

Panhandle Regional
Planning Commission
Board of Directors
Thursday,
October 24, 2024
1:30 p.m.



NOTICE OF MEETING

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission will be held on **Thursday, October 24, 2024, at 1:30 p.m.** in the PRPC Board Room at 415 SW 8th, Amarillo, Potter County, Texas. In order to accommodate Board Members and members of the public who may want to access the meeting remotely a hybrid link is provided pursuant to Texas Government Code Section 551.127 with more than three counties in the State of Texas being represented on the Board.

Members of the public interested in attending this meeting online may do so by logging into the Zoom Meeting:

<https://us02web.zoom.us/j/82301007136?pwd=ZlFka0lrRENlZHNDY2JPbmE4SzNDQT09>

(Meeting ID: 823 0100 7136 – Password 8063723381) or may participate by phone 346 - 248 - 7799 (Meeting ID: 823 0100 7136 – Password 8063723381)

A copy of the full agenda for this meeting can be found on the PRPC's website at <http://www.theprpc.org/About/Directors/default.html>

AGENDA

1. CALL TO ORDER

- Quorum Determination
- Local Government Code Chapter 176
- Conflict Disclosures (if appropriate)*

2. INVOCATION

3. PUBLIC COMMENT

The Planning Commission invites members of the public to provide oral comment on any item included on this agenda under this item. Each person wishing to make a public comment shall be limited to 3 minutes with comments directed to the Board as a whole. Reasonable accommodation shall be made for members of the public utilizing a translator for public comment.

4. MINORITY ELECTED OFFICIAL REPRESENTATIVE APPOINTMENT

Consideration of the reappointment of Sheriff Salvador "Sal" Rivera representing Castro County to a three-year term on the PRPC Board of Directors a Minority Elected Official Representative

5. SPECIAL DISTRICT REPRESENTATIVE BOARD MEMBER APPOINTMENTS

Consideration of the appointment of Mr. Mac Smith representing the Canadian River Municipal Water Authority (CRMWA) to complete the term of Dr. Bill Hallerberg and reappoint Mr. Phillip Self, representing the Greenbelt Municipal Water Authority to a three-year term on the PRPC Board as Special District Representatives.

6. MINORITY REPRESENTATIVE ELECTION

Consideration of the establishment of a date, time and location for a meeting of minority citizens from Planning and Service Area 4 (Armstrong, Carson, Potter and Randall Counties) and Planning and Service Area 1 (Dallam, Hartley, Moore, Oldham and Sherman Counties) for the purpose of electing a minority representative from each PSA to the Panhandle Regional Planning Commission Board of Directors.

7. MINUTES

Consideration of the approval of the minutes from the Board of Directors' meeting held on September 26, 2024.

8. PRPC VOUCHERS FOR THE MONTH OF SEPTEMBER 2024

Review and consideration of the acceptance of the vouchers for the month of September 2024.

9. PRPC INVESTMENT FUND MONTHLY REPORT

Presentation and consideration of acceptance of the Planning Commission's Investment Fund Monthly Report.

10. CONSIDERATION OF INVESTMENT POLICY TO INCLUDE LOCAL GOVERNMENT INVESTMENT POOLS

Presentation and consideration of the approval of the revised Investment Policy and allow the Executive Director to sign agreements allowing a portion of PRPC unrestricted funds to be invested in LGIPs.

11. REGIONAL 9-1-1 FY2024 4TH QUARTER PERFORMANCE REPORT

Consideration of the PRPC Board of Directors to approve the FY24 Q4 Performance Report as submitted covering the months of June, July, and August.

12. SOLID WASTE INFRASTRUCTURE FOR RECYCLING (SWIFR) GRANT RESOLUTION

Consideration of the Board of Directors to pass a resolution authorizing the submission of the Regional Solid Waste Infrastructure for Recycling Program grant application for consideration under the FY26 Environmental Protection Agency's Solid Waste Infrastructure for Recycling grant competition.

13. FY 2026 FOR PY 2025 REGIONAL CRIMINAL JUSTICE ADVISORY COMMITTEE OPERATING PROCEDURES

Consideration of the approval of the FY2025 Regional Criminal Justice Advisory Committee Operating Procedures and Bylaws.

14. TOWER LEASE AGREEMENT WITH THE BIBLE BAPTIST CHURCH OF PAMPA TX FOR TOWER/SHELTER SPACE ON PRPC OWNED TOWER

Consideration of the authorization of the Executive Director to execute the attached Tower Lease Agreement with the Bible Baptist Church.

15. **MEMORANDUM OF UNDERSTANDING WITH THE CITY OF SUNRAY**

Consideration of the authorization of the Executive Director to execute the attached Memorandum of Understanding with the City of Sunray.

16. **2024 TEXAS HOMELAND SECURITY REGIONAL THREAT AND HAZARD IDENTIFICATION RISK ASSESSMENT (THIRA) AND STAKEHOLDER PREPAREDNESS REVIEW (SPR)**

Consideration of the authorization of the Executive Director to approve the Panhandle region's 2024 Threat and Hazard Identification Risk Assessment and Stakeholder Preparedness Review, as presented, and authorize the submission of these documents to the Office of the Governor; Homeland Security Grants Division by the November 30, 2024.

17. **RECRUITMENT SERVICES INTERLOCAL CONTRACT – CITIES OF DUMAS AND WELLINGTON**

Consideration of the authorization of the Executive Director to execute an Interlocal Cooperation Contract with the Cities of Dumas and Wellington to conduct a formal City Manager Search.

18. **TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION DEVELOPMENT AND MANAGEMENT SERVICES INTERLOCAL CONTRACTS – 2025-2026 CYCLE**

Consideration of the authorization of the Executive Director to execute an Interlocal Cooperation Contract with the Cities of Darrouzett, Perryton, Nazareth, Higgins, Hedley and Dalhart allowing PRPC to provide TxCDBG application services at no cost with contingency for administrative services to be amended at the localities discretion if a project is funded.

19. **ECONOMIC DEVELOPMENT PLANNING GRANT APPLICATION**

Consideration of the authorization of the Executive Director to submit a grant application to the U.S. Economic Development Administration for Economic Development planning funds and to convey to the Executive Director the authority to execute any and all necessary documents to effectuate the multi-year Planning Grant application.

20. **TEXAS ASSOCIATION OF REGIONAL COUNCILS SERVICE FEES**

Staff recommends that the Board of Directors authorize payment of the Panhandle Regional Planning Commission's 2024-2025 TARC Association service fees and meeting costs for October 2024 – September 2025

21. **TEXAS ASSOCIATION OF REGIONAL COUNCILS APPOINTMENT OF THE OFFICIAL BOARD REPRESENTATIVE**

Consideration of the authorization to appoint an official Board of Director member as the Texas Association of Regional Councils official representative for the period October 1, 2024 through September 30, 2025.

22. PRPC PROJECT MANAGEMENT SERVICES CONTRACT

Consideration of the authorization of the Executive Director to enter into a contract with a contractor that will provide project management services to assist the Planning Commission with chiller replacement, plumbing, electrical, roof improvements and other building improvements in the next year.

23. CLOSED SESSION – PERSONNEL MATTERS

Consideration of convening a closed session of the Board of Directors to discuss the performance and employment of the Executive Director as provided for under Texas Government Code, Chapter 551, Section 551.074

24. RECONVENE PUBLIC SESSION

Reconvene public session and consider action, if any, regarding the performance and employment of the Executive Director.

25. OPEN DISCUSSION

26. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

A. Comments from the Executive Director.

B. Report on the following recent Planning Commission sponsored regional meetings:

- 10/01/2024 – Region A Panhandle Water Planning Group Meeting
- 10/01/2024 – Region A Panhandle Water Planning Group Meeting
Executive Committee
- 10/01/2024 – READY/SET/THRIVE, Childress Retired Teachers
- 10/02/2024 – Panhandle Regional Organization to Maximize
Transportation Meeting (PROMPT)
- 10/02/2024 – Caregiver Support Group, Central Church of Christ, Amarillo
- 10/02/2024 – Matter of Balance, Palo Duro Village, Canyon
- 10/03/2024 – Regional Solid Waste Management Advisory
Committee (RSWMAC)
- 10/03/2024 – Transfer on Death Deed. Young at Heart, McClean
- 10/07/2024 – READY/SET/THRIVE, Wellington Senior Citizens
- 10/08/2024 – Medicare Plans and DIY, Dimmitt Hospital
- 10/10/2024 – Community Fall Festival, SAC, Amarillo
- 10/10/2024 – MIPPA, Golden Plains Hospital, Borger
- 10/11/2024 – Expo Health Fair, Castro County Health Fair, Dimmitt
- 10/17/2024 – Panhandle Regional Emergency Management Advisory
Committee (PREMAC)
- 10/17/2024 – OGH Health Fair, Ochiltree General Hospital
- 10/22/2024 – Fall Health Festival, Independence Village, Amarillo
- 10/23/2024 – Criminal Justice Advisory Committee (CJAC)
- 10/24/2024 – READY/SET/THRIVE, Hampton Village Senior, Pampa
- 10/25/2024 – Certified Volunteer Ombudsman Fall Training, Amarillo

C. Announcement of tentatively scheduled Planning Commission sponsored regional meetings:

- 10/28/2024 –Transfer on Death Deed, Higgins Community
- 10/29/2024 – MIPPA, Panhandle Community Services, Dalhart
- 10/31/2024 – READY/SET/THRIVE, Tulia Senior Citizens
- 11/01/2024 – 18th Annual AAA Caregiver Conference, PRPC
- 11/07/2024 – MC vs. MC Advantage, Alzheimer Support, Canyon
- 11/13/2024 – Texas Panhandle Inspector Association Meeting (TPIA)
- 11/17/2024 – Matter of Balance, Stinnett Senior Citizens
- 11/19/2024 – Panhandle TxCDBG 2024 Awardees Kick-Off Meeting
- 11/21/2024 – Panhandle Regional Emergency Management Advisory Committee (PREMAC)
- 12/03/2024 – Regional Solid Waste Management Advisory Committee (RSWMAC)

27. ADJOURNMENT

***LOCAL GOVERNMENT CODE**
TITLE 5. MATTERS AFFECTING PUBLIC OFFICERS AND EMPLOYEES
CHAPTER 176. DISCLOSURE OF CERTAIN RELATIONSHIPS WITH LOCAL GOVERNMENT OFFICERS; PROVIDING PUBLIC ACCESS TO CERTAIN INFORMATION

Sec. 176.003. CONFLICTS DISCLOSURE STATEMENT REQUIRED. (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(1) the vendor enters into a contract with the local governmental entity or the local governmental entity is considering entering in to a contract with the vendor; and

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, that exceeds \$2,500 during the 12-month period preceding the date that the officer become aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor; or

(C) has a family relationship with the local government officer.

PUBLIC NOTICE

This notice complies with Texas Government Code Chapter 551, Open Meetings Act, Section 551.041 (Notice of Meeting Requirements); Section 551.043 (Time and Accessibility of Notice Requirements); and Section 551.053 (Notice Requirements of a Political Subdivision Extending into Four or More Counties) and Section 551.127 (Videoconference Call). The notice has been filed at least 72 hours before the scheduled time of the meeting with the Secretary of State's Office, the Potter County Clerk's Office and has been posted in the Administrative Office of the Panhandle Regional Planning Commission.

Posted this 18th day of October, 2024 at 415 West Eighth Avenue, Amarillo, Texas, at 4:30 p.m.

Melissa T. Whitaker

Melissa T. Whitaker, Executive Assistant

ITEM 4

MEMORANDUM

DATE: October 24th, 2024
TO: PRPC Board of Directors
FROM: Michael J. Peters, Executive Director
SUBJECT: Agenda Item 4
Minority Elected Official Representative Appointment

BACKGROUND

The PRPC Bylaws calls for three minority elected officials of member general purpose local governments. The term of office of the appointed representatives shall be a staggered three-year term.

Staff has reached out to Sheriff Salvador Rivera to see if he was willing to continue to serve on the Board. Sheriff Rivera has agreed to continue his responsibilities on the PRPC Board of Directors. His new term will run from November 1st, 2024 until October 31st, 2027. We appreciate Sheriff Rivera's past and future contributions to the Planning Commission and the Texas Panhandle.

RECOMMENDATION

Staff recommends that the Board of Directors re-appoint Sheriff Salvador "Sal" Rivera representing Castro County to a three-year term on the PRPC Board of Directors as a Minority Elected Official Representative

ITEM 5

MEMORANDUM

DATE: October 24th, 2024
TO: PRPC Board of Directors
FROM: Michael J. Peters, Executive Director
SUBJECT: Agenda Item 5
Special District Representative Board Member Appointments

BACKGROUND

The PRPC Bylaws calls for two members, who represent special districts in the Panhandle, to serve on the PRPC Board of Directors.

Staff has reached out to Mr. Drew Satterwhite with the Canadian River Municipal Water Authority (CRMWA) to see if they had anyone willing to serve on the PRPC Board of Directors. On October 9th of this month, the CRMWA Board has supported appointing Mr. Mac Smith of Pampa to complete the term of Dr. Bill Hallerberg via resolution. This term will end on October 31st of 2025.

Mr. Phillip Self of Childress, who represents the Greenbelt Municipal and Industrial Water Authority, holds the second special district position and his term has ended. Staff has visited with Mr. Self, and he has expressed a desire and willingness to continue serving on the PRPC Board of Directors. The Greenbelt Municipal Water Authority has also supported his renewal and continued service this month through a passed resolution.

RECOMMENDATION

Staff recommends that the Board of Directors appoint Mr. Mac Smith representing the Canadian River Municipal Water Authority (CRMWA) to complete the term of Dr. Bill Hallerberg and re-appoint Mr. Phillip Self, representing the Greenbelt Municipal Water Authority to a three-year term on the PRPC Board as Special District Representatives.

ITEM 6

MEMORANDUM

DATE: October 24th, 2024
TO: PRPC Board of Directors
FROM: Michael J. Peters, Executive Director
SUBJECT: Agenda Item 6
Establishment of Minority Elections for PRPC Board of Directors

BACKGROUND

The PRPC Bylaws states that the Board of Directors shall call one or more meetings of minority citizens during the first quarter of the fiscal year. The place and jurisdictional makeup of the meeting shall be reviewed annually. The meeting or meetings will be held for the purpose of allowing minorities to elect their own representatives to the Board of Directors.

The Board of Directors needs to establish a date, time and location for an election of minority citizens from Planning and Service Area 4 (Armstrong, Carson, Potter and Randall Counties). The PSA - 4 position of Mr. Oscar Ostos is expiring. We are recommending holding a new election to fill this vacancy on October 29th, at the PRPC Boardroom at 5:05PM. The address is 415 SW 8th Ave, Amarillo, TX 79101. This election will be published in all major newspapers serving the above counties. Any interested parties will be added to the ballot at the election and provided to the secretary / treasurer.

The Board of Directors needs to establish a date, time and location for an election of minority citizens from Planning and Service Area 1 (Dallam, Hartley, Moore, Oldham and Sherman Counties). The PSA -1 position that was filled by Andy Garcia from Cactus is now vacant as he is no longer working for Cactus and has not contacted us. We are recommending holding a new election to fill this vacancy on October 30th, at Cactus City Hall at 5:05PM. The address is 201 US 287, Cactus Texas 79013. This election will be published in all major newspapers serving the above counties. Any interested parties will be added to the ballot at the election and provided to the secretary / treasurer.

RECOMMENDATION

Staff recommends that the Board of Directors approve the above dates and times of minority citizens from PSA 4 and PSA 1 for the purpose of electing a minority representative from each PSA to the Panhandle Regional Planning Commission Board of Directors.

Panhandle Regional Planning Commission

Planning and Service Area Boundaries



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- 5

ITEM 7

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS MEETING

Minutes

September 26, 2024

The meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 4:00 p.m. on Thursday, September 26, 2024. This meeting was held in hybrid format by videoconference pursuant Texas Government Code Section 551.127 with more than three counties in the State of Texas being represented on the Board. Board members and individuals from the public who desired to attend in person, attended the meeting at the First Responders Academy, 3891 Plains Blvd., Amarillo, Potter County, Texas 79102.

MEMBERS PRESENT:

- Kerry Symons, Mayor, City of Perryton
- Buster Davis, Mayor, City of Gruver
- Dr. John Howard, Donley County Judge
- Nancy Tanner, Potter County Judge
- Oscar Ostos, Citizen Representative, City of Amarillo
- Shawn Ballew, Oldham County Judge
- Dr. Bill Hallerberg, Canadian River Municipal Water Authority
- Dan Looten, Carson County Judge
- Harold Keeter, Swisher County Judge
- Tobe Shields, Mayor, City of Spearman
- Winston Sauls, Citizen Representative, City of Borger
- Sal Rivera, Sheriff, Castro County
- Cole Stanley, Mayor, City of Amarillo
- Greg Lewellen, Mayor, City of Friona
- Ronnie Gordon, Hartley County Judge
- Rank Cogdell, Briscoe County Judge
- Pat Sims, Commissioner, City of Dumas
- Pat McDowell, Wheeler County Judge

MEMBERS ABSENT:

- Karen Price, Citizen Representative, City of Pampa
- Andy Garcia, Citizens Representative, City of Cactus
- Walter Four Price, Texas State Representative, District 87
- Phillip Self, Greenbelt Municipal & Industrial Waste Authority
- Daniel Jackson, Citizen Representative, City of Dimmitt
- Kimberly Jones, Childress County Judge
- Juan Cantu, Lipscomb County Commissioner
- Yolanda Robledo, Alderwoman, City of Bovina
- Christy Dyer, Randall County Judge

STAFF PRESENT: Mr. Michael Peters, Executive Director; Mr. Trent Taylor, Finance Director; Mr. John Schaumburg, Regional 9-1-1 Director; Ms. Khasi Campos, Regional 9-1-1 Administrative Assistant; Mr. Marin Rivas, Workforce Development Director; Ms.

Heather Reid, Workforce Development Contract/Accounting Manager; Ms. Lori Gunn, Regional Services Director; Mr. Alex Guerrero, Local Government Services Director; Ms. Debra King, Area Agency on Aging Director; Ms. Melissa Whitaker, Executive Assistant

OTHERS PRESENT: Mr. Blake Vineyard, West Texas Deputy Regional Director for Senator Ted Cruz; and Mr. Joe Minshew.

1. CALL TO ORDER

Mr. Sal Rivera called the meeting to order at 4:12 p.m. and noted that a quorum was present.

2. INVOCATION

Judge Harold Keeter gave the invocation.

3. PUBLIC COMMENT

No public comments were made.

4. MINUTES

Judge Dan Looten moved to accept the minutes from the Board of Directors meeting held on August 22, 2024. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

5. VOUCHERS

Mr. Pat Sims moved to approve the vouchers for the month of August 2024. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

6. PRPC INVESTMENT FUND MONTHLY REPORT

Mr. Trent Taylor informed the Board 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 April 27, 2023 for funds under our control. The following was submitted for approval.

	Balance@ <u>12/31/2023</u>	Balance@ <u>07/31/2024</u>	Balance@ <u>08/31/2024</u>
PRPC's Money Market Fund	\$4,103,637	\$4,361,721	\$4,378,749
9-1-1's Money Market Fund	\$57	\$55,712	\$125,033
Total MMIA Funds	<u>\$4,103,694</u>	<u>\$4,417,433</u>	<u>\$4,503,782</u>

CDARS CD	Duration	Return	
03/28/2024 – 09/26/2024	26 Weeks	4.85%	\$500,000
06/27/2024 – 12/26/2024	26 Weeks	4.85%	\$500,000
Total Invested Funds			<u>\$5,417,443</u>

The money market funds are deposited at Amarillo National Bank. The PRPC fund rate for the month of August was 4.85%. The 9-1-1 fund earned an average annual yield of 3.47%. The book value and the market value were the same for each fund listed above. The investment portfolio followed the Public Funds Investment Act and PRPC Investment Policies.

Mayor Tobe Shields moved for the Board of Directors to accept the PRPC Investment Fund Monthly Report as submitted. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

7. RESOLUTION THANKING MS. ADRIANA CRUZ

Mr. Michael Peters asked the Board of Directors to consider a resolution thanking Ms. Adriana Cruz, Executive Director of Economic Development and Tourism, for serving as the keynote speaker at the Panhandle Regional Planning Commission's 2024 Annual Meeting.

Mayor Kerry Symons moved for the Board of Directors to accept a resolution thanking Ms. Adriana Cruz for speaking at the PRPC 2024 Annual Meeting. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

8. WORKFORCE DEVELOPMENT CHILD CARE CLASSROOM MATERIALS

Mr. Marin Rivas informed the Board of Directors that the Texas Workforce Commission (TWC) has contracted with the Panhandle Workforce Development Board (PWDB) / PRPC to utilize Child Care and Development Funds to provide Quality Improvement activities such as technical assistance, professional development, education materials, learning materials, and outdoor equipment for Texas Panhandle Child Care Providers. The PWDB, with PRPC, proposes to make purchases at this time, for Providers who have added classrooms to increase capacity and Providers going through recertification October 2024, to give these Providers the benefit of updating and improving the learning environments as TRS-certified programs. On August 27, 2020, PRPC board approved an Interlocal Agreement with The Interlocal Purchasing System (TIPS) for PRPC to gain access to the TIPS purchasing contracts. TIPS is a department of the Education Service Center Region 8, and a governmental public entity, authorized to enter into interlocal agreements with other governmental entities for the purpose of performing governmental functions on behalf of the parties to the interlocal agreement. It conducts competitive procurements with in-house personnel and legal counsel to enable government agencies to make purchases using its purchasing contracts. The purchases for the project described above can be made through the TIPS purchasing process. The total cost for this project up to \$150,000.00 and funds for this purchase would come from existing Workforce Development Child Care Quality funds.

Judge Nancy Tanner moved for the Board of Directors to authorize the Executive Director to purchase the Child Care Learning, Social Emotional and Self-Regulation materials as described above from Lakeshore Learning, for the amount of no more than \$150,000.00, with grant funds from the TWC Workforce Development Child Care Quality grant. Mr. Pat Sims seconded the motion; the motion carried by unanimous vote.

9. AREA AGENCY ON AGING REVIEW AND APPROVAL OF MARY E. BIVINS FOUNDATION GRANT AGREEMENT

Ms. Debbie King informed the Board of Directors that The Area Agency on Aging (AAA) operates a nutrition program that serves numerous sites across the

panhandle, aiming to provide healthy and nutritious meals to older adults and individuals with disabilities. This program helps reduce hunger and food insecurity, while promoting independence by enabling individuals to remain in their communities and homes. It offers critical support to help older adults age in place with dignity and autonomy. Funding for these nutrition programs is primarily provided through the Older Americans Act. Texas Health and Human Services distributes the funding to AAAs across the state. However, this year, the available funding is being reduced due to the expiration of the American Rescue Plan Act (ARPA) funds, which had been available since March 11, 2021. To mitigate the impact of these funding cuts on senior centers throughout the panhandle, AAA submitted a grant application to the Mary E. Bivins Foundation on May 24, 2024. On August 14, 2024, AAA was notified that the grant proposal had been approved. This funding will enable nutrition providers to continue serving nutritionally at-risk, income-constrained older adults in the panhandle of Texas.

Judge Ronnie Gordon moved for the PRPC Board of Directors to authorize the Board Chair to execute the funding agreement with the Mary E. Bivins Foundation. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

10. REGIONAL 9-1-1 ADVISORY COMMITTEE NOMINATIONS

Ms. Khasi Campos informed the Board of Directors that the Panhandle Regional 9-1-1 Network Advisory Committee is composed of a representative from each of the region's 21 public safety answering points and three representatives from the telecommunication industry. The committee provides general guidance and policy direction to the Panhandle Regional 9-1-1 project. 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. Committee members must be nominated and then approved by the committee. Additionally, the 9-1-1 Network Advisory Committee must nominate officers to preside over the committee meetings.

Membership Nominations:

Diann Guffy, Dallam County Sheriff's Office
Rebekah Baucom, Parmer County Sheriff's Office
Robert Mahafee, Hansford County Sheriff's Office
Johnny Carter, Wheeler County Sheriff's Office
Jessica Mann, Pampa Police Department
Sidney Jordan, City of Borger

Officer Nominations:

Chair: Vicki Groneman, Oldham County Sheriff's Office
Vice-Chair: Sidney Jordan, City of Borger

Mayor Buster Davis moved for the PRPC Board of Directors to approve and appoint the above membership and officer nominations to serve on the Panhandle Regional 9-1-1 Network Advisory Committee. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

11. REGIONAL 9-1-1 ADVISORY COMMITTEE PROCEDURES AND POLICIES UPDATE

Ms. Khasi Campos informed the Board of Directors that PRPC's 9-1-1 Network Advisory Committee's Procedures and Policies document was adopted July 26th, 1990. The document defines the scope of the committee's responsibility and role within the Panhandle Regional Planning Commission, the meeting requirements, and the membership specifics. Historically, the committee is comprised of a representative from each PSAP and three members from the telecommunications industry. Over the past several years, most of the telecommunication supervisory roles have been outsourced to encompass larger regions, which has made it difficult for providers within the Panhandle to attend these meetings. The 9-1-1 Network would like to amend the document to allow for some flexibility regarding the appointments of non-PSAP personnel. The 9-1-1 Network aims to replace the language requiring telecommunications representatives to allow for general nominations as made by the committee.

Dr. Bill Hallerberg moved for the PRPC Board of Directors to allow the proposed changes to the Procedures and Policies of the Panhandle Regional 9-1-1 Network Advisory Committee. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

12. REGIONAL 9-1-1 CALL HANDLING EQUIPMENT (CHE) SOFTWARE SUPPORT RENEWAL

Mr. John Schaumburg informed the Board of Directors that since 2009, the Panhandle Regional Planning Commission has maintained contract services for software support, telephone support and antivirus updates from Intrado Life & Safety Solutions Corporation. The existing contract expires on October 31st, 2024. The 9-1-1 Network will be changing equipment vendors in the upcoming months, so the HGAC-Buy Contract #EC07-24 pricing was prorated for six months costing a total of \$58,797.00. If we choose to maintain this support contract, it allows newer software versions at no additional cost. Typically, the best benefit of this service is to correct any software issues that may develop and to future-proof the technology. This contract also provides a 24/7 support hotline to remedy any issues that staff or the local technicians cannot immediately solve. The help desk has the ability to troubleshoot at a much higher level with access to system engineers and software developers. Lastly, the maintenance contract provides mailed antivirus updates for all computers and servers, as the 9-1-1 network is restricted from the internet.

Judge Dan Looten moved for the Board of Directors to authorize the Executive Director to enter into a contract for maintenance renewal with Intrado Life & Safety Solutions Corporation for an additional six months. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

13. REGIONAL 9-1-1 DIR INTERLOCAL AGREEMENT

Mr. John Schaumburg informed the Board of Directors that the Commission on State Emergency Communications (CSEC) recently began to require 9-1-1 entities throughout the state to participate in a cybersecurity assessment. There were some issues with the initial logistical rollout of the assessments, and the state was forced to re-examine the possible solutions. Some of the 9-1-1 entities throughout the state have decided to perform the cybersecurity assessments on their own. The Panhandle Regional 9-1-1 Network, on the other hand, has determined that the best path forward is to work with CSEC and other COGs in the state to streamline the process. Rather than the state allocating funding to the 9-1-1 Network for the cybersecurity assessment, the state has worked out a master service agreement

directly with the Department of Information Resources (DIR). In order for the PRPC to access the assessment through DIR, an interlocal contract must be established between PRPC and DIR.

Mayor Tobe Shields moved for the Board of Directors to authorize the Executive Director to enter into an interlocal agreement with the Department of Information Resources to provide cybersecurity assessment services. Mr. Pat Sims seconded the motion; the motion carried by unanimous vote.

14. INTERLOCAL AGREEMENT PROFESSIONAL SERVICES – DONLEY COUNTY

Mr. Alex Guerrero informed the Board of Directors that PRPC Staff has assisted many cities and even counties in the Texas Panhandle with administrative services, professional services ranging from contractual recruitments services to master parks planning, application development and procurement. Recently, Donley County has formally requested the services of the PRPC to assist in the development of a Request for Proposals (RFP) for the selection of an architectural firm to design a potential Emergency Operations Center (EOC). The selected firm would not only assist with the design, but would also position the County to explore options for state and/or federal funding to support the project. Donley County has considered the PRPC's scope of services as it relates to assistance with the formal selection of an architectural firm and have authorized an interlocal agreement to perform these services. The inclusion of this agenda item will allow the PRPC Board of Directors to consider entering into an interlocal agreement with Donley County for PRPC to assist them in this process. The contract will be focused so that the services can be rendered expeditiously and in a quality manner so that the County can quickly move forward with a shovel-ready project. Compensation will be rated at \$65.00 per hour and will have a ceiling of \$7,500 to ensure that both parties mutually benefit from the agreement

Mayor Cole Stanley moved for the PRPC Board of Directors to authorize the Executive Director to execute an Interlocal Agreement Contract with Donley County to assist in the development of the RFP for selecting an architectural firm. Judge Ronnie Gordon seconded the motion. Judge John Howard abstained; the motion carried with a sufficient number of votes.

15. RECRUITMENT SERVICES INTERLOCAL CONTRACT – CITY OF DALHART

Mr. Alex Guerrero informed the Board of Directors that in the past decade, PRPC Staff has assisted many cities and even counties in the Texas Panhandle with administrative services, ranging from contractual city management services to city manager searches to master parks planning. One of the most increasingly demanded services is assistance with the recruitment of professional staff. Recently, the PRPC was approached by the City of Dalhart to conduct a professional search for their new Finance Director. The City of Dalhart has considered the PRPC's scope of services as it relates to assistance with a professional search and have authorized an interlocal agreement to perform these services. The inclusion of this agenda item will allow the PRPC Board of Directors to consider entering into an interlocal agreement with the City of Dalhart for PRPC to continue to work with and assist them in this process. The contract will be focused so that the services can be rendered expeditiously and in a quality manner so that the City can resume normal operations quickly. Compensation will be rated at \$65.00 per hour with job postings and travel compensated additionally with a

set floor and ceiling to ensure that both parties mutually benefit from the agreement.

Mayor Kerry Symons moved for the PRPC Board of Directors to authorize the Executive Director to execute an Interlocal Cooperation Contract with the City of Dalhart to conduct a formal Finance Director Search. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

16. TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION DEVELOPMENT AND MANAGEMENT SERVICES INTERLOCAL CONTRACTS 2025-2026 CYCLE

Mr. Alex Guerrero informed the Board of Directors that PRPC staff has worked with Panhandle Communities to implement infrastructure improvement projects through the Community Development Block Grant (TxCDBG) Program. The interlocal agreement will easily allow for an optional amendment to be considered upon notice of award that will allow PRPC to provide the project management services if so desired by the applicant. Several changes to the 2025/2026 Community Development Fund Cycle include; an increase to the grant amount from \$500,000 to \$750,000, implementation of a two-phased application process and only communities that fall within range of our annual allocation will be considered (2024 Regional Allocation ~ \$1.94 Million) and new regional priorities adopted by this body that include additional project types. In anticipation of PRPC staff preparing approximately 20 TxCDBG applications this cycle for the 1st phase, staff has determined that it would be necessary 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 20 entities applying there could be a problem with Board voting membership having to recuse themselves if all projects were presented together. To this end, the following interlocal agreements are being presented to the Board in September of 2024:

- a. Cities of Memphis, Pampa, Panhandle, White Deer, Dimmitt, Hart, Canyon, Stinnett, Happy, Dodson, Miami, Turkey and Kress
- b. Counties of Deaf Smith, Hall and Donley

Judge Nancy Tanner moved for the Board of Directors authorize the Executive Director to execute an Interlocal Cooperation Contract with the above-mentioned communities respectively and the PRPC to provide TxCDBG application services at no cost with contingency for administrative services to be amended at the localities discretion if a project is funded. Mr. Pat Sims seconded the motion; the motion carried by unanimous vote.

