John Howard, Donley County Judge
- John James, Collingsworth County Judge
- Harold Keeter, Swisher County Judge
- Dan Looten, Carson County Judge
- Jay Mayden, Childress County Judge
- Wayne Nance, Briscoe County Judge
- Karen Price, Pampa
- Sal Rivera, Sheriff, Castro County
- Amelia Salazar, Alderwoman, Palisades Village
- Winston Sauls, Borger
- Pat Sims, Mayor, City of Dumas
- Kerry Symons, Mayor Pro-Tem, City of Perryton
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Juan Cantu, Lipscomb County Commissioner
- Cleo Castro, Cactus
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Saul Hernandez, Amarillo
- Ernie Houdashell, Randall County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Walter "Four" Price, Texas State Representative, District 87
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Nancy Tanner, Potter County Judge

STAFF PRESENT: Mr. Dustin Meyer, Local Government Services Program Director; Mr. Jamie Hall, Local Government Services Program Specialist; Mr. Kurt Grant, Local Government Services Program Specialist; Mr. Mike Peters, Regional 9-1-1 Network Director; Mr. John Kiehl, Regional Services Director; Ms. Cindy Boone, CPA, Finance Director; Ms. Renee Boehning, Finance Director; Ms. Rebecca Rusk, Executive Assistant; Mr. Kyle Ingham, Executive Director

OTHERS PRESENT: Mr. Paul Simpson, Representative Mac Thornberry's Office

1. **CALL TO ORDER**

Judge John Howard 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 when the meeting was called to order. However, as the Board considered agenda item 12, Judge Harold Keeter disclosed a conflict and completed the required Local Government Officer Conflicts Disclosure Statement.

2. **INVOCATION**

Mayor Ricky White gave the invocation.

3. **MINUTES**

Mayor Ricky White moved to approve the minutes from the meeting held on December 7, 2017, as received. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

4. **VOUCHERS**

Judge Ronnie Gordon moved to approve the vouchers for the month of December, 2017. Judge John James seconded the motion; the motion carried by unanimous vote.

5. **PRPC INVESTMENT FUND QUARTERLY REPORT**

Ms. Renee Boehning 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. Ms. Boehning presented the report for the period of October 1, 2017 through December 31, 2017.

Judge Don Allred moved to accept the PRPC's Investment Funds Quarterly Report for the period ended December 31, 2017, as presented. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

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

Mr. Mike Peters reminded the Board 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 FY18 Q1 performance report covering September, October and November:

- There were 27,006 9-1-1 calls received from the 23 regional call centers of with 18,474 being wireless or 68%.
- 12 Public Service Answering Points (PSAPs) were monitored with no findings.
- 2198 Network test calls were made by PSAP staff and PRPC employees.
- The Program experienced one outage as a result of a T-1 card failure from the telco in Dalhart.
- The region received 106 text messages during this period, with the vast majority as test texts.

Mayor Buster Davis moved to accept the Panhandle Regional 9-1-1 Network's FY2018 First Quarter Performance Report as presented. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

7. **CORPORATION FOR TEXAS REGIONALISM PARTICIPATION FEES**

Mr. Kyle Ingham stated that prior to the beginning of the 79th Texas Legislative Session in 2005, a non-profit organization (the Corporation for Texas Regionalism) was established to advocate for the interests of regionalism and regional planning commissions in Texas. The non-profit engages the services of an Austin-based advocacy firm to assist local officials in representing regional interests before the Texas Legislature.

During the past Legislative Session, the Corporation focused attention on:

- Maintaining regional law enforcement officer training funds
- Maintaining regional solid waste management program funding
- Maintaining adequate regional 9-1-1 program funding

The Panhandle Regional Planning Commission has been solicited for continuing support of the Corporation during the 2018 year. The participation fee for the new year will remain unchanged from the 2017 fee at \$5,000. This is a budgeted item in the Planning Commission's 2018 budget.

Mayor Kerry Symons moved to authorize the Planning Commission's continued participation as a member of the Corporation for Texas Regionalism and approve the expenditure of \$5,000 in PRPC "local funds" to support the Corporation's 2018 activities. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

8. **BUYBOARD PURCHASING COOPERATIVE PARTICIPATION RESOLUTION**

Mr. John Kiehl stated that the Local Government Purchasing Cooperative was created to increase the purchasing power of government entities and to simplify their purchasing by using a customized online purchasing system, called the BuyBoard. The Cooperative has been endorsed by the Texas Association of Counties, the Texas Association of School Administrators, the Texas Municipal League and the Texas Association of School Boards.

The overall objective of the Cooperative is to provide a means for pooling the collective purchasing power of local governments. The Cooperative aims to save its member's money in two main ways: 1) by getting better pricing for products or services through volume purchasing; and, 2) by reducing or eliminating the expense and time that would otherwise be spent with a formal bid/proposal process.

