

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS

Minutes

June 28, 2018

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, June 28, 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
- Juan Cantu, Lipscomb County Commissioner
- Cleo Castro, Cactus
- Buster Davis, Mayor, City of Gruver
- Irene Favila, Hereford
- Bob Gober, Councilman, City of Canadian
- 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
- Wayne Nance, Briscoe County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Karen Price, Pampa
- Amelia Salazar, Alderwoman, Palisades Village
- Winston Sauls, Borger
- Pat Sims, Mayor, City of Dumas
- Kerry Symons, Mayor, City of Perryton
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

**MEMBERS ABSENT:**

- Ronnie Gordon, Hartley County Judge
- Saul Hernandez, Amarillo
- Ernie Houdashell, Randall County Judge
- 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:** Ms. Lori Gunn, Regional Services Program Coordinator; Mr. John Kiehl, Regional Services Director; Mr. Dustin Meyer, Local Government Services Director; Mr. Mike Peters, Regional 9-1-1 Network Director; Mr. Marin Rivas, Workforce Development Director; Ms. Heather Reid, Workforce Development Contract/Accounting Manager; Ms. Paige Withar, Community and Economic Development Program Specialist; Mr. Alex Guerrero, Community and Economic Development Program Specialist; Ms. Renee Boehning, Finance Director; Ms. Rebecca Rusk, Executive Assistant; Mr. Kyle Ingham, Executive Director

**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.

**2. INVOCATION**

Judge John Howard gave the invocation.

**3. MINUTES**

Judge Don Allred moved to approve the minutes from the meeting held on May 3, 2018, as received. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

**4. VOUCHERS**

Mayor Pat Sims moved to approve the vouchers for the months of April and May, 2018. Judge John James seconded the motion; the motion carried by unanimous vote.

**5. PRPC EMPLOYEE GROUP HEALTH INSURANCE RENEWAL**

Ms. Renee Boehning stated that the PRPC provides group health care coverage to its employees through TML as part of an overall benefit package. Regular full time employees and regular part-time employees who work 20 or more hours per week may participate in the plan with PRPC paying 100% of the premium cost. Employees may add dependent coverage to the plan at the employee's expense. Currently, PRPC has 42 employees on the employee plan, 8 employees electing child coverage, one employee electing spousal coverage, and 1 employee electing family coverage.

The current year plan has a \$1,750 deductible and then pays 80% of the costs in network up to \$2,000 out of pocket with the total maximum out of pocket of \$3,750. Once the network deductible and the out of pocket amounts are satisfied, the plan pays 100% of eligible network charges. Out of network benefits have a \$2,000 deductible and then pays 50% of the costs with no maximum out of pocket. An office visit co-pay is \$30.

For PRPC's 2019 fiscal year, TML has quoted PRPC a 12% increase to continue with the current medical plan. The following chart provides a comparison of the monthly rates:

	<u>Current Rate</u>	<u>New Plan</u>	<u>Increase</u>
Employee	\$606.82	\$679.64	\$ 72.82
Spouse	\$793.66	\$888.90	\$ 95.24
Child	\$373.22	\$418.02	\$ 44.80
Family	\$1,178.34	\$1,319.74	\$141.40

Ms. Boehning informed the Board that staff explored other options with TML, but those options appeared to have negative impacts on employees with little fiscal improvement to PRPC's financial status.

Judge Don Allred moved to renew the Planning Commission's group health insurance benefits program for 2018-2019 at the rates presented through the Texas Municipal League Multistate Intergovernmental Employee Benefits Pool. Ms. Irene Favila seconded the motion; the motion carried by unanimous vote.

**6. PANHANDLE REGIONAL 9-1-1 NETWORK ADVISORY COMMITTEE APPOINTMENTS**

Mr. Mike Peters stated that the Panhandle Regional 9-1-1 Network Advisory Committee is composed of a representative from each of the region's 23 public safety answering points and three representatives from the telecommunication industry. The Procedures and Policies of the Panhandle Regional 9-1-1 Network Advisory Committee requires members to serve staggered three year terms, limited to two consecutive three-year terms. The Committee is designed to provide general guidance and policy direction to the Panhandle Regional 9-1-1 project.

Mr. Peters stated that two vacancies exist on the committee. Aimee Williamson, Hemphill County Communications Supervisor and John Blackwell with Windstream have been nominated to fill those vacancies and have expressed a willingness to serve if appointed by the Board.

Mayor Buster Davis moved to appoint Aimee Williamson and John Blackwell to serve on the Planning Commission's Regional 9-1-1 Network Advisory Committee. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

**7. 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 Q3 performance report covering March, April and May.

- There were 22,176 9-1-1 calls received from the 23 regional call centers of with 18,037 being wireless or 65%.
- 15 Public Service Answering Points (PSAPs) were monitored with no findings.
- 2,998 Network test calls were made by PSAP staff and PRPC employees.

