

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS

Minutes

May 3, 2018

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, May 3, 2018, at 1:30 p.m. in the PRPC Board Room, 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Judge John Howard, Chairman, presided.

MEMBERS PRESENT:

- Don Allred, Donley County Judge
- Cleo Castro, Cactus
- Buster Davis, Mayor, City of Gruver
- Irene Favila, Hereford
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- 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
- Walter "Four" Price, Texas State Representative, District 87
- Karen Price, Pampa
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Pat Sims, Mayor, City of Dumas
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Juan Cantu, Lipscomb County Commissioner
- Bob Gober, Councilman, City of Canadian
- Ronnie Gordon, Hartley County Judge
- Saul Hernandez, Amarillo
- Ernie Houdashell, Randall County Judge
- Wayne Nance, Briscoe County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Sal Rivera, Sheriff, Castro County
- Amelia Salazar, Alderwoman, Palisades Village
- Winston Sauls, Borger
- Kerry Symons, Mayor Pro-Tem, City of Perryton
- Nancy Tanner, Potter County Judge

STAFF PRESENT: Ms. Lori Gunn, Regional Services Program Coordinator; Ms. Sundee Rossi, Area Agency on Aging Program Coordinator; Ms. Emily Nolte, Emergency Preparedness Program Coordinator; Mr. Dustin Meyer, Local Government Services Director;

Ms. Renee Boehning, Finance Director; Ms. Rebecca Rusk, Executive Assistant; Mr. Kyle Ingham, Executive Director

OTHERS PRESENT: Mr. Kurt Jones, City Administrator, City of Darrouzett

1. **CALL TO ORDER**

Judge John Howard called the meeting to order and noted that a quorum was present. Judge John Howard disclosed a conflict with agenda item 10 and completed the required Local Government Officer Conflicts Disclosure Statement.

2. **INVOCATION**

Judge John Howard gave the invocation.

3. **MINUTES**

Judge Dan Looten moved to approve the minutes from the meeting held on March 29, 2018, as received. Mayor Ricky White seconded the motion; the motion carried by unanimous vote.

4. **VOUCHERS**

Mayor Ricky White moved to approve the vouchers for the month of March, 2018. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

5. **PRPC INVESTMENT FUNDS 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 January 1, 2018 through March 31, 2018.

Judge Don Allred moved to accept the PRPC's Investment Funds Quarterly Report for the period ended March 31, 2018, as presented. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

6. **FOOD NET PROGRAM FUNDING AGREEMENT**

Ms. Sundee Rossi stated that in 2004, the AAA began administering a program named "Nutrition for Experienced Texans" and is referred to as the Food NET. The Food Net program provides seniors in Potter and Randall counties with a nutritious meal, and an opportunity for socialization whether at the congregate site or through visits from the home delivered meal drivers. The program aides in the seniors ability to remain independent in the community and affords them a continued quality of life.

This nutrition program is dependent not only on the funds received through the AAA, but also funds from the United Way of Amarillo and Canyon and the City of Amarillo Community Development Block Grant Program. In November 2017, the AAA submitted an application to the United Way of Amarillo and Canyon for \$110,000. In April 2018, the United Way of Amarillo and Canyon notified us that the grant award would be \$77,216 for their fiscal year beginning on April 1, 2018 and ending on March 31, 2019.

The AAA proposes that the Executive Director sign the funding agreement for \$77,216 with the United Way of Amarillo and Canyon. This funding will allow Food NET to continue serving the nutritionally at-risk, low and moderate-income elderly and disabled adults residing in Potter and Randall counties.

Dr. Bill Hallerberg moved to authorize the Executive Director to execute an agreement with the United Way of Amarillo and Canyon for funds to support the provision of meals to qualified nutritionally at risk elderly and disabled adults residing in Potter and Randall Counties. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

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

Ms. Emily Nolte reminded the Board that Administrative Regulation #36 governs the duties, activities and composition of the Panhandle Regional Emergency Management Committee (PREMAC). The advisory committee is comprised of 40+ PRPC Board-appointed members who geographically represent the broad spectrum of emergency management interests and disciplines in the Texas Panhandle.