The PRPC's Procurement Policy does allow for the use of cooperative purchase. In fact, our purchase procedures encourage participation in purchasing agreements and cooperatives as a means of fostering "*greater economy and efficiency*" in the procurement of goods and services.

The PRPC does belong to a handful of purchasing cooperatives but does not belong to the Local Government Purchasing Cooperative. There are times when it would be useful to have another procurement option to work with. Therefore, PRPC staff is recommending that the Board consider authorizing the PRPC to participate in the BuyBoard's Local Government Purchasing Cooperative. To do so, the Board would have to consider a resolution that would allow the PRPC to enter into an interlocal participation agreement with the Local Government Purchasing Cooperative.

Judge Dan Looten moved to pass a resolution authorizing the Planning Commission to enter into an Interlocal Agreement with the BuyBoard Purchasing Cooperative to participate in the cooperative purchasing network. Judge Wayne Nance seconded the motion; the motion carried by unanimous vote.

9. REGIONAL DAMAGE ASSESMENT PROGRAM PURCHASE

Mr. John Kiehl stated that the PRPC has received FY17 State Homeland Security Program funding to implement a regional project that'll provide new damage assessment capabilities to every county in the Panhandle.

With the ice storms and wildfires the Panhandle has experienced during the past several years, the need to quickly and accurately determine the monetary impacts of those events has become a priority. The numbers generated by those assessments have been used by the State to determine whether or not a disaster will qualify for a federal assistance and if not; some other type of State assistance.

At the time this project was being considered for prioritization by the Panhandle Regional Emergency Management Advisory Committee (PREMAC); it was based on the use of a particular system developed by Orion. The Orion system standardizes the assessment process and enables damage reports generated in the field to be rolled up to a central point in the County. Damage assessment teams can work from smartphones or tablets to send geo-coded damage information back to the County EOC where it can then be automatically loaded onto maps and into FEMA-compliant damage reporting forms.

The system can also be used for pre-disaster planning and facility vulnerability evaluation. Under the direction of the PREMAC, PRPC staff will work toward the development of regional damage assessment strike teams. The Orion system is fairly intuitive and easy to use. The mission of the strike teams will be to provide "*just-in-time*" training to local individuals who've been spot-recruited to serve on their County's damage assessment team following a disaster. With a brief system overview and nominal training, individuals who've never seen the system before can quickly hit the ground and produce consistent and well-documented disaster assessments.

The Orion system is a subscription-based product which can be procured off a contract listed on the BuyBoard's Local Government Purchasing Cooperative. Twenty-six 12-month licenses would be purchased, one for each County, at a cost of \$45,400. The cost of the licenses would be fully covered with the SHSP funds in the PRPC's FY17 Regional Damage Assessment Program grant.

Sheriff Sal Rivera moved to approve the purchase of a Regional Damage Assessment Program funded under the FY2017 State Homeland Security Program. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

10. FY2018 STATE HOMELAND SECURITY APPLICATION RESOLUTIONS

Mr. John Kiehl informed the Board that the FY18 State Homeland Security Program (SHSP) grant application period opened on December 18, 2017. This year's applications are due to the Homeland Security Grants Division of the Governor's Office by February 28, 2018.

The purpose of this grant 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.

For the past 10 years now, 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 Panhandle-Area Regional Information System or PARIS (which chiefly serves the core capability of Public Information & Warning);
3. The Non-EMPG EOP Update Project (which supports the Planning core capability); and
4. The Regional Planning & Coordination Project (which likewise supports the core capability of Planning).

Mr. Kiehl gave the Board a brief description of each of the proposed projects. He requested the Board consider passing resolutions authorizing the submission of the four applications.

Judge Ronnie Gordon moved to pass resolutions authorizing the Planning Commission's submission of the following applications for FY2018 State Homeland Security Program projects:

- Panhandle Regional Interoperable Communications System (PANCOM) Maintenance and Operations Project
- Panhandle Area Regional Information System (PARIS) Maintenance Project
- Local Emergency Operations Planning (Non-EMPG) Update Project
- Regional Planning and Coordination Project

Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

11. FAIR HOUSING MONTH PROCLAMATION

Mr. Dustin Meyer informed the Board that the Planning Commission is under contract with the Texas Department of Agriculture to provide community and economic planning activities for the Texas Panhandle. Through the Community and Economic Development Assistance Fund (CEDAF) contract, PRPC receives a grant to provide technical assistance to communities in the Panhandle regarding community and economic development programs.

Under the requirements of the contract, PRPC is required to conduct a Fair Housing Activity in the region. Title VIII of the Civil Rights Act of 1968, The Fair Housing Act, prohibits discrimination in the sale or rental of units in the private housing market against any person on the basis of race, color, religion, sex, national origin, age, physical/mental handicap, or familial status (i.e. children under 18) and provides for relief including the award of monetary damages where discriminatory housing practices are found.