17. AGREEMENT WITH NATIONAL EXERCISE PROGRAM FOR REGIONAL SEVERE WINTER WEATHER EXERCISE

Ms. Lori Gunn informed the Board of Directors that the National Exercise Program (NEP), a four-year cycle of exercises, is the primary national-level mechanism for validating national preparedness. As part of the National Preparedness System, the NEP is a key component in developing a culture of preparedness, empowering

communities, and promoting resilience against threats and hazards Americans face. In early 2024, PRPC staff reached out to FEMA to request exercise support. Requests are open to all state, local, tribal and territorial governments but special consideration is given to underserved jurisdictions. Support will be tailored to the needs of the jurisdiction, in our case the region, and can include assistance with exercise planning, design, scenario development, conduct, and evaluation in the form of subject-matter expertise, material production, and/or facilitation for selected exercises. We are excited to be chosen for the program, to help us get gain more experience with developing exercises that are worthwhile to the region. The National Exercise Program (NEP) Technical Support Agreement provides PRPC as a partner a formal commitment to roles and responsibilities to the design, development, delivery, and evaluation of our NEP approved exercise. The Technical Support Agreement is divided into sections based on the type of information needed to define your level of participation, as well as to determine the type of exercise technical assistance required for your exercise. During our meeting with FEMA, we decided to conduct a Regional Severe Winter Weather Exercise. The exercise will occur in October 2025 but PRPC staff will be meeting with FEMA for planning purposes ahead of this date.

Judge Harold Keeter moved for the PRPC Board of Directors to approve a motion to authorize the Executive Director to execute the Technical Support Agreement with FEMA for the National Exercise Program. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

18. 2024 MEMBERSHIP MEETING

Conduct of the Planning Commission's 2024 General Membership Meeting.

19. ELECTION OF 2024-2025 OFFICERS AND EXECUTIVE COMMITTEE APPOINTMENT

Mr. Michael Peters reported that the Panhandle Regional Planning Commission's nominating committee consisting of Dr. Judge Howard, Judge Keeter and Mayor Symons is recommending the following slate of officers for 2024-2025.

Chair: Judge Nancy Tanner, Potter County

Vice-Chair: Commissioner Pat Sims, City of Dumas

Secretary Treasurer: Judge Kim Jones, Childress County

In addition to the above the PRPC Executive Committee recommendations are:

Oscar Ostos, Minority Citizens Representative Amarillo

Sheriff Sal Rivera, Castro County

Judge Dan Looten moved for the PRPC Board of Directors to approve the nominating committee officer recommendations of a Chair, Vice Chair and Secretary/Treasurer and PRPC Executive Committee appointment from the Planning Commission's Board for 2024-2025. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

20. OPEN DISCUSSION

21. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

A. Comments from the Executive Director: Mr. Michael Peters awarded Dr. Bill Hallerberg with a retirement plaque and congratulated him on his 10 years of service to the PRPC Board of Directors as well as the citizens of our region. Michael Peters also gave further details on the PRPC Annual Meeting that was to be held at the Amarillo College First Responders Academy starting at 6:00 pm on that same evening.

B. Report on the following recent Planning Commission sponsored regional meetings:

- 08/22/2024 – TxDOT Regional Director Meeting with PRPC
- 08/22/2024 – Panhandle Workforce Development Board Consortium's Governing Body meeting
- 08/23/2024 – Regional 9-1-1 Advisory Committee
- 08/26/2024 – Matter of Balance, Claude Senior Citizens
- 09/02/2024 – Ready Set Thrive, Perryton Parkinson Support Group
- 09/04/2024 – Caregiver Support Group
- 09/05/2024 – MIPPA/TSAP, Sunray Rural Health Clinic
- 09/11/2024 – Texas Panhandle Inspectors Association Meeting
- 09/12/2024 – Keep Texas Recycling Regional Training
- 09/16/2024 – Annual Senior Day Health Fair
- 09/17/2024 – Region 1 Canadian Upper-Red Flood Planning Meeting
- 09/17/2024 – Destination Medicare
- 09/17/2024 – Matter of Balance, Allison UMC
- 09/19/2024 – Destination Medicare
- 09/19/2024 – Panhandle Regional Emergency Preparedness Conference

B. Announcement of tentatively scheduled Planning Commission sponsored regional meetings:

- 09/30/2024 – Ready/Set/Thrive Wellington Senior Citizens
- 10/01/2024 – Region A - Panhandle Water Planning Group Meeting
- 10/01/2024 – Region A - Panhandle Water Planning Group Executive Committee Meeting

- 10/02/2024 – Caregiver Support Group
- 10/03/2024 – Regional Solid Waste Management Advisory Council
- 10/04/2024 – Medicare Plans and DIY, Dimmitt Hospital
- 10/10/2024 – Swisher Memorial Health Fair, Swisher Memorial
- 10/10/2024 – SAC Senior Fall Festival
- 10/29/2024 – Medicare Benefits & OEP, Minton Chatwell, Borger

21. ADJOURNMENT

There being no further business, the meeting was adjourned at 5:29 pm.

Judge Nancy Tanner, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:

Judge Kimberly Jones, Treasurer/Secretary
Panhandle Regional Planning Commission
Board of Directors

ITEM 8

MEMORANDUM

DATE: October 24th, 2024

TO: PRPC Board of Directors

FROM: Trent Taylor, Finance Director
Cristy Henderson, Asst. Finance Director

THROUGH: Michael J. Peters, Executive Director

SUBJECT: Agenda Item 8
PRPC Vouchers for the month of September 2024

BACKGROUND

The PRPC vouchers serve as tangible evidence of financial transactions, allowing review of all expenditures. This transparency builds trust and acts as a deterrent against fraudulent activities within our organization by requiring supporting documentation for every expenditure. September Vouchers total \$2,782,995.29.

RECOMMENDATION

Staff recommends that the Board of Directors approve the vouchers for the month of September 2024.

Panhandle Regional Planning Commission

Check/Voucher Register

From 9/1/2024 Through 9/30/2024

Check No.	Fund Title	Paid To	Description	Check Amount	Paid Date
217753	Aging - HHSC	STEPHEN C AKEROYD	IRT MILEAGE 7/24 - FACILITY VISITS	75.26	9/5/2024
217754	Intern. Service - Info Technology	AMAZON CAPITAL SERVICES	INV #1R43-7KfV-JTJ4 - 2 5PORT SWITCHES - IT	88.20	9/5/2024
217755	PRPC Building Fund	CITY OF AMARILLO	WATER 7/25-8/27/24 - PRPC	307.05	9/5/2024
	PRPC Building Fund	CITY OF AMARILLO	PRPC/DRIP IRRIGATION - 7/26-8/27/24	68.49	9/5/2024
	PRPC Building Fund	CITY OF AMARILLO	8/30/24 - PRPC/DRAINAGE FEE	14.90	9/5/2024
	PRPC Building Fund	CITY OF AMARILLO	8/30/24 - PRPC/DRAINAGE FEE	14.78	9/5/2024
217756	9-1-1 Management Plan	AMERICAN AIRLINES	STATEMENT NO. 24082624256 - 8/26/24	1,127.88	9/5/2024
217757	9-1-1 Management Plan	AT&T	INTERNET 8/21-9/20/24 - E911 PRPC PAMPA HOST	90.47	9/5/2024
217758	9-1-1 Management Plan	CARBYNE INC	PROJECT MGMT FEE - 9-1-1 CALL HANDLING EQUIPMENT	354,263.13	9/5/2024
217759	Cost Pool	CARAHSOFT TECHNOLOGY CORP	INV #IN1748278 - SECURITY MONITORING FEE 7/24	14.99	9/5/2024
217760	Cost Pool	DAVES FRESH CLEANING LLC	INV #1472 - JANITORIAL 8/24 - BORGER WFC	305.00	9/5/2024
217761	Aging - HHSC	CITY OF FRITCH	UTILITY PMT - CG INC SUPP 9/24 - AAA CLIENT	63.40	9/5/2024
217762	PANCOM Local Contributions	FRONK OIL CO INC	INV #483954 - 8/26/24 - PROPANE FILL - LIPN SITE	338.52	9/5/2024
217763	PRPC Building Fund	GANNETT TEXAS/NEW MEXICO LOCAL IQ	LN 7/26-8/20/24 - WF MONITORING & ELEVATOR MAINT	524.00	9/5/2024
217764	CJD - LEA	CITY OF HEREFORD	8/11-8/16/24 AUSTIN - ORT REIMBURSEMENT	939.42	9/5/2024
217765	Cost Pool	JKB COMPANY	INV #3839 - MAINT 9/24 AMA WFC & WINDOW/PLUMBING REPAIRS	2,007.39	9/5/2024
217766	PRPC Indirect Costs	JONES PRESS	INV #30254 - 2024 ANN MTG INVITATIONS & RSVP'S	574.50	9/5/2024
217767	Homeland Security Grant Program	JTS	INV #6054 - 15 LPU GROUNDING KITS	5,184.00	9/5/2024
217768	Communication Towers	LIGHTHOUSE ELECTRIC COOPERATIVE INC	VALL TOWER - 7/19-8/21/24	72.93	9/5/2024
217769	SNAP E&T	E A MILES	RENT 6/1-8/31/24 - WF CLIENT	434.00	9/5/2024
217770	Aging - HHSC	CRISS MURDOCH	IRT MILEAGE 7/24 - FACILITY VISITS	27.14	9/5/2024
217771	Communication Towers	NORTH PLAINS ELECTRIC COOP	INV #3829 - OCHL & LIPN TOWERS - 8/1-9/1/24	151.83	9/5/2024
217772	CD Project Admin	PANHANDLE CITY MANAGERS ASSN	INV #PRPC03222024 - 3/22/24 - PCMA MTG FEES	120.00	9/5/2024
	CD Project Admin	PANHANDLE CITY MANAGERS ASSN	INV #PRPC07192024 - 7/19/24 PCMA MTG FEES	60.00	9/5/2024
217773	Intern. Service - Reception	PATHWAYZ COMMUNICATIONS INC	PRPC LINE CHGS 9/24	819.17	9/5/2024
217774	9-1-1 Management Plan	PLATEAU	NW PARMER - 8/22-9/21/24	39.00	9/5/2024
	9-1-1 Management Plan	PLATEAU	NW PARMER - 8/22-9/21/24	39.00	9/5/2024
	9-1-1 Management Plan	PLATEAU	NW PARMER - 8/22-9/21/24	39.00	9/5/2024
	9-1-1 Management Plan	PLATEAU	NW PARMER - 8/22-9/21/24	30.63	9/5/2024
	9-1-1 Management Plan	PLATEAU	NW PARMER - 8/22-9/21/24	39.00	9/5/2024
	9-1-1 Management Plan	PLATEAU	NW PARMER - 8/22-9/21/24	39.00	9/5/2024
217775	9-1-1 Management Plan	PTCI	NW PERRYTON 8/20-9/19/24	38.85	9/5/2024
217776	Communication Towers	RITA BLANCA ELECTRIC COOP INC	DALN TOWER - 7/31-8/31/24	41.59	9/5/2024
217777	American Rescue Plan	JOE RITTENHOUSE	CG INC SUPP 9/24 - RENT PAYMENT - AAA CLIENT	1,500.00	9/5/2024
217778	9-1-1 Management Plan	SOUTH PLAINS COMMUNICATIONS	INV #0126704-IN - 8/21/24 SVCE CALL VEGA/HARTLEY (MW)	1,711.00	9/5/2024
217779	Cost Pool	STATERS ACRES RV STORAGE & MORE	MOBILE UNIT STORAGE 9/24	138.00	9/5/2024
217780	Communication Towers	SOUTHWESTERN ELECTRIC POWER COMPANY	DONL TOWER 8/2-8/30/24	128.19	9/5/2024
217781	Intern. Service - Copy	TASCOSA OFFICE MACHINES	INV #507702 - 1ST & 3RD FLOOR COPIES - 7/24	554.31	9/5/2024
217782	Cost Pool	TEXAS ASSN OF WORKFORCE BOARDS	INV #2160 - FY25 TAWB MEMBERSHIP DUES 10/1/24-9/30/25	3,375.00	9/5/2024
217783	PRPC Building Fund	TEXAS DEPT OF LICENSING & REGULATION	DECAL #070726 - LATE FEE FOR ELEVATOR INSPECTION	10.00	9/5/2024
217784	PRPC Indirect Costs	STATE COMPTROLLER	TEXAS SMARTBUY RENEWAL FEE -9/30/25	100.00	9/5/2024
217785	Cost Pool	TEXAS GAS SERVICE	BORGER WFC - 7/11-8/9/24	100.80	9/5/2024
217786	American Rescue Plan	XCEL ENERGY	UTILITY PMT - CG INC SUPP 9/24 - AAA CLIENT	674.80	9/5/2024
217787	Aging - HHSC	XCEL ENERGY	UTILITY PMT - CG INC SUPP 9/24 - AAA CLIENT	149.01	9/5/2024
217788	Aging - HHSC	XCEL ENERGY	UTILITY PMT - CG INC SUPP 9/24 - AAA CLIENT	207.46	9/5/2024

Panhandle Regional Planning Commission

Check/Voucher Register

From 9/1/2024 Through 9/30/2024

Check No.	Fund Title	Paid To	Description	Check Amount	Paid Date
217789	Aging - HHSC	15RX PHARMACY	INV #5000, 5001, 5002, 5004 - HEALTH MAINT SUPPLIES 8/24	1,724.04	9/12/2024
217790	WIA Adult	AMARILLO COLLEGE	BILL NO: 4379 - 2024SU CE - TUITION & FEES	25,567.77	9/12/2024
	CCDF Quality Improvement	AMARILLO COLLEGE	BILL NO: 4384 - 2024SU BOOKS	12,570.02	9/12/2024
217791	Aging - HHSC	AMARILLO CITY TRANSIT	INV #ACT2024-008 - TRANSPORTATION 8/24	4,624.20	9/12/2024
217792	Aging - HHSC	AMARILLO WESLEY COMMUNITY CENTER	TRANSPORTATION - 8/24	2,730.56	9/12/2024
217793	Cost Pool	AMARILLO NATIONAL BANK	7/20-8/19/24 - WASABI.COM CLOUD STORAGE	7.22	9/12/2024
	CD Project Admin	AMARILLO NATIONAL BANK	8/14/24 - RANDALL CO MTG EXPENSE	86.39	9/12/2024
	Cost Pool	AMARILLO NATIONAL BANK	8/18-9/17/24 - TIME TRAK GO - 167 USERS	501.00	9/12/2024
	Hazard Mitigation Plan Update	AMARILLO NATIONAL BANK	8/19/24 - LN 8/22/24 HMP MTG 1 IN CASTRO COUNTY	33.70	9/12/2024
	PRPC General Fund	AMARILLO NATIONAL BANK	8/19/24-8/19/25 - APPLE DEV PROGRAM FOR ONE RIDE APP	107.17	9/12/2024
	MAXIMUS	AMARILLO NATIONAL BANK	8/22/24 - AAA ADVISORY COUNCIL LUNCH ON 8/28/24	314.70	9/12/2024
	TXDOT Planning	AMARILLO NATIONAL BANK	8/28/24 - FOOD FOR PROMPT MTG ON 10/2/24	449.10	9/12/2024
	PRPC General Fund	AMARILLO NATIONAL BANK	8/8/24 - FOOD FOR PROMPT MTG ON 8/21/24	214.34	9/12/2024
	Transportation - RIA	AMARILLO NATIONAL BANK	9/22/24-9/22/25 - TXHIGHPLAINSRIA.ORG DOMAIN RENEWAL	14.95	9/12/2024
	PRPC General Fund	AMARILLO NATIONAL BANK	9/4/24 - DONUTS FOR OPEN ENROLLMENT MTG	40.50	9/12/2024
	CD Project Admin	AMARILLO NATIONAL BANK	8/31/24 - LGS PR SPEC & TIMBERCREEK JOB ADS	412.17	9/12/2024
217794	PRPC Building Fund	CHEMAQUA	INV #8823734 - CHEM-AQUA 31155, 47 LBS	594.24	9/12/2024
217795	Cost Pool	CUMMINS SOUTHERN PLAINS LLC	INV #82-61255 - 8/29/24 MU#2 GENERATOR SERVICE	603.20	9/12/2024
217796	9-1-1 Management Plan	EAN SERVICES LLC	INV #TL826590-083124 - 8/3-8/8/24 ORLANDO/APCO CONF	31.49	9/12/2024
	CCDF Quality Improvement	EAN SERVICES LLC	RA #781777055 - 8/25-8/27/24 AUSTIN/CCQ MTG	128.97	9/12/2024
217797	PRPC Indirect Costs	FOUST INC	INV #N23047 - 5,000 TEAL DIVIDER SHEETS	794.82	9/12/2024
	9-1-1 Management Plan	FOUST INC	INV #N23218 - BUS CARDS - DEVENPORT	35.00	9/12/2024
217798	WIA Adult	FRANK PHILLIPS COLLEGE	TUITION & FEES - CDL & LVN	30,556.00	9/12/2024
217799	Vocational Rehab Cost	THE GROUNDS GUYS OF AMARILLO	#INV-6626 - BI-WEEKLY SVCS 8/24 - AMA WFC	1,093.90	9/12/2024
217800	CD Project Admin	HEREFORD BRAND	INV #46585, 47037 - LN 5/25 & 7/10/24 OLDHAM FONSI	2,368.00	9/12/2024
217801	Aging - HHSC	HIGH PLAINS SENIOR CARE INC	INV #2621 - REIMBURSEMENT 8/24	571.50	9/12/2024
217802	9-1-1 Management Plan	LANGUAGE LINE SERVICES	INV #11392611 - 9-1-1 LANG LINE SVCS 8/24	237.67	9/12/2024
217803	Aging - HHSC	LANGUAGE LINE SERVICES	INV #11394543 - TRANSLATION SVCE 8/20/24 - AGING	16.82	9/12/2024
217804	PRPC General Fund	LIFE INSURANCE CO OF N AMERICA	BILLING REF #207624_090124 - SURV INS 9/24	365.40	9/12/2024
217805	PRPC Building Fund	LOWES BUSINESS ACCT/SYNCB	8/15/24 - BLDG MAINT SUPPLIES	37.45	9/12/2024
	9-1-1 Management Plan	LOWES BUSINESS ACCT/SYNCB	8/21/24 - ELECTRICAL SUPPLIES - 9-1-1	13.14	9/12/2024
217806	PRPC Building Fund	MAYFIELD PAPER COMPANY	INV #4148772 - 9/4/24 - 2 BOXES FOAM SOAP	119.74	9/12/2024
217807	9-1-1 Management Plan	MID PLAINS RURAL TELEPHONE	SWISHER NW 9/24	272.68	9/12/2024
217808	American Rescue Plan	MOCKINGBIRD APARTMENTS	RENT 9/24 & LATE FEE - CG INC SUPP 9/24 - AAA CLIENT	770.00	9/12/2024
217829	PRPC Building Fund	NLSLC INC	INV #19242 - PRPC WEEKLY GROUND MAINT 8/24	903.00	9/12/2024
217830	PRPC Indirect Costs	ODP BUSINESS SOLUTIONS LLC	INV #381372358001 & 38137305001 - 8/19/24 SUPPLIES	186.46	9/12/2024
217831	Vocational Rehab Cost	PATHWAYZ COMMUNICATIONS INC	LINE CHGS 9/24 & LONG DIST 8/24 - AMA WFC	2,581.08	9/12/2024
217832	Aging - HHSC	RHONDA K POGUE	ADMINISTRATIVE SERVICES - 8/24	125.00	9/12/2024
217833	WIOA UPSKILLING AND	PRESTIGE DRUG SCREENING	INV #4264 - 5/15/24 DRUG SCREEN/DOT PHYSICAL	140.00	9/12/2024
217834	Intern. Service - Automobile	ROGERS CAR CARE	INV #18459 - 9/3/24 CAR #9 DETAIL	65.00	9/12/2024
	Intern. Service - Automobile	ROGERS CAR CARE	INV #18474 - 9/6/24 CAR #3 DETAIL	50.00	9/12/2024
217835	Senior Medicare Patrol	SENIOR AMBASSADORS COALITION	10/10/24 - SAC FALL FESTIVAL - SPONSORSHIP	400.00	9/12/2024
217836	9-1-1 Management Plan	SYNTRIO	INV #10009731 - CHILDRESS NW 9/24	156.00	9/12/2024
217837	Cost Pool	TASCOSA OFFICE MACHINES	INV #507703 - COPIER LEASE 8/24 - AMA WFC	1,316.77	9/12/2024
217838	Cost Pool	TOP 2 BOTTOM CLEANING SERVICES	#110-WORKF - JANITORIAL 8/24 - AMA WFC	1,950.00	9/12/2024

Panhandle Regional Planning Commission

Check/Voucher Register

From 9/1/2024 Through 9/30/2024

Check No.	Fund Title	Paid To	Description	Check Amount	Paid Date
217839	Child Care CCF	TEXAS WORKFORCE COMMISSION	REFUND FOR SEVERAL CONTRACTS	4,195.16	9/12/2024
217840	Aging - HHSC	TEXAS RAMP PROJECT	8/26/24 - RAMP - AAA CLIENT	499.00	9/12/2024
217841	Intern. Service - Copy	UCI DOCUMENTS	INV #37361860 - KYOCERA COPIER LEASE 9/24	256.28	9/12/2024
217842	Aging - HHSC	VISITING ANGELS	REIMBURSEMENT 8/24	3,753.75	9/12/2024
217843	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	HUTCHINSON 9/7-10/6/24	93.90	9/12/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	SWISHER 9/4-10/3/24	134.62	9/12/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	LIPSCOMB 9/7-10/6/24	386.89	9/12/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	PARMER 9/7-10/6/24	198.70	9/12/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	DALLAM 9/7-10/6/24	359.35	9/12/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	ARMSTRONG 9/7-10/6/24	129.76	9/12/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	HALL 9/7-10/6/24	43.37	9/12/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	OLDHAM 9/7-10/6/24	47.53	9/12/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	SHERMAN 9/7-10/6/24	47.72	9/12/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	OCHILTREE 9/7-10/6/24	41.69	9/12/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	COLLINGSWORTH 9/7-10/6/24	239.35	9/12/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	CASTRO 9/7-10/6/24	138.73	9/12/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	HANSFORD 9/7-10/6/24	46.94	9/12/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	WHEELER 9/7-10/6/24	130.31	9/12/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	MOORE 9/7-10/6/24	50.98	9/12/2024
217844	9-1-1 Management Plan	WEST TEXAS RURAL TELEPHONE COOP	INV #2166S111401.090 - NW PARMER 9/24	78.00	9/12/2024
217845	9-1-1 Management Plan	WT SERVICES INC	INV #7809S111401.090 - NW PARMER 9/24	156.00	9/12/2024
217846	American Rescue Plan	XCEL ENERGY	UTILITY PMT - CG INC CUPP 9/24 - AAA CLIENT	464.93	9/12/2024
217847	Various Grants	XCEL ENERGY	ELECTRIC 7/11-8/11/24 - PRPC, AMA & BOR WFC, TOWERS	7,073.06	9/12/2024
217848	9-1-1 Management Plan	XIT COMMUNICATIONS	INV #10230900 - DALLAM/HARTLEY CLEC 9/24	156.00	9/12/2024
217849	American Rescue Plan	15RX PHARMACY	INV #5005 - CC HEALTH MAINT SUPPLIES 8/24	276.25	9/19/2024
	Aging - HHSC	15RX PHARMACY	INV #5006 & 5007 - CG HEALTH MAINT SUPPLIES 8/24	556.65	9/19/2024
217850	PRPC Building Fund	AMAZON CAPITAL SERVICES	INV #17J7-6L9N-NMH9 - CEILING LIGHTS & IRRIGATION PARTS	554.49	9/19/2024
	Intern. Service - Accounting	AMAZON CAPITAL SERVICES	INV #19LG-WPGR-V9QY - TONER (WFD) & PLANNER (FINANCE)	351.76	9/19/2024
	PRPC Indirect Costs	AMAZON CAPITAL SERVICES	INV #1LT3-VLFQ-9G3D - NAMETAGS & CALENDARS	49.24	9/19/2024
	PRPC Building Fund	AMAZON CAPITAL SERVICES	INV #1QNY-1TYX07PTR - 1 CEILING LIGHT	59.39	9/19/2024
	Home Sec Conf/E-Waste Recycl	AMAZON CAPITAL SERVICES	INV #QVfy-7QVN-9GVP - DOOR PRIZES FOR PREP CONF	176.28	9/19/2024
217851	PRPC General Fund	ASSURED BENEFITS ADMINISTRATORS	DEBIT CARD FEES - 9/24	99.00	9/19/2024
217852	PRPC Building Fund	ATMOS ENERGY	PRPC 8/15-9/13/24	98.38	9/19/2024
217853	PRPC General Fund	JAYSON BISHOP	INV #003 - 9/26/24 - PRPC ANN MTG PERFORMANCE	200.00	9/19/2024
217854	9-1-1 Management Plan	MS GABRIELA BLOOMER	IRT MILEAGE 9/10/24 - CARBYNE EQUIP REPLACEMENT MTG	108.37	9/19/2024
217855	Intern. Service - Copy	CANON FINANCIAL SERVICES INC	INV #35132787 - COPIER LEASE 9/24 - FLOOR 1&3	428.92	9/19/2024
217856	Aging - HHSC	COLLINGSWORTH COUNTY HDM	REIMBURSEMENT 8/24 - CM & HDM	11,230.40	9/19/2024
217857	9-1-1 Management Plan	DEPT OF INFORMATION RESOURCES	INV #24070362N - DIR NW COST 7/24 - 9-1-1	37,092.11	9/19/2024
217858	Home Sec Conf/E-Waste Recycl	DESPERADO'S CATERING	9/19/24 - 2024 PREP CONFERENCE CATERING	4,698.00	9/19/2024
217859	9-1-1 Management Plan	MR VANCE EASLEY	IRT MILEAGE 9/10/24 - CARBYNE EQUIP REPLACEMENT MTG	155.40	9/19/2024
217860	Aging - HHSC	GOODCARE HEALTH SERVICES	CG IN HOME RESPITE - 8/24	936.00	9/19/2024
217861	DRC	GRAY COUNTY	CAUSE #40537 - REFUND OF OVERPAYMENT (PAID TWICE)	300.00	9/19/2024
217862	Aging - HHSC	HALL COUNTY HOME DELIVERY MEALS	HOME DELIVERED MEALS - 8/24	2,706.74	9/19/2024
217863	Aging - HHSC	HEROES HOME CARE	CG IN HOME RESPITE - 8/24	202.50	9/19/2024
217864	Aging - HHSC	HEREFORD SR CITIZENS ASSN	REIMBURSEMENT 8/24 - CM & HDM	17,763.48	9/19/2024

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217865	Aging - HHSC	HIGH PLAINS SENIOR CARE INC	INV #2621 - CG IN HOME RESPITE 8/24	378.00	9/19/2024
217866	CD Project Admin	INTERA INCORPORATED	INV #07-24-59 - 7/1-7/31/24 GMA#1 TECHNICAL ASSISTANCE	19,873.58	9/19/2024
217867	9-1-1 Management Plan	MS SIDNEY JORDAN	IRT MILEAGE 9/10/24 - CARBYNE EQUIP REPLACEMENT MTG	66.53	9/19/2024
217868	Solid Waste Regional Coord. 24-25	KB RECYCLING LLC	INV #67823 - RECYCLING SVCS 9/24	85.00	9/19/2024
217869	Aging - HHSC	LATITUDE USA	EMERGENCY RESPONSE - 8/24	116.00	9/19/2024
217870	9-1-1 Management Plan	MS JESSICA MANN	IRT MILEAGE 9/10/24 - CARBYNE EQUIP REPLACEMENT MTG	75.17	9/19/2024
217871	9-1-1 Management Plan	MS KALEE MASSEY	IRT MILEAGE 9/10/24 - CARBYNE EQUIP REPLACEMENT MTG	38.78	9/19/2024
217872	PRPC General Fund	TIFFANY McDANIEL	INV #003 - 9/26/24 PRPC ANN MTG PERFORMANCE	200.00	9/19/2024
217873	Aging - HHSC	MOORE CO SENIOR CENTER INC	CONGREGATE MEALS - 8/24	9,081.98	9/19/2024
217874	PRPC General Fund	CAMILLE NIES	INV #003 - 9/26/24 PRPC ANN MTG PERFORMANCE	200.00	9/19/2024
217875	PRPC General Fund	MACKENZIE NIES	INV #003 - 9/26/24 PRPC ANN MTG PERFORMANCE	200.00	9/19/2024
217876	Aging - HHSC	NURSES UNLIMITED INC	REIMBURSEMENT 8/24 - CG IN HOME RESPITE	42.75	9/19/2024
	Aging - HHSC	NURSES UNLIMITED INC	REIMBURSEMENT 8/24 - HOMEMAKER SVCS	323.00	9/19/2024
217877	PRPC General Fund	OFFICE OF THE ATTORNEY GENERAL	CHILD SUPPORT PMT - 9/15/24	629.00	9/19/2024
217878	Homeland Security Grant Program	OMEGA ELECTRONICS	INV #200002255-1, 2256-1, 2257-1 - SVCE CALLS 7/16-8-15/24	1,125.00	9/19/2024
217879	PRPC Indirect Costs	PANHANDLE PRESORT SERVICES LTD	INV #511839 - 8/16-8/31/24 MAIL HANDLING	1,008.65	9/19/2024
217880	Homeland Security Grant Program	PATRICK HEATING AND AIR CONDITIONING INC	INV #79711 - SVCE CALL 8/27/24 - HVAC	2,604.72	9/19/2024
217881	Intern. Service - Automobile	ROGERS CAR CARE	INV #18475 - 9/9/24 - CAR #4 DETAIL	50.00	9/19/2024
	Intern. Service - Automobile	ROGERS CAR CARE	INV #18478 - 9/10/24 - CAR #1 DETAIL	50.00	9/19/2024
217882	Homeland Security Grant Program	SCHAFER SERVICES	INV #33212 - SVCE CALL 8/16/24 - BOWR (AC POWER)	121.00	9/19/2024
217883	PRPC General Fund	SCOTT'S FLOWERS	INV #070547 - 9/10/24 SYMPATHY	137.50	9/19/2024
217884	9-1-1 Management Plan	MS RHONDA SCOTT	IRT MILEAGE 9/10/24 - CARBYNE EQUIP REPLACEMENT MTG	131.01	9/19/2024
217885	Aging - HHSC	SENTIDO HEALTH	INV #688674, 682, 688, 686 - CG HEALTH MAINT SUPPLIES 8/24	1,477.68	9/19/2024
217886	Aging - HHSC	SHAMROCK MEALS ON WHEELS INC	HOME DELIVERED MEALS - 8/24	1,453.50	9/19/2024
217887	Home Sec Conf/E-Waste Recycl	SIR SPEEDY OF AMARILLO	INV #157884 - 4 BANNERS FOR PREP CONF (SPONSORS)	130.00	9/19/2024
217888	PRPC General Fund	TRENTON TAYLOR	9/26/24 - CASH FOR ANN MTG REGISTRATION	100.00	9/19/2024
217889	PANCOM Local Contributions	TESSCO TECHNOLOGIES INC	INV #9400305054 - 6 MICROWAVE DISHES & 1 RADOME	6,348.35	9/19/2024
217890	Aging - HHSC	TRI COUNTY MEALS	HOME DELIVERED MEALS - 8/24	4,331.52	9/19/2024
217891	Cost Pool	TEXAS WORKFORCE COMMISSION	12/4-12/6/24 - TWC CONF REG FEES (5)	2,950.00	9/19/2024
217892	Aging - HHSC	TEXAS RAMP PROJECT	9/7/24 - RAMP - AAA CLIENT	499.00	9/19/2024
217893	Aging - HHSC	VISITING ANGELS	REIMBURSEMENT 8/24 - CG IN HOME RESPITE	5,318.25	9/19/2024
217894	Intern. Service - Automobile	WEX BANK	VEHICLE FUEL 8/15-9/12/24 - PRPC CARS & MU #2	729.39	9/19/2024
217895	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	CARSON 9/13-10/12/24	393.23	9/19/2024
	9-1-1 Management Plan	WINDSTREAM COMMUNICATIONS	DONLEY 9/10-10/9/24	45.15	9/19/2024
217896	Aging - HHSC	15RX PHARMACY	INV #5003 - CG HEALTH MAINT SUPPLIES 8/24	126.95	9/26/2024
217897	CCDF Quality Improvement	AMARILLO COLLEGE	BILL NO: 4378 - 2024SU TUITION & FEES	53,772.90	9/26/2024
217898	American Rescue Plan	ACTS COMMUNITY	REIMBURSEMENT 8/24 - EBI - BINGOCIZE	10,758.48	9/26/2024
217899	Aging - HHSC	ACTS COMMUNITY	HOME DELIVERED MEALS - 8/24	446.79	9/26/2024
217900	PRPC Indirect Costs	AMAZON CAPITAL SERVICES	INV #11GW-36WJ-QHQM - CALENDARS	23.71	9/26/2024
	PRPC General Fund	AMAZON CAPITAL SERVICES	INV #1KX4-C1HP-KV4K & 17Y9-3QCC-K9V7 - ANN MTG DECO	71.98	9/26/2024
	Homeland Security Grant Program	AMAZON CAPITAL SERVICES	INV #1VDK-F7YY-JXP6 - DESK RISERS/POWER CORDS - RGS	416.44	9/26/2024
217901	Aging - HHSC	CITY OF AMARILLO	UTILITY PMT - CG INC SUPP 9/24 - AAA CLIENT	75.49	9/26/2024
217902	Aging - HHSC	AMARILLO WESLEY COMMUNITY CENTER	CONGREGATE MEALS - 8/24	4,596.44	9/26/2024
217903	Aging - HHSC	AMARILLO WESLEY COMMUNITY CENTER	CONGREGATE MEALS - 8/24 - SOUTH CAMPUS	1,651.37	9/26/2024
217904	PRPC Building Fund	ARVERNAS CLEANING SERVICE	INV #008 - PRPC CLEANING SVCS 9/24	1,700.00	9/26/2024

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217905	Aging - HHSC	ATMOS ENERGY	UTILITY PMT - CG INC SUPP 9/24 - AAA CLIENT	38.18	9/26/2024
217906	Aging - HHSC	ATMOS ENERGY	UTILITY PMT - CG INC SUPP 9/24 - AAA CLIENT	27.74	9/26/2024
217907	9-1-1 Management Plan	AT&T	E911 PRPC 9/5-10/4/24	1,473.52	9/26/2024
217908	WIA Adult	CLARENDON COLLEGE	T/F - FALL & SUMMER 2024	49,640.00	9/26/2024
217909	Homeland Security Grant Program	DELL MARKETING LP	INV #10771158799 - DELL OPTIPLEX TOWER PLUS 7020 - RGS	1,912.00	9/26/2024
217910	Aging - HHSC	DONLEY CO SR CITIZENS ASSN	REIMBURSEMENT 8/24 - CM & HDM	12,227.04	9/26/2024
217911	PRPC Indirect Costs	EAN SERVICES LLC	RA #782201669 & 782209184 - 9/17-9/20/24 AUSTIN/TARC	418.11	9/26/2024
	Cost Pool	EAN SERVICES LLC	RA #860303458 - 9/8-9/11/24 SOUTH PADRE ISLAND/WIN MTG	170.27	9/26/2024
217912	Cost Pool	ED TURNER PROPERTY MANAGEMENT	RENT 10/24 - BORGER WFC	975.00	9/26/2024
217913	WIA Adult	FREEDOM MORTGAGE	MORTGAGE PMT 10/1-10/31/24 - WF CLIENT	3,087.13	9/26/2024
217914	Aging - HHSC	HEDLEY SR CITIZENS ASSN	REIMBURSEMENT 8/24 - CM & HDM	1,589.09	9/26/2024
217915	Skilled Dev - Plains	JODY HOLLAND INC	INV #20825 - TRNG 8/24 FOR EMPLOYEES AT PLAINS DAIRY	11,100.00	9/26/2024
217916	PRPC Indirect Costs	JONES PRESS	INV #30365 - 2024 PRPC ANNUAL REPORTS (800)	6,373.00	9/26/2024
217917	PRPC Building Fund	MAYFIELD PAPER COMPANY	INV #4157752 - TOILET TISSUE, CAN LINERS, MFOLD TOWELS	314.65	9/26/2024
217918	PRPC Indirect Costs	ODP BUSINESS SOLUTIONS LLC	INV #377095192001, 377101795002, 377101844001 - SUPPLIES	67.92	9/26/2024
	PRPC Indirect Costs	ODP BUSINESS SOLUTIONS LLC	INV #377101795001 - 8/30/24 CALENDARS/SUPPLIES	577.25	9/26/2024
217919	Aging - HHSC	OPPORTUNITIES INC	REIMBURSEMENT 8/24 - CM & HDM	8,268.85	9/26/2024
217920	PRPC Building Fund	ORKIN INC	INV #266599017 - PEST CONTROL 9/17/24	128.99	9/26/2024
217921	MAXIMUS	PANHANDLE AHEC	INV #AHEC #24-1 - 9/3/24 LOG FEE DEMENTIA FALL SYMPOSIUM	109.00	9/26/2024
217922	PRPC Indirect Costs	PANHANDLE PRESORT SERVICES LTD	INV #512040 - 9/1-9/12/24 MAIL HANDLING	374.17	9/26/2024
217923	9-1-1 Management Plan	PATRICK ELECTRIC SERVICE INC	INV #114462 & 114463 - SVCE CALLS 9/10 & 9/11/24 LIPSN/PARM	1,045.90	9/26/2024
217924	PRPC Indirect Costs	SAM'S CLUB MC/SYNCB	8/28/24 - LABELS FOR ANN MTG INVITATION MAILOUT	9.40	9/26/2024
	PRPC General Fund	SAM'S CLUB MC/SYNCB	8/29/24 - 20 CASES OF BOTTLED WATER	79.60	9/26/2024
	PRPC General Fund	SAM'S CLUB MC/SYNCB	9/10/24 - PAPER TOWELS & CUPS	59.58	9/26/2024
	PRPC General Fund	SAM'S CLUB MC/SYNCB	9/19/24 - ANNUAL MTG DECO	291.60	9/26/2024
	DRC	SAM'S CLUB MC/SYNCB	9/5/24 - SUPPLIES FOR DRC TRNG	48.68	9/26/2024
217925	Amarillo MSA Micro Loan Program	SELL GRIFFIN MCLAIN PC	INV #2527 - LEGAL SVCS 8/24	105.14	9/26/2024
217926	Cost Pool	SHI GOVERNMENT SOLUTIONS INC	INV #GB00538603 - 9/14/24-9/13/25 VEEAM SW RENEWAL	937.00	9/26/2024
217927	Communication Towers	SOUTH PLAINS ELECTRIC COOPERATIVE	PAR4 TOWER - 8/17-9/15/24	94.79	9/26/2024
217928	Communication Towers	SOUTHWESTERN ELECTRIC POWER COMPANY	WHES TOWER 8/21-9/19/24	58.62	9/26/2024
217929	Aging - HHSC	SWISHER CO SR CITIZENS ASSN	REIMBURSEMENT 8/24 - CM & HDM	11,184.28	9/26/2024
217930	Intern. Service - Copy	TASCOSA OFFICE MACHINES	INV #513858 - 1ST & 3RD FLOOR COPIES - 8/24	515.78	9/26/2024
217931	WIA Youth	TBSHELLY PROPERTIES LLC	RENT 10/1-10/31/24 - WF CLIENT	750.00	9/26/2024
217932	Choices	TOOT'N TOTUM	INV #828 - 9/6/24 - 200 FUEL CARDS	5,000.00	9/26/2024
217933	Aging - HHSC	TRANSFORMATION PARK	REIMBURSEMENT 8/24 - CM & HDM	18,879.59	9/26/2024
217934	Intern. Service - Copy	UNA COPY INC	#INV117310 - 2ND FLOOR COPIES 8/25-9/24/24	141.41	9/26/2024
217935	Cost Pool	UNITED SUPERMARKETS LLC	8/20/24 - SUPPLIES FOR WDB & CGB MTGS	16.99	9/26/2024
	PRPC General Fund	UNITED SUPERMARKETS LLC	8/22 & 8/28/24 - BOARD MTG SUPPLIES AND SODAS FOR MTGS	103.98	9/26/2024
	Maps	UNITED SUPERMARKETS LLC	8/25/24 - 9-1-1 BOARD MTG SUPPLIES	22.98	9/26/2024
	MAXIMUS	UNITED SUPERMARKETS LLC	8/30-9/4/24 - CG SUPP GROUP MTG & DEMENTIA SYMP SUPPLIES	192.80	9/26/2024
	PRPC General Fund	UNITED SUPERMARKETS LLC	9/3/24 - SODAS FOR MEETINGS	60.00	9/26/2024
217936	Texas Revenue Recovery Assn	CITY OF WHITESBORO	TRRA FY24 DUES REFUND	50.00	9/26/2024
217937	Aging - HHSC	XCEL ENERGY	UTILITY PMT - CG INC SUPP 9/24 - AAA CLIENT	138.04	9/26/2024
217938	Aging - HHSC	XCEL ENERGY	UTILITY PMT - CG INC SUPP 9/24 - AAA CLIENT	248.12	9/26/2024
217939	Aging - HHSC	XCEL ENERGY	UTILITY PMT - CG INC SUPP 9/24 - AAA CLIENT	230.56	9/26/2024

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217940	Aging - HHSC	XCEL ENERGY	UTILITY PMT - CG INC SUPP 9/24 - AAA CLIENT	134.82	9/26/2024
31384	CCDF Quality Improvement	GRACIELA ARAGON	ORT 8/25-8/27/24 - AUSTIN/CCQ MTG	502.27	9/5/2024
31385	Aging - HHSC	TERRIE CAMPBELL	ORT 7/31-8/2/24 - AUSTIN/AITC CONFERENCE	525.29	9/5/2024
31386	Aging - HHSC	KATHRYN ENGLISH	ORT 7/31-8/2/24 - AUSTIN/AITC CONFERENCE	501.50	9/5/2024
31387	9-1-1 Management Plan	AMANDA JONES	ORT 8/3-8/8/24 - ORLANDO/FL - APCO CONF	175.11	9/5/2024
31388	CCDF Quality Improvement	HEATHER REID	ORT 8/25-8/27/24 - AUSTIN/CCQ MTG	589.72	9/5/2024
31389	CD Project Admin	MAX SEYMOUR	ORT 8/19-8/21/24 - AUSTIN/TDA TRNG	620.61	9/5/2024
31391	PRPC General Fund	PAIGE GOODELL	9/6/24 - CHECK #123 - CC FLEX REIMBURSEMENT	855.00	9/12/2024
31392	Aging - HHSC	DEBRA KING	ORT 7/31-8/4/24 - AUSTIN/AITC CONFERENCE	459.70	9/12/2024
31393	9-1-1 Management Plan	BECKY BLAIR	ORT 9/10-9/11/24 - SAN ANTONIO/ESRI TRNG	280.86	9/19/2024
31394	9-1-1 Management Plan	KHASI CAMPOS	ORT 9/10-9/11/24 - SAN ANTONIO/ESRI TRNG	272.79	9/19/2024
31395	9-1-1 Management Plan	MELISSA DEVENPORT	ORT 9/10-9/11/24 - SAN ANTONIO/ESRI TRNG	262.57	9/19/2024
31396	DRC	JERRI GLOVER	9/11/24 - REIMB FOR MEDIATION TRNG REG FEES 10/14 & 10/28/24	1,598.00	9/19/2024
31397	Home Sec Conf/E-Waste Recycl	DELANEY PRUETT	9/3-9/16/24 - REIMB FOR PREP CONF SPEAKER GIFTS	293.92	9/19/2024
31398	CD Project Admin	ALEX GUERRERO	ORT 9/17-9/19/24 - AUSTIN/TARC	675.63	9/26/2024
31399	Cost Pool	MARIN RIVAS	ORT 9/8-9/11/24 - SOUTH PADRE ISLAND	121.76	9/26/2024
85066	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (321697)	15,482.89	9/13/2024
85067	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (321697)	8,938.50	9/13/2024
85068	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (321697)	9,638.63	9/13/2024
85069	Child Care CCF	BUTTERCUP HOUSE INC.	CHILD CARE SERVICES PROVIDED (321697)	13,061.95	9/13/2024
85070	Child Care CCF	TULIA CHILD DEVELOPMENT CENTER	CHILD CARE SERVICES PROVIDED (321697)	6,491.88	9/13/2024
85071	Child Care CCF	AMARILLO COLLEGE	CHILD CARE SERVICES PROVIDED (321697)	1,989.50	9/13/2024
85072	Child Care CCF	CHILD DEVELOPMENT CENTER	CHILD CARE SERVICES PROVIDED (321697)	6,219.93	9/13/2024
85073	Child Care CCF	ST. MATTHEW'S EPISCOPAL D.S.	CHILD CARE SERVICES PROVIDED (321697)	5,222.03	9/13/2024
85074	Child Care CCF	MARIA FLORES	CHILD CARE SERVICES PROVIDED (321697)	1,839.05	9/13/2024
85075	Child Care CCF	AMARILLO WESLEY COMMUNITY CENTER INC	CHILD CARE SERVICES PROVIDED (321697)	13,404.67	9/13/2024
85076	Child Care CCF	COMMUNITY DAY CARE CENTER INC.	CHILD CARE SERVICES PROVIDED (321697)	11,349.67	9/13/2024
85077	Child Care CCF	HEREFORD LATCHKEY 1NW	CHILD CARE SERVICES PROVIDED (321697)	3,602.88	9/13/2024
85078	Child Care CCP	WEE CARE CHILD CENTER INC	CHILD CARE SERVICES PROVIDED (321697)	270.00	9/13/2024
85079	Child Care CCF	GRAY COUNTY LATCHKEY INC	CHILD CARE SERVICES PROVIDED (321697)	55.10	9/13/2024
85080	Child Care CCF	GRAY COUNTY LATCHKEY INC	CHILD CARE SERVICES PROVIDED (321697)	146.40	9/13/2024
85081	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (321697)	4,259.33	9/13/2024
85082	Child Care CCF	POLK STREET UNITED METHODIST CHURCH	CHILD CARE SERVICES PROVIDED (321697)	1,513.49	9/13/2024
85083	Child Care CCF	HEREFORD DCC RUTH WARNER MEM	CHILD CARE SERVICES PROVIDED (321697)	1,404.84	9/13/2024
85084	Child Care CCF	STRATFORD AREA YOUTH CARE AGENCY	CHILD CARE SERVICES PROVIDED (321697)	2,539.23	9/13/2024
85085	Child Care CCF	ALEJANDRA FLORES	CHILD CARE SERVICES PROVIDED (321697)	4,320.67	9/13/2024
85086	Child Care CCF	Bright Beginnings	CHILD CARE SERVICES PROVIDED (321697)	200.00	9/13/2024
85087	Child Care CCF	GRAY COUNTY LATCHKEY INC	CHILD CARE SERVICES PROVIDED (321697)	303.00	9/13/2024
85088	Child Care CCF	DALHART AREA CHILD CARE CTR INC.	CHILD CARE SERVICES PROVIDED (321697)	2,390.82	9/13/2024
85089	Child Care CCF	OPPORTUNITY SCHOOL, INC.	CHILD CARE SERVICES PROVIDED (321697)	11,806.40	9/13/2024
85090	Child Care CCF	NIGHT & DAY CARE AND PLAY, INC.	CHILD CARE SERVICES PROVIDED (321697)	30,541.43	9/13/2024
85091	Child Care CCF	PLEASANT VALLEY BAPTIST DISCOVERY SCHOOL	CHILD CARE SERVICES PROVIDED (321697)	18,590.43	9/13/2024
85092	Child Care CCF	AMARILLO MONTESSORI DAY SCHOOL	CHILD CARE SERVICES PROVIDED (321697)	4,330.94	9/13/2024
85093	Child Care CCF	BUTTONS & BOWS ELC	CHILD CARE SERVICES PROVIDED (321697)	23,370.63	9/13/2024
85094	Child Care CCF	OPPORTUNITY SCHOOL EDWARDS CAMPUS	CHILD CARE SERVICES PROVIDED (321697)	34,154.81	9/13/2024

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85095	Child Care CCF	SHIRLEY E ROMAINE	CHILD CARE SERVICES PROVIDED (321697)	209.82	9/13/2024
85096	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (321697)	6,378.98	9/13/2024
85097	Child Care CCF	BARBARA JOHNSON	CHILD CARE SERVICES PROVIDED (321697)	466.00	9/13/2024
85098	Child Care CCF	COMMUNITY DAY CARE CENTER	CHILD CARE SERVICES PROVIDED (321697)	5,126.98	9/13/2024
85099	Child Care CCF	PAULAS DAY CARE	CHILD CARE SERVICES PROVIDED (321697)	2,651.77	9/13/2024
85100	Child Care CCF	NAZARENE KID'S KORNER	CHILD CARE SERVICES PROVIDED (321697)	2,429.84	9/13/2024
85101	Child Care CCF	DEEDEES DAYCARE	CHILD CARE SERVICES PROVIDED (321697)	130.00	9/13/2024
85102	Child Care CCF	INGLANTINA FLORES	CHILD CARE SERVICES PROVIDED (321697)	1,007.95	9/13/2024
85103	Child Care CCF	BELL STREET DAY CARE CENTER LTD	CHILD CARE SERVICES PROVIDED (321697)	44,096.55	9/13/2024
85104	Child Care CCF	FRIENDSHIP RANCH CDC	CHILD CARE SERVICES PROVIDED (321697)	9,187.40	9/13/2024
85105	Child Care CCF	THE MARTIAL ARTS & ATHLETIC CENTER INC.	CHILD CARE SERVICES PROVIDED (321697)	43,456.88	9/13/2024
85106	Child Care CCF	BIZZY BEES CHILD CARE & PRESCHOOL INC.	CHILD CARE SERVICES PROVIDED (321697)	5,106.46	9/13/2024
85107	Child Care CCF	ORA BELINDA SCHOOLHOUSE LLC	CHILD CARE SERVICES PROVIDED (321697)	3,924.99	9/13/2024
85108	Child Care CCF	CHILDREN'S LEARNING CENTER OF AMARILLO	CHILD CARE SERVICES PROVIDED (321697)	13,056.18	9/13/2024
85109	Child Care CCF	TAMME PINKERT	CHILD CARE SERVICES PROVIDED (321697)	7,346.44	9/13/2024
85110	Child Care CCF	RACHEL'S LITTLE HOUSE INC	CHILD CARE SERVICES PROVIDED (321697)	4,944.68	9/13/2024
85111	Child Care CCF	FIRST BAPTIST DIMMITT PRESCHOOL & DAYCARE	CHILD CARE SERVICES PROVIDED (321697)	890.49	9/13/2024
85112	Child Care CCF	DAWN TRUJILLO	CHILD CARE SERVICES PROVIDED (321697)	655.15	9/13/2024
85113	Child Care CCF	KRISTENS DAYCARE	CHILD CARE SERVICES PROVIDED (321697)	1,051.67	9/13/2024
85114	Child Care CCF	ELENA MCGLAUN	CHILD CARE SERVICES PROVIDED (321697)	30,210.19	9/13/2024
85115	Child Care CCF	EMMA CANTU DBA ABC LEARNING CENTER	CHILD CARE SERVICES PROVIDED (321697)	11,199.69	9/13/2024
85116	Child Care CCF	CECYS DAYCARE	CHILD CARE SERVICES PROVIDED (321697)	4,268.92	9/13/2024
85117	Child Care CCF	JOANNA TEJEDA	CHILD CARE SERVICES PROVIDED (321697)	543.58	9/13/2024
85118	Child Care CCF	MS NANCE LITTLE ANGELS DAYCARE	CHILD CARE SERVICES PROVIDED (321697)	6,018.91	9/13/2024
85119	Child Care CCF	PANHANDLE MONTESSORI PRESCHOOL	CHILD CARE SERVICES PROVIDED (321697)	1,232.47	9/13/2024
85120	Child Care CCF	AMARILLO COLLEGE MEDIPARK CAMPUS	CHILD CARE SERVICES PROVIDED (321697)	6,227.87	9/13/2024
85121	Child Care CCF	LITTLE LYNX DAY CARE	CHILD CARE SERVICES PROVIDED (321697)	1,760.78	9/13/2024
85122	Child Care CCF	RAW EATS CAFE LTD	CHILD CARE SERVICES PROVIDED (321697)	12,583.92	9/13/2024
85123	Child Care CCF	RAW EATS CAFE LTD	CHILD CARE SERVICES PROVIDED (321697)	8,686.46	9/13/2024
85124	Child Care CCF	JOANNA TEJEDA	CHILD CARE SERVICES PROVIDED (321697)	1,051.45	9/13/2024
85125	Child Care CCF	KAREN SMITH	CHILD CARE SERVICES PROVIDED (321697)	2,823.97	9/13/2024
85126	Child Care CCF	LATUNYA MARIE JILES-FORD	CHILD CARE SERVICES PROVIDED (321697)	1,629.17	9/13/2024
85127	Child Care CCF	PAULA COOK	CHILD CARE SERVICES PROVIDED (321697)	645.97	9/13/2024
85128	Child Care CCF	MAMMYS DAYCARE	CHILD CARE SERVICES PROVIDED (321697)	3,429.93	9/13/2024
85129	Child Care CCF	RANGER ROUNDUP LEARNING CENTER	CHILD CARE SERVICES PROVIDED (321697)	2,387.42	9/13/2024
85130	Child Care CCF	KS HOME DAYCARE	CHILD CARE SERVICES PROVIDED (321697)	573.33	9/13/2024
85131	Child Care CCF	TEXAS PREMIER CHILDCARE	CHILD CARE SERVICES PROVIDED (321697)	18,032.54	9/13/2024
85132	Child Care CCF	EMMA CANTU DBA ABC LEARNING CENTER	CHILD CARE SERVICES PROVIDED (321697)	13,420.46	9/13/2024
85133	Child Care CCF	STEPPING STONES LEARNING CENTER	CHILD CARE SERVICES PROVIDED (321697)	3,271.54	9/13/2024
85134	Child Care CCF	K4B LEARNING DEPOT 6 LLC	CHILD CARE SERVICES PROVIDED (321697)	8,439.74	9/13/2024
85135	Child Care CCF	CHARBRA WILLIAMS	CHILD CARE SERVICES PROVIDED (321697)	56.53	9/13/2024
85136	Child Care CCF	CHRISTIAN PRESCHOOL CENTERS INC	CHILD CARE SERVICES PROVIDED (321697)	26,830.76	9/13/2024
85137	Child Care CCF	THE MARTIAL ARTS & ATHLETIC CENTER INC	CHILD CARE SERVICES PROVIDED (321697)	14,237.22	9/13/2024
85138	Child Care CCF	KELSEY FOSTER	CHILD CARE SERVICES PROVIDED (321697)	5,157.23	9/13/2024

Panhandle Regional Planning Commission

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From 9/1/2024 Through 9/30/2024

Check No.	Fund Title	Paid To	Description	Check Amount	Paid Date
85139	Child Care CCF	HAPPY DAYS CHILDCARE & PRESCHOOL	CHILD CARE SERVICES PROVIDED (321697)	19,800.91	9/13/2024
85140	Child Care CCF	LITTLE BLESSINGS PRESCHOOL	CHILD CARE SERVICES PROVIDED (321697)	1,259.55	9/13/2024
85141	Child Care CCF	THE COLONY CHRISTIAN CHILD DEV CENTER	CHILD CARE SERVICES PROVIDED (321697)	2,441.62	9/13/2024
85142	Child Care CCF	SHUSHAN DAYCARE	CHILD CARE SERVICES PROVIDED (321697)	100.52	9/13/2024
85143	Child Care CCF	ELE ACADEMICS LLC	CHILD CARE SERVICES PROVIDED (321697)	269.75	9/13/2024
85144	Child Care CCF	OMAR MENDOZA	CHILD CARE SERVICES PROVIDED (321697)	1,310.20	9/13/2024
85145	Child Care CCF	STORYLAND PRESCHOOL & CHILD CARE CTR	CHILD CARE SERVICES PROVIDED (321697)	7,292.99	9/13/2024
85146	Child Care CCF	LITTLE FEET BIG STEPS	CHILD CARE SERVICES PROVIDED (321697)	4,866.08	9/13/2024
85147	Child Care CCF	LANE DAY SCHOOL LLC	CHILD CARE SERVICES PROVIDED (321697)	1,512.11	9/13/2024
85148	Child Care CCF	LIL COLTS CHILDCARE	CHILD CARE SERVICES PROVIDED (321697)	735.77	9/13/2024
85149	Child Care CCF	BRIGHT MINDS ACADEMY LLC	CHILD CARE SERVICES PROVIDED (321697)	3,619.76	9/13/2024
85150	Child Care CCF	CREATIVE LEARNING TREE 2	CHILD CARE SERVICES PROVIDED (321697)	1,627.89	9/13/2024
85151	Child Care CCF	STEAMBOAT STATION	CHILD CARE SERVICES PROVIDED (321697)	12,610.04	9/13/2024
85152	Child Care CCF	MS NANCE LITTLE ANGELS DAYCARE II	CHILD CARE SERVICES PROVIDED (321697)	1,079.65	9/13/2024
85153	Child Care CCF	MARTIAL ARTS ATHLETIC CENTER NORTH CAMPUS	CHILD CARE SERVICES PROVIDED (321697)	12,896.84	9/13/2024
85154	Child Care CCF	SEEDS OF WISDOM CHRISTIAN FAMILY CHILDCARE	CHILD CARE SERVICES PROVIDED (321697)	292.00	9/13/2024
85155	Child Care CCF	HEARTS AND HANDS	CHILD CARE SERVICES PROVIDED (321697)	1,237.59	9/13/2024
85156	Child Care CCF	HAPPY DAYS CHILDCARE & PRESCHOOL	CHILD CARE SERVICES PROVIDED (321697)	19,054.58	9/13/2024
85157	Child Care CCF	ROCK STAR DAYCARE	CHILD CARE SERVICES PROVIDED (321697)	1,218.30	9/13/2024
85158	Child Care CCF	LITTLE TROOPERS LEARNING CENTER	CHILD CARE SERVICES PROVIDED (321697)	2,338.20	9/13/2024
85159	Child Care CCF	HAPPY TRIBE ACADEMY	CHILD CARE SERVICES PROVIDED (321697)	2,131.12	9/13/2024
85160	Child Care CCF	CHILDRESS LITTLE STARS LLC	CHILD CARE SERVICES PROVIDED (321697)	3,089.29	9/13/2024
85161	Child Care CCF	PURE CREATION	CHILD CARE SERVICES PROVIDED (321697)	1,734.11	9/13/2024
85162	Child Care CCF	AMARILLO WESLEY COMM CENTER - SOUTH	CHILD CARE SERVICES PROVIDED (321697)	3,781.51	9/13/2024
85163	Child Care CCF	BECCAS BABIES DAYCARE CENTER	CHILD CARE SERVICES PROVIDED (321697)	18,627.67	9/13/2024
85164	Child Care CCF	MELISSAS CHILD CARE AND PRESCHOOL	CHILD CARE SERVICES PROVIDED (321697)	1,058.38	9/13/2024
85165	Child Care CCF	SHAYLEE CONNELLY	CHILD CARE SERVICES PROVIDED (321697)	2,318.71	9/13/2024
85166	Child Care CCF	TWO LITTLE FEET	CHILD CARE SERVICES PROVIDED (321697)	6,707.20	9/13/2024
85167	Child Care CCF	NEW BEGINNINGS PRESCHOOL & CHILD DEVELOP.	CHILD CARE SERVICES PROVIDED (321697)	4,223.93	9/13/2024
85168	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (323154)	15,565.36	9/26/2024
85169	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (323154)	7,923.85	9/26/2024
85170	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (323154)	11,065.55	9/26/2024
85171	Child Care CCF	BUTTERCUP HOUSE INC.	CHILD CARE SERVICES PROVIDED (323154)	12,778.85	9/26/2024
85172	Child Care CCF	TULIA CHILD DEVELOPMENT CENTER	CHILD CARE SERVICES PROVIDED (323154)	6,500.64	9/26/2024
85173	Child Care CCF	AMARILLO COLLEGE	CHILD CARE SERVICES PROVIDED (323154)	1,733.48	9/26/2024
85174	Child Care CCF	CHILD DEVELOPMENT CENTER	CHILD CARE SERVICES PROVIDED (323154)	5,995.40	9/26/2024
85175	Child Care CCF	ST. MATTHEW'S EPISCOPAL D.S.	CHILD CARE SERVICES PROVIDED (323154)	5,162.51	9/26/2024
85176	Child Care CCF	MARIA FLORES	CHILD CARE SERVICES PROVIDED (323154)	2,111.40	9/26/2024
85177	Child Care CCF	AMARILLO WESLEY COMMUNITY CENTER INC	CHILD CARE SERVICES PROVIDED (323154)	14,596.86	9/26/2024
85178	Child Care CCF	COMMUNITY DAY CARE CENTER INC.	CHILD CARE SERVICES PROVIDED (323154)	12,287.36	9/26/2024
85179	Child Care CCF	HEREFORD LATCHKEY 1NW	CHILD CARE SERVICES PROVIDED (323154)	3,561.52	9/26/2024
85180	Child Care CCP	WEE CARE CHILD CENTER INC	CHILD CARE SERVICES PROVIDED (323154)	243.00	9/26/2024
85181	Child Care CCF	GRAY COUNTY LATCHKEY INC	CHILD CARE SERVICES PROVIDED (323154)	74.43	9/26/2024
85182	Child Care CCF	GRAY COUNTY LATCHKEY INC	CHILD CARE SERVICES PROVIDED (323154)	183.00	9/26/2024

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From 9/1/2024 Through 9/30/2024

Check No.	Fund Title	Paid To	Description	Check Amount	Paid Date
85183	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (323154)	4,689.21	9/26/2024
85184	Child Care CCF	POLK STREET UNITED METHODIST CHURCH, INC.	CHILD CARE SERVICES PROVIDED (323154)	1,937.91	9/26/2024
85185	Child Care CCF	HEREFORD DCC RUTH WARNER MEM	CHILD CARE SERVICES PROVIDED (323154)	1,412.26	9/26/2024
85186	Child Care CCF	STRATFORD AREA YOUTH CARE AGENCY, INC.	CHILD CARE SERVICES PROVIDED (323154)	2,271.34	9/26/2024
85187	Child Care CCF	ALEJANDRA FLORES	CHILD CARE SERVICES PROVIDED (323154)	3,850.83	9/26/2024
85188	Child Care CCF	Bright Beginnings	CHILD CARE SERVICES PROVIDED (323154)	197.62	9/26/2024
85189	Child Care CCF	CHRISTIAN LEARNING CENTER	CHILD CARE SERVICES PROVIDED (323154)	578.72	9/26/2024
85190	Child Care CCF	GRAY COUNTY LATCHKEY INC	CHILD CARE SERVICES PROVIDED (323154)	475.20	9/26/2024
85191	Child Care CCF	DALHART AREA CHILD CARE CTR INC.	CHILD CARE SERVICES PROVIDED (323154)	2,215.33	9/26/2024
85192	Child Care CCF	OPPORTUNITY SCHOOL, INC.	CHILD CARE SERVICES PROVIDED (323154)	14,956.59	9/26/2024
85193	Child Care CCF	NIGHT & DAY CARE AND PLAY, INC.	CHILD CARE SERVICES PROVIDED (323154)	30,407.56	9/26/2024
85194	Child Care CCF	PLEASANT VALLEY BAPTIST DISCOVERY SCHOOL	CHILD CARE SERVICES PROVIDED (323154)	18,497.37	9/26/2024
85195	Child Care CCF	AMARILLO MONTESSORI DAY SCHOOL	CHILD CARE SERVICES PROVIDED (323154)	4,470.52	9/26/2024
85196	Child Care CCF	BUTTONS & BOWS ELC	CHILD CARE SERVICES PROVIDED (323154)	22,982.43	9/26/2024
85197	Child Care CCF	OPPORTUNITY SCHOOL EDWARDS CAMPUS	CHILD CARE SERVICES PROVIDED (323154)	34,641.72	9/26/2024
85198	Child Care CCF	SHIRLEY E ROMAINE	CHILD CARE SERVICES PROVIDED (323154)	206.57	9/26/2024
85199	Child Care CCF	CHILDREN'S LEARNING CENTER	CHILD CARE SERVICES PROVIDED (323154)	5,960.23	9/26/2024
85200	Child Care CCF	BARBARA JOHNSON	CHILD CARE SERVICES PROVIDED (323154)	536.68	9/26/2024
85201	Child Care CCF	COMMUNITY DAY CARE CENTER	CHILD CARE SERVICES PROVIDED (323154)	6,333.63	9/26/2024
85202	Child Care CCF	PAULAS DAY CARE	CHILD CARE SERVICES PROVIDED (323154)	2,397.72	9/26/2024
85203	Child Care CCF	NAZARENE KID'S KORNER	CHILD CARE SERVICES PROVIDED (323154)	2,252.31	9/26/2024
85204	Child Care CCF	DEEDEES DAYCARE	CHILD CARE SERVICES PROVIDED (323154)	105.71	9/26/2024
85205	Child Care CCF	INGLANTINA FLORES	CHILD CARE SERVICES PROVIDED (323154)	1,000.74	9/26/2024
85206	Child Care CCF	BELL STREET DAY CARE CENTER LTD	CHILD CARE SERVICES PROVIDED (323154)	45,302.73	9/26/2024
85207	Child Care CCF	FRIENDSHIP RANCH CDC	CHILD CARE SERVICES PROVIDED (323154)	9,261.65	9/26/2024
85208	Child Care CCF	THE MARTIAL ARTS & ATHLETIC CENTER INC.	CHILD CARE SERVICES PROVIDED (323154)	40,682.17	9/26/2024
85209	Child Care CCF	BIZZY BEES CHILD CARE & PRESCHOOL INC.	CHILD CARE SERVICES PROVIDED (323154)	5,138.76	9/26/2024
85210	Child Care CCF	ORA BELINDA SCHOOLHOUSE LLC	CHILD CARE SERVICES PROVIDED (323154)	3,715.14	9/26/2024
85211	Child Care CCF	CHILDREN'S LEARNING CENTER OF AMARILLO	CHILD CARE SERVICES PROVIDED (323154)	12,886.10	9/26/2024
85212	Child Care CCF	TAMME PINKERT	CHILD CARE SERVICES PROVIDED (323154)	7,380.04	9/26/2024
85213	Child Care CCF	RACHEL'S LITTLE HOUSE INC	CHILD CARE SERVICES PROVIDED (323154)	4,919.33	9/26/2024
85214	Child Care CCF	FIRST BAPTIST DIMMITT PRESCHOOL & DAYCARE	CHILD CARE SERVICES PROVIDED (323154)	1,029.73	9/26/2024
85215	Child Care CCF	DAWN TRUJILLO	CHILD CARE SERVICES PROVIDED (323154)	649.71	9/26/2024
85216	Child Care CCF	KRISTENS DAYCARE	CHILD CARE SERVICES PROVIDED (323154)	1,041.97	9/26/2024
85217	Child Care CCF	ELENA MCGLAUN	CHILD CARE SERVICES PROVIDED (323154)	29,937.49	9/26/2024
85218	Child Care CCF	EMMA CANTU DBA ABC LEARNING CENTER	CHILD CARE SERVICES PROVIDED (323154)	10,934.63	9/26/2024
85219	Child Care CCF	CECYS DAYCARE	CHILD CARE SERVICES PROVIDED (323154)	3,861.18	9/26/2024
85220	Child Care CCF	JOANNA TEJEDA	CHILD CARE SERVICES PROVIDED (323154)	548.50	9/26/2024
85221	Child Care CCF	MS NANCE LITTLE ANGELS DAYCARE	CHILD CARE SERVICES PROVIDED (323154)	5,895.30	9/26/2024
85222	Child Care CCF	PANHANDLE MONTESSORI PRESCHOOL	CHILD CARE SERVICES PROVIDED (323154)	1,207.49	9/26/2024
85223	Child Care CCF	AMARILLO COLLEGE MEDIPARK CAMPUS	CHILD CARE SERVICES PROVIDED (323154)	5,217.47	9/26/2024
85224	Child Care CCF	LITTLE LYNX DAY CARE	CHILD CARE SERVICES PROVIDED (323154)	1,767.10	9/26/2024
85225	Child Care CCF	RAW EATS CAFE LTD	CHILD CARE SERVICES PROVIDED (323154)	13,634.43	9/26/2024
85226	Child Care CCF	RAW EATS CAFE LTD	CHILD CARE SERVICES PROVIDED (323154)	9,677.23	9/26/2024

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From 9/1/2024 Through 9/30/2024

Check No.	Fund Title	Paid To	Description	Check Amount	Paid Date
85227	Child Care CCF	JOANNA TEJEDA	CHILD CARE SERVICES PROVIDED (323154)	1,046.80	9/26/2024
85228	Child Care CCF	KAREN SMITH	CHILD CARE SERVICES PROVIDED (323154)	2,464.02	9/26/2024
85229	Child Care CCF	LATUNYA MARIE JILES-FORD	CHILD CARE SERVICES PROVIDED (323154)	1,462.72	9/26/2024
85230	Child Care CCF	PAULA COOK	CHILD CARE SERVICES PROVIDED (323154)	640.60	9/26/2024
85231	Child Care CCF	MAMMYS DAYCARE	CHILD CARE SERVICES PROVIDED (323154)	3,422.47	9/26/2024
85232	Child Care CCF	RANGER ROUNDUP LEARNING CENTER	CHILD CARE SERVICES PROVIDED (323154)	2,375.32	9/26/2024
85233	Child Care CCF	KS HOME DAYCARE	CHILD CARE SERVICES PROVIDED (323154)	492.04	9/26/2024
85234	Child Care CCF	TEXAS PREMIER CHILDCARE	CHILD CARE SERVICES PROVIDED (323154)	18,359.83	9/26/2024
85235	Child Care CCF	EMMA CANTU DBA ABC LEARNING CENTER	CHILD CARE SERVICES PROVIDED (323154)	12,825.08	9/26/2024
85236	Child Care CCF	STEPPING STONES LEARNING CENTER	CHILD CARE SERVICES PROVIDED (323154)	7,733.74	9/26/2024
85237	Child Care CCF	SUNRAY INDEPENDENT SCHOOL DISTRICT	CHILD CARE SERVICES PROVIDED (323154)	502.65	9/26/2024
85238	Child Care CCF	K4B LEARNING DEPOT 6 LLC	CHILD CARE SERVICES PROVIDED (323154)	9,437.67	9/26/2024
85239	Child Care CCF	CHRISTIAN PRESCHOOL CENTERS INC	CHILD CARE SERVICES PROVIDED (323154)	22,555.50	9/26/2024
85240	Child Care CCF	THE MARTIAL ARTS & ATHLETIC CENTER INC	CHILD CARE SERVICES PROVIDED (323154)	14,774.47	9/26/2024
85241	Child Care CCF	KELSEY FOSTER	CHILD CARE SERVICES PROVIDED (323154)	5,522.73	9/26/2024
85242	Child Care CCF	HAPPY DAYS CHILDCARE & PRESCHOOL	CHILD CARE SERVICES PROVIDED (323154)	19,041.41	9/26/2024
85243	Child Care CCF	LITTLE BLESSINGS PRESCHOOL	CHILD CARE SERVICES PROVIDED (323154)	1,252.87	9/26/2024
85244	Child Care CCF	SHUSHAN DAYCARE	CHILD CARE SERVICES PROVIDED (323154)	248.92	9/26/2024
85245	Child Care CCF	ELE ACADEMICS LLC	CHILD CARE SERVICES PROVIDED (323154)	266.87	9/26/2024
85246	Child Care CCF	OMAR MENDOZA	CHILD CARE SERVICES PROVIDED (323154)	1,294.70	9/26/2024
85247	Child Care CCF	STORYLAND PRESCHOOL & CHILD CARE CENTER	CHILD CARE SERVICES PROVIDED (323154)	6,885.58	9/26/2024
85248	Child Care CCF	LITTLE FEET BIG STEPS	CHILD CARE SERVICES PROVIDED (323154)	4,943.76	9/26/2024
85249	Child Care CCF	LANE DAY SCHOOL LLC	CHILD CARE SERVICES PROVIDED (323154)	1,434.16	9/26/2024
85250	Child Care CCF	LIL COLTS CHILDCARE	CHILD CARE SERVICES PROVIDED (323154)	806.67	9/26/2024
85251	Child Care CCF	BRIGHT MINDS ACADEMY LLC	CHILD CARE SERVICES PROVIDED (323154)	3,582.15	9/26/2024
85252	Child Care CCF	CREATIVE LEARNING TREE 2	CHILD CARE SERVICES PROVIDED (323154)	1,667.94	9/26/2024
85253	Child Care CCF	STEAMBOAT STATION	CHILD CARE SERVICES PROVIDED (323154)	12,035.38	9/26/2024
85254	Child Care CCF	MS NANCE LITTLE ANGELS DAYCARE II	CHILD CARE SERVICES PROVIDED (323154)	869.58	9/26/2024
85255	Child Care CCF	MARTIAL ARTS ATHLETIC CENTER NORTH CAMPUS	CHILD CARE SERVICES PROVIDED (323154)	12,613.67	9/26/2024
85256	Child Care CCF	SEEDS OF WISDOM CHRISTIAN FAMILY CHILDCARE	CHILD CARE SERVICES PROVIDED (323154)	292.00	9/26/2024
85257	Child Care CCF	HEARTS AND HANDS	CHILD CARE SERVICES PROVIDED (323154)	1,229.51	9/26/2024
85258	Child Care CCF	HAPPY DAYS CHILDCARE & PRESCHOOL	CHILD CARE SERVICES PROVIDED (323154)	16,831.65	9/26/2024
85259	Child Care CCF	ROCK STAR DAYCARE	CHILD CARE SERVICES PROVIDED (323154)	1,421.78	9/26/2024
85260	Child Care CCF	LITTLE TROOPERS LEARNING CENTER	CHILD CARE SERVICES PROVIDED (323154)	2,103.62	9/26/2024
85261	Child Care CCF	HAPPY TRIBE ACADEMY	CHILD CARE SERVICES PROVIDED (323154)	2,425.54	9/26/2024
85262	Child Care CCF	CHILDRESS LITTLE STARS LLC	CHILD CARE SERVICES PROVIDED (323154)	3,000.49	9/26/2024
85263	Child Care CCF	PURE CREATION	CHILD CARE SERVICES PROVIDED (323154)	1,691.58	9/26/2024
85264	Child Care CCF	AMARILLO WESLEY COMM CENTER - SOUTH	CHILD CARE SERVICES PROVIDED (323154)	3,735.63	9/26/2024
85265	Child Care CCF	BECCAS BABIES DAYCARE CENTER	CHILD CARE SERVICES PROVIDED (323154)	19,818.26	9/26/2024
85266	Child Care CCF	MELISSAS CHILD CARE AND PRESCHOOL	CHILD CARE SERVICES PROVIDED (323154)	1,128.49	9/26/2024
85267	Child Care CCF	SHAYLEE CONNELLY	CHILD CARE SERVICES PROVIDED (323154)	2,310.78	9/26/2024
85268	Child Care CCF	TWO LITTLE FEET	CHILD CARE SERVICES PROVIDED (323154)	6,964.42	9/26/2024
85269	Child Care CCF	NEW BEGINNINGS PRESCHOOL & CHILD DEVELOP.	CHILD CARE SERVICES PROVIDED (323154)	4,787.63	9/26/2024
		AMARILLO NATIONAL BANK	WFD - INCENTIVE PAYMENTS - 9/24	1,561.00	

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 From 9/1/2024 Through 9/30/2024

Check No.	Fund Title	Paid To	Description	Check Amount	Paid Date
		CENTENNIAL BANK	BUILDING IMPROVEMENT PMT 9/12/24	6,645.07	
		DATAPATH CREDIT SERVICES	EMPLOYEE FLEX DRAFTS 9/24	5,503.77	
		ROSCOMMON - ABA ADMINISTRATORS	HEALTH INSURANCE DRAFT 9/24	40,173.16	
		TOOT'N TOTUM FOOD STORES LLC (FLEETCOR)	VEHICLE FUEL 8/15/24-9/14/24	709.48	
		HUXFORD GROUP	WIRE TRANSFERS 9/24	387,048.61	
		VANTAGEPOINT T. AGENTS - 401	WIRE TRANSFERS 9/24	54,971.39	
		VANTAGEPOINT T. AGENTS - 457	WIRE TRANSFERS 9/24	5,964.68	
		VANTAGEPOINT T. AGENTS - ROTH IRA	WIRE TRANSFERS 9/24	1,506.02	
			TOTAL AMOUNT:	2,782,995.29	
			TOTAL NUMBER OF ELECTRONIC FUND TRANSFERS:	219	
			TOTAL NUMBER OF CHECKS WRITTEN:	168	
			TOTAL NUMBER OF WIRE TRANSFERS:	10	
			TOTAL NUMBER OF ANB BANK CARDS:	11	
			TOTAL NUMBER OF EMPLOYEE FLEX DRAFTS:	11	

ITEM 9

MEMORANDUM

DATE: October 24th, 2024
TO: PRPC Board of Directors
FROM: Trent Taylor, Finance Director
Cristy Henderson, Asst. Finance Director
THROUGH: Michael J. Peters, Executive Director
SUBJECT: Agenda Item 9
PRPC Investment Funds Monthly Report

BACKGROUND

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 April 27, 2023 for funds under our control. I submit the following for your approval.

	Balance@ <u>12/31/2023</u>	Balance@ <u>08/31/2024</u>	Balance@ <u>09/30/2024</u>
PRPC's Money Market Fund	\$4,103,637	\$4,378,749	\$5,895,320
9-1-1's Money Market Fund	<u>57</u>	<u>125,033</u>	<u>560,990</u>
Total MMIA Funds	<u>\$4,103,694</u>	<u>\$4,503,782</u>	<u>\$6,456,310</u>
CDARS CD	Duration	Return	
6/27/2024 - 12/26/2024	26 Weeks	4.85%	<u>\$500,000</u>
Total Invested Funds			<u>\$6,956,310</u>

The money market funds are deposited at Amarillo National Bank. The PRPC fund rate for the month of September was 4.35%. The 9-1-1 fund earned an average annual yield of 2.85%. The book value and the market value were the same for each fund listed above. The investment portfolio followed the Public Funds Investment Act and PRPC Investment Policies.

RECOMMENDATION

Staff recommends that the Board of Directors accept this report as submitted.

ITEM 10

MEMORANDUM

DATE: October 24th, 2024

TO: PRPC Board of Directors

FROM: Trent Taylor, Director

THROUGH: Michael J. Peters, Executive Director

SUBJECT: Agenda Item 10
Consideration of Investment Policy to include Local Government
Investment Pools

BACKGROUND

In an effort to maximize investment returns while maintaining security of the investments, I have investigated Local Government Investment Pools (LGIPs). LGIPs are combined funds from various public entities that operate like a money market mutual fund. LGIPs are not registered with the Securities and Exchange Commission (SEC) and are exempt from SEC regulatory requirements. These pools provide greater flexibility, but also reduce investor protection. By pooling funds, benefits include economies of scale, full-time portfolio management, diversification, and liquidity.

I am including information on six different funds. One of the main differences in the funds is the Net Asset Value (NAV). Some funds have the objective of maintaining a “constant” NAV while others, usually with longer term investments, may have a “variable” NAV. While either type may have investment risk, variable NAV could be greater. Other risk includes interest rate risk, credit risk, liquidity risk and/or management risk. These investments should yield a higher return; however, a loss can occur as a result of any of these risks.

In order to allow these investments PRPC would need to revise our Investment Policy and authorize the Executive Director to execute the appropriate agreements.

RECOMMENDATION:

Staff recommends the Board approve the revised Investment Policy and allow the Executive Director to sign agreements allowing a portion of PRPC unrestricted funds to be invested in Local Government Investment Pools.

	Texas Class		Hilltop Securities		Texas Comptroller of Public Accounts Federated Holmes	
	Texas CLASS	Texas CLASS Government	TexSTAR	LOGIC	TexPool	TexPool Prime
Invested Balance		25.7 Billion	10.9 Billion	11.8 Billion	33.2 Billion	15.1 Billion
Weighted Average Maturity	< 61 Days	< 61 Days	29 Days	46 Days	38 Days	43 Days
Net Asset Value	Stable \$1.00 per share	Stable \$1.00 per share	0.999845 - 1.000150 per Share	0.999742 - 1.000051 per Share		
# of Participants		1,117	1048	715		
Management Fees	.120% of first \$1,000,000,000 .110% of next \$1,000,000,000	.120% of first \$1,000,000,000 next \$1,000,000,000 .110% of	0.06%	0.0975%	0.045%	0.055%
Fund Rating	AAAm	AAAm	AAAm	AAAm	AAAm	AAAm
	S & P Global Ratings	S & P Global Ratings	S & P Global Ratings	S & P Global Ratings	S & P Global Ratings	S & P Global Ratings
Investment Types	Commercial Paper A-1+ 38.21% Commercial Paper A-1 46.60% Repurchase Agreements 11.67% Money Market Funds 3.34% Collateralized Bank Deposits .17%	US Governmt Agency Securities 38.82% Money Market Funds 16.75% FDIC Insured Bank Account 14.41% Repurchase Agreements 11.32% Collateralized Bank Deposits 9.91% US Treasury Securities 8.79%	Repurchase Agreements 59.27% Treasuries 30.89% Agencies 9.84%	Commercial Paper 91.84% Repurchase Agreements 5.91% Treasuries 2.25%	Agencies 40.9% Treasuries 31.8% Repurchase Agreements 21.9% Money Market Funds 5.4%	Commercial Paper 60% Variable Rate Notes 25.9% Repurchase Agreements 12.2% Treasuries 2%
Average Return 8/2024 Net of fees	5.4306%	5.2538%	5.2939%	5.3775%	5.3100%	5.4600%
					* June 2024	* June 2024

Texas CLASS

HIGHLIGHTS

*A Texas Local Government Investment Pool
Designed with You in Mind*

TWO PORTFOLIOS
Prime and Government

WHO WE ARE

Texas CLASS was created as a local government investment pool with a focus on safety, liquidity, convenience, and a competitive yield. The program provides daily liquidity, and our Participants can view/access their account information 24/7 online. Both portfolio offered by Texas CLASS hold a 'AAAm' rating by S&P Global Ratings and dividends accrue and pay daily.

CLIENT FOCUSED

Texas CLASS provides exceptional, personalized service, and we consider ourselves to be an extension of your team; our dedicated Investment Services Directors and Client Service Department are with you every step of the way. The fund's cut-off time is 4:00 p.m. CT for seamless transacting.

1996

NEARLY 30 YEARS OF SERVICE

Texas CLASS has served Texas local governments since 1996 and remains committed as a fiduciary steward of public funds!

1,117

SERVING YOUR PEERS

Texas CLASS currently serves over 1,110 local governments throughout the state just like yours.

\$25.7b

ASSETS UNDER MANAGEMENT

Texas CLASS currently manages approximately \$26 billion between the Texas CLASS and Texas CLASS Government portfolios.

\$1b

INVESTMENT INCOME EARNED

The Texas CLASS and Texas CLASS Government portfolios earned over \$1 billion combined in investment income for the calendar year of 2023.

CONTACT US



Karen Proctor

Senior Director,
Investment Services
(214) 473-4224



Tony Sekaly

Director, Investment
Services
(713) 502-8575



Zachary Brewer

Director, Investment
Services
(281) 642-4350



Danny King

Director, Investment
Services
(512) 914-6104

Data unaudited. Source: Public Trust Advisors, LLC. The information referenced above is as of 08/31/2024 and specific to Texas CLASS. Charts and/or values presented may not add up precisely to absolute figures due to rounding.

INVESTING MADE EASY

An investment solution designed for your local government.

Investment Option	Texas CLASS	Texas CLASS Government
Portfolio Type	Prime-Style	Government-Style
Purpose	Short-term liquidity	Short-term liquidity
Rating	'AAAm'	'AAAm'
Liquidity Offered	Daily	Daily
Min/Max Investment	None	None
Withdrawals	Unlimited	Unlimited
Accounts	Unlimited	Unlimited
Dividends	Applied Daily	Applied Daily
WAM	≤60 days	≤60 days
Net Asset Value (NAV)	Stable \$1.00 per share	Stable \$1.00 per share

A PROFESSIONALLY MANAGED INVESTMENT OPTION

Our service providers have been carefully selected with the goal of creating an excellent investment experience. Public Trust Advisors, LLC (Public Trust) provides the investment advisory and administration for Texas CLASS and has provided these services nationwide for more than a decade.

AT A GLANCE

CLIENTS LIKE TEXAS CLASS	SERVICES PROVIDED
California CLASS	Administration & Investment Advisory
COLOTRUST	Administration & Investment Advisory
FLCLASS	Administration & Investment Advisory
LAMP	Administration
Michigan CLASS	Administration & Investment Advisory
Nebraska CLASS	Administration & Investment Advisory
North Carolina CLASS	Administration & Investment Advisory
NYCLASS	Administration & Investment Advisory
STAR Ohio	Consulting Services
TrustINDiana	Administration & Investment Advisory
VIP	Co-Administration & Investment Advisory
Wyoming CLASS	Administration & Investment Advisory

Firmwide	Serving Approx.	SEC Registered
\$89b	7,725	2011
In Assets Under Management	Local Governments Nationwide	Over 12 years of Operation

OTHER SERVICE PROVIDERS

Bracewell, LLP
Legal Counsel

Cohen & Co.
Auditor

UMB Bank, N.A.
Custodian

Public Trust Advisors, LLC began providing services to COLOTRUST in 2012; NYCLASS and Texas CLASS in 2013; Michigan CLASS in 2014; TrustINDiana, FLCLASS, and LAMP in 2015; VIP in 2016; Wyoming CLASS in 2020; Star Ohio in 2021; California CLASS in 2022; and Nebraska CLASS and North Carolina CLASS in 2023.

Data unaudited. Source: Public Trust Advisors, LLC. Data as of 08/31/2024. Charts and/or values presented may not add up precisely to absolute figures due to rounding. The information presented should not be used in making any investment decisions. This material is not a recommendation to buy, sell, implement, or change any securities or investment strategy, function, or process. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. Texas CLASS is not a bank. An investment in Texas CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the Texas CLASS stable NAV fund(s) seek to preserve the value of your investment at \$1.00 per share, Texas CLASS cannot guarantee they will do so. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. For a full description on rating methodology, please visit www.spglobal.com. Ratings are subject to change and do not remove credit risk. Please review the applicable Information Statement(s) before investing. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

(800) 707-6242
info@texasclass.com
www.texasclass.com

Texas CLASS Office
2435 North Central Expy, Suite 1200
Richardson, TX 75080

Invest with Texas CLASS

Investing with Texas CLASS could mean more for your local community.
Use the Texas CLASS investment calculator to see just how much you could have earned.

Texas CLASS

Amount Invested

\$10,000,000

Start Date

September 1, 2024

End Date

September 30, 2024

You would have earned

\$43,465.28

on your investment if you started on

September 1, 2024

Texas CLASS Government

Amount Invested

\$10,000,000

Start Date

September 1, 2024

End Date

September 30, 2024

You would have earned

\$41,934.90

on your investment if you started on

September 1, 2024

Texas CLASS Investment Income Earned

As of Date	Time	\$1M	\$5M	\$10M
Sep 01 - Sep 30	1 month	\$4,347	\$21,733	\$43,465
Apr 01 - Sep 30	6 months	\$27,415	\$137,073	\$274,146
Oct 01 - Sep 30	12 months	\$56,281	\$281,404	\$562,807

Texas CLASS Government Investment Income Earned

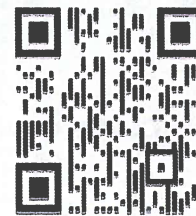
As of Date	Time	\$1M	\$5M	\$10M
Sep 01 - Sep 30	1 month	\$4,193	\$20,967	\$41,935
Apr 01 - Sep 30	6 months	\$26,498	\$132,489	\$264,979
Oct 01 - Sep 30	12 months	\$53,789	\$268,945	\$537,890

Months listed are in the years 2023-2024

Texas CLASS Daily Yields as of Month-End

Month	Year	Texas CLASS	Texas CLASS Government
September	2024	5.0633%	4.8105%
August	2024	5.4306%	5.2538%
July	2024	5.4437%	5.2481%
June	2024	5.4391%	5.2486%
May	2024	5.4341%	5.2654%
April	2024	5.4184%	5.2637%
March	2024	5.4562%	5.2620%
February	2024	5.4794%	5.2526%
January	2024	5.5046%	5.2449%
December	2023	5.5688%	5.2582%
November	2023	5.5925%	5.2098%
October	2023	5.5695%	5.1684%

For more information on both historical yields and annualized performance, visit www.texasclass.com/rate or scan the below QR code:

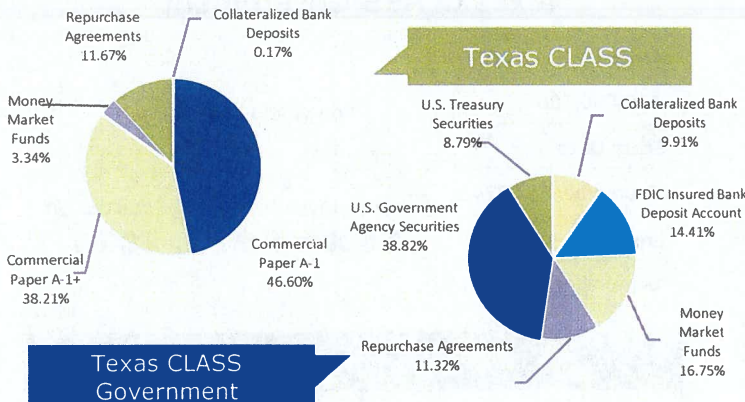


Source: Public Trust Advisors, LLC. Data unaudited. Charts and/or values presented may not add up precisely to absolute figures due to rounding. Investment income earned values shown may reflect immaterial variance from exact statement balances due to rounding. Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. Texas CLASS is not a bank. An investment in Texas CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the Texas CLASS stable NAV fund(s) seek to preserve the value of your investment at \$1.00 per share, this is not guaranteed. Please review the applicable Information Statement(s) before investing. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

Get to Know Texas CLASS

Serving Approx. 1,110 Participants

Portfolio Allocation



Texas CLASS is a local government investment pool that allows local governments, such as yours, to pool funds together to collectively earn dividends on investments. Our goal is, and has always been, to provide competitive yields while adhering to all objectives of safety and liquidity. Both Texas CLASS Government and Texas CLASS carry a 'AAAm' rating from S&P Global Ratings.

The Texas CLASS portfolio investment strategies prioritize minimizing market risk and enhancing safety via diversified investments. Funds of the Participants are invested in prime or high grade, short-term fixed income instruments as illustrated to the left.

Texas CLASS Board of Trustees

Cindy Yeatts Brown,
Chairperson
Treasurer
Denton County

Steve Williams
City Manager
City of Schertz

Carmen Arrieta-Candelaria
Chief Financial Officer
Fort Worth ISD

Yvonne Johnson
Chief Financial Officer
Crosby ISD

Monika Arris, Vice Chairperson
Director of Budget & Finance
Collin County

Amy Perez, Secretary
Director of Financial Management
Harris County

Art Martin
Chief Financial Officer
Slaton ISD

Texas CLASS Advisory Board

Art Alfaro
Qualified Non-Participant

Mark Burton
President
Burton Accounting, PLLC

Rodney Rhoades
Qualified Non-Participant

James Mauldin
Vice Chancellor and Chief Financial Officer
Texas Tech University System

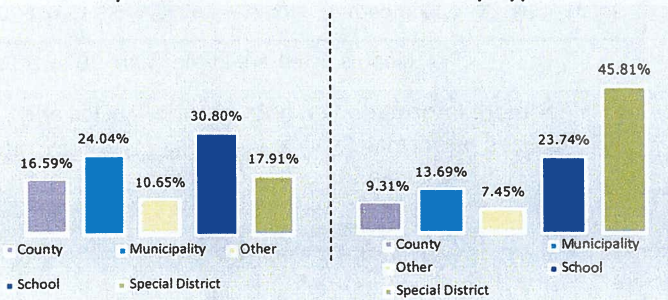
Heather Hurlbert
Director of Finance and Business Analysis
City of Corpus Christi

Participant Breakdown

Texas CLASS

By Balance

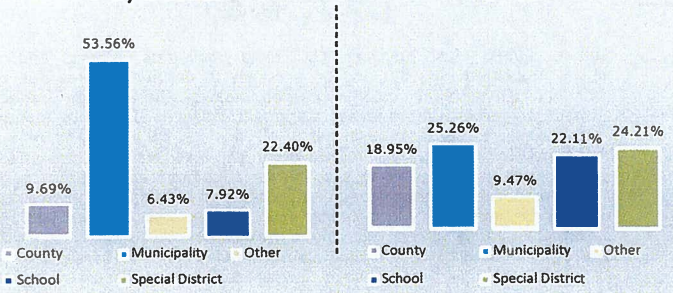
By Type



Texas CLASS Government

By Balance

By Type



Contact us to get started!
www.texasclass.com

Source: Public Trust Advisors, LLC. Data as of 08/31/2024. Data unaudited. Charts and/or values presented may not add up precisely to absolute figures due to rounding. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. Texas CLASS is not a bank. An investment in Texas CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the Texas CLASS stable NAV fund(s) seek to preserve the value of your investment at \$1.00 per share, Texas CLASS cannot guarantee they will do so. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. For a full description on rating methodology, please visit www.spglobal.com. Ratings are subject to change and do not remove credit risk. Please review the applicable Information Statement(s) before investing. Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.

Texas CLASS 2024 Highlights

- Texas CLASS, established in April 1996, is a local government investment pool (“LGIP”) that emphasizes safety, liquidity, convenience, and a competitive yield. It provides daily liquidity, and our participants have access to their funds 24/7 online. We have a Prime Fund (established in 1996) and a Government Fund (established in 2016). Both are rated AAAM by Standard & Poor’s.
- We have grown Texas CLASS from a fund balance of **\$2 Billion as of October 2013** (when Public Trust Advisors, Administrator/Investment Manager to Texas CLASS, took over managing Texas CLASS) to a high balance of close to **\$28 Billion as of March 2024 (both funds in total)**.
- Over 1,100 Texas public entities have joined Texas CLASS.
- There is no minimum deposit, or no minimum balance required.
- Cut off times are 4:00 p.m. CST.* This is an hour to a few hours later than some other Texas LGIP’s. On a few holidays, the day before that holiday, Texas CLASS’ cut off is 2:00 p.m. CST versus other Texas LGIP’s that close at 12:00 p.m.
- Transactions can be made by wire or by ACH. Transactions can be scheduled out up to a year in advance. Other Texas LGIP’s only allow you to schedule out 90 days in advance.
- Monthly statements can be accessed online in the Participant Portal before the end of the 1st business day of every month. Some of the other Texas LGIP’s may not provide monthly statements until the 3rd, 4th or 5th business day of the month.
- The Texas CLASS program is the only Texas Local Government Investment Pool (LGIP) that **compounds and pays interest DAILY** – interest is reinvested daily. Other Texas LGIP’s compound interest daily but do not pay/reinvest interest until month end. This provides Texas CLASS participants with additional earnings.
- When the need arises to add or remove a Participant contact, with Texas CLASS you do not have to go back to your Board/Council for a resolution to add or remove anyone. All the Participant needs to do is log into the Participant Portal, click on the Administration tab and make the changes directly in the portal. This is also the case for adding or removing a bank account. This does require two people to authorize but again, it can all be done in the portal and there is no need to go back to the Board/Council or fill out paperwork.
- When the time comes for a Participant to add another Texas CLASS account (subaccount), all they have to do is log into the Participant Portal, access their account and click on the “Open a New Subaccount” green button at the top right hand corner of the Dashboard. It is that easy.
- Our Client Services Team is available by email or by phone from 8:30 a.m. until 4:30 p.m. (CST). Client Services is always happy to help with any questions and can be reached at clientservices@texasclass.com or 800.707.6242.
- We have provided very competitive rates for our Participants (historical data is available). We are happy to provide our Interest Earnings Comparative Analysis for each fund upon request.**
- We provide free annual PFIA training at no cost to our Participants. We strive to provide at least one training (in-person or virtually) in Texas each year that each provide the 8 credits of required PFIA/CPE hours, along with credits for other organizations. We have been providing in-person trainings annually since 2017 and have also hosted 3 virtual webinar trainings. We will provide additional hybrid (in-person/virtual) trainings in the future. We just hosted our first in-

- person/hybrid virtual PFIA training in Fort Worth (May 2024). Our next training will take place in May 2025.
- We provide an easy-to-use website/Participant Portal for all transactions. Participants can export all account information into Excel or PDF for reporting purposes.
 - Participants have direct access to every member of the Texas CLASS Team, our Portfolio Managers, Credit Team, Management Team, Operations, and Client Services. A call can be set up with any of these team members in addition to being able to email or call them directly.
 - As of March 31, 2024, Public Trust Advisors, managed over \$88 billion in public funds, including 69 Separately Managed Accounts (like the City of Fort Worth and the City of Mesquite) and the following LGIP's:
 - Texas CLASS – Investment/Administrative (2 LGIP's)
 - COLOTRUST – Investment/Administrative (3 LGIP's)
 - TrustIndiana – Investment/Administrative (1 LGIP)
 - New York CLASS – Investment/Administrative (2 LGIP's)
 - Michigan CLASS – Investment/Administrative (2 LGIP's)
 - VACo/VML Virginia Investment Pool – Investment/Administrative (2 LGIP's)
 - FLCLASS (founded by PTA July 2015) – Investment/Administrative (2 LGIP's)
 - Wyoming CLASS (founded by PTA June 2020) – Investment/Administrative (1 LGIP)
 - California CLASS (founded by PTA December 2022) – Investment/Administrative (2 LGIP's)
 - Nebraska CLASS (founded by PTA February 2023) – Investment/Administrative (1 LGIP)
 - North Carolina CLASS (founded by PTA April 2023) – Investment/Administrative (1 LGIP)
 - LAMP Louisiana Investment Pool – Administrative only
 - We are so fortunate to be members of TASBO, GTOT, GFOAT, GFOA, CTATX, TXWPF, and more and we exhibit at several other organizations conferences like SAFE-D and AWBD. We believe it is so important to sponsor and participate in these organizations, events, and meetings.

It is also very important for the Texas CLASS team to build long-lasting relationships with our participants. We make it a point to visit our participants annually or more often in person. Team members also provide their cell phone numbers so that they can be reached at any time. Transparency and communication are key to adding to that relationship.

*Wire transactions made via the Participant Portal or fax must be completed by 4:00 p.m. CST for same day credit. ACH (Automated Clearing House) transactions made via the Participant Portal must be completed by 4:00 p.m. CST. ACHs are processed overnight and are generally available to the beneficiary bank one business day after the transaction request has been made.

** Performance results for Texas CLASS and Texas CLASS Government are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. Ratings are subject to change and do not remove credit risk. Data unaudited. Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.

TexSTAR
MONTHLY
NEWSLETTER
AUGUST
2024



PERFORMANCE

As of August 31, 2024

August Averages

Current Invested Balance	\$10,960,587,143.65	Average Invested Balance	\$ 11,268,338,188.51
Weighted Average Maturity (1)	29 Days	Average Monthly Yield, on a simple basis	5.2939%
Weighted Average Life (2)	65 Days	Average Weighted Maturity (1)	31 Days
Net Asset Value	1.000150	Average Weighted Life (2)	61 Days
Total Number of Participants	1048		
Management Fee on Invested Balance	0.06%*		
Interest Distributed	\$ 51,237,508.47		
Management Fee Collected	\$ 572,671.72		
% of Portfolio Invested Beyond 1 Year	5.08%		
Standard & Poor's Current Rating	AAAm		

Rates reflect historical information and are not an indication of future performance.

Definition of Weighted Average Maturity (1) & (2)

(1) This weighted average maturity calculation uses the SEC Rule 2a-7 definition for stated maturity for any floating rate instrument held in the portfolio to determine the weighted average maturity for the pool. This Rule specifies that a variable rate instruction to be paid in 397 calendar days or less shall be deemed to have a maturity equal to the period remaining until the next readjustment of the interest rate.
(2) This weighted average maturity calculation uses the final maturity of any floating rate instruments held in the portfolio to calculate the weighted average maturity for the pool.

The maximum management fee authorized for the TexSTAR Cash Reserve Fund is 12 basis points. This fee may be waived in full or in part in the discretion of the TexSTAR co-administrators at any time as provided for in the TexSTAR Information Statement.

NEW PARTICIPANTS

We would like to welcome the following entities who joined the TexSTAR program in August:

- * Gladewater Economic Development Corporation
- * Galveston County Municipal Utility District No. 73
- * Harris - Waller Counties Municipal Utility District No. 12
- * City of Nacogdoches
- * Navarro College

HOLIDAY REMINDER

In observance of **Columbus Day, TexSTAR will be closed on Monday, October 14, 2024.** All ACH transactions initiated on Friday, October 11th will settle on Tuesday, October 15th. Standard transaction deadlines will be observed on Friday, October 11th. Please plan accordingly for your liquidity needs.

ECONOMIC COMMENTARY

Market review

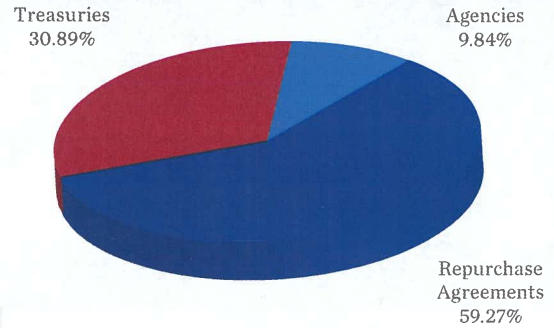
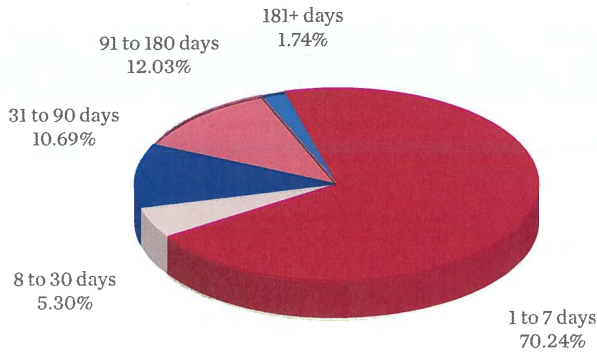
August has a reputation for a relatively quiet market environment, but this year was an exception. The first few weeks of the month provided a stark reminder of how sensitive markets can be to subtle changes in the macroeconomic outlook. A slight weakening in the labor market pushed the unemployment rate onto a path that has historically signaled impending recessions. In response, from July 31st to August 5th, Treasury yields plummeted, the VIX index—a key measure of stock market volatility—more than doubled, and stock prices took a significant hit. Although, volatility has since eased, data in August continued to strengthen the argument for the Federal Reserve (Fed) to cut rates in an effort to achieve a soft landing. The July Jobs report highlighted the ongoing cooling trend in the labor market, with job gains growing only 114,000. For the fourth consecutive month, the unemployment rate increased, this time by 0.2% to 4.3%, triggering the Sahm Rule (an empirical observation that predicts recession when the three-month moving average of the unemployment rate exceeds its lowest level over the prior 12 months by 0.5% or more), suggesting a labor market that is cooling faster than comfortable. However, while this has been a reliable recession indicator in the past, the current rise in unemployment was primarily due to an increase in labor supply rather than layoffs.

Additionally, recent benchmark revisions to nonfarm payrolls revealed that job growth in the 12 months leading up to March 2024 was less robust than initially estimated. Nonfarm payrolls were revised down by 818,000, translating to a monthly downward adjustment of approximately 68,000. The Job Openings and Labor Turnover Survey (JOLTS) also showed a decline in job openings in July from 7.9 million to 7.7 million, indicating a softening in labor demand. The ratio of job openings to unemployment fell from 1.16 to 1.07, dropping below to pre-COVID levels.

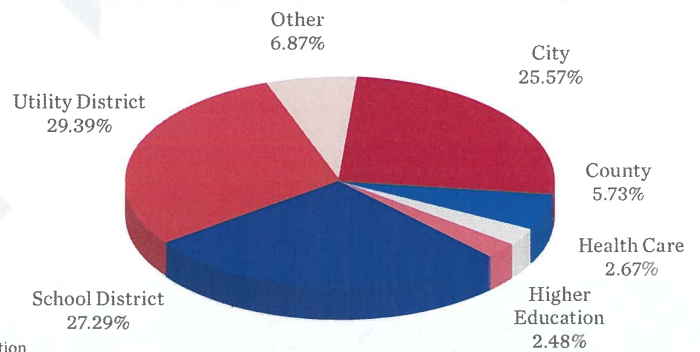
(continued page 4)

INFORMATION AT A GLANCE

PORTFOLIO BY TYPE OF INVESTMENT AS OF AUGUST 31, 2024



PORTFOLIO BY MATURITY AS OF AUGUST 31, 2024 (1)



DISTRIBUTION OF PARTICIPANTS BY TYPE AS OF AUGUST 31, 2024

(1) Portfolio by Maturity is calculated using WAM (1) definition for stated maturity. See page 1 for definition

HISTORICAL PROGRAM INFORMATION

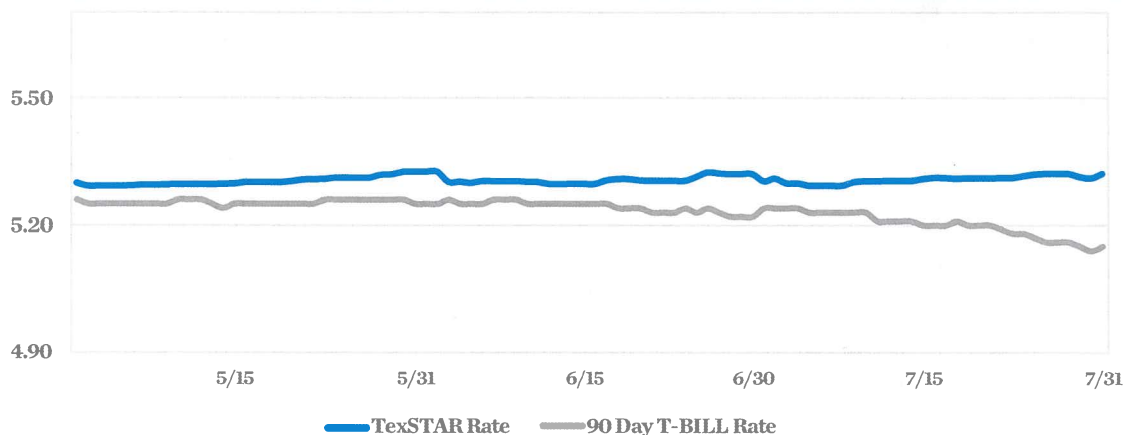
MONTH	AVERAGE RATE	BOOK VALUE	MARKET VALUE	NET ASSET VALUE	WAM (1)	WAL (2)	NUMBER OF PARTICIPANTS
Aug 24	5.2939%	\$10,960,587,143.65	\$10,963,170,866.05	1.000150	31	61	1048
Jul 24	5.3131%	11,614,008,231.39	11,614,697,399.72	1.000059	33	64	1043
Jun 24	5.3126%	10,696,510,063.51	10,695,858,054.79	0.999939	36	66	1040
May 24	5.3078%	10,946,135,253.27	10,946,064,280.53	0.999895	37	67	1037
Apr 24	5.3057%	11,388,285,240.44	11,386,977,182.36	0.999885	35	65	1031
Mar 24	5.2986%	11,373,415,394.49	11,372,687,872.41	0.999936	36	68	1025
Feb 24	5.3035%	11,928,691,803.89	11,927,911,436.19	0.999934	36	69	1024
Jan 24	5.3200%	11,483,316,119.03	11,483,741,551.85	1.000037	42	77	1024
Dec 23	5.3378%	10,557,076,424.02	10,557,101,303.24	0.999972	44	85	1037
Nov 23	5.3307%	10,148,883,026.83	10,148,191,305.12	0.999931	33	74	1034
Oct 23	5.3231%	10,017,668,653.01	10,016,121,800.83	0.999845	29	69	1031
Sep 23	5.3105%	9,992,445,950.80	9,990,730,955.61	0.999816	29	56	1028

PORTFOLIO ASSET SUMMARY AS OF AUGUST 31, 2024

	BOOK VALUE	MARKET VALUE
Uninvested Balance	\$ 624.14	\$ 624.14
Accrual of Interest Income	9,378,491.11	9,378,491.11
Interest and Management Fees Payable	(51,221,473.27)	(51,221,473.27)
Payable for Investment Purchased	0.00	0.00
Repurchase Agreement	6,520,570,999.95	6,520,570,999.95
Government Securities	4,481,858,501.72	4,484,442,224.12
TOTAL	\$ 10,960,587,143.65	\$ 10,963,170,866.05

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by J.P. Morgan Chase & Co. and the assets are safekept in a separate custodial account at the Federal Reserve Bank in the name of TexSTAR. The only source of payment to the Participants are the assets of TexSTAR. There is no secondary source of payment for the pool such as insurance or guarantee. Should you require a copy of the portfolio, please contact TexSTAR Participant Services.

TEXSTAR VERSUS 90-DAY TREASURY BILL



This material is for information purposes only. This information does not represent an offer to buy or sell a security. The above rate information is obtained from sources that are believed to be reliable; however, its accuracy or completeness may be subject to change. The TexSTAR management fee may be waived in full or in part at the discretion of the TexSTAR co-administrators and the TexSTAR rate for the period shown reflects waiver of fees. This table represents historical investment performance/return to the customer, net of fees, and is not an indication of future performance. An investment in the security is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the issuer seeks to preserve the value of an investment of \$1.00 per share, it is possible to lose money by investing in the security. Information about these and other program details are in the fund's Information Statement which should be read carefully before investing. The yield on the 90-Day Treasury Bill ("T-Bill Yield") is shown for comparative purposes only. When comparing the investment returns of the TexSTAR pool to the T-Bill Yield, you should know that the TexSTAR pool consists of allocations of specific diversified securities as detailed in the respective Information Statements. The T-Bill Yield is taken from Bloomberg Finance L.P. and represents the daily closing yield on the then current 90-Day T-Bill. The TexSTAR yield is calculated in accordance with regulations governing the registration of open-end management investment companies under the Investment Company Act of 1940 as promulgated from time to time by the federal Securities and Exchange Commission.

DAILY SUMMARY FOR AUGUST 2024

DATE	MNY MKT FUND EQUIV. [SEC Std.]	DAILY ALLOCATION FACTOR	INVESTED BALANCE	MARKET VALUE PER SHARE	WAM DAYS (1)	WAL DAYS (2)
8/1/2024	5.3039%	0.000145311	\$11,675,336,269.42	1.000105	33	62
8/2/2024	5.2982%	0.000145156	\$11,652,947,836.76	1.000212	32	61
8/3/2024	5.2982%	0.000145156	\$11,652,947,836.76	1.000212	32	61
8/4/2024	5.2982%	0.000145156	\$11,652,947,836.76	1.000212	32	61
8/5/2024	5.2900%	0.000144932	\$11,656,993,626.30	1.000194	31	60
8/6/2024	5.2870%	0.000144848	\$11,372,782,217.43	1.000151	32	61
8/7/2024	5.2890%	0.000144903	\$11,492,767,503.66	1.000148	32	61
8/8/2024	5.2952%	0.000145073	\$11,371,794,661.58	1.000148	32	61
8/9/2024	5.2965%	0.000145110	\$11,439,355,622.92	1.000124	31	59
8/10/2024	5.2965%	0.000145110	\$11,439,355,622.92	1.000124	31	59
8/11/2024	5.2965%	0.000145110	\$11,439,355,622.92	1.000124	31	59
8/12/2024	5.2977%	0.000145142	\$11,402,524,667.30	1.000142	30	59
8/13/2024	5.3037%	0.000145306	\$11,317,521,885.57	1.000167	31	59
8/14/2024	5.2926%	0.000145004	\$11,154,709,810.32	1.000154	32	61
8/15/2024	5.2994%	0.000145189	\$11,420,195,459.97	1.000113	32	60
8/16/2024	5.2913%	0.000144968	\$11,114,576,371.70	1.000116	32	61
8/17/2024	5.2913%	0.000144968	\$11,114,576,371.70	1.000116	32	61
8/18/2024	5.2913%	0.000144968	\$11,114,576,371.70	1.000116	32	61
8/19/2024	5.2874%	0.000144861	\$11,042,244,013.06	1.000145	32	61
8/20/2024	5.2877%	0.000144869	\$11,154,465,045.15	1.000165	32	61
8/21/2024	5.2841%	0.000144770	\$11,134,735,756.91	1.000198	32	61
8/22/2024	5.2813%	0.000144692	\$11,009,583,578.99	1.000164	32	62
8/23/2024	5.2898%	0.000144925	\$11,100,289,377.03	1.000169	31	60
8/24/2024	5.2898%	0.000144925	\$11,100,289,377.03	1.000169	31	60
8/25/2024	5.2898%	0.000144925	\$11,100,289,377.03	1.000169	31	60
8/26/2024	5.2935%	0.000145027	\$11,052,519,121.39	1.000164	30	60
8/27/2024	5.3021%	0.000145262	\$11,006,122,576.96	1.000189	30	60
8/28/2024	5.3028%	0.000145281	\$11,137,867,928.52	1.000187	30	65
8/29/2024	5.2970%	0.000145122	\$11,073,637,808.79	1.000178	29	65
8/30/2024	5.2945%	0.000145055	\$10,960,587,143.65	1.000150	29	65
8/31/2024	5.2945%	0.000145055	\$10,960,587,143.65	1.000150	29	65
Average	5.2939%	0.000145038	\$11,268,338,188.51		31	61



ECONOMIC COMMENTARY (cont.)

Meanwhile, the July CPI report provided more evidence that inflation is on a sustainable path lower. Headline inflation rose 0.2% month-over-month (m/m) and 2.9% year-over-year (y/y), its slowest pace since March 2021, while core inflation rose 0.2% m/m and 3.2% y/y. Both measures were roughly in line with expectations. In the details, core goods prices fell 0.3% due to lower apparel and vehicle prices, marking the category's fifth straight monthly decline. Shelter inflation remained elevated, although the 0.4% m/m rise in owners' equivalent rent was its second slowest increase since late 2021. Headline and core PCE inflation came in as expected, rising 2.5% and 2.6% y/y, respectively. While some of the services components looked more mixed, the lack of troubling details in this report keeps the Fed on track to begin cutting rates. At the same time, the economy continued to grow at a healthy pace. Second-quarter GDP growth was revised up to a 3.0% seasonally adjusted annualized rate, bringing the average GDP growth from the first half of the year to a solid 2.2%, in line with trend growth. Consumer spending rose by an upward revised 2.9% due to a bounce back in spending on goods. Consumers remained resilient in July as retail sales came in much stronger than expected, showing a 1% headline increase for the month.

The July Federal Open Market Committee (FOMC) meeting minutes reflected increased confidence in inflation while noting increasing downside risks in the labor market, resulting in stronger consideration for potential rate cuts. At the annual Economic Policy Symposium in Jackson Hole, Wyoming, Fed Chairman Powell's remarks reaffirmed the dovish tone and signaled that a rate cut is imminent, stating, "The time has come for policy to adjust." However, he did not specify how large the cut would be, indicating that the timing and size would depend on incoming data, the evolving economic outlook, and the balance of risks. Expressing growing confidence that inflation is on a sustainable path back to 2%, he highlighted the Fed's focus on labor market conditions, noting that while the current state of the labor market is not worrisome, the Fed does not welcome further cooling. The softer than expected inflation and labor market data, coupled with the Fed suggesting imminent rate cuts, caused Treasury yields to drop across the curve. Three- and six-month Treasury bill yields fell by 17 basis points (bps) and 23 bps to 5.12% and 4.86%, respectively. Longer-term Treasury yields fell even further, with one- and two-year Treasury yields declining 34 bps to 4.41% and 3.92%, respectively.

Outlook

It has become clear that inflation is no longer the primary risk on the Fed's radar. July core PCE inflation has remained low, with the annualized 3-month run rate now below target at 1.72%, which supports the Fed's focus on the labor market and allows it to respond confidently to any further weakening. Despite strong income and spending data, there is no immediate pressure for the Fed to make larger rate cuts.

"The time has come" was a memorable phrase from Chair Powell's speech at the Jackson Hole Symposium. Federal Reserve rate cuts are imminent, with the discussion now shifting to how quickly rates will come down. In our view, the Fed will likely cut three times this year, to maintain a balanced economy, with 25-basis point rate cuts at the September, November and December meetings. The market is anticipating a 45% probability of a 50-basis point rate cut in September. The size of the first cut will likely depend on the August payroll report due out soon.

This information is an excerpt from an economic report dated August 2024 provided to TexSTAR by JP Morgan Asset Management, Inc., the investment manager of the TexSTAR pool.

Panhandle Regional Planning Commission

Investment Policy

Revised 10/24/2024

Purpose

This policy establishes investment objectives, policies, guidelines, and eligible securities related to all assets held by the Panhandle Regional Planning Commission. In doing so the policy:

- Clarifies the delegation of duties and responsibilities concerning the management of these funds.
- Identifies the criteria against which the investment performance of the organization's investments will be measured.
- Communicates the objectives to the Board, staff, investment managers, and funding entities that may be involved.
- Confirms policies and procedures relative to provide the highest investment return with the maximum security while meeting PRPC's daily cash flow demands and conforming to all federal, state and local statutes governing the investment of public funds.
- Serves as a review document to guide the ongoing oversight of the management of the organizations' investments and investment policy.

Delegation of Responsibilities

The Board of Directors has a direct oversight role regarding all decisions that impact the Panhandle Regional Planning Commission funds. The Board has delegated supervisory responsibility for the management of our funds to the Finance Director. Specific responsibilities of the various bodies and individuals responsible for the management of our funds are set forth below:

Responsibilities of the Board

The Board shall ensure that its fiduciary responsibilities concerning the proper management of Panhandle Regional Planning Commission funds are fulfilled through appropriate investment structure, internal and external management, and portfolio performance consistent with all policies and procedures.

Responsibilities of Management

Management shall be responsible for the day-to-day administration and implementation of policies established by the Board concerning the management of funds. Management shall also be the primary liaison between any investment consultants and/or other outside professionals that may be retained to assist in the management of such funds. Management shall comply with official accounting and auditing guidelines regarding due diligence and ongoing monitoring of investments. These detail and summary reports will be prepared and presented to the PRPC's Board of Directors and Executive Director monthly. Reports will comply with Section 2256.023 of the Public Funds Investment Act at a minimum.

Investment Considerations

Investments shall be made with judgment and care, which persons of prudence, discretion and intelligence would exercise considering the probable safety of capital as well as the probable income to be derived. The strategy of the pool is to assure cash flows are matched with adequate liquidity.

The primary objectives, in priority order, of PRPC's investment activities shall be:

- Safety of principal is the foremost objective of the investment program. Investments of the PRPC shall be undertaken in a manner that seeks to ensure the preservation of capital.
- Liquidity: the PRPC's investments will remain sufficiently liquid to enable the PRPC to meet all operating requirements which might be reasonably anticipated.
- Investments will be limited to relatively low risk investments in anticipation of earning a fair return relative to the risk being assumed.

Guidelines for Investing

The Finance Director may invest in:

- Interest Bearing Money Market Accounts at PRPC's designated depository bank;
- CDAR's - Not to exceed a year in duration;
- LGIPs as permitted by Government code 2256.016 or
- Such other investments as the Board of Directors may authorize that are in accordance with federal and state laws and local statutes.

Expenditure of Investment Income Funds

All expenditures of investment income funds must assess the rules, uses, benefits, purposes, and duration for which the fund was established.

ITEM 11

MEMORANDUM

DATE: October 24th, 2024
TO: PRPC Board of Directors
FROM: John Schaumburg, Regional 9-1-1 Director
THROUGH: Michael J. Peters, Executive Director
SUBJECT: Item 11
FY2024 4th Quarter Performance Report

BACKGROUND

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 FY24 Q4 performance report covering June, July and August.

- There were 25,141 9-1-1 calls received from the 21 regional call centers of with 19,822 being wireless (78.84 percent).
- Staff monitored Public Service Answering Points (PSAPs) 18 times with no findings.
- PSAP staff and PRPC staff performed 1,588 Network test calls.
- There were 10 outages during this quarter. All the causes were related to fiber cuts, power outages, or telco failures.
- The region received 1,768 text messages during this period, with the vast majority as test texts.

"Attachments", FY24 Q4 Performance Report, QPR-00757

RECOMMENDATION:

Staff recommends that the PRPC Board of Directors approve the FY24 Q4 Performance Report as submitted covering the months of June, July and August.



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QPR-00757

Quarterly Performance Report Name	QPR-00757	Record Type	Current QPR
Strategic Plan	Panhandle Regional Planning Commission - 2024-2025 - Strategic Plan	Status	Approved
Due Date	9/10/2024	Budget	BDG-000496
Released Date		Biennium	2024-2025
Period	Year 1 - Q4	Biennium Year	2025
Number of PSAPs Target			

Total Number of 9-1-1 Calls Received by PSAPs

Total # of 9-1-1 calls Target	24,000	Total # of 9-1-1 calls Actual	25,141
		Variance Explanation (Calls Received)	

Total Number of Wireless 9-1-1 Calls received by PSAPs

Number of Wireless Calls Target	18,000	Number of Wireless Calls Actual	19,822
		Variance Explanation (Wireless)	

Number of Equipment Installations

# Equipment Installations Target	3	# Equipment Installations Actual	3
		Variance Explanation (Equipment)	

Number of Reported 9-1-1 Network Outages that equal or exceed two hours

Number of Reported Outages Target	0	Number of Reported Outages Actual	10
		Variance Explanation (Network Outage)	

Percentage of Total dollar value of purchasing and contracts awarded to HUBs

Target Percentage	0.00%	Actual Percentage	0.01%
		Variance Explanation (Percentage Total)	

Number of PSAP Monitoring Visits

Number of PSAPs	11	Number of PSAPs Visits Actual	18
------------------------	----	--------------------------------------	----

Variance Explanation
(PSAP Monitoring)

Number of Texts Received

Number of Texts Received Target 1,500

Number of Texts Received Actual 1,768

Variance Explanation
(Texts Received)

Amount of Time 9-1-1 System is Operational

Target Amount of Minutes - Month 1 43,200

Amount of Minutes Actual - Month 1 43,200

Target Amount of Minutes - Month 2 44,640

Amount of Minutes Actual - Month 2 44,640

Target Amount of Minutes - Month 3 44,640

Amount of Minutes Actual - Month 3 44,640

Total Amount of Minutes Target 132,480.00

Total Amount of Minutes Actual 132,480

% of GIS Errors

Total Features Month 1 143,596

Total Error Month 1 1,645

Total Features Month 2 143,627

Total Error Month 2 1,649

Total Features Month 3 143,704

Total Error Month 3 1,653

Total Features for the Quarter 430,927

Total Error for the Quarter 4,947

Total GIS% Error for the Quarter 1.15%

Infosec

Completed Assessment in last 12 Months No

Enter Date of Assessment

Network Testing

of Network Tests Performed by PSAP 1,552

of Network Tests Performed by RPC 36

Narrative

Additional Narrative SB8 Update:
CHE: One main circuit has been installed at PRPC host and Pampa Host. Awaiting secondary and tertiary circuit installs. Hardware has been ordered and awaiting configuration. Carbyne networking equipment has been delivered to PRPC host.
Routers: Firewalls have been installed at both hosts. Routers have been delivered to the PRPC office.

Created By Jessyka McLemore, 9/3/2024, 9:10 AM

Last Modified By Heather Barnes, 9/19/2024, 5:43 PM

Notes & Attachments

SLA		FY24-Q4 Total Calls Regionwide COS	
Type	File	Type	File
Last Modified	John Schaumburg	Last Modified	John Schaumburg
Description	<u>Download</u>	Description	<u>Download</u>

FY24 - Q4 Total Texts Regionwide		FY24 Q4 GIS Data	
Type	File	Type	File
Last Modified	John Schaumburg	Last Modified	Jessyka McLemore
Description	<u>Download</u>	Description	<u>Download</u>

Approval History

9/19/2024, 5:43 PM

Status	Approved
Assigned To	9-1-1 Director of Programs
Actual Approver	Heather Barnes
Comments	

9/17/2024, 10:32 AM

Status	Approved
Assigned To	9-1-1 Program Manager
Actual Approver	Jessyka McLemore
Comments	

9/11/2024, 3:48 PM

Status	Submitted
Assigned To	John Schaumburg
Actual Approver	John Schaumburg
Comments	Here you go!

Performance Categories

PC-0029682

Record Type	PSAP Monitoring
Account	Panhandle Regional Planning Commission
PSAP	Oldham County Sheriffs Office
Date of Visit	8/27/2024
Was there a finding?	No
Type of Finding	
Resolution	
Was this a Repeat Finding?	

PC-0029677

Record Type	PSAP Monitoring
Account	Panhandle Regional Planning Commission
PSAP	Hemphill County Sheriffs Office
Date of Visit	6/26/2024
Was there a finding?	No
Type of Finding	
Resolution	
Was this a Repeat Finding?	

PC-0029689

Record Type **Outages**
 Account **Panhandle Regional Planning Commission**
 PSAP **Donley County Sheriffs Office**
 Date of Visit
 Was there a finding?
 Type of Finding
 Resolution **Repaired/Resolved**
 Was this a Repeat Finding?

PC-0029688

Record Type **Outages**
 Account **Panhandle Regional Planning Commission**
 PSAP **Dallam County Sheriffs Office**
 Date of Visit
 Was there a finding?
 Type of Finding
 Resolution **Repaired/Resolved**
 Was this a Repeat Finding?

PC-0029691

Record Type **Outages**
 Account **Panhandle Regional Planning Commission**
 PSAP **Perryton Police Department**
 Date of Visit
 Was there a finding?
 Type of Finding
 Resolution **Repaired/Resolved**
 Was this a Repeat Finding?

PC-0029686

Record Type **PSAP Monitoring**
 Account **Panhandle Regional Planning Commission**
 PSAP **Wheeler County Sheriffs Office**
 Date of Visit **8/22/2024**
 Was there a finding? **No**
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029672

Record Type **PSAP Monitoring**
 Account **Panhandle Regional Planning Commission**
 PSAP **Castro County Sheriffs Office**
 Date of Visit **8/27/2024**
 Was there a finding? **No**
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029683

Record Type **PSAP Monitoring**
 Account **Panhandle Regional Planning Commission**
 PSAP **Parmer County Sheriffs Office**

Date of Visit **8/27/2024**
 Was there a finding? **No**
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029684

Record Type **PSAP Monitoring**
 Account **Panhandle Regional Planning Commission**
 PSAP **Tulia Police Department**
 Date of Visit **7/9/2024**
 Was there a finding? **No**
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029690

Record Type **Outages**
 Account **Panhandle Regional Planning Commission**
 PSAP **Pampa Police Department**
 Date of Visit
 Was there a finding?
 Type of Finding
 Resolution **Repaired/Resolved**
 Was this a Repeat Finding?

PC-0029676

Record Type **PSAP Monitoring**
 Account **Panhandle Regional Planning Commission**
 PSAP **Hansford County Sheriffs Office**
 Date of Visit **7/2/2024**
 Was there a finding? **No**
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029674

Record Type **PSAP Monitoring**
 Account **Panhandle Regional Planning Commission**
 PSAP **Hereford Police Department**
 Date of Visit **7/9/2024**
 Was there a finding? **No**
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029693

Record Type **Outages**
 Account **Panhandle Regional Planning Commission**
 PSAP **Dallam County Sheriffs Office**
 Date of Visit
 Was there a finding?
 Type of Finding

Resolution **Corrected**
 Was this a Repeat Finding?

PC-0029685

Record Type **PSAP Monitoring**
 Account **Panhandle Regional Planning Commission**
 PSAP **Tulia Police Department**
 Date of Visit **8/27/2024**
 Was there a finding? **No**
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029669

Record Type **PSAP Monitoring**
 Account **Panhandle Regional Planning Commission**
 PSAP **Armstrong County Sheriffs Office**
 Date of Visit **8/20/2024**
 Was there a finding? **No**
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029670

Record Type **PSAP Monitoring**
 Account **Panhandle Regional Planning Commission**
 PSAP **Hereford Police Department**
 Date of Visit **8/27/2024**
 Was there a finding? **No**
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029671

Record Type **PSAP Monitoring**
 Account **Panhandle Regional Planning Commission**
 PSAP **Donley County Sheriffs Office**
 Date of Visit **8/20/2024**
 Was there a finding? **No**
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029694

Record Type **Outages**
 Account **Panhandle Regional Planning Commission**
 PSAP **Childress County Sheriffs Office**
 Date of Visit
 Was there a finding?
 Type of Finding
 Resolution **Repaired/Resolved**
 Was this a Repeat Finding?

PC-0029692

Record Type **Outages**
 Account **Panhandle Regional Planning Commission**
 PSAP **Hemphill County Sheriffs Office**
 Date of Visit
 Was there a finding?
 Type of Finding
 Resolution **Repaired/Resolved**
 Was this a Repeat Finding?

PC-0029673

Record Type **PSAP Monitoring**
 Account **Panhandle Regional Planning Commission**
 PSAP **Childress County Sheriffs Office**
 Date of Visit **8/20/2024**
 Was there a finding? **No**
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029675

Record Type **PSAP Monitoring**
 Account **Panhandle Regional Planning Commission**
 PSAP **Hall County Jail**
 Date of Visit **8/20/2024**
 Was there a finding? **No**
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029678

Record Type **PSAP Monitoring**
 Account **Panhandle Regional Planning Commission**
 PSAP **Borger Police Department**
 Date of Visit **7/2/2024**
 Was there a finding? **No**
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029679

Record Type **PSAP Monitoring**
 Account **Panhandle Regional Planning Commission**
 PSAP **Lipscomb County Sheriffs Office**
 Date of Visit **7/2/2024**
 Was there a finding? **No**
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029680

Record Type **PSAP Monitoring**
 Account **Panhandle Regional Planning Commission**

PSAP **Perryton Police Department**
 Date of Visit **7/2/2024**
 Was there a finding? **No**
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029681

Record Type **PSAP Monitoring**
 Account **Panhandle Regional Planning Commission**
 PSAP **Oldham County Sheriffs Office**
 Date of Visit **6/6/2024**
 Was there a finding? **No**
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029696

Record Type **Outages**
 Account **Panhandle Regional Planning Commission**
 PSAP **Dallam County Sheriffs Office**
 Date of Visit
 Was there a finding?
 Type of Finding
 Resolution **Repaired/Resolved**
 Was this a Repeat Finding?

PC-0029699

Record Type **Capital Equipment Purchases**
 Account **Panhandle Regional Planning Commission**
 PSAP **Pampa Police Department**
 Date of Visit
 Was there a finding?
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029687

Record Type **Outages**
 Account **Panhandle Regional Planning Commission**
 PSAP **Donley County Sheriffs Office**
 Date of Visit
 Was there a finding?
 Type of Finding
 Resolution **Repaired/Resolved**
 Was this a Repeat Finding?

PC-0029698

Record Type **Capital Equipment Purchases**
 Account **Panhandle Regional Planning Commission**
 PSAP **PRPC Host**
 Date of Visit
 Was there a finding?

Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029697

Record Type **Capital Equipment Purchases**
 Account **Panhandle Regional Planning Commission**
 PSAP **Hall County Jail**
 Date of Visit
 Was there a finding?
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029695

Record Type **Outages**
 Account **Panhandle Regional Planning Commission**
 PSAP **Lipscomb County Sheriffs Office**
 Date of Visit
 Was there a finding?
 Type of Finding
 Resolution **Repaired/Resolved**
 Was this a Repeat Finding?

PC-0029704

Record Type **Capital Equipment Purchases**
 Account **Panhandle Regional Planning Commission**
 PSAP **Childress County Sheriffs Office**
 Date of Visit
 Was there a finding?
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029716

Record Type **Capital Equipment Purchases**
 Account **Panhandle Regional Planning Commission**
 PSAP **Perryton Police Department**
 Date of Visit
 Was there a finding?
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029700

Record Type **Capital Equipment Purchases**
 Account **Panhandle Regional Planning Commission**
 PSAP **PRPC COG Office**
 Date of Visit
 Was there a finding?
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029717

Record Type **Capital Equipment Purchases**
 Account **Panhandle Regional Planning Commission**
 PSAP **Parmer County Sheriffs Office**
 Date of Visit
 Was there a finding?
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029720

Record Type **Capital Equipment Purchases**
 Account **Panhandle Regional Planning Commission**
 PSAP **Wheeler County Sheriffs Office**
 Date of Visit
 Was there a finding?
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029703

Record Type **Capital Equipment Purchases**
 Account **Panhandle Regional Planning Commission**
 PSAP **Castro County Sheriffs Office**
 Date of Visit
 Was there a finding?
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029702

Record Type **Capital Equipment Purchases**
 Account **Panhandle Regional Planning Commission**
 PSAP **Carson County Sheriffs Office**
 Date of Visit
 Was there a finding?
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029706

Record Type **Capital Equipment Purchases**
 Account **Panhandle Regional Planning Commission**
 PSAP **Dallam County Sheriffs Office**
 Date of Visit
 Was there a finding?
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029713

Record Type **Capital Equipment Purchases**
 Account **Panhandle Regional Planning Commission**

PSAP Borger Police Department

Date of Visit
 Was there a finding?
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029722

Record Type **Capital Equipment Purchases**
 Account **Panhandle Regional Planning Commission**
 PSAP **Pampa Police Department**

Date of Visit
 Was there a finding?
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029708

Record Type **Capital Equipment Purchases**
 Account **Panhandle Regional Planning Commission**
 PSAP **Donley County Sheriffs Office**

Date of Visit
 Was there a finding?
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029714

Record Type **Capital Equipment Purchases**
 Account **Panhandle Regional Planning Commission**
 PSAP **Lipscomb County Sheriffs Office**

Date of Visit
 Was there a finding?
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029701

Record Type **Capital Equipment Purchases**
 Account **Panhandle Regional Planning Commission**
 PSAP **Armstrong County Sheriffs Office**

Date of Visit
 Was there a finding?
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029705

Record Type **Capital Equipment Purchases**
 Account **Panhandle Regional Planning Commission**
 PSAP **Collingsworth County Sheriffs Office**

Date of Visit
 Was there a finding?

Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029707

Record Type **Capital Equipment Purchases**
 Account **Panhandle Regional Planning Commission**
 PSAP **Hereford Police Department**
 Date of Visit
 Was there a finding?
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029709

Record Type **Capital Equipment Purchases**
 Account **Panhandle Regional Planning Commission**
 PSAP **Pampa Police Department**
 Date of Visit
 Was there a finding?
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029710

Record Type **Capital Equipment Purchases**
 Account **Panhandle Regional Planning Commission**
 PSAP **Hall County Jail**
 Date of Visit
 Was there a finding?
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029711

Record Type **Capital Equipment Purchases**
 Account **Panhandle Regional Planning Commission**
 PSAP **Hansford County Sheriffs Office**
 Date of Visit
 Was there a finding?
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029712

Record Type **Capital Equipment Purchases**
 Account **Panhandle Regional Planning Commission**
 PSAP **Hemphill County Sheriffs Office**
 Date of Visit
 Was there a finding?
 Type of Finding
 Resolution
 Was this a Repeat Finding?

PC-0029715

Record Type **Capital Equipment Purchases**
Account **Panhandle Regional Planning Commission**
PSAP **Moore County Sheriffs Office**
Date of Visit
Was there a finding?
Type of Finding
Resolution
Was this a Repeat Finding?

PC-0029718

Record Type **Capital Equipment Purchases**
Account **Panhandle Regional Planning Commission**
PSAP **Sherman County Sheriffs Office**
Date of Visit
Was there a finding?
Type of Finding
Resolution
Was this a Repeat Finding?

PC-0029719

Record Type **Capital Equipment Purchases**
Account **Panhandle Regional Planning Commission**
PSAP **Tulia Police Department**
Date of Visit
Was there a finding?
Type of Finding
Resolution
Was this a Repeat Finding?

PC-0029721

Record Type **Capital Equipment Purchases**
Account **Panhandle Regional Planning Commission**
PSAP **PRPC Host**
Date of Visit
Was there a finding?
Type of Finding
Resolution
Was this a Repeat Finding?

ITEM 12

MEMORANDUM

DATE: October 24th, 2024

TO: PRPC Board of Directors

FROM: Daphne Morcom, Regional Services Program Specialist

THROUGH: Michael J. Peters, Executive Director

SUBJECT: Agenda Item 12
Solid Waste Infrastructure for Recycling (SWIFR) Grant Resolution

BACKGROUND:

In 2015, the Environmental Protection Agency (EPA) and the United States Department of Agriculture (USDA) announced the U.S. 2030 Food Loss and Waste Reduction Goal which seeks to cut food loss and waste in half by the 2030. In 2020, the EPA announced the National Recycling Goal which seeks to increase the U.S. recycling rate to 50 percent by 2030 and to strengthen the U.S. recycling system. In 2021, the EPA released the National Recycling Strategy: Part One of a Series on Building a Circular Economy for All. That same day, federal funding was made available to support the strategy when the Infrastructure Investment and Jobs Act, also known as the 2021 Bipartisan Infrastructure Law (BIL), was signed into law. As part one of the series, the National Recycling Strategy focuses on municipal solid waste recycling. The Solid Waste Infrastructure for Recycling (SWIFR) Grant is funded through the BIL.

In 2023, Keep Texas Beautiful (KTB) and Keep Texas Recycling (KTR) partnered with Coca Cola Southwest Beverages and PetStar in a pilot program to recycle plastics in Texas. In Phase One of the program, KTR researched the recycling levels across the State of Texas. It was through this research that they decided that the Texas Panhandle would be the best region to start the pilot program's Phase Two for plastics recycling. The large area the Panhandle covers, the large amount of small communities in the region, and the limited access to markets and resources were the reasons for choosing the Panhandle.

In late 2023, KTB/KTR started working with PRPC to reach out to all of the members of the Panhandle Environmental Partnership (PEP) to see which communities were already doing some sort of plastics recovery. It was determined that one member, Booker ISD, had a large amount of plastics already baled waiting to go to market. In 2024, KTB/KTR, PRPC and the other partners in the project started working with Booker ISD and another community outside the region (Plainview) to schedule the first load of PET #1 plastics. The load was transported to the market in August 2024.

In September 2024, KTB/KTR held a regional training in Amarillo where all of the units of local government were invited to attend to discuss plastics recycling and the pilot program. There was a large amount of interest in plastics recycling expressed at this training and to PRPC after the training. The one concern that the communities expressed was the cost of getting the needed infrastructure to add plastics to their already existing recycling program. PRPC staff began looking into funding opportunities to help out the communities to get the needed infrastructure. The plastics recycling program meets the requirements for the SWIFR grant. Under SWIFR, the minimum award is \$500,000.00 and the maximum award is \$5,000,000.00. If each community were to apply individually, their budget would not meet the minimum requirement. PRPC is eligible to apply to request funding to purchase the needed infrastructure for all interested communities combined to meet the minimum requirement and then each community would be a sub-recipient and would receive reimbursement for the purchase of the infrastructure.

Attached for your consideration is a resolution that could be used to authorize the submission of the application. If approved, PRPC staff will submit this application to the Environmental Protection Agency (EPA) to be considered for funding through the Solid Waste Infrastructure for Recycling (SWIFR) grant.

RECOMMENDATION:

PRPC staff recommends that the PRPC Board of Directors pass a resolution authorizing the submission of the Regional Solid Waste Infrastructure for Recycling Program grant application for consideration under the FY26 Environmental Protection Agency's Solid Waste Infrastructure for Recycling grant competition.

RESOLUTION

24-10-24-01

A RESOLUTION BY THE BOARD OF DIRECTORS OF THE PANHANDLE REGIONAL PLANNING COMMISSION (PRPC) AUTHORIZING THE SUBMISSION OF A SOLID WASTE INFRASTRUCTURE FOR RECYCLING GRANT APPLICATION FOR CONSIDERATION OF FUNDING UNDER THE ENVIRONMENTAL PROTECTION AGENCY'S (EPA) SOLID WASTE INFRASTRUCTURE FOR RECYCLING GRANT PROGRAM AND AUTHORIZING THE EXECUTIVE DIRECTOR TO REPRESENT THE PRPC IN ALL MATTERS PERTAINING TO THIS APPLICATION.

WHEREAS, the EPA is providing funding under the Bipartisan Infrastructure Law (BIL) through the Solid Waste Infrastructure for Recycling (SWIFR) grants to assist local waste management authorities by supporting improvements to local post-consumer materials management, including municipal recycling programs, and assisting local waste management authorities in making improvements to local waste management systems; and

WHEREAS, the primary intent of these grant funds is to fund a range of high-impact projects to increase recycling, reduce contamination, and promote a circular economy for materials by making much needed investments in solid waste management infrastructure; and

WHEREAS, the Panhandle Regional Planning Commission is eligible to receive these funds and desires to undertake a program which advances the solid waste management goals and objectives of the Panhandle Regional Solid Waste Management Plan, as approved by Texas Commission on Environmental Quality; and

WHEREAS, the Board of Directors of the Panhandle Regional Planning Commission find that it is in the best interest of the citizens of the region to apply for funding to establish a project entitled Panhandle Regional Plastics Recycling Infrastructure Project; and

WHEREAS, that the Board of Directors of the Panhandle Regional Planning Commission designate the Executive Director as the grantee's authorized official. The authorized official given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency, and

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Panhandle Regional Planning Commission approves submission of the grant application for the Environmental Protection Agency's Solid Waste Infrastructure for Recycling grant program.

CONSIDERED AND APPROVED THIS 24th DAY OF OCTOBER, 2024.

Judge Nancy Tanner, Chair
Panhandle Regional Planning Commission

Attest

Judge Kimberly Jones, Secretary/Treasurer
Panhandle Regional Planning Commission

ITEM 13

MEMORANDUM

DATE: October 24th, 2024

TO: PRPC Board Members

FROM: Daphne Morcom, Regional Services Program Specialist

THROUGH: Michael J. Peters, Executive Director

SUBJECT: Agenda Item 13
FY 2026 for PY 2025 Regional Criminal Justice Advisory
Committee Operating Procedures

BACKGROUND:

Each year the PRPC receives funds from the Office of the Governor's Criminal Justice Division to administer a Criminal Justice Grant Program. The activities of the Program are overseen by the Criminal Justice Advisory Committee (CJAC) and the PRPC Board of Directors.

SUMMARY:

The Criminal Justice Division requires each region to develop and maintain Operating Procedures which clearly identify the process by which the Criminal Justice Grant Program will operate under the direction and oversight of the CJAC. At the beginning of each year the CJAC reviews its Operating Procedures for effectiveness and to lay out the ground rules for the coming year. Each year the Operating Procedures must be approved by the PRPC Board of Directors.

The CJAC is scheduled to meet on October 23rd about the proposed changes to the Fiscal Year 2026 and Program Year 2025 Operating Procedures. The CJAC will review the attached draft bylaws at the meeting and the final draft will be presented at the BOD meeting.

The Operating Procedures are no longer required to be uploaded to the state. However, we must be able to produce them if requested. The Operating Procedures will be placed on the criminal justice page of the PRPC website and reviewed with eligible grantees during application workshops.

RECOMMENDATION:

PRPC staff recommends the Board of Directors consider an approval of the Regional Criminal Justice Advisory Committee Operating Procedures for use in the FY 2026 grant year.

Panhandle Regional Criminal Justice
Advisory Committee

FY 26 Grant Program
Operating Procedures
&
Bylaws

CJAC APPROVED: October 23, 2024

PANHANDLE REGIONAL CRIMINAL JUSTICE ADVISORY COMMITTEE
GRANT PROGRAM OPERATING PROCEDURES

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PANHANDLE REGIONAL PLANNING COMMISSION'S
CRIMINAL JUSTICE ADVISORY COMMITTEE OPERATING PROCEDURES

Purpose:

The purpose of this document is to establish the current policies and procedures that will guide the local decision making activities of the Panhandle Regional Planning Commission's (PRPC) Criminal Justice Advisory Committee (CJAC). The CJAC is an advisory committee of the PRPC created for the purpose of overseeing the operation of the Panhandle's Criminal Justice Grants Program. Funding provided by the Office of the Governor's Public Safety Office Criminal Justice Division (CJD) supports the Panhandle's Criminal Justice Grants Program. CJD has vested the PRPC with the authority to determine how the Panhandle's annual allocation of CJD funds will be used.

The CJAC's primary decision making duties revolve around the distribution of the region's CJD grant funds and in identifying the applicants most deserving of those funds. The demand for grant funds will always exceed the amount available for distribution. It is the responsibility of the CJAC; therefore, to ascertain which programs and projects should be given the highest priority when final decisions are made regarding the distribution of these funds.

The CJAC's ultimate goal is to ensure the finite amount of CJD grant funds are used in a manner that best serves the criminal justice system needs of the Panhandle. However, that goal must be achieved in an environment that treats all parties fairly and equally. By committing these policies and procedures to writing, the CJAC is putting the region's applicant community on notice of the principles that will influence how the region's CJD funds will be distributed. The purpose of these procedures is to chart a course, through a prescribed and impartial process, to the final decisions as to how the region's CJD funds will be used.

Authority:

The PRPC's CJAC is subordinate to the PRPC Board of Directors. The CJAC makes recommendations to the PRPC Board as to how project applications should be prioritized for funding. The final decisions rest with the PRPC Board.

The CJAC's full scope of authority and membership composition is set forth in the PRPC's Administrative Regulation #34. That regulation is attached to and made part of these bylaws.

Area of Oversight:

The PRPC staff is neither directly nor indirectly involved in the final decisions made regarding who will receive CJD grant funds during any given state fiscal year. The CJD allocates certain grants funds to the Panhandle each year which are specifically intended for use by Panhandle entities. Where these regional allocations are involved, the PRPC Board of Directors, acting on the recommendations provided by the CJAC, makes the final decision regarding the manner in which project applications are prioritized for funding.

The grant applications that will be reviewed by the CJAC include, but are not limited to the following funding sources from the CJD:

1. General Victim Assistance – Direct Services (GVA-DS);
2. Violent Crimes Against Women Criminal Justice and Training Projects – Domestic Violence, Sexual Assault, Dating Violence and Stalking;

3. Criminal Justice Programs,
4. General Juvenile Justice and Delinquency Prevention Programs,
5. Truancy Prevention,
6. Child Sex Trafficking,
7. Sexual Assault Forensic Exam Ready Facilities Program, and
8. Any additional or unique fund sources that CJD determines appropriate

As needed and as required by the CJD, the CJAC will also review and comment upon any other criminal justice grant application that might originate from the Panhandle region during any given state fiscal year.

Terms of these Bylaws:

These Bylaws will remain in force for the term of any given state fiscal year. Each year, prior to the initiation of the region's Criminal Justice Grants Program, the CJAC will review these policies and procedures to ensure their appropriateness for the coming year.

Initiating the Region's Annual Criminal Justice Grants Program:

CJD will set deadlines for submission of applications. The applications will be submitted directly to CJD via the online eGrants web-based system.

The PRPC's Regional Criminal Justice Program Coordinator will be responsible for receiving any information from CJD regarding changes being made in the CJD grant programs.

The PRPC's Regional Criminal Justice Program Coordinator will be responsible for transmitting any significant information regarding CJD program changes onto the CJAC.

CJD has prescribed the information that will be needed to comprise grant applications. However, it is within the CJAC's discretion to ask applicants to supplement the CJD required information with additional material for regional review purposes. Applicants are encouraged but not required to participate in a local planning process. The process will help to substantiate the specific needs being addressed with the proposal and strengthen the overall purpose of the project. It will be the responsibility of the PRPC's Criminal Justice Program Coordinator to advise the applicant community of any changes being made to the grant application in a timely fashion; whether the changes are made by CJD or by the CJAC.

The PRPC's Regional Criminal Justice Program Coordinator will be responsible for notifying the region's eligible applicant community of the grant submission schedule for the coming year and of any changes being made to the grant programs in a timely fashion.

Community Planning:

Applicants are encouraged to develop coordinated local strategies in order to use CJD funds and local resources to target critical criminal justice needs in such a way that avoids overlap or duplication in services and promotes the efficient use of limited state and local resources. The CJAC's prioritization criterion places an emphasis on applicants being able to validate that their proposal(s) is part of a coordinated strategy for addressing an identified local criminal justice need(s).

Regional Strategic Planning:

The PRPC's Criminal Justice Program Coordinator shall create a strategic plan for prioritizing the criminal justice needs in their region. The criminal justice needs relevant to this plan include, but are not limited to: criminal justice system improvements, juvenile justice system improvements, direct victim services, and mental health/substance abuse treatment.

Communities at all levels (city, county, service area) shall be involved in the process of developing the Panhandle Regional Criminal Justice Strategic Plan through the gathering and reporting of accurate and updated information to the PRPC staff and participation in meetings and teleconferences.

Grant Application Workshops:

The PRPC's Regional Criminal Justice Program Coordinator will be responsible for scheduling and conducting annual grant application workshops to instruct prospective applicants on the mechanics of developing and filing their applications. The number of annual workshops to be conducted will be left to the discretion of the PRPC's Regional Criminal Justice Program Coordinator.

First-time applicants¹ for CJD grant funds are strongly encouraged to attend one of the grant workshops conducted by the PRPC's Criminal Justice Program Coordinator. However, if for some reason a potential first-time applicant is unable to attend one of these workshops, that applicant is **required** to consult with the PRPC's Regional Criminal Justice Program Coordinator during the development of their grant application.

Any application received from a first-time grant applicant that did not attend one of the grant workshops or did not consult with the PRPC's Regional Criminal Justice Program Coordinator during the development of their grant application will not be considered by the CJAC.

Receipt of Criminal Justice Grant Applications:

All applications will be filed electronically, via the *eGrants* system, with CJD. The applications must be received by the deadline established by CJD. It is important that the applicant communicate and consult with the Criminal Justice Program Coordinator during the grant development process. The Coordinator should be made aware of all grants being applied for in the region.

Upon receipt of the applications, CJD will evaluate each proposal to ensure the project is eligible for funding by the grant program under which the proposal was filed. Presumably, those proposals found to be ineligible by CJD will be disqualified for funding under the program. Upon completion of the eligibility review, CJD will forward those proposals determined to be eligible to the PRPC Criminal Justice Program Coordinator.

Application Funding Level and Period of Eligibility:

Grant application-funding levels and periods of eligibility will differ based upon the grant program under which the applicant happens to be filing.

¹ First-time applicants are defined as grant applications for projects that are in the first year as well as any equipment/supplies only applications.

Reasonable Budget Estimates (RBEs):

A Regional Budget Estimate (RBE) is an annual notification of fund availability the Panhandle receives from CJD. The RBE identifies the estimated amount of funds being reserved for each grant program under which the region receives a funding allocation from CJD.

This information is intended to assist the CJAC in weighing and balancing the merits of the project proposals being prioritized within the limits of the RBEs. In so doing, the CJAC can help to ensure that the regional allocations are fully and effectively spent on projects that will optimally benefit the region’s criminal justice system. The RBE information is also of use to the region’s CJD applicants as it can help them in gauging reasonable expectations with regard to the size and scope of the projects being proposed.

CRIMINAL JUSTICE PROGRAMS

Sub-regional Allocations:

There will be no set sub-allocation of Criminal Justice Programs funding. All Criminal Justice Programs grant funds will be subject to open competition from eligible applicants across the region.

Application Funding Levels:

The minimum amount of grant funding that may be requested by a first-year applicant for Criminal Justice Programs funds is \$10,000. There is no limit on the maximum funds that may be requested by an applicant.

Period of Eligibility:

All applicants for Criminal Justice Programs funds will generally be subject to the following Decreasing Funding Ratio and Maximum Years of Funding policy.

CRIMINAL JUSTICE PROGRAMS DECREASING FUND RATIO					
	Year 1	Year 2	Year 3	Year 4	Year 5
Eligible for:	100% of the program costs	80% of the program costs based on the Year 1 request	60% of the program costs based on the Year 1 request	40% of the program costs based on the Year 1 request	20% of the program costs based on the Year 1 request

Exceptions:

The Regional Law Enforcement Training Program will be exempt from this Decreasing Funding Ratio and Maximum Years of Funding Policy. The Regional Law Enforcement Training Program will be funded each year at a level deemed appropriate by the PRPC Board of Directors.

First-time, Continuation, and One-time Requests:

The CJAC makes no guarantee that every Criminal Justice Programs grant application will be funded for the entire duration of its period of eligibility.

However, subject to the performance and compliance record of the grantee during its previous year of funding, the CJAC will generally give preference to continuation grantees to ensure that funding is available in subsequent years throughout the period of eligibility. Grant applications under the general Criminal Justice Program; therefore, will be submitted as follows:

All Criminal Justice Programs:

First Application: Include budget for Years 1 in accordance with the Decreasing Funding Ratio.

Second Application: Include budget for Year 2 in accordance with the Decreasing Funding Ratio.

Third Application: Include budget for Year 3 in accordance with the Decreasing Funding Ratio.

Fourth Application: Include budget for Year 4 in accordance with the Decreasing Funding Ratio.

Final Application: Include budget for Year 5 in accordance with the Decreasing Funding Ratio.

Once a grant program has completed its 5-year period of eligibility, it will no longer be eligible for further support. These programs cannot be resubmitted for consideration of another 5 years of funding.

The CJAC will consider one-time applications under the Criminal Justice Grant Program. An example of a one-time grant program might include a proposal to purchase equipment or to support a specific training program. A one-time application involves a one-time grant award and a commitment of grant funds that does not extend beyond the current state fiscal year.

One-time grant request will be considered as follows:

One-Time Equipment-Only Requests: A one-time equipment only proposal will be considered eligible if the following conditions are met:

- a. The purchase of the equipment can be tied to an identified need that has been well documented and demonstrated by the applicant.
- b. The applicant agrees to provide at least 50% of the funds needed to complete the purchase of the equipment.

Non-Equipment, One-Time Requests: A one-time non-equipment proposal may be considered eligible for 100% funding provided the following conditions exist.

- a. The non-equipment, one-time request can be tied to an identified need that has been well documented and demonstrated by the applicant.
- b. The non-equipment, one-time request does not overlap or duplicate a pre-existing program.

Other Criminal Justice Programs Eligibility Requirements:

Applicants for Criminal Justice Programs funds must have a physical location within the 26 County region and be serving the residents of the region. In addition, applicants must meet all other eligibility requirements established by the CJD.

GENERAL JUVENILE JUSTICE & DELINQUENCY PREVENTION PROGRAMS

Sub-regional Allocations:

There will be no sub-regional allocations of the Panhandle’s annual allocation of General Juvenile Justice funds. The funds will be subject to open competition from eligible applicants across the region.

Application Funding Levels:

The minimum amount of grant funding that may be requested by a first-year applicant for General Juvenile Justice grant funds is \$10,000. There is no limit on the maximum funds that may be requested by a first-year applicant.

Period of Eligibility:

All applicants for General Juvenile Justice grant funds will generally be subject to the following Decreasing Funding Ratio and Maximum Years of Funding policy.

GENERAL JUVENILE JUSTICE & DELINQUENCY PREVENTION PROGRAMS: DECREASING FUND RATIO					
	Year 1	Year 2	Year 3	Year 4	Year 5
Eligible for:	100% of the program costs	80% of the program costs based on the Year 1 request	60% of the program costs based on the Year 1 request	40% of the program costs based on the Year 1 request	20% of the program costs based on the Year 1 request

Exceptions:

For the current fiscal year there will be no exceptions.

First-time, Continuation, and One-time Requests:

The CJAC makes no guarantee that every General Juvenile Justice grant fund program will be funded for the entire duration of its period of eligibility. However, subject to the performance and compliance record of the grantee during its previous year of funding, the CJAC will generally give preference to continuation grantees to ensure that funding is available in subsequent years throughout the period of eligibility. Grant applications under this program will; therefore, be submitted as follows:

First Application: Include budget, for Years 1 in accordance with the Decreasing Funding Ratio.

Second Application: Include budgets for Year 2 in accordance with the Decreasing Funding Ratio.

Third Application: Include budgets for Year 3 in accordance with the Decreasing Funding Ratio.

Fourth Application: Include budgets for Year 4 in accordance with the Decreasing Funding Ratio.

Final Application: Include budgets for Year 5 in accordance with the Decreasing Funding Ratio.

Once a grant program has completed its 5-year period of eligibility, it will no longer be eligible for further support. These programs cannot be resubmitted for consideration of another 5 years of funding.

The CJAC will consider one-time applications under the General Juvenile Justice & Delinquency Prevention Programs. An example of a one-time grant program might include a proposal to purchase equipment or to support a specific training program. A one-time application involves a one-time grant award and a commitment of grant funds that does not extend beyond the current state fiscal year.

One-time grant request will be considered as follows:

One-Time Equipment-Only Requests: A one-time equipment only proposal will be considered eligible if the following conditions are met:

- a. The purchase of the equipment can be tied to an identified need that has been well documented and demonstrated by the applicant.
- b. The applicant agrees to provide at least 50% of the funds needed to complete the purchase of the equipment.

Non-Equipment, One-Time Requests: A one-time non-equipment proposal may be considered eligible for 100% funding provided the following conditions exist.

- a. The non-equipment, one-time request can be tied to an identified need that has been well documented and demonstrated by the applicant.
- b. The non-equipment, one-time request does not overlap or duplicate a pre-existing program.

Other General Juvenile Justice Fund Eligibility Requirements:

Applicants for Criminal Justice Programs funds must have a physical location within the 26 County region and be serving the residents of the region. General Juvenile Justice funds must meet all other eligibility requirements established by the CJD.

GENERAL VICTIM ASSISTANCE – DIRECT SERVICES PROGRAMS

CJD provides the Panhandle region with an annual allocation of General Victim Assistance funds. The CJAC's primary responsibility regarding the funding of the Panhandle's General Victim Assistance applications lies in establishing the order of priority in which they should be funded by CJD as well as how much funding they deem appropriate for each applicant. Then, depending upon the final availability of funds at the statewide level, CJD will fund the Panhandle Victim Assistance projects in accordance with the priority listing established by the CJAC.

Sub-regional Allocations:

There will be no sub-regional allocations of the Panhandle's annual allocation of the General Victim Assistance – Direct Services Programs. These funds will be subject to open competition from eligible applicants across the region.

Application Funding Levels:

The CJAC will annually establish the minimum and maximum levels of funding for the General Victim Assistance – Direct Services Program. The CJAC has set the minimum funding request at the amount established by CJD in the General Victim Assistance – Direct Services Program Request for Applications [RFA].

The CJAC establishes the maximum request amount per application at \$350,000.00. Though this amount may differ from that stated in the State's FY26 RFA, the cap allows for the wider distribution of FY26 funding to the region's Victim Services agencies that rely on this funding for their continued operation.

The CJAC will ensure that the entire region is considered for funding by determining how any adjustments in the applicant's budget(s) need to be addressed whether higher or lower to sensibly distribute funding across applicants should the actual regional allocation differ from what CJD provided in the RBE. CJD has final approval of grantee eligibility.

Period of Eligibility:

The Panhandle General Victim Assistance applicants will be subject to the funding levels and maximum years of funding policy established by the CJD.

Matching Fund Requirements:

The Panhandle Region General Victim Assistance grant applicants will be subject to the matching fund requirements established by the CJD. It is anticipated that CJD will require all applicants provide at least 20% of the resources needed to support their program during any given grant program year. CJD allows these matching resources to be provided in the form of eligible in-kind services, cash or a combination of both. CJD will determine the eligibility of the in-kind service(s).

Other Fund Eligibility Requirements:

Applicants for Criminal Justice Programs funds must have a physical location within the 26 County region and be serving the residents of the region. In addition, applicants for the General Victim Assistance – Direct Services Program funds must meet all other eligibility requirements established by the CJD.

VIOLENT CRIMES AGAINST WOMEN CRIMINAL JUSTICE & TRAINING PROJECTS

CJD provides the Panhandle region with an annual allotment of Violent Crimes Against Women Criminal Justice & Training Projects funds. The CJAC's primary responsibility regarding the funding of the Panhandle's applications lies in establishing the order of priority in which they should be funded by CJD. Then, depending upon the actual availability of funds at the statewide level, CJD will fund the Panhandle Violent Crimes Against Women Criminal Justice & Training Projects in accordance with the priority listing established by the CJAC.

Sub-regional Allocations:

There will be no sub-regional allocation of Violent Crimes Against Women Criminal Justice & Training Projects funds in the Panhandle. CJD will make the final determination of which Panhandle applications will be funded based upon the availability of funds at the statewide level and upon the prioritization listing established by the CJAC.

Application Funding Levels:

The CJAC will annually establish the minimum and maximum levels of funding for the Violent Crimes Against Women Criminal Justice & Training Projects program. The CJAC will set the minimum funding request at the amount established by CJD in the Violent Crimes Against Women Criminal Justice & Training Projects Request for Applications [RFA] (in recent years, that minimum amount was set at \$5,000.00).

The CJAC will ensure that the entire region is considered for funding by determining how any adjustments in the applicant's budget(s) need to be addressed whether higher or lower to sensibly distribute funding across applicants should the actual regional allocation differ from what CJD provided in the RBE. CJD has final approval of grantee eligibility.

Applicants will be allowed to submit up to 3 separate Violent Crimes Against Women Criminal Justice & Training Projects applications per funding cycle. The CJAC's funding recommendations to the PRPC Board will then be presented as follows:

- That the Tier 1 projects be funded in the order of priority as established by the CJAC;
- That if funding is available that the Tier 2 projects be funded after all the Tier 1 projects have been funded in the order of priority as established by the CJAC; and
- That if funding is available, that the Tier 3 projects be funded after all the Tier 1 and Tier 2 projects have been funded in the order of priority as established by the CJAC

PLEASE NOTE: The CJAC may at its discretion and based on the final amount of the regional budget estimate provided by CJD for the VAWA funding block in the current grant year, waive the tier requirements and/or alter the maximum requested application amount described above.

Period of Eligibility:

The Panhandle Violent Crimes Against Women Criminal Justice & Training Projects applicants will be subject to the funding levels and maximum years of funding policy established by the CJD.

Matching Fund Requirements:

The Panhandle Violent Crimes Against Women Criminal Justice & Training Projects applicants will be subject to the matching fund requirements established by the CJD. It's anticipated that CJD will

require that the applicants provide at least 29% of the resources needed to support their program during the grant program year.

CJD allows these matching resources to be provided in the form of eligible in-kind contributions, cash or a combination of both. CJD will determine the eligibility of the in-kind service(s).

All Other Requirements:

Applicants for Criminal Justice Programs funds must have a physical location within the 26 County region and be serving the residents of the region. In addition, applicants must meet all other Violent Crimes Against Women Criminal Justice & Training Projects eligibility requirements established by the CJD.

EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROJECTS

CJD will provide the Panhandle region with an annual RBE of JAG funds. If funding is provided to the region under the Edward Byrne Memorial Justice Assistance Grant (JAG), applications will be considered as one-time requests and will follow the guidance provided for One-Time Equipment-Only and One-Time Non-Equipment proposals described under the Criminal Justice Programs section of these procedures. However, applicants are advised that additional federal/local guidance may become available and could affect the information requested and other matters related to this fund source if/when the region is notified by CJD that JAG funds will be available to the region. Any changes in information needs or adjustments to the application requirements will be posted on the PRPC's website at the time the call for JAG applications is issued. In general, and until otherwise changed, the CJAC's priorities for JAG-funded projects are as follows:

1. Multi-jurisdictional projects with a focus on regional impact;
2. Equipment purchases which could, through mutual aid, be deployed region-wide, and
3. Other projects that can be completed with a one-time grant

The CJAC will ensure that the entire region is considered for funding by determining how any adjustments in the applicant's budget(s) need to be addressed whether higher or lower to sensibly distribute funding across applicants should the actual regional allocation differ from what CJD provided in the RBE. CJD has final approval of grantee eligibility.

THE CJAC'S PRIORITIZATION OF CJD APPLICATIONS

Prioritization Meeting Dates:

The CJAC will meet to review the current grant year program applications in accordance with the grant program year schedule developed by the PRPC's Regional Criminal Justice Program Coordinator at the start of the program year.

The CJAC Chairman will determine whether or not the CJAC has to physically convene in order to carry out the prioritization process(es). In certain instances, there may only be one application filed under a particular grant program during a given grant program year. In those instances, where there are no competing applications, the CJAC Chairman may elect to have the CJAC review the single application via mail or email.

Individuals Authorized to Prioritize the Region's CJD Applications:

Only PRPC Board-appointed members may participate in the prioritization of the region's CJD grant applications.

Standardized Review of the CJD Applications:

CJD will approve the CJAC's review criteria and a standardized review form which will be used to evaluate and prioritize the various CJD applications originating from the Panhandle region. The criteria will be weighted as follows:

20% of the points available will be assigned to the category of Documentation of the Problem;

This category will be used to evaluate the identified problems and issues. Is the problem addressed in the application clearly defined and supported by local statistics? Relative to the other projects in the funding block, how severe is the problem that is being addressed?

60% of the points available will be assigned to the category of Project Approach & Activities;

This category will be used to evaluate the applicant's goals and whether the activities will address the stated problem(s). The committee will evaluate the project in relation to previously proven methods or a well thought out unique approach to solving the problem(s). How well does the project address one or more of the local priorities? Are the applicant's project goals realistic and can they be achieved within the grant period? Will the proposed project activities clearly address the stated problem(s)? Does the stated problem(s) and the goals of the project justify the project costs?

10% of the points available are assigned to the category of Data Management;

This category will be evaluating whether the applicant has an established or well thought out plan to self-evaluate the project. Has the applicant documented an adequate and measurable means for evaluating the progress being made to achieve the project goals?

10% of the points available will be assigned to the category of Capacity and Capabilities;

This category will evaluate is the applicant is capable of taking the project to completion in an effective manner. If funded, would the applicant have the necessary resources to manage/carry out the project and account for the project funds in an effective and fiscally responsible manner?

The CJAC will determine which specific questions will be used for their application review/prioritization purposes as well as the point values assigned to each question. Once the question list has been finalized, each CJAC member will determine, in their own estimation, how well the applicant addressed those questions. The more points assigned, the better the applicant responded to the questions.

The CJAC will use a 100-point scale when evaluating and prioritizing CJD applications. Therefore, under each of the categories described above, the maximum number of points that can be assigned varies based upon the category.

These Operating Procedures & Bylaws will be supplemented at a later date with the following:

1. A listing of the Panhandle's Criminal Justice priorities as identified with the Regional Strategic planning process; and

2. A listing of the questions to be used for the purpose of evaluating applications under each category.

During any given grant year, the PRPC's Regional Criminal Justice Program Coordinator will be responsible for ensuring that all eligible applicants are made aware of the review criteria that will be used by the CJAC to prioritize the CJD grant applications in a timely fashion.

CJAC Presentation Guidelines Requirement:

As part of the regional prioritization process, the CJAC will require each applicant to fill out the Supplemental Information Form found in Attachment 1 of this document for each proposal submitted under any of the regional Criminal Justice Programs. This information will be gathered by the PRPC's Criminal Justice Coordinator after the applicants have filed their applications with CJD. The form will be provided to the CJAC along with the applicant's CJD grant application prior to the CJAC's Prioritization Meeting(s). Applicants that fail to provide this information to the CJAC for their proposal(s) may have their application lowered during the CJAC's prioritization process.

Applicants will be given the presentation guidelines during the workshop(s). The presentation guidelines include six points and/or questions that the applicants are asked to answer during their grant presentations to the CJAC at the prioritization meetings. Those questions include:

- Why is this particular project needed; what problem(s) are you trying to resolve?
- Describe which, if any, of the Regional Program Priorities this project will support (a list will be provided as soon as it becomes available)
- Who would be responsible for implementing this project and how would that be done?
- What factors will be used to gauge the value of this project to your community – how will you measure success?
- How will this project continue to be supported in the future?

Conflict of Interest Policy:

The COG shall ensure that members of the COG's governing body, the CJAC, and COG staff abstain from scoring and voting on any grant application, other than a grant application submitted by a COG, during the prioritization process if the member or an individual related to the member within the third degree by consanguinity or within the second degree by affinity:

- Is employed by the applicant agency and works for the unit or division that would administer the grant, if awarded;
- Serves on any governing board that oversees the unit or division that would administer the grant, if awarded;
- Owns or controls any interest in a business entity or other non-governmental organization that benefits, directly or indirectly, from activities with the applicant agency; or
- Receives any funds, or a substantial amount of tangible goods or routine services, from the applicant agency as a result of the grant, if awarded.

If a CJAC member has a conflict of interest regarding a particular grant application, the COG will ensure that the committee member abstains from voting, commenting, or otherwise influencing the prioritization process for that application.

If any applicant, CJAC member, COG personnel or other individual has reason to believe that favoritism or inappropriate actions occurred during the scoring or prioritization of CJD criminal justice projects, the COG shall ensure that the concerns are shared with CJD as soon as possible.

Applicant Attendance at the Prioritization Meetings:

Applicants are strongly encouraged to attend the meetings during which their application will be prioritized by the CJAC. During those meetings, applicants will be given the chance to orally present their project applications to the CJAC. This is an important opportunity for the applicants to clarify to the CJAC the express intent and nature of their project application(s). Applicants who are unable to personally represent their applications during the meeting(s) are by virtue of their absence, placing their applications at a competitive disadvantage. The CJAC will still prioritize a project even though the applicant's representative did not personally attend the CJAC meeting to orally present the application. The only information that the CJAC will have to go off in prioritizing the absentee applicant's project application; however, will be that which is presented in the written application. The absentee applicant will not be allowed to come back at some later point in time to provide supplemental project information that could have otherwise been presented orally during the CJAC meeting.

Applicant Presentations:

CJD grant applicants will generally be given five minutes to orally present their project proposal to the CJAC. The CJAC will then be allowed as much time as needed thereafter to question the applicant about the particulars of their project application.

Prior to each CJAC prioritization meeting, the PRPC's Regional Criminal Justice Program Coordinator will, by random selection, choose the order in which the applicant presentations will be made. However, where the CJAC will be prioritizing applications under a variety of different grant programs during the same meeting, the applicant presentations will be grouped by grant program, in a randomly selected order. The order in which the grant program groupings will be presented will also be selected by random drawing.

The Project Prioritization Process:

Each CJD application will be evaluated and scored in accordance with review criteria established by CJD. The applications will be ranked according to their numeric scores.

The CJAC will use an averaged rank-based prioritization system for determining the rank ordering of the CJD projects. In past competitions, the applications have been ranked based upon their averaged numeric score. However, averaging numeric scores allows the potential for what could be considered, unfair volatility. For instance, one member could potentially affect the outcome of the selection process by scoring certain projects extremely low while scoring favorite projects unusually high.

To avoid this potential situation, the CJAC will prioritize the CJD applications in accordance with their averaged rankings. The numeric point values shown for each criterion being used by the CJAC will still be used to score the applications.

Each member's point scores for the applications will then be converted to an individualized ranking of how each member scored the applications before the group averaging takes place. The example shown below will help to illustrate this concept. Member A reviews 9 projects in accordance with the CJAC prioritization criteria and then assigns a total point score for each

project. Member A's point scores are then converted to rankings; as shown in the row beneath the "Total Point Scores Given".

MEMBER A's SCORES:

	Project 1	Project 2	Project 3	Project 4	Project 5	Project 6	Project 7	Project 8	Project 9
Total Point Score Given:	40 pts	50 pts.	75 pts.	100 pts	90 pts	85 pts	55 pts	92 pts	98 pts
Corresponding Ranking	9 th	8 th	6 th	1 st	4 th	5 th	7 th	3 rd	2 nd

The individualized rankings of all the reviewing CJAC members will then be totaled and averaged based on the number of members evaluating each application, to create the prioritized listing of all the applications.

The CJAC members will be encouraged to create a point differential between those projects they deem to be of higher priority than others. However, there may be instances when a member(s) assigns the same point score to two or more projects to create a tie(s). In those cases, the corresponding rankings of the tied projects will be averaged as part of the overall ranking process. This step is illustrated below using the *Member A* example from above. However, in this scenario, Member A has given the same score to three different applications.

MEMBER A's SCORES:

	Project 1	Project 2	Project 3	Project 4	Project 5	Project 6	Project 7	Project 8	Project 9
Total Point Score Given:	40 pts	50 pts.	75 pts.	100 pts	90 pts	90 pts	55 pts	90 pts	98 pts

Member A's corresponding rankings would then be as follows:

	Total Point Score Given	Corresponding Ranking
Project 4	At 100 points; highest point score given	1 st
Project 9	At 98 points; second highest point score given	2 nd
Project 5	At 90 points, Projects 5, 6, and 8 received the exact same point score. Therefore ranking positions 3, 4 and 5 would be added and then divided by 3 ($\{3+4+5\}/3 = 4$) to create an averaged corresponding ranking for the three tied projects.	4 th
Project 6		4 th
Project 8		4 th
Project 3	At 75 points; sixth highest point score given	6 th
Project 7	At 55 points; seventh highest point score given	7 th
Project 2	At 50 points; eighth highest point score given	8 th
Project 1	At 40 points; lowest point score of nine projects	9 th

By using the averaged ranking approach versus the averaged point score approach, the CJAC can ensure a higher degree of fairness in the selection process. If a tie still persists the tied projects averaged numeric scores will be used to break the tie.

The proposed prioritization list will be reviewed by the CJAC for review, comment and possible changes to the list order. Upon completion and voting by the CJAC the priority list approved will be presented to the PRPC Board of Directors for approval and then submitted to CJD for final review. CJD makes all final funding decisions.

Notice to Applicants Regarding the Outcome of the Prioritization Process(es):

The PRPC Regional Criminal Justice Program Coordinator will be responsible for notifying the CJD grant applicants of the outcome of the application prioritization process(es). This notification will be developed and transmitted after the PRPC Regional Criminal Justice Program Coordinator has confirmed the CJAC's prioritization results. This notice will be faxed, mailed or emailed to the CJD grant applicants within 24 hours after the results have been confirmed.

That notice will include the following:

1. The final priority rankings as developed by the CJAC, by grant program.
2. The amount of funds each applicant will receive per the recommendations of the CJAC.
3. The date on which the CJAC's CJD grant recommendations will be considered by the PRPC Board of Directors.
4. A description of the appeals process that must be followed in the event an applicant wants to protest a decision made by the CJAC.
5. A statement that the PRPC Board meetings are open to the public.
6. A statement as required by CJD that all final funding decisions are made by CJD.

Appeals Process:

This appeals process only relates to those grant programs involving regional allocations made to the Panhandle region by the CJD or those programs that require the CJAC to order by priority, projects competing for funding at the statewide level.

A Panhandle applicant for CJD funding may appeal the disposition of its application **only** if one or more of the following occurs during the review of the application by the CJAC.

1. **Misplacement of an application.** If all or part of an application is lost, misfiled, etc., by PRPC staff, resulting in the unequal consideration of the applicant's proposal.
2. **Mathematical error.** If, in scoring the application, the score on any selection criteria is arrived at incorrectly or if the total score of the application is arrived at incorrectly as a result of human or computer error.
3. **Other procedural error.** If the applicant's application is not processed and treated in accordance with the procedures set forth in this document.

All appeals, including the specific alleged procedural violation(s), must be submitted to the PRPC Executive Director in writing. The Executive Director may then take one of the following actions:

1. Investigate the allegation and determine that the appeal is not valid. In such case, the applicant will receive in writing the basis for the decision to reject the applicant's appeal. In such case, the decision of the Executive Director is final.
2. If there is some validity to the appeal, the Executive Director will place the appeal on the agenda of the PRPC Board of Directors. The protesting applicant will be notified of the time and date of the meeting during which the Board of Directors will consider the appeal. The applicant will be given the opportunity to present his/her case directly to the PRPC Board of Directors. The Board of Directors will then render a decision on the appeal of the protesting applicant. All decisions made by the PRPC Board of Directors will be final.

An appeal can be filed at any time during the prioritization process but must be submitted within seven (7) working days from the date on which the Notice to Applicants Regarding the Outcome of the Prioritization Process(es) is **transmitted**.

In any event, the appeal must be received by the PRPC prior to the date on which the CJAC's CJD grant recommendations will be considered by the PRPC Board of Directors. Any appeals received after that date will not be considered by the PRPC Board.

Any appeals made after the date on which the CJAC's CJD grant recommendations are acted on by the PRPC Board of Directors must be filed directly with the CJD in accordance with the agency's appeal procedures.

Open Meetings Requirements:

The PRPC Regional Criminal Justice Program Coordinator will be responsible for ensuring that all CJAC prioritization meetings are properly posted in accordance with Chapter 551 of the Local Government Code.

Relationship to the Texas Administrative Code (TAC):

The CJD grants program is governed by the Texas Administrative Code (TAC). Should any provisions of these bylaws be in conflict the current TAC, the provisions of the TAC will prevail. The relevant sections of the TAC, those applicable to the Criminal Justice Divisions Grant Program, are attached to and made part of these bylaws.

ATTACHMENT 1

CJAC PRESENTATION GUIDELINE

CJAC'S PRESENTATION GUIDELINE:

Applicant Organization: _____

Project Title: _____

Grant Funds Requested: _____

This form must be completed for each project submitted to the Criminal Justice Division under the regional Criminal Justice Programs. This form should be filled out and returned to PRPC's Criminal Justice Coordinator. This information is expected to be covered in your grant presentation to the CJAC.

1. Why is this particular project needed; what problem(s) are you trying to resolve?

2. Describe which, if any, of the Regional Program Priorities this project will support. ***If JAG or VAWA, which state priority will this project support?

3. Who will be responsible for implementing this project and how would that be done?

4. What factors will be used to gauge the value of this project to your community – how will you measure success?

5. How will this project continue to be supported in the future?

6. (VOCA & VAWA Only) What is the total population that your organization serves? How many victims did you provide services to last year? What is the number of victims served last year per capita? What services for victims does your organization offer?

ATTACHMENT 2

FY 25 Local Priorities

The PRPC Board approved the Region's FY25 Regional Criminal Justice Strategic Plan on June 27, 2024 which listed the local priorities as follows:

Juvenile Justice and Delinquency Prevention Grants (JJDP) and Truancy Prevention Grants (TP)

- Substance Abuse
- Lack of Parental Involvement/Support
- Mental Health
- Lack of Facilities/Treatment for Juveniles
- Chronic Absenteeism

Edward Byrne Justice Assistance Grants (JAG)

- Recruiting and Retention
- Mental Health
- Substance Abuse
- Domestic Violence
- Public Perception/Media Perception of Law Enforcement

Victims of Crime Act Grants (VOCA)

- Substance Abuse
- Mental Health
- Domestic Violence
- Sexual Assault
- Human Trafficking

Violence Against Women Act Grants (VAWA)

- Domestic Violence
- Sexual Assault
- Prosecution of Domestic Violence and/or Stalking
- Human Trafficking
- Fear of Reporting

ATTACHMENT 3

PRPC Administrative Regulation #34

PANHANDLE REGIONAL PLANNING COMMISSION

Administrative Regulation
Number 34

Adopted: October 28, 1999
Amended: October 7, 2010
Amended: October 22, 2015
Amended: September 15, 2016
Amended: September 28, 2023

PANHANDLE REGIONAL CRIMINAL JUSTICE ADVISORY COMMITTEE
PROCEDURES AND POLICIES

I. PURPOSE

The purpose of this administrative regulation is to officially establish the role of the Criminal Justice Advisory Committee and to formally sanction the procedures necessary for the Committee's on-going operation.

II. CRIMINAL JUSTICE ADVISORY COMMITTEE

A. Establishment and Scope of Authority

1. The Board of Directors of the Panhandle Regional Planning Commission hereby formally grants the Criminal Justice Advisory Committee official status as a standing committee of the Planning Commission in order that the Advisory Committee may continue providing guidance and direction over the region's Criminal Justice Grants program. The Criminal Justice Advisory Committee's specific responsibilities shall include but not be limited to the following:
 - a. The establishment of working rules and procedures to govern the operations of the Advisory Committee.
 - b. The development of policies, procedures and prioritization criteria to govern the operation of the region's Criminal Justice Grants Program(s).
 - c. The review and development of recommendations concerning the prioritization of applications submitted for consideration through the Office of the Governor's Criminal Justice Division grant applications under the following programs:
 - i. General Victim Assistance – Direct Services Programs;
 - ii. Violent Crimes Against Women Criminal Justice and Training Projects – Domestic Violence, Sexual Assault, Dating Violence and Stalking;
 - iii. Criminal Justice Programs; and
 - iv. General Juvenile Justice and Delinquency Prevent Programs
 - d. The provision of general direction to the Panhandle Regional Planning Commission staff regarding the region's criminal justice grants program.
2. The responsibilities of the Panhandle Regional Planning Commission Board of Directors and the Planning Commission's Executive Director shall include but not be limited to the following:

- a. Contracting matters
- b. Budgeting
- c. Financial Reporting
- d. Personnel matters
- e. Committee appointments
- f. Approval of regional plans, regional agreements, regional procedures and regional systems

B. Membership

1. The Panhandle Regional Criminal Justice Advisory Committee shall be comprised of at least seventeen (17) members and composed as follows:
 - a. No more than four (4) individuals representing the region's law enforcement community.
 - b. At least one (1) individual representing the region's juvenile justice system.
 - c. At least one (1) individual representing the region's drug abuse prevention services/programs.
 - d. At least one (1) representative of a non-profit organization concerned with criminal justice/law enforcement matters.
 - e. At least one (1) representative of an organization involved with the provision of victims services or advocating the rights of victims.
 - f. At least one (1) individual who represents the region's mental health service providers.
 - g. No more than four (4) individuals who represent prosecution or the region's courts system.
 - h. At least one (1) individual who represents the region's education system.
 - i. At least one (1) individual who will serve as a concerned citizen or member of a parent organization.
 - j. At least one (1) individual who represents the region's municipalities.
 - k. At least one (1) individual who represents the region's counties.
2. Members of the Panhandle Regional Criminal Justice Advisory Committee shall be appointed by the Panhandle Regional Planning Commission's Board of Directors for staggered three-year terms beginning each October. One-third of the Advisory Committee members shall be re-appointed or replaced each year, members may not serve more than two consecutive three-year terms.
3. A Chairperson and Vice Chairperson of the Panhandle Regional Criminal Justice Advisory Committee shall be elected by vote of the Advisory Committee. The Chairperson and Vice Chairperson shall serve one-year terms beginning each October.

C. Meetings

1. The Advisory Committee will, on a timely basis, meet as needed to review and prioritize the applications being considered under the Regional Criminal Justice Grants Program(s) and to review the Policies and Procedures that will govern the criminal justice practices in the Panhandle region.
2. All Advisory Committee meetings shall be open to the public. Meetings shall be recorded on audio tape and minutes prepared. Among all other things, meetings must comply with the requirements listed in the Texas Government Code, Chapter 551 (Texas Open Meetings Act).
3. For the purposes of the transaction of business by the CJAC, a quorum shall be a simple majority of the members present. Whenever possible, decisions will be reached through consensus. When consensus is not possible, a vote will be taken. In the event of a tie vote, the tie will be broken by the presiding officer.

All members have voting privileges. Members of the committee may not designate another member to vote on their behalf. Votes will be reflected in the meeting minutes. Members may register their abstention on any vote. The abstention shall be reflected in the meeting minutes. Members are required to abstain on matters that pose a conflict of interest for them.

ATTACHMENT 4

Applicable Sections of the Texas Administrative Code

**TEXAS ADMINISTRATIVE CODE (TITLE 1, PART 1, CHAPTER 3)
OFFICE OF THE GOVERNOR, CRIMINAL JUSTICE DIVISION
(EFFECTIVE MAY 9, 2012)**

SUBCHAPTER A. GENERAL GRANT PROGRAM PROVISIONS

- SECTION 3.1. APPLICABILITY
- SECTION 3.3. DEFINITIONS
- SECTION 3.5. SUBMISSION PROCESS
- SECTION 3.7. SELECTION PROCESS
- SECTION 3.9. FUNDING DECISIONS
- SECTION 3.11. GRANT AND SUPPLEMENTAL AWARD ACCEPTANCE
- SECTION 3.21. USE OF THE INTERNET
- SECTION 3.23. DELEGATION OF AUTHORITY
- SECTION 3.25. SUSPENSION OF RULES

SUBCHAPTER B. GENERAL GRANT PROGRAM POLICIES

DIVISION 2. GRANT BUDGET REQUIREMENTS

- SECTION 3.73. MATCHING FUNDS POLICY
- SECTION 3.75. PERSONNEL
- SECTION 3.77. PROFESSIONAL AND CONTRACTUAL SERVICES
- SECTION 3.79. TRAVEL AND TRAINING.
- SECTION 3.81. EQUIPMENT
- SECTION 3.83. SUPPLIES AND DIRECT OPERATING EXPENSES
- SECTION 3.85. INDIRECT COSTS
- SECTION 3.87. PROGRAM INCOME

SUBCHAPTER D. CONDITIONS OF GRANT FUNDING

- SECTION 3.2001. CONDITIONS OF FUNDING
- SECTION 3.2009. COOPERATIVE WORKING AGREEMENT
- SECTION 3.2013. PRE-APPROVAL REQUIREMENTS FOR PROCUREMENT
- SECTION 3.2021. RESOLUTIONS
- SECTION 3.2023. TAX-EXEMPT AND NONPROFIT INFORMATION
- SECTION 3.2025. CIVIL RIGHTS LIAISON

SUBCHAPTER E. ADMINISTERING GRANTS

- SECTION 3.2501. GRANT OFFICIALS
- SECTION 3.2503. OBLIGATING FUNDS
- SECTION 3.2505. RETENTION OF RECORDS

SECTION 3.2507. FINANCIAL STATUS REPORTS
SECTION 3.2509. EQUIPMENT INVENTORY REPORTS
SECTION 3.2513. GRANT ADJUSTMENTS
SECTION 3.2515. BONDING
SECTION 3.2517. REMEDIES FOR NONCOMPLIANCE
SECTION 3.2519. GRANT REDUCTION OR TERMINATION
SECTION 3.2521. PAYMENT OF OUTSTANDING LIABILITIES
SECTION 3.2523. VIOLATIONS OF LAWS
SECTION 3.2525. EVALUATING PROJECT EFFECTIVENESS
SECTION 3.2527. GRANTEE REPORTS
SECTION 3.2529. GRANT MANAGEMENT

SUBCHAPTER F. PROGRAM MONITORING AND AUDITS

SECTION 3.2601. MONITORING
SECTION 3.2603. AUDITS NOT PERFORMED BY CJD or COD

TITLE 1 ADMINISTRATION
PART 1 OFFICE OF THE GOVERNOR
CHAPTER 3 CRIMINAL JUSTICE DIVISION
SUBCHAPTER A GENERAL GRANT PROGRAM PROVISIONS

RULE §3.1: Applicability

Subchapters A through F of this chapter apply to all applications for funding and grants submitted to the Criminal Justice Division (CJD), Office of the Governor. A grantee must comply with the provisions of Subchapters A through F in effect on the date the grant is awarded by CJD, unless a subsequent effective date is specified by CJD in an original grant award or a grant adjustment. Grantees must comply with all applicable state and federal statutes, rules, regulations, and guidelines. In instances where both federal and state requirements apply to a grantee, the more restrictive requirement applies.

RULE §3.3: Definitions

- (a) applicant: an agency or organization that has submitted a grant application or grant renewal documentation;
- (b) approved budget categories: budget categories (including personnel, contractual and professional services, travel, equipment, construction, supplies and other direct operating expenses, and indirect costs) that contain a line item with a dollar amount greater than zero that is approved by CJD through a grant award or a budget adjustment;
- (c) CJAC: Criminal Justice Advisory Committee, a component of a COG. A CJAC must have a multi-disciplinary representation of members from the region. This representation must contain members from the following groups: concerned citizens or parents, drug abuse prevention, education, juvenile justice, law enforcement, mental health, nonprofit organizations, prosecution/courts, and victim services. No single group may constitute more than one third of the CJAC;
- (d) CJD: The Criminal Justice Division of the Office of the Governor or its designee;
- (e) COD: The Compliance and Oversight Division of the Office of the Governor or its designee;
- (f) COG: a regional planning commission, council of governments, or similar regional planning agency created under Chapter 391, Texas Local Government Code;
- (g) computing devices: machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information;
- (h) condition of funding: a prerequisite placed on a grant because of a need for information, clarification, or submission of an outstanding requirement of the grant that may result in a hold being placed on the CJD-funded portion of a grant project;
- (i) equipment: tangible personal property (including information technology systems) having a useful life of more than one year and a per unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the grantee for financial statement purposes or \$5,000;
- (j) executive director: the executive director of CJD;
- (k) grant funds: CJD-funded and matching funds portions of a grant project;

- (l) grantee: an agency or organization that receives a grant award;
- (m) indirect costs: those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved;
- (n) information technology systems: computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources;
- (o) liquidation date: the date specified in an original grant award or a subsequent grant adjustment upon which a grantee must expend all outstanding liabilities;
- (p) matching funds: the grantee's share of the project costs. Matching funds may either be cash or in-kind. Cash match includes actual cash spent by the grantee and must have a cost relationship to the award that is being matched. In-kind match includes the value of donated services. An applicant's use of matching funds must comply with the same statutes, rules, regulations, and guidelines applicable to the use of the CJD-funded portion of a grant project;
- (q) OMB: The Office of Management and Budget;
- (r) program income: gross income earned by the grantee during the funding period as a direct result of the award. "Direct result" is defined as a specific act or set of activities that are directly attributable to grant funds and that are directly related to the objectives of the project. Program income includes, but is not limited to, forfeitures, fees, cash contributions, donations, restitution, interest income, and royalties;
- (s) RFA: Request for Applications, published in the *Texas Register* by CJD; and
- (t) supplies: all tangible personal property other than those described in accordance with §3.3(i) of this chapter. A computing device is a supply if the acquisition cost is less than the lesser of the capitalizations level established by the grantee for financial statement purposes or \$5,000, regardless of the length of its useful life; and
- (u) TxGMS: Texas Grant Management Standards

RULE §3.5: Submission Process

- (a) When applying for a grant pursuant to a RFA published in the *Texas Register* by CJD, applicants must submit and certify their applications according to the requirements provided in the RFA.
- (b) CJD may also consider applications for grants that are not submitted pursuant to an RFA. Applicants will be selected in accordance with §3.7(b) of this chapter.
- (c) Applicants must apply for funds using the procedures, forms, and certifications prescribed by CJD.

RULE §3.7: Selection Process

- (a) All applications must be submitted to CJD and certified by the applicant's authorized official. For applications submitted and certified pursuant to an RFA, the executive director may select a review group, COG, or other designee to prioritize the applications and submit a priority listing to the executive director, who will render the final funding decision.
- (b) For applications certified by the applicant's authorized official, the executive director will decide whether to fund the application based upon the following factors:
 - (1) the inherent value of the project's impact;

- (2) whether the project has the potential to be a model program; or
 - (3) whether delaying the application would have a significant negative impact on the area proposed to be served.
- (c) For applications prioritized by a COG, the CJAC must prioritize the applications and prepare the priority listing. The COG's governing body must approve the priority listing. CJD will make final decisions on these applications based upon the availability of funding, identified state priorities, COG priorities, and eligibility.

Preference will be given to applicants who demonstrate a cost effective approach to services that complements the governor's strategies.

- (d) During the review of an application, CJD may request that the applicant submit any additional information necessary to complete the grant review. Such requests for information do not serve as notice that CJD intends to fund an application. CJD may make the necessary corrections to an application to bring it into compliance with state or federal requirements. Any corrections to an applicant's budget will be reflected in the award documentation.
- (e) CJD will inform applicants of decisions on their grant applications through either a Statement of Grant Award or a notification of denial. For applications prioritized by a COG that do not receive funding recommendations, the COG notification of the decision not to recommend funding serves as the applicant's notification of denial.

RULE §3.9: Funding Decisions

- (a) All funding decisions made by the executive director are final and are not subject to appeal. The receipt of an application by CJD does not obligate CJD to fund the grant or to fund it at the amount requested.
- (b) Neither the approval of a project nor any grant award shall obligate CJD in any way to make any additional, supplemental, continuation, or other award.

RULE §3.11: Grant and Supplemental Award Acceptance

The award documentation constitutes obligation of funds for use by the grantee in execution of the program or project covered by the award. Such obligation may be terminated without cause if the grantee's authorized official fails to accept the grant award within 45 calendar days of the date on which CJD issues the Statement of Grant Award. CJD may extend this deadline on written request from the applicant. Funds will not be disbursed until acceptance of the grant by the grantee.

RULE §3.21: Use of the Internet

CJD requires an applicant or grantee to submit grant applications, progress reports, financial reports, and other information to CJD via the Internet or other electronic means.

RULE §3.23: Delegation of Authority

The executive director may delegate his or her authority or CJD's authority under this chapter.

RULE §3.25: Suspension of Rules

Except where prohibited by state or federal statute or rule the executive director may suspend any requirement in this chapter on a showing of good cause.

TITLE 1 ADMINISTRATION
PART 1 OFFICE OF THE GOVERNOR
CHAPTER 3 CRIMINAL JUSTICE DIVISION
SUBCHAPTER B GRANT BUDGET REQUIREMENTS

RULE §3.73: Matching Funds Policy

If matching funds are required on a grant, an applicant must ensure that it possesses or can acquire the required matching funds. A contractor or participating entity may contribute toward the matching funds requirement, but the applicant bears the responsibility for satisfying the matching funds requirement.

RULE §3.75: Personnel

- (a) CJD shall determine the reasonableness of requested salaries and reserves the right to limit the CJD-financed portion of any salary.
- (b) CJD shall not pay any portion of the salary of, or any other compensation for, an elected or appointed government official.
- (c) Compensation for grant-funded employees must be comparable to that of non-grant funded employees performing similar work duties.
- (d) Grantees may use grant funds to compensate staff members leaving employment for accrued leave (which includes, but is not limited to, annual leave, compensatory time, and sick leave) in accordance with the grantee's policy. These payments may only fund leave earned during the current grant period. The proportion of grant funds paid for leave cannot exceed the proportion of grant funds used to pay the staff member's salary.

RULE §3.77: Professional and Contractual Services

Grantees must establish a contract administration system to consistently ensure that contract deliverables are being provided as specified in the contracts.

RULE §3.79: Travel and Training

- (a) Grant funds used for travel expenses must be limited to the grantee agency's established mileage, per diem, and lodging policies. If a grantee does not have established mileage, per diem, and lodging policies, then the grantee must use state travel guidelines.
- (b) Grantees must maintain records that properly document the completion of all grant-funded training courses.

RULE §3.81: Equipment

- (a) Applicants must include a detailed description of all proposed equipment purchases in their grant application to CJD for approval. Grantees must request any additional equipment purchases through grant adjustments.
- (b) CJD will not approve grant funds to purchase vehicles or equipment for governmental agencies that are for general agency use. The Edward Byrne Justice Assistance Grant Program and the County Essential Services Grant Program are exempt from this subsection.

RULE §3.83: Supplies and Direct Operating Expenses

Supplies and direct operating expenses are costs directly related to the grantee's day-to-day operation of the grant project that are not included in any of the grantee's other approved budget categories.

RULE §3.85: Indirect Costs

- (a) If the applicant has an approved federally recognized indirect cost rate negotiated between the applicant and the Federal government and wishes to charge indirect costs to the grant, the applicant shall identify the indirect cost rate and provide supporting documentation as part of the application to CJD.
- (b) If the applicant has an approved indirect cost rate negotiated between the applicant and its state cognizant agency and wishes to charge indirect costs to the grant, the applicant shall identify the indirect cost rate and provide supporting documentation as part of the application to CJD.
- (c) If no approved federal or state indirect cost rate exists, CJD may approve indirect costs in the grant project in an amount not to exceed two percent of the approved direct costs.
- (d) Unless otherwise specified, indirect costs are allowable under CJD grants in accordance with applicable state and federal guidelines.

RULE §3.87: Program Income

Earned program income must be reported to CJD. Program income may only be used, with prior approval from CJD, for allowable project costs as reflected in an approved budget. Grantees may not carry forward program income from one grant year to the next. Grantees must refund to CJD any program income remaining at the end of the grant period.

TITLE 1 ADMINISTRATION
PART 1 OFFICE OF THE GOVERNOR
CHAPTER 3 CRIMINAL JUSTICE DIVISION
SUBCHAPTER D CONDITIONS OF GRANT FUNDING

RULE §3.2001: Conditions of Funding

When CJD determines that a grantee has failed to submit the necessary information or has failed to comply with any applicable statute, rule, regulation, guideline, or requirement, CJD may place a condition of funding on the grant which may invoke a hold on funds.

RULE §3.2009: Cooperative Working Agreement

- (a) When a grantee intends to carry out a grant project through cooperating or participating with one or more outside organizations, the grantee must ensure that the cooperative working agreement is signed by each participating organization. Grantees must maintain on file a signed copy of all cooperative working agreements.
- (b) Cooperative working agreements do not involve an exchange of funds.

RULE §3.2013: Pre-Approval Requirements for Procurement

- (a) A grantee must submit a CJD-prescribed Procurement Questionnaire when any procurement is expected to exceed \$150,000 or upon CJD request. CJD may also request all related procurement documentation, such as requests for proposals, invitations for bids, or independent cost estimates.
- (b) Grantees may not divide purchases or contracts to avoid the requirements of this section. For purposes of determining compliance, CJD will consider groups of contracts with a single vendor or groups of purchases for the same or similar items as a single procurement.

RULE §3.2021: Resolutions

Applications from non-profit corporations, local units of governments and other political subdivisions must include a resolution that contains the following:

- (1) authorization for the submission of the application to CJD that clearly identifies the project for which funding is requested;
- (2) a commitment to provide for all applicable matching funds;
- (3) a designation of the name or title of an authorized official who is given the power to apply for, accept, reject, alter, or terminate a grant (if this designation changes during the grant period, a new resolution must be submitted to CJD); and
- (4) a written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to CJD.

RULE §3.2023: Tax-Exempt and Nonprofit Information

All nonprofit corporations must submit with their application, information about the agency's fiscal capability, including information from the Internal Revenue Service granting the corporation tax-exempt status.

RULE §3.2025: Civil Rights Liaison

All applicants must certify that they have a designated civil rights liaison during the application process. The civil rights liaison will serve as the grantee's civil rights contact point and has the responsibility for ensuring that the grantee meets all applicable civil rights requirements. The designee will act as the grantee's liaison in civil rights matters with CJD and with the federal Office of Justice Programs.

TITLE 1 ADMINISTRATION
PART 1 OFFICE OF THE GOVERNOR
CHAPTER 3 CRIMINAL JUSTICE DIVISION
SUBCHAPTER E ADMINISTERING GRANTS

RULE §3.2501: Grant Officials

- (a) Each grant must have a project director, financial officer, and authorized official. No person shall serve in more than one capacity.
- (b) Each grant official must have an e-mail address and access to the Internet.

- (c) A grantee shall notify CJD within 20 calendar days of any change in the designated project director, financial officer, or authorized official; any change in the mailing address, e-mail address, fax number, or telephone number of each grant official and any change in the grantee's physical address.

RULE §3.2503: Obligating Funds

A grantee may not obligate grant funds before the beginning or after the end of the grant period.

RULE §3.2505: Retention of Records

- (a) Grantees must maintain all financial records, supporting documents, statistical records, and all other records pertinent to the award for at least three years following the closure of the most recent audit report or submission of the final financial status report if the audit report requirement has been waived. Grantees may retain records in an electronic format. All records are subject to audit or monitoring during the entire retention period.
- (b) Grantees must retain records for equipment, non-expendable personal property, and real property for a period of three years from the date of the item's disposition, replacement, or transfer.
- (c) If any litigation, claim, or audit is started before the expiration of the three-year records retention period, the grantee must retain the records under review until the completion of the action and resolution of all issues which arise from it or until the end of the regular three-year period, whichever is later.

RULE §3.2507: Financial Status Reports

- (a) Each grantee must submit financial status reports to CJD. CJD will provide the appropriate forms and instructions for the reports along with deadlines for their submission.
- (b) A financial status report reflecting cumulative expenditures from the start of the grant may be submitted as often as monthly but must be submitted at least quarterly. Grantees may only request an advance payment during the first month of the grant period to cover the first month's expenses.
- (c) Grantees must ensure that CJD receives their final financial status report no later than the liquidation date or funds will lapse and revert to the grantor agency. If grant funds are on hold for any reason, these funds will lapse on the liquidation date and the grantee cannot recover them. CJD will not make payments to grantees that submit their final financial status report after the liquidation date.

RULE §3.2509: Equipment Inventory Reports

CJD requires each grantee to maintain on file a current inventory report of all equipment purchased with grant funds during the grant period. This report must reconcile with the approved grant budget and the final financial status report.

RULE §3.2513: Grant Adjustments

- (a) The project director, financial officer, or authorized official may submit requests for grant adjustments.
- (b) Adjustments consisting of increases or decreases in the amount of a grant or the reallocation of grant funds among or within approved budget categories are allowable only with prior CJD approval.

- (c) Programmatic changes, such as requests to revise the scope, target, or focus of the project, or alter project activities require prior approval from CJD. Requests to extend the grant period must be submitted to and received by CJD, no later than the last day of the grant period.

RULE §3.2515: Bonding

Each nonprofit corporation receiving funds from CJD must obtain and have on file a blanket fidelity bond that indemnifies CJD against the loss and theft of the entire amount of grant funds. The cost of the bond is an eligible expense of the grant.

RULE §3.2517: Remedies for Noncompliance

If a grantee fails to comply with any term or condition of a grant or any applicable statutes, rules, regulations, or guidelines, CJD may:

- (1) withhold all grant payments to a specific project or withhold all grant payments to all grant projects awarded to the grantee pending correction of the deficiency;
- (2) disallow all or part of the cost of the activity or action that is not in compliance;
- (3) withhold further grants from the program or grantee;
- (4) terminate the grant in whole or in part; or
- (5) exercise other legal remedies.

RULE §3.2519: Grant Reduction or Termination

- (a) If a grantee wishes to terminate any approved grant, it must notify CJD immediately.
- (b) CJD may reduce or terminate any grant when:
 - (1) a grantee fails to comply with any term or condition of the grant or the grantee has failed to comply with any applicable statute, rule, regulation, or guideline;
 - (2) the grantee and CJD agree to do so;
 - (3) state or federal funds are no longer available to CJD;
 - (4) conditions exist that make it unlikely that grant objectives will be accomplished; or
 - (5) the grantee has acted in bad faith.
- (c) In the event that a grant is reduced or terminated by CJD, CJD will notify the grantee in writing.

RULE §3.2521: Payment of Outstanding Liabilities

Grantees must expend all outstanding liabilities no later than the liquidation date of the grant period specified in an original grant award or a subsequent grant adjustment. All payments made after the completion of the grant period must relate to obligations incurred during the grant period.

RULE §3.2523: Violations of Laws

- (a) A grantee must immediately notify CJD in writing of any legal violations.
- (b) A grantee must immediately notify CJD in writing if a project or project personnel become involved in any civil or criminal litigation and the grantee must immediately forward a copy of any demand notices, subpoenas, lawsuits, or indictments to CJD.

- (c) If a federal or state court or administrative agency renders a judgment or order finding discrimination by a grantee based on race, color, national origin, sex, age, or handicap, the grantee must immediately forward a copy of the judgment or order to CJD.
- (d) If any records are seized from a grantee by a law enforcement agency, or a state or federal agency, the grantee must immediately notify CJD in writing of the seizure and must retain copies of the seized records.

RULE §3.2525: Evaluating Project Effectiveness

- (a) Grantees must regularly evaluate their projects. CJD will monitor the grantee through progress reports, on-site visits, and desk reviews. Grantees must maintain information related to project evaluations in the project's files, and that information must be available for review.
- (b) Grantees are responsible for managing the day-to-day operations of grant and sub-grant supported activities, including those of their contractors and subcontractors. Grantees must develop and maintain a standardized monitoring program incorporating best practices.

RULE §3.2527: Grantee Reports

- (a) Each grantee must submit reports regarding grant information, performance, and progress. To remain eligible for funding, the grantee must be able to show the scope of services provided and the impact and quality of those services.
- (b) CJD may place projects on financial hold for failure to submit complete and accurate progress reports. A grantee's history of delinquent or inaccurate reports may affect future funding decisions.

RULE §3.2529: Grant Management

- (a) CJD has oversight responsibility for the grants it awards. CJD may review the grantee's management and administration of grant funds and records at any time. Grantees must respond to all CJD inquiries or requests and must make all requested records available to CJD.
- (b) The grantee is the entity legally and financially responsible for the grant. A grantee may not delegate its legal or financial responsibility.

<u>TITLE 1</u>	ADMINISTRATION
<u>PART 1</u>	OFFICE OF THE GOVERNOR
<u>CHAPTER 3</u>	CRIMINAL JUSTICE DIVISION
<u>SUBCHAPTER F</u>	PROGRAM MONITORING AND AUDITS

RULE §3.2601: Monitoring

- (a) CJD and COD will monitor the activities of grantees as necessary to ensure that grant funds are used for authorized purposes and that grantees achieve grant purposes.
- (b) The monitoring program may consist of formal audits, monitoring reviews, and technical assistance. CJD or COD may implement monitoring through on-site review at the grantee or sub-grantee location or through a desk review. CJD or COD may request grantees to submit information to CJD or COD to support any monitoring review.

- (c) Grantees must make available to CJD or COD all records relevant to a monitoring review. Failure to provide adequate documentation may result in disallowed costs or other remedies for noncompliance.
- (d) After a monitoring review, the grantee will be notified in writing of any noncompliance identified by CJD or COD in the form of a preliminary report.
- (e) The grantee shall respond to the preliminary report and the deficiencies or recommendations, and submit a corrective action plan to CJD or COD within a time specified by CJD or COD.
- (f) The corrective action plan shall include:
 - (1) the titles of the persons responsible for implementing the corrective action plan;
 - (2) the corrective action to be taken; and
 - (3) the anticipated completion date.
- (g) If the grantee believes corrective action is not required for a deficiency or recommendation, the response shall include an explanation and specific reasons. CJD or COD will determine whether the response is adequate to resolve the deficiency or recommendation.
- (h) The grantee's response and the approved corrective action plan shall become part of the final report.
- (i) The grantee shall resolve all identified findings within the time specified by CJD or COD.

RULE §3.2603: Audits Not Performed by CJD

- (a) Grantees must have audits performed in accordance with the requirements set forth in 2 CFR Part 200, Subpart F-Audit Requirements and the State Single Audit Circular issued under TxGMS.
- (b) Grantees must submit to COD copies of the results of any single audit conducted in accordance with 2 CFR Part 200, Subpart F-Audit Requirements or in accordance with the State Single Audit requirements issued under TxGMS. Grantees must ensure that single audit results, including the grantee's response and corrective action plan, if applicable, are submitted to COD within 30 calendar days after the grantee receives the audit results or nine months after the end of the audit period, whichever is earlier.
- (c) All other audits performed by auditors independent of CJD or COD must be maintained at the grantee's administrative offices and be made available upon request by CJD or COD. Grantees must notify CJD of any audit results that may adversely impact grant funds.

NOTE: For a full/current review of Texas Administrative Code; Title 1, Part 1, Chapter 3 go to:
[http://texreg.sos.state.tx.us/public/readtac\\$ext.viewtac](http://texreg.sos.state.tx.us/public/readtac$ext.viewtac)

ITEM 14

MEMORANDUM

DATE: October 24th, 2024
TO: PRPC Board Members
FROM: Shane Brown, Regional Communications Program Manager
THROUGH: Michael J. Peters, Executive Director
SUBJECT: Agenda Item 14
Tower Lease Agreement with the Bible Baptist Church of Pampa TX for tower/shelter space on PRPC owned tower

BACKGROUND:

The PANCOM system, using State Homeland Security funds in 2016, built a 300' communications tower in Dallam County. This tower resides north of Dalhart along US Hwy 87 at Perico Lane.

At this time, the PPRC owns 11 towers with four more being built this coming year. In an effort to offset the cost of utilities, maintenance and insurance, we make the towers available for others to lease space on.

Staff was approached by the Bible Baptist Church of Pampa about putting up an FM transmitter at our Dallam County site.

LEASE:

The attached Tower Lease Agreement is between the PRPC and Bible Baptist Church for tower and shelter space and electricity at the PRPC owned tower in Dallam County Texas.

RECOMMENDATION:

PRPC staff recommends that the Board of Directors authorize PRPC Executive Director to execute the attached Tower Lease Agreement with the Bible Baptist Church.

TOWER LEASE AGREEMENT

Between

PANHANDLE REGIONAL PLANNING COMMISSION

And

BIBLE BAPTIST CHURCH

THIS TOWER LEASE AGREEMENT (this “Lease”) is made and entered into by and between the Panhandle Regional Planning Commission (“PRPC”), a Council of Governments duly established under Chapter 391 of the Texas Local Government Code, and BIBLE BAPTIST CHURCH of Pampa TX.

RECITALS

The PRPC currently owns and manages a communications tower (“Tower”) that stands upon land owned by the PRPC located in Dallam County, North of Dalhart, at 36°16'24.6"N 102°51'27.7"W, ASR # 1300368.

1. BIBLE BAPTIST CHURCH desires to enter into a lease on the Tower to operate a FM Transmitter. The PRPC is willing to grant such right to BIBLE BAPTIST CHURCH for such purpose subject to the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1. Rented Space

PRPC hereby leases nonexclusive space on its Tower for one (1) horizontally polarized antenna in the location selected by BIBLE BAPTIST CHURCH, at approximately one hundred and ninety feet (190’) above ground level to the lowest mount, so long as they do not interfere with antennas currently located on said Tower. The PRPC also hereby rents to BIBLE BAPTIST CHURCH space within the Tower site’s communications shed for the purpose of installing one communications box or rack. Rented space is figured at \$1.75 per vertical foot to the lowest antenna or dish mount for each piece of equipment on the tower. Utility cost is covered in Section 7.

Section 2. Term

The term of this Lease shall be for a period of twelve (12) months commencing on November 1, 2024. The term shall automatically renew on a year-to-year basis thereafter, unless BIBLE BAPTIST CHURCH or the PRPC provides written notice of its intent to not renew the Lease with no less than sixty (60) days’ notice.

Section 3. Rent

Rent is to be paid annually beginning on the Effective Date. The monthly rent will be \$544.30 or \$6,531.60 annually. This rent rate includes space and estimated utility costs (see Section 7).

Beginning with the third anniversary of this agreement, the rent will increase at the rate of three percent (3%) per annum.

Section 4. Title and Quiet Possession

The PRPC represents and agrees

- (a) That it is the owner of the Tower,
- (b) That it has the right to enter into this agreement,
- (c) That the person signing this agreement has the authority to sign,
- (d) That BIBLE BAPTIST CHURCH is entitled to access the Tower site, including inside the communications shed, at all times throughout the terms of the agreement so long as BIBLE BAPTIST CHURCH is not in default of this agreement.

Section 5. Installation

If any modifications are made, BIBLE BAPTIST CHURCH agrees that it will provide the PRPC a diagram detailing the proposed locations of the antennas; along with a description of who and how the installation will be completed. The diagram and installation plan shall be approved by the PRPC's Regional Emergency Communications & Preparedness Program Manager prior to the installation.

Section 6. Interference

If any exist, BIBLE BAPTIST CHURCH will resolve technical problems or interference with other equipment located at the Tower on the commencement date. PRPC Will not grant, after the date of this Lease, a lease, license, or any other right to any third party for use of the Property, Tower, or Premises if such use may in any way adversely affect or interfere with Lessee's equipment, the operations of Lessee, or the rights of BIBLE BAPTIST CHURCH under this Lease. If any such interference occurs, PRPC will cause the interfering party to take all steps necessary to correct and eliminate the interference or such interfering party will be required to cease operations until such interference is removed.

Section 7. Utilities

The PRPC will furnish 120-volt AC power at the Tower. Electricity consumption of the BIBLE BAPTIST CHURCH's transmitter is assumed to be at 3KWH. The following calculation is used to figure electricity cost: 3 KWH x 24 hours x \$00.098 per KWH = \$7.06 per day, \$7.06 x 30 days = \$211.80 per month

If it is found that the transmitter uses a more substantial amount of electricity, a rent adjustment may need to be made for the amount of electricity being consumed. If Internet and or phone service are needed, BIBLE BAPTIST CHURCH will make arrangements for installation and will be responsible for any fees associated with the service(s).

Section 8. Maintenance of Tower Site

BIBLE BAPTIST CHURCH shall make no alterations to the Tower or related facilities which will compromise or impair the integrity of the structure. BIBLE BAPTIST CHURCH shall exercise

special precaution to avoid damaging the facilities of the PRPC, and BIBLE BAPTIST CHURCH hereby assumes all responsibility for any and all loss or such damage created by BIBLE BAPTIST CHURCH, its employees or agents. BIBLE BAPTIST CHURCH agrees to give the PRPC prior notice of any work to be done on the Tower or in the communications shed by BIBLE BAPTIST CHURCH or by a contractor of BIBLE BAPTIST CHURCH and the PRPC will approve the work prior to it being done; such approval will not be unreasonably withheld.

Tower maintenance is the responsibility of the PRPC. The PRPC shall not move, disconnect or adjust, in any way, BIBLE BAPTIST CHURCH's equipment without the supervision of a BIBLE BAPTIST CHURCH representative on site. BIBLE BAPTIST CHURCH acknowledges and agrees that it shall be responsible for moving or protecting its equipment during any repairs or renovations to the Tower and the PRPC shall incur no liability to BIBLE BAPTIST CHURCH for any injury, expense, or claim incurred by BIBLE BAPTIST CHURCH during any such repair or renovation.

Section 9. Indemnity

BIBLE BAPTIST CHURCH shall carry insurance to indemnify, protect, and save harmless the PRPC from any and all claims and demands for damages to property and injury to or death of persons, including payments made under any Workers' Compensation Laws, or under any plan for employee's disability and death benefits which may arise out of or be caused by the erection, maintenance, presence, use or removal of BIBLE BAPTIST CHURCH antennas, cable, equipment and necessary appurtenances at the Tower site.

BIBLE BAPTIST CHURCH shall also indemnify, protect, and save harmless the PRPC from any and all claims and demands of whatsoever kind which may arise directly or indirectly from the operations of BIBLE BAPTIST CHURCH's facilities, including but not limited to taxes, special charges by others, claims and demands for damages or for infringement of copyrights, libel and slander, unauthorized use of frequencies, etc.

Section 10. Force Majeure

Neither the PRPC nor BIBLE BAPTIST CHURCH will be considered in breach of this agreement to the extent the performance of their respective obligations (excluding payment obligations) is prevented by an event beyond their reasonable control arising after the Effective Date. Such events may include: ice storms, tornadoes, earthquakes, flood, fire, other physical natural disasters, utility failures, or structural collapse. However, as soon as reasonably practical following the start date of such event, and within a reasonable time following its termination, the party invoking this provision will submit to the other reasonable proof of the circumstances of the event and its effect on the performance of the party's obligations under this Lease.

Section 11. Termination

Either party may terminate this lease upon sixty (60) days' written notice without liability for further rent or damages at any time after the initial terms of twelve (12) months. Notwithstanding, BIBLE BAPTIST CHURCH's failure to meet its rental obligations at any point during the life of this agreement shall constitute justifiable cause for the PRPC to terminate this Lease. Rent for any period during the term(s) hereof which is less than one (1) year shall be prorated based on a three hundred sixty-five (365) day year.

At the expiration or termination of this Lease, BIBLE BAPTIST CHURCH will peaceably and quietly surrender to PRPC all of the Tower site premises and remove within ninety (90) days following the effective date of such expiration or termination and at its sole expense, all antennas, equipment and cabling installed by BIBLE BAPTIST CHURCH, leaving the Tower site premises in good condition, reasonable wear and tear excepted, subject to the terms hereof.

Section 12. Title to Facilities

Title to BIBLE BAPTIST CHURCH's facilities, as well as to any and all fixtures, chattels and liabilities in connection therewith, shall be and remain vested in BIBLE BAPTIST CHURCH at all times, and shall never be deemed to be real estate or a fixture attached to the PRPC's Tower or Tower site.

Section 13. Notice

All communications between BIBLE BAPTIST CHURCH and the PRPC, including those required to be sent in writing, will be exchanged by the respective POCs below. Both parties agree to notify the other if either party makes a change to its Point of Contact (POC) information.

PRPC POC

Mr. Shane Brown
Regional Emergency Communications &
Preparedness Program Manager
PO Box 9257
Amarillo, TX 79105
Office #: (806) 372-3381
Emergency 24/7 #: (806) 576-8863
Email: sbrown@theprpc.org

BIBLE BAPTIST CHURCH POC

Mr. Paul Hudson
Senior Pastor
PO Box 1435
Pampa, TX 79065
Office: (806) 662-9273
Email: bbcpampa@gmail.com

Section 14. Amendments

Any amendments to this Lease agreement must be in writing and executed by both parties.

Section 15. Miscellaneous

- (a) This agreement applies to and binds the heirs, successors, executors, administrators and assigns of the parties to this agreement.
- (b) This Lease may not be assigned without the prior written approval of the PRPC.
- (c) This Lease may be executed in multiple counterparts, each of which shall be deemed an original.
- (d) This agreement shall be governed by the laws of the State of Texas in the County of Potter.
- (e) If either party shall be in default hereunder, the non-defaulting party shall have the right, but not the obligation, to cure the default and the defaulting party shall be obligated to pay on demand the reasonable cost of curing such default.
- (f) Each party hereby represents and warrants to the other that the undersigned person is duly authorized to execute this Lease Agreement by and on behalf of such party.

- (g) This agreement constitutes the entire agreement between the parties and supersedes all prior written and verbal agreements, representations, promises or understandings between the parties.
- (h) If any provision of this agreement is found invalid or unenforceable with respect to any party, the remainder of this agreement or the application of such provision to persons other than those as to whom it is held invalid or unenforceable will not be affected and each provision of this agreement will be valid and enforceable to the fullest extent permitted by law.

Section 16. Captions

The captions of this Lease are for convenience and reference only and in no way define, describe, extend or limit the scope or intent of this Lease or the intent of any provision thereof.

IN WITNESS WHEREOF, the parties hereto have hereunder executed this Lease which shall become effective as of the date signed by BIBLE BAPTIST CHURCH.

For the PRPC:

For BIBLE BAPTIST CHURCH:

By: _____
Signature

By: _____
Signature

Michael J. Peters, Executive Director
Typed Name and Title

Paul Hudson, Senior Pastor
Typed Name and Title

Date

Date

ITEM 15

MEMORANDUM

DATE: October 24th, 2024

TO: PRPC Board of Directors

FROM: Shane Brown, Regional Emergency Communications
Program Manager

THROUGH: Michael J. Peters, Executive Director

SUBJECT: Agenda Item 15
Memorandum of Understanding with the City of Sunray

BACKGROUND

In an effort to fill in some radio coverage gaps, PRPC staff are working to improve radio communications in and around Sunray TX. There are very few options when it comes to towers in Sunray. After visiting with city and county officials, we have been given permission to install antennas and repeaters at the Sunray water tower.

Attached is a no cost Memorandum of Understanding between the Panhandle Regional Planning Commission and the City of Sunray to install antennas and related microwave equipment along with space at the base of the water tower to house the repeaters.

RECOMMENDATION:

Staff recommends that the Board of Directors authorize the Executive Director to execute the attached Memorandum of Understanding with the City of Sunray.

MEMORANDUM OF UNDERSTANDING

Panhandle Regional Planning Commission

And

City of Sunray

Panhandle Regional Interoperable Communications System Microwave Repeater Implementation at the Sunray Water Tower

Background

Panhandle Regional Planning Commission (PRPC) has developed and continues to expand infrastructure for the regional radio communications system (PANCOM) in the twenty-six counties that comprise the Panhandle of Texas. This infrastructure provides local voice-dispatch communications coverage for law enforcement, fire service, and emergency medical service.

With the use of the City of Sunray's water tower, we will be able to drastically improve radio communication in the area surrounding Sunray.

This Memorandum of Understanding is intended to enable PRPC to proceed with implementation of the PANCOM system on behalf of its member jurisdictions, and to establish cooperation on policies and procedures related to voice repeaters microwave radios.

Understandings

Panhandle Regional Planning Commission will:

- Install PANCOM microwave and repeater equipment at the water tower facility owned by the City of Sunray
- Own the PANCOM microwave and repeater equipment and manage all aspects of ownership, including insurance, installation & test, FCC licensing, vendor warranty, and maintenance of the equipment
- Procure and maintain in force at its expense General Liability insurance in the amount of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate to protect against PRPC liability for bodily injury, property damage, or personal injury damages arising out of an occurrence at the Site.
- PRPC will procure and maintain in force at its expense property insurance covering direct physical loss of or damage to PRPC's property from any cause whatsoever, including, but not limited to, theft, burglary, vandalism, and windstorm. Coverage includes endorsement for Public Employee Dishonesty, and Acts of Terrorism. PRPC will provide certificates evidencing such insurance within 30 days following the date of this agreement, and thereafter as requested from time to time by City of Sunray.

Jurisdiction will:

- Assist PRPC in arranging adequate mounting facilities for the equipment at the site
- Provide 120 VAC (5 Amps maximum) power from city-owned circuit breaker box on site. (PRPC to install necessary circuit breaker, conduits etc.)

- Provide for access for service personnel as may be required for proper maintenance of the equipment
- Support FCC license applications required for licensing of microwave repeater equipment at sites in the jurisdiction
- Forgo procurement and licensing of microwave communications equipment in the 4.9 GHz government band without coordination with and concurrence by PRPC

The Parties mutually agree:

- That city agency's use of PANCOM communication facilities will be limited only by channel loading and network bandwidth, and that shared use will be managed by mutual agreement using protocols and procedures approved by PREMAC.
- That their mutual interests will be furthered by cooperation between the city, PRPC, and PREMAC.
- That this Memorandum of Understanding may be cancelled at any time by written notice to the other party, or by subsequent agreements executed by all parties. In the event of cancellation, equipment procured by PRPC will be returned to PRPC.

Benefits

The understanding described in this document provides several important benefits:

- It provides needed voice radio coverage in and around Sunray.
- With the use of microwave, this repeater location will become a voted site along with the repeaters in Dumas and Cactus.

Agreement

By signing below, the parties agree that this document accurately represents their mutual understandings:

PANHANDLE REGIONAL PLANNING COMMISSION

 Michael J. Peters, Executive Director
 Panhandle Regional Planning Commission
 PO Box 9257
 Amarillo, Texas 79105

 Date

CITY OF SUNRAY

 Bruce Broxson, Mayor
 City of Sunray
 PO Box 250
 Sunray, Texas 79086-0250

 Date

ITEM 16

MEMORANDUM

DATE: October 24th, 2024

TO: PRPC Board of Directors

FROM: Lori Gunn, Regional Services Director

THROUGH: Michael J. Peters, Executive Director

SUBJECT: Agenda Item 16
2024 Regional Threat and Hazard Identification Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) Approval

BACKGROUND:

Annually, every Council of Governments in Texas must fulfill several planning requirements in order to maintain their region's eligibility to receive State Homeland Security Program grant funding in the coming year. All told, three plans have to be updated each year; they are:

1. Threat & Hazard Identification Risk Assessment (THIRA);
2. Stakeholder Preparedness Review (SPR); and
3. Texas Homeland Security Strategic Plan (THSSP) Regional Implementation Plan

This agenda item only addresses the first two of these plans. The third plan will be presented to you at your December Board Meeting.

These plans are all developed in sequence under the direction of the PREMAC. The THIRA is used to test the region's preparedness capabilities against worst-case scenarios that could plausibly occur in the Panhandle. This year's THIRA scenarios included:

1. A large tornado that decimated Clarendon;
2. A massive wildfire that burned through Potter County north of Amarillo;
3. A winter storm that impacted the western half of the Panhandle;
4. A pandemic that shut down business and activities in Potter and Randall Counties;
5. An active shooter incident that occurred in downtown Amarillo; and
6. The derailment of a train carrying hazardous materials just outside of Canyon.

An evaluation was done to assess the region's current ability to cope with these type situations within the context of the core capabilities comprising FEMA's National Preparedness Goal. The National Preparedness Goal describes a vision for preparedness nationwide and identifies the core capabilities necessary to achieve that vision across the

five mission areas—Prevention, Protection, Mitigation, Response and Recovery. The Preparedness Goal is made up of 32 core capabilities including:

1. Planning
2. Public Information and Warning
3. Operational Coordination
4. Forensics and Attribution
5. Intelligence and Information Sharing
6. Interdiction and Disruption
7. Screening, Search, and Detection
8. Access Control and Identity Verification
9. Cybersecurity
10. Physical Protective Measures
11. Risk Management for Protection Programs and Activities
12. Supply Chain Integrity and Security
13. Community Resilience
14. Long-term Vulnerability Reduction
15. Risk and Disaster Resilience Assessment
16. Threats and Hazards Identification
17. Critical Transportation
18. Environmental Response/Health and Safety
19. Fatality Management Services
20. Fire Management and Suppression