Three PREMAC members recently submitted their resignations; due either to taking a job elsewhere or to retirement. Normally, we'd wait until July to replace them as that is the time of year when 1/3 of the committee member's terms naturally expire. However, this year, we intend to start our annual program year planning process earlier than in years past so it would be helpful if these vacant positions could be filled sooner rather than later.

Ms. Nolte stated that the following individuals have expressed a willingness to serve on the PREMAC if appointed by the Board: Brenda Vermillion, Carson County; Dean Werner, Pantex; and Johnny Redwine, TXDOT.

Judge John James moved to appoint the recommended individuals to serve on the Planning Commission's Regional Emergency Management Advisory Committee. Ms. Irene Favila seconded the motion; the motion carried by unanimous vote.

8. **TORNADO SAFE ROOM REBATE PROGRAM APPLICATION RESOLUTION**

Ms. Lori Gunn informed the Board that the Hazard Mitigation Grant Program (HMGP) provides grants to States and local governments to implement long-term hazard mitigation measures after a major disaster declaration. Authorized under Section 404 of the Stafford Act and administered by the Federal Emergency Management Agency (FEMA), the HMGP was created to reduce the loss of life and property due to natural disasters.

Since 2006, the PRPC has received over \$7 million through the HMGP to support the implementation of the Regional Residential Safe Room Rebate Program. The rebate program provides residents up to 50% of the cost of installing a tornado shelter in their home in an amount not to exceed \$3,000. Over the past 12 years, nearly 3,000 shelters have been installed in homes throughout the Panhandle as a result of this program.

On August 25, 2017, a federal disaster declaration was issued in response to Hurricane Harvey. This disaster has been designated by FEMA as DR-4332 and 15% of the federal funding coming to the State to assist with the recovery efforts will be made available for HMGP projects. While the jurisdictions in the disaster's impact area will be given priority for this funding, any jurisdiction in Texas with a FEMA-approved hazard mitigation plan is eligible to apply for these funds.

The Texas Division of Emergency Management (TDEM) administers the HMGP grant program in Texas. On April 5, the PRPC submitted a DR-4332 Notice of Interest to TDEM for funding to continue the Regional Residential Safe Room Program. TDEM subsequently issued the PRPC a letter acknowledging receipt of the NOI and invited the PRPC to submit a formal application for the shelter funding.

With this latest application, the PRPC is requesting \$1,575,000 in DR-4332 funding to install at least 500 more shelters in homes across the Panhandle. Typically, the HMGP requires a 25% match by the grantee but that is not the case with the Individual Safe Rooms projects. No match would be required of the PRPC; instead the match will be met by the residents who are receiving the shelter rebates.

Mayor Pat Sims moved to pass a resolution authorizing the submittal of a Hazard Mitigation Grant Program application to the Texas Division of Emergency Management for funds to support the renewal of the residential tornado safe room rebate program in the Texas Panhandle. Judge Don Allred seconded the motion; the motion carried by unanimous vote.

9. **FY2019 REGIONAL CRIMINAL JUSTICE ASSISTANCE PROGRAM – JUSTICE ASSISTANCE GRANT PROJECT APPROVAL AND PRIORITIZATION**

Ms. Lori Gunn explained that each year the Office of the Governor's Criminal Justice Division (CJD) 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
- **JJDP – (Juvenile Justice & Delinquency Prevention Act of 2002)**
 - Texas State 421 Funds; and
 - US Congressionally Appropriated
- **VOCA – (Victims of Crime Act of 1984 & 2005)**
 - US Congressionally Appropriated
- **VAWA – (Violence Against Women Act of 2005)**
 - US Congressionally Appropriated

Ms. Gunn reported that in October 2017, the PRPC's Criminal Justice Advisory Committee (CJAC) met to initiate the FY 2019 grant competition for funding through CJD. The committee reviewed their bylaws; those were approval by the PRPC Board of Directors at the October meeting.