The passage of a proclamation will fulfill PRPC's requirement to conduct a Fair Housing Activity and will raise the awareness of the importance of equal housing opportunities in the Panhandle.

Mayor Kerry Symons moved to pass a proclamation designating February 2018 as Fair Housing Month in the Texas Panhandle. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

12. U.S. ECONOMIC DEVELOPMENT ADMINISTRATION PROJECT MANAGEMENT SERVICES INTERLOCAL AGREEMENT

Mr. Dustin Meyer stated that the City of Tulia received a preliminary award letter from the U.S. Economic Development Administration (EDA) Infrastructure Improvement Grant in December 2017 to install new water, sewer and road infrastructure to support the development of an Industrial Business Park on the southbound frontage road to I-27. The Grant award is for \$1,200,000 with \$652,284 of local match coming from the City of Tulia and Tulia EDC.

The City of Tulia has requested that under the interlocal cooperation process identified as an allowable form of procurement in the State of Texas for professional services provided by one political subdivision to another that PRPC be selected as the administrative agent for the grant program. The City of Tulia will be considering the interlocal agreement at an upcoming meeting of their City Council.

The proposed contract is valued at \$50,000 and is for the duration of the grant. Mr. Meyer reviewed the scope of services outlined in the contract with the Board.

Mayor Buster Davis moved to authorize the Executive Director to execute an interlocal agreement with the City of Tulia for the Planning Commission to provide administrative and project management services related to an Economic Development Administration project. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote. Judge Harold Keeter recused himself from voting on this agenda item.

13. **2021 (CYCLE V) PANHANDLE REGIONAL WATER PLAN DEVELOPMENT CONTRACT AMENDMENT**

Mr. Dustin Meyer reminded the Board that PRPC is currently serving as the fiscal agent and political subdivision for the Panhandle Water Planning Group (PWPG) and has done so since 1998. Through this relationship, the 2001 Panhandle Regional Water Plan, the 2006 Panhandle Regional Water Plan, 2011 Panhandle Regional Water Plan, and 2016 Panhandle Regional Water Plan were developed. In 2016, the PRPC Board of Directors approved the submission of the PWPG's application and subsequent TWDB contract number 1548301829 for funding for the 2021 Panhandle Regional Water Plan.

PRPC and the PWPG went through a comprehensive Request for Qualifications process in which Freese and Nichols, Inc. was identified to be the most qualified firm submitting a statement of qualifications to develop the 2021 Plan. Freese and Nichols, Inc. has also been contracted to assist in the development of each of the previous regional water plans. On May 28 of 2016, the PRPC Board of Directors entered into contract with Freese and Nichols Inc. for the development of the 2021 Panhandle Regional Water Plan. After an initial award and an initial contract amendment, a Freese and Nichols, Inc. contract is currently in place for a total of \$595,294 (*PRPC to FNI – Total*) for the complete development and approval of the 2021 Panhandle Regional Water Plan.

This requested amendment to 2021 Regional Water Plan Development Contract between PRPC and TWDB is necessary to mirror the task budget amounts as set forth in the Freese and Nichols contract. These slight revisions have been requested to allow for the consideration of actual expenditures as well as the ability to utilize and piggyback on modeling efforts already completed in the GMA process. This budget request is made to provide additional funding to Tasks 2A (Non-Municipal Water Demand Projections) and 2B (Municipal Water Demand Projections). This funding is needed to provide the level of review and revisions requested by the Panhandle Regional Water Planning Group (PWPG). To accommodate the increased funding for Tasks 2A and 2B, budgets have been reduced for Tasks 3 (Water Supplies) and Task 7 (Drought Response). The total contract amount between PRPC and TWDB for the 2021 regional water planning effort has not been changed and remains \$671,294.

Judge Dan Looten moved to authorize the Executive Director to execute a contract amendment with the Texas Water Development Board, and corresponding action associated with the PRPC/Freese & Nichols consulting contract, to make financial adjustments. Judge John James seconded the motion; the motion carried by unanimous vote.

14. **PANHANDLE REGIONAL ORGANIZATION TO MAXIMIZE PUBLIC TRANSPORTATION (PROMPT) ADVISORY COMMITTEE APPOINTMENTS**

Mr. Jamie Hall reminded the Board that Administrative Regulation Number 37 authorized the creation of the Panhandle Regional Transportation Advisory Group (RTAG). Subsequently, in 2011 the group's name was modified to the 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 (3) five year regional transportation plans and many area-specific studies ranging from voucher programs to veteran's needs. Currently, the PROMPT Committee is providing PRPC with input and guidance on the recently awarded Demonstration project as well as monitoring the progress of the recently adopted 5-year transportation plan.

