

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS

Minutes

September 27, 2018

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, September 27, 2018, at 1:30 p.m. in the Hospitality Room of the Amarillo Civic Center, 401 South Buchanan, Amarillo, Potter County, Texas.

Judge John Howard, Chairman, presided.

MEMBERS PRESENT:

- 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
- Wayne Nance, Briscoe County Judge
- Karen Price, Pampa
- Amelia Salazar, Alderwoman, Palisades Village
- Winston Sauls, Borger
- Kerry Symons, Mayor, City of Perryton
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Don Allred, Oldham County Judge
- Juan Cantu, Lipscomb County Commissioner
- Ronnie Gordon, Hartley County Judge
- Saul Hernandez, Amarillo
- Ernie Houdashell, Randall County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Walter "Four" Price, Texas State Representative, District 87
- Sal Rivera, Sheriff, Castro County
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Pat Sims, Mayor, City of Dumas
- Nancy Tanner, Potter County Judge

STAFF PRESENT: Mr. John Kiehl, Regional Services Director; Mr. Marin Rivas, Workforce Development Director; Mr. Alex Guerrero, Local Government Services Program Specialist; Ms. Paige Witthar, Local Government Services Program Specialist; Mr. Dustin Meyer, Local Government Services Director; Ms. Melissa Carter, Area Agency on Aging Director; Mr. Mike

Peters, Regional 9-1-1 Network Director; Ms. Renee Boehning, Finance Director; Ms. Rebecca Rusk, Executive Assistant; Mr. Kyle Ingham, Executive Director

OTHERS PRESENT: Mayor Tobe Shields, City of Spearman; Mayor Greta Byers, City of Howardwick; Mr. Howard Heath, City of Claude; Commissioner Jack Wellman, Briscoe County; Ms. Deborah Wellman, Briscoe County; Ms. Shannon Skiles, Senator Kel Seliger'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.

2. **INVOCATION**

Judge John Howard gave the invocation.

3. **MINUTES**

Judge Dan Looten moved to approve the minutes from the meeting held on August 23, 2018, as received. Judge Jay Mayden seconded the motion; the motion carried by unanimous vote.

4. **VOUCHERS**

Dr. Bill Hallerberg moved to approve the vouchers for the month of August, 2018. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

5. **RESOLUTION THANKING JORGE D. AYALA**

Mayor Kerry Symons moved to pass a resolution thanking Economic Development Administration Regional Director Jorge D. Ayala for serving as the keynote speaker at the Panhandle Regional Planning Commission's 2018 Annual Meeting. Mayor Buster Davis 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. The following individuals are willing to serve on the Committee if appointed or re-appointed by the Board:

Michelle Griffin, Jail Administrator, Dallam County
Dana Miller, Sheriff, Roberts County
Tisha Rawlins, Jailer/Dispatcher, Wheeler County
Misty Garrett, Communication Supervisor, Hansford County
Aimee Williamson, Telecommunicator, Hemphill County
Randy Geries, Sheriff, Parmer County
Lance Richburg, Chief, Gray County
Brian Booker, Manager Network Services, AT&T
Mark Garcia, Representative, Suddenlink

Ms. Irene Favila moved to appoint or re-appoint the recommended individuals to serve on the Planning Commission's Regional 9-1-1 Network Advisory Committee. Judge John James seconded the motion; the motion carried by unanimous vote.

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

Mr. Mike Peters informed the Board that 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 Q4 performance report covering June, July and August.

- There were 36,366 9-1-1 calls received from the 23 regional call centers of with 25,592 being wireless or 70%.
- 18 Public Service Answering Points (PSAPs) were monitored with no findings.
- 2,594 network test calls were made by PSAP staff and PRPC employees.
- The program experienced one outages as a result of a power outage.
- The region received 1,186 text messages during this period, with the vast majority as test texts.

Judge Harold Keeter moved to accept the Panhandle Regional 9-1-1 Network's 2018 Fourth Quarter Performance Report as presented. Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

8. **FOOD NET PROGRAM FUNDING AGREEMENT**

Ms. Melissa Carter reminded the Board that the Area Agency on Aging (AAA) in partnership with the Lee Bivins Foundation, which operates the Elizabeth Jane Bivins Culinary Center, provides meals for the nutrition program. The program was named "Nutrition for Experienced Texans" and is referred to as the Food NET.

The Food NET program is dependent not only on Title III funds received from the AAA, but also funds from the United Way of Amarillo and Canyon and the City of Amarillo Community Development Block Grant Program. The City of Amarillo's Community Development Block Grant Program operates on a federal funding cycle that begins October 1 and ends on September 30 of each year.