In December of 2017, CJD solicited applications for projects for the fiscal year 2019 grant cycle. On December 19th, PRPC staff distributed a Notice of Fund Availability to 487 eligible entities in the Panhandle Region. Workshops were held at the PRPC on January 9th and 11th to assist applicants in their application composition and submission. In addition, three individual workshops were conducted. There were 39 attendees between the two workshops. CJD set the application deadline as February 20, 2018.

CJD received five grant applications under the VOCA and three grant applications under the VAWA category. The CJAC met on April 5th to hear oral presentations and prioritize application for the Victim Services categories. CJD received six grant applications under the JAG and two grant applications under JJDP category from the Panhandle Region. The CJAC met on April 12th to hear oral presentations and prioritize applications under the JAG and JJDP categories.

Ms. Gunn presented the prioritizations as recommended by the CJAC in each of the funding categories, as follows:

**FY 2019 VOCA Grant Applications
Regional Budget Expectation (RBE) - \$1,730,898.00**

	Applicant	Project Title	Funds Requested	Funds Recommended
#1	Arrow Child & Family Ministries	Foster Care & Therapeutic Services	\$449,878.00	\$449,878.00
#2	Family Support Services**	Transitional Housing Initiative	\$232,338.00	\$232,338.00
#3	Safe Place, Inc.	Victims Assistance	\$414,481.28	\$414,481.28
#4	47 th District Attorney's Office	Victims Assistance Program	\$341,607.00	\$341,607.00
#5	Deaf Smith County Crisis Center	Advocacy 2018-2020	<u>\$415,530.00</u>	<u>\$415,530.00</u>
		Total FY 2019 Funding Requested	\$1,853,834.28	
		TOTAL FY 2019 FUNDING RECOMMENDED:		\$1,853,834.28
		Difference between Funds Recommended and RBE:		(\$134,446.17)

** Transitional Housing applications will not be counted in the Region's RBE

**FY 2019 VAWA Grant Applications
Regional Budget Expectation (RBE) - \$94,369.00**

	Applicants	Project	Requested Funds	Funds Recommended
#1	47 th District Attorney's Office	Prosecutor of Domestic Violence	\$104,954.55	\$104,954.55
#2	Potter County Attorney's Office	Dedicated Domestic Violence Prosecutor	\$65,000.00	\$65,000.00
#3	Randall County District Attorney	Domestic Violence Prosecutor	<u>\$71,236.24</u>	<u>\$71,236.24</u>
		Total FY 2019 Funding Requested	\$241,190.79	
		TOTAL FY 2019 FUNDING RECOMMENDED		\$241,190.79
		Difference between Funds Recommended and RBE:		(\$146,821.79)

**FY 2019 Justice Assistance Grant Applications
Regional Budget Expectation (RBE) - \$342,110.00**

	Applicant	Project Title	Funds Requested	Funds Recommended
#1	City of Canyon	P25 Radio Trunking System	\$116,970.25	\$116,970.25
#2	Donley County	Highway Safety	\$34,313.44	\$33,568.84
#3	Swisher County	Highway Safety	\$118,462.08	\$89,089.62
#4	Gray County	Justice Assistance	\$30,224.00	\$30,224.00
#5	Hereford Police Depart.	Vehicle Replacement	\$62,500.00	\$62,500.00
#6	City of Bovina	Equipment and Technology	<u>\$22,254.97</u>	<u>\$22,254.97</u>
		Total FY 2019 Funding Requested	\$384,724.74	
		TOTAL FY 2018 FUNDING RECOMMENDED:		\$354,607.68
		Difference between Funds Recommended and RBE:		(\$12,497.68)

**FY 2019 JJDP Grant Applications
Regional Budget Expectation (RBE) - \$87,364.00**

	Applicant	Project Title	Funds Requested	Funds Recommended
#1	Canyon ISD	Program to divert Juvenile Delinquency due to drugs & alcohol	\$31,476.00	\$31,476.00
#2	City of Perryton	School Safety Enhancement	<u>\$16,845.95</u>	<u>\$16,845.95</u>
		Total FY 2019 Funding Requested	\$48,321.95	
		TOTAL FY 2019 FUNDING RECOMMENDED:		\$48,321.95
		Difference between Funds Recommended and RBE:		\$39,042.05

Judge Jay Mayden moved to approve the prioritizations of the Justice Assistance (Edward Byrne Memorial Justice Assistance Grant Program), Juvenile Justice and Delinquency Prevention Act (JJDP), Victims of Crime Act (VOCA), and Violence Against Women Act (VAWA) grant applications from the Panhandle region as submitted to the Criminal Justice Division of the Governor's Office. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote with Judge Harold Keeter abstaining.

10. LOCAL PROJECT MANAGEMENT SERVICES INTERLOCAL CONTRACT - PARKS

Mr. Dustin Meyer stated that for over 20 years PRPC staff has assisted cities with the development of Master Parks Plans and applications to Texas Parks & Wildlife under their available grant programs. In 2017, PRPC staff assisted three cities in building applications to different programs through Texas Parks & Wildlife Department. Two out of three were selected for funding.

The City of Stratford utilized Local Government Services help and sought assistance for the establishment of concrete walking trails and solar lighting at their city park under the Small Communities program. The City has been awarded \$74,025 for the construction of the concrete walking path and lighting with a 1-1 match requirement. The City anticipated paying \$10,000 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 Clarendon to develop an application for a Community Swimming Pool and Aquatic Center. The City applied to the Large Outdoor program and was ultimately awarded \$500,000 for the construction of their proposed project. The City has also requested that PRPC provide administrative services with regards to this project at a sum of \$40,000.

Mr. Meyer reviewed with the Board the PRPC staff responsibilities with project administration for the Texas Parks & Wildlife grants.

Mayor Buster Davis moved to authorize the Executive Director to execute an interlocal contract with the Cities of Clarendon and Stratford, respectively for the Planning Commission to provide park development project management services. Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote.

11. STRATEGIC PLANNING SERVICES CONTRACT EXTENSION

Mr. Dustin Meyer reminded the Board that since April of last year, PRPC has been working with Potter County officials to develop a Strategic Plan for the county. The process has included the development of a working group committee to hold discussions on over fifty topics to establish a universal definition of what each topic meant, the history surrounding each issue and any challenges that may currently exist related to the topic. This work group met six times over the course of several months in order to dedicate ample time to each area of focus overseen by Potter County. At the conclusion of the working group meetings, a Strategic Plan preparation document was developed to assist participants in becoming familiar with the key topics and areas of focus. The preparation document also allowed the opportunity to prioritize and rank the areas of focus for the upcoming strategic planning sessions.

The Strategic Planning session ran over the course of two days starting on March 8th, 2018 and concluding on April 5th, 2018 in open public meetings. The planning team began by going through the prioritized list of the areas of focus to provide them with a series of goals and objectives. The Committee then coupled the strategies with both a responsibility and potential funding sources, related to each of the identified needs,

which could later be considered for implementation. A draft of the Potter County Strategic Plan is being completed at this time. The requested contract amendment will extend the Strategic Planning Services Contract by an additional two months to allow for an appropriate review period to ensure that Potter County officials have the ability to adjust and refine the final product to their liking.

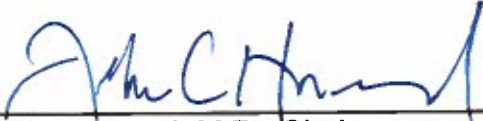
Judge Jay Mayden moved to authorize the Executive Director to execute an amendment to the interlocal contract with Potter County to extend service period. Judge Don Allred seconded the motion; the motion carried by unanimous vote.

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

A. Mr. Kyle Ingham reported on the recent and upcoming Planning Commission sponsored regional meetings.

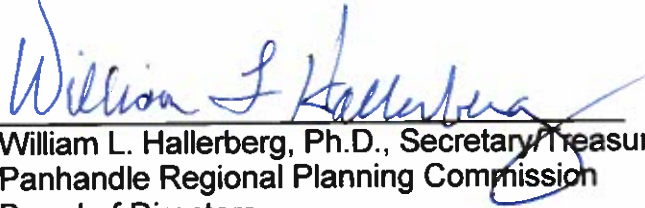
13. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:15 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