- The Program experienced no outages this quarter.
- The region received 921 text messages during this period, with the vast majority as test texts.

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

**8. 2018 REGIONAL CRIMINAL JUSTICE STRATEGIC PLAN APPROVAL**

Ms. Lori Gunn informed the Board that each year, the PRPC enters into a contract with the Criminal Justice Division of the Governor's Office (CJD) to administer the Panhandle Regional Criminal Justice Program. Part of that process is the development of a strategic plan that will outline the PRPC's vision related to criminal justice issues within the region.

In the past, CJD required each jurisdiction to complete a community plan to identify local priorities and help foster relationships between agencies. CJD rescinded the jurisdictional community plans in 2014 and began asking the regional Council of Governments (COGs) to develop strategic plans at the regional level. CJD continued the strategic planning requirement and placed weight at the state level by adding the results to the new CJD score sheet for prioritizing grants. The Executive Summary from each region's strategic plans will be compiled into a state-wide report for Texas.

Essentially, the Strategic Plan is an administrative document summarizing the priorities in the region as well as the services currently available to help identify program gaps. The plan will be utilized going forward as a guide for agencies applying under the four funding opportunities administered by the COGs (VOCA, VAWA, JAG & JJDP). It will also assist CJD in developing strategies for other funding streams administered through their office.

PRPC staff has conducted planning sessions and worked with local jurisdictions to develop our regional plan. Ms. Gunn reviewed in detail the 2018 Strategic Plan with the Board.

Mayor Ricky White moved to approve the Planning Commission's 2018 Regional Criminal Justice Strategic Plan. Judge John James seconded the motion; the motion carried by unanimous vote.

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

Mr. John Kiehl reminded the Board that PRPC 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 in the Texas Panhandle.

Each year approximately one-third of the appointed terms expire and those members must either be replaced or re-appointed; with their 3-year terms beginning in June. PRPC staff is recommending the Board appoint/reappoint the following individuals to serve on the PREMAC:

Member Name	From	Discipline Area	Title
1. Jimmy Lanning	City of Stratford	Health/Medical Services	EMS Director
2. Chris Forbis	Randall County	Law Enforcement	Captain
3. Sam Baucom	City of Amarillo	Fire Service	Deputy Chief
4. Danny Hardcastle	Panhandle GWDB	Water Authority/District	Vice President
5. Ross Wilson	Regional – TCFA	Agriculture	President
6. Brenda Vermillion	Carson County	Local Government	Emergency Mgt. Coordinator
7. Kelly Northcott	Regional - DSHS	State/Regional Agency	Preparedness Manager
8. Jay Mayden	Childress County	Local Government	County Judge
9. BJ Potts	City of Dimmitt	Local Government	City Manager
10. Ken Daughtry	Wheeler County	Emergency Mgmt.	Emergency Mgt. Coordinator
11. Dan Reese	City of Canyon	Public Works	Director of Public Works
12. Russell Luther	Regional - TxDOT	Transportation	Director of Operations

Mayor Pat Sims moved to appoint and/or re-appoint the recommended individuals to serve on the Planning Commission's Regional Emergency Management Advisory Committee. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

10. **HIGH DEMAND JOB TRAINING CONTRACT**

Mr. Marin Rivas reminded the Board that PRPC has been coordinating with the Dalhart Economic Development Corporation and Frank Phillips College to facilitate occupational training at the post-secondary level at the Frank Phillips College-Dalhart Center where students will attend classes in the new \$1.5 million Career Training Center.

As approved by the Board in the March meeting, staff submitted an application to the Texas Workforce Commission (TWC) for a High Demand Job Training Program grant opportunity to match Workforce Innovation and Opportunity Act (WIOA) funds to local economic development sales tax funding, on a dollar-for-dollar basis. The application was approved and the Panhandle Workforce Development Board has been awarded \$99,997 of WIOA matching funds, which PRPC will administer through a contract with TWC.

Leveraging Dalhart economic development sales tax funds combined with the TWC matching funds from the grant will help purchase equipment to provide workforce training to students in the areas of welding, industrial machinery mechanics, instrumentation and electrical, pump and engine, process technology, and nursing. Training in these occupations is necessary to alleviate the shortage of skilled workers in our area. Mr. Rivas informed the Board that staff will bring recommendations from the results of the procurement for the purchase of equipment, as specified above, to the Board in the August meeting for consideration.