In recent years, several members have left their positions, cycled off of the PROMPT, or have otherwise left the group. Administrative Regulation number 37 and the PROMPT Operational Policies and Procedures require that all PROMPT be appointed by the PRPC Board of Directors. This house-keeping item includes the consideration of the full slate of PROMPT members considered for appointment to ensure that all members are considered by the PRPC Board of Directors this year. Mr. Hall presented the following slate of members for the Board's consideration:

Dennis Halmai	Logisticare
Alfredo Gonzales	TxDOT
Anette Carlisle	Panhandle Twenty/20
Benny Wilson	Hansford County
Jim Chilcote	Jan Werner
Joe Rogers	PILC
Dan Looten	Carson County
Jay Mayden	Childress County
Nancy Tanner	Potter County
Laura Reyher	SAC
Lylene Springer	PCS
Marita Wellage	City of Amarillo
Melissa Carter	AAA
Richard Neill	TxDOT
Robin Moseley	Veterans Affairs Hospital
Susan Stevenson	AEF
Rowdy Rhoades	Moore County
Travis Muno	MPO
Trent Morris	Workforce Solutions
Jana Goodman	CORE
Desha Butler	Texas Health & Human Services
Eric Garcia	TxDOT

Mayor Ricky White moved to appoint the recommended individuals to serve on the Planning Commission's PROMPT Advisory Committee. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

15. PROFESSIONAL SERVICES CONTRACT AMENDMENT

Mr. Kurt Grant stated that the Planning Commission has served as the administrative agent for the Texas Revenue Recovery Association (TRRA) since its inception in 2004, to help facilitate local governments' efforts to collect delinquent accounts for municipal services. The TRRA was created at the request of local governments in the Texas Panhandle to be a mechanism by which communities could help collect delinquent accounts for each other as individuals moved around the region. The program was such a success in its early years that it became a statewide program with almost 80 member cities across the State of Texas.

PRPC staff developed a software system that allows member cities to identify records of individuals who owe other member cities and collect that amount under threat of disruption of utilities. The city that is owed the debt retains 75% of the collected amount (far more than writing the debt off) and the collecting city retains 25% of the amount for its efforts. The TRRA receives a \$25 fee charged to each delinquent account that is collected for the operation and maintenance of the system. Additionally, many cities are using the system to identify and collect their own delinquent accounts in which instance they retain the full amount collected.

The original software, hardware, database, and associated technology was developed by PRPC Staff from 2001 to 2004. As with all software and technology, the system became outdated and needed necessary upgrades to remain effective and relevant in meeting the needs of local governments. In April 2016, PRPC contracted with Baca, Stein, White and Associates Inc. to upgrade the database, user interface, and systems operation.

Through this contract the TRRA System has been fully upgraded with a new easier-to-use user interface, improved database management tools, and reduced data entry requirements. After several months of testing and piloting the new TRRA system, PRPC staff as well as the TRRA Board of Directors has identified a few minor improvements and modifications that they would like to make to the new TRRA System. These improvements include:

- Further refinements to the search function
- Including an override feature between active and delinquent accounts
- Correcting a minor discrepancy between website and printed invoices

It is anticipated that an amendment to the original contract will be necessary to re-engage Baca, Stein, White and Associates Inc. to continue work on the new TRRA system and make the above mention revisions.

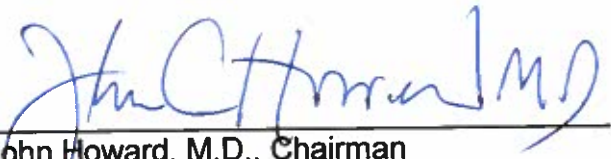
Ms. Irene Favila moved to authorize the Executive Director to execute an amendment to the Baca, Stein, White and Associates contract related to the updating of the Texas Revenue Recovery Association (TRRA) website and database systems. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

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

- A. Mr. Kyle Ingham presented the Panhandle Regional Planning Commission's FY2017 Productivity and Performance Report as submitted, per Texas statute, to the Office of the Governor, Comptroller of Public Accounts, and the Legislative Budget Board.
- B. Mr. Kyle Ingham stated that the PRPC Audit Committee will meet immediately following the Board meeting to hold discussions with auditors via phone regarding the upcoming audit process for the Planning Commission.
- C. Mr. Kyle Ingham reported on the recent and upcoming Planning Commission sponsored regional meetings.

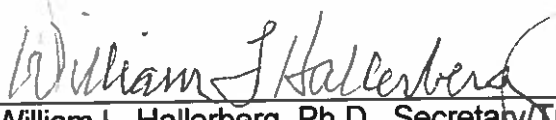
17. **ADJOURNMENT**

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



John Howard, M.D., Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



William L. Hallerberg, Ph.D., Secretary/Treasurer
Panhandle Regional Planning Commission
Board of Directors