This year, the AAA had an opportunity to reapply for the Community Development Block Grant Program. Subsequently, the City's Community Development Advisory Committee recommended that the program be funded for \$25,000. The City Council approved the request. This money will be used to provide home delivered meals to the nutritionally at-risk low and moderate-income elderly and disabled adults residing in the city limits of Amarillo.

Mayor Buster Davis moved to authorize the Executive Director to execute an agreement with the City of Amarillo for Community Development Block Grant funds to partially support the delivery of meals to qualified senior citizens and disabled persons in the City of Amarillo. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

9. **FOOD NET PROGRAM FUNDING APPLICATION**

Ms. Melissa Carter stated that in 2004, the Area Agency on Aging (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 our community 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 from the AAA, but also funds from the United Way of Amarillo and Canyon and the City of Amarillo Community Development Block Grant Program. The United Way of Amarillo and Canyon operates on a funding cycle that begins April 1 and ends on March 31 of each year.

The AAA proposes to submit an application to the United Way of Amarillo and Canyon with a request of \$110,000.00. 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.

Mayor Buster Davis moved to authorize the submittal of an application to the United Way of Amarillo and Canyon to partially support the delivery of meals to qualified individuals in need in Amarillo and Canyon. Mayor Ricky White seconded the motion; the motion carried by unanimous vote.

10. **CHILD CARE LOCAL INITIATIVE FUNDING AGREEMENT**

Mr. Marin Rivas reminded the Board that 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, 2018, the City has committed \$80,000 in Community Development Block Grant (CDBG) funds to this effort. This has allowed us to access \$159,059 in additional federal child care monies. The combined amount of \$239,059 will be used to purchase child care services for children from low-income Amarillo families.

Mayor Kerry Symons moved to authorize the Executive Director to execute an agreement with the City of Amarillo for Community Development Block Grant funds to support the provision of child care services in Amarillo. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

11. **REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE FY2019 GRANT PROGRAM OPERATING PROCEDURES APPROVAL**

Mr. John Kiehl informed the Board that two years ago, after the program had already been in existence for 12 years, the Office of the Governor's (OOG) Homeland Security Grants Division (HSGD) began requiring every Council of Government (COG) in Texas to establish a written set of procedures for their regional Homeland Security Advisory Committees to follow in developing funding recommendations for their region's annual State Homeland Security Program (SHSP) allocation.

The PREMAC met last month to review/revise as needed its Operating Procedures for the FY19 SHSP program year. Last year, for the FY18 program, the PREMAC had to make some significant procedural changes in order to satisfy new OOG requirements. However, there was no need to make any notable changes to the document this year so it reads more or less the same as the document the Board approved this past year.

Mr. Kiehl reviewed the PREMAC's FY19 Operating Procedures with the Board. He stated that the PREMAC unanimously voted to recommend that the PRPC Board of Directors approve the committee's FY2019 Operating Procedures as they are now being presented.

Judge Dan Looten moved to approve the FY2019 Grant Program Operating Procedures for the Planning Commission's Regional Emergency Management Advisory Committee. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

12. **TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION DEVELOPMENT AND MANAGEMENT SERVICES INTERLOCAL CONTRACTS**

Mr. Alex Guerrero reminded the Board that 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 275 TxCDBG projects totaling more than \$62,000,000 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 they are in the process of soliciting applications for the 2019/2020 TxCDBG program.

In the previous CDBG application cycle, TDA issued guidance that changed decades of precedence requiring the procurement of professional services associated with the TxCDBG program to occur prior to the development of applications. This change was due to a unique interpretation of the new 2 CFR 200 related to the development of a "statement of work" pertaining to projects ultimately funded. As such, the same rules and requirements are again in effect for this application cycle. To this end, staff will follow the previous model established to adopt an interlocal agreement with cities and counties that wish to utilize PRPC for the development of applications for the 2019/2020 TxCDBG cycle.

The complication of securing professional services prior to the development of an application is that no actual project exists so it is difficult to detail the services to be provided. To this end, an interlocal agreement has been developed that a community may enter into with PRPC that details the application development at no-charge and identifies a future consideration of administrative services if a project is funded. However, the specifics of an administration contract are identified to be determined at a later date at the locality's discretion through an amendment if a TxCDBG project is funded for a specific entity.