Ms. Irene Favila moved to authorize the Executive Director to execute a contract with the Texas Workforce Commission for funds to support the Dalhart EDC and Frank Phillips College program development for High Demand Job Training. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

11. **REGIONAL PUBLIC TRANSPORTATION COORDINATION PLANNING CONTRACT**

Mr. Dustin Meyer reminded the Board that PRPC has been in the public transportation arena since 2006 with the adoption of the region's first Regional Transportation Coordination Plan. Since then, much has been accomplished through the partnership of PRPC staff and the Advisory Committee, the Panhandle Regional Organization to Maximize Public Transportation (PROMPT). In 2017, the third iteration of the Comprehensive Plan was adopted which set forth new goals for another 5-year planning process.

With the adoption of the 2017-2021 Regional Transportation Plan, the PRPC and PROMPT set forth specific areas of focus to conduct in-depth research that includes veterans' transportation needs, the impact of transportation barriers on educational attainment, what school transportation resources may be available for emergency transportation scenarios, and challenges surrounding the growing urban population of the City of Amarillo.

For over a decade, the Regional Public Transportation Coordination Planning Grant through Texas Department of Transportation has been very important for the region's transportation providers (both private and public), health and human services providers and the users of public transportation. It provides a forum for these entities to share a table together to identify ways to improve the efficiency and services through partnerships and collaboration.

Going forward with public transportation planning, TxDOT is evolving the program into a statewide competitive process focused on demonstration and pilot programs that implement strategies identified in the regional plans. PRPC was one of only three organizations that were selected to receive funding for a demonstration project being a combination of public educational awareness and phone application project. Currently, the PRPC is working with WTAMU to develop the mobile application and is in the process of procuring a vendor for the public information campaign. TxDOT has awarded the PRPC \$160,000 to complete the two year project.

While the majority of TxDOT funding has been allocated to demonstration projects and pilot programs, TxDOT recognizes the need to continue to provide funding for the coordinated transportation planning process to monitor progress of the 5-year plan, document any new unmet needs or gaps and to collect, maintain and report metrics data associated with the regional transportation plan.

Mr. Meyer stated that in May, TxDOT notified staff that PRPC would receive \$25,000 to continue work on the coordinated transportation planning process for the 2019 program year based upon state-wide metrics data that was submitted in April. The LGS staff plans to prepare and submit an application and enter into a contract with TxDOT to receive this funding

Mayor Buster Davis moved to authorize the submittal of the application and authorize the Executive Director to execute the contract with the Texas Department of Transportation for

funds to support the Planning Commission's provision of public transportation coordination and planning activities in the Texas Panhandle. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

12. **PUBLIC TRANSPORTATION PUBLIC AWARENESS DEVELOPMENT CONTRACT**

Mr. Dustin Meyer stated that in October of 2017 the PRPC Board of Directors authorized the contract with the Texas Department of Transportation for a Public Transportation Coordination Demonstration Project. This project is for the development of a mobile application aimed at providing public transportation information inclusive of route times and locations to the general public for the major public transportation providers in the region. Additionally, the second phase of the TxDOT demonstration project includes a public awareness campaign to promote panhandle transportation services as well as to market the mobile transit phone application.

A Request for Proposals, for development of the public awareness campaign, was advertised in the Amarillo Globe News, published on the PROMPT website, published on the Texas Register, and emailed to a list of eleven PROMPT Board approved vendors. RFP's were due on June 12, 2018. Three proposals were received which included proposals from Nobox Creative, the Owen Group, and Griffin Wink Advertising. These proposals were reviewed and scored by PRPC staff and a PROMPT Selection Committee on June 14<sup>th</sup> and presented to the full PROMPT Board on June 21<sup>st</sup>, 2018.

After review of the submitted RFPs it was the decision of both the Selection Committee as well as the full PROMPT Advisory Board to award the development of a public information campaign to Griffin Wink Advertising. Selection criteria included: familiarity with public information campaigns, familiarity with the needs of the target audience, competency and availability of staff as well as project costs among other criteria.

Griffin Wink's proposal consistently scored the highest and was determined to be the most responsive for the desired project approach to fulfill the need to develop a public information campaign for the TxDOT Demonstration Project. The anticipated project budget and funds allocated to provide for the development of the transit mobile application was \$30,000. Griffin Wink's proposed project budget included in their proposal is for \$26,250.00.

Mayor Ricky White moved to approve a contract with Griffin Wink Advertising for the development of a public transportation public awareness campaign under the Texas Department of Transportation Demonstration Program. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

13. **PRPC BOARD MEMBER RECOGNITION**

Mr. Kyle Ingham presented a plaque to Canadian Councilman Bob Gober in recognition of his service on the Planning Commission's Board of Directors.


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

A. Mr. Kyle Ingham announced that the 2018 PRPC Annual Meeting is scheduled for Thursday, September 27, 2018 in the Grand Plaza of the Amarillo Civic Center.


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

15. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:45 p.m.

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

ATTEST:

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