In anticipation of PRPC staff preparing approximately 30 TxCDBG applications this cycle, staff has determined that it would be useful for the Board to consider the Interlocals associated with the application preparation in multiple groupings for two reasons: 1) There is a staggering of the public hearings and meetings that staff goes to chronologically to ensure that staff can be in each community during an application cycle; 2) With over 30 entities applying there could be a problem with Board voting membership having to recuse themselves if all projects were presented together. The following interlocal agreements were presented to the Board:

- | | |
|-----------------------|---------------------|
| a. City of Channing | h. City of McLean |
| b. City of Darrouzett | i. Ochiltree County |
| c. Deaf Smith County | j. City of Pampa |
| d. City of Dimmitt | k. City of Sunray |
| e. City of Hart | l. City of Sanford |
| f. City of Hereford | m. City of Vega |
| g. City of Groom | n. City of Wheeler |

Judge John James moved to authorize Executive Director to execute interlocal cooperation contracts with various Panhandle area local governments for the Planning Commission to provide Texas Community Development Program grant application development and potential project management services. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote, with Ms. Karen Price abstaining.

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

Ms. Paige Witthar reminded the Board that staff has worked with Panhandle communities to write applications and implement various projects through the Community Development Block Grant (TxCDBG) Program since 1983. Through the CDBG program the Texas Department of Agriculture (TDA) offers many different funding opportunities that include: Community Development Infrastructure Improvement Program, Community Enhancement Fund, Texas Capital Fund Infrastructure Program, Disaster Relief and the Downtown Revitalization Program.

The Downtown Revitalization Program stated objectives are for the elimination of slum or blight conditions in the downtown areas of communities by providing assistance for public

infrastructure improvements, specifically sidewalks and ADA compliance. The City of Wheeler and the Wheeler Economic Development Corporation are partnering together to write an application that will seek to improve the deterioration of sidewalks conditions in their downtown area.

Following the format established during the TxCDBG application process conducted in the fall of 2017, an interlocal agreement has been developed for PRPC to assist the City of Wheeler with the 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 to for an Amendment to be consider contingent upon funding for Project Management Services.

Functionally, these are all activities conducted by PRPC staff on projects and applications historically. However, given recent TDA guidance, it is necessary for the City of Wheeler and PRPC to enter into an interlocal agreement at this time to ensure that these activities are detailed and to adhere to the funding agency's requirements.

Mayor Kerry Symons moved to authorize the Executive Director to execute an interlocal cooperation contract with the City of Wheeler for the Planning Commission to provide Texas Community Development Program grant application development and potential project management services. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

14. ECONOMIC DEVELOPMENT PLANNING GRANT APPLICATION

Mr. Dustin Meyer informed the Board that since 1978 the Planning Commission has served as the fiscal and administrative agent of the Panhandle Economic Development District. The purpose of the Planning Commission's economic development activities is to create employment opportunities, foster more stable and diversified local economies, improve local conditions, and guide and coordinate the efforts of local individuals and organizations concerned with economic development.

The EDA planning grant provides the funds to the Planning Commission for the administrative support of economic development activities in the area. The Comprehensive Economic Development Strategies (CEDS) planning document that is generated by the PRPC annual is a product of this planning grant traditionally. The CEDS document analyzes the population and economic trends of the region and its communities while identifying the needs and strategies appropriate to help sustain and expand local economies. The CEDS also includes a Strength, Weakness, Opportunity, Threat (SWOT) analysis on economic trends in the region.

The EDA Planning Grant Program is a funding cycle which allows us to apply for three years of funding. The amount of the FY19 through FY21 grant for which the Commission is applying is \$210,000. The PRPC match requirement will be at 40% based on regional economic conditions.

Ms. Irene Favila moved to authorize the Executive Director to submit a grant application in the amount of \$210,000 to the U.S. Economic Development Administration for economic development planning funds and to convey the Executive Director the authority to execute any and all necessary documents to effectuate the multi-year planning grant application. Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote.

15. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

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

16. 2018 MEMBERSHIP MEETING

The Planning Commission's 2018 Annual Membership Meeting convened.

17. ELECTION OF 2018-2019 PANHANDLE REGIONAL PLANNING COMMISSION BOARD OFFICERS

Mr. Kyle Ingham reported that the nominating committee, which consisted of Judge Jay Mayden and Ms. Irene Favila is recommending the following slate of officers for 2018-2019:

Ricky White, Mayor, City of Friona – Chair

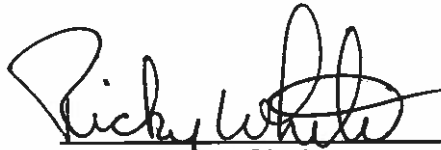
Dr. Bill Hallerberg, Canadian River Municipal Water Authority – Vice Chair

Mr. Winston Sauls, Citizen's Representative of Borger – Secretary/Treasurer

Mayor Kerry Symons moved to elect the slate of officers as recommended by the nominating committee. Judge Wayne Nance seconded the motion; the motion carried by unanimous vote.

18. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 5:20 p.m.



Ricky White, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



Winston Sauls, Secretary/Treasurer
Panhandle Regional Planning Commission
Board of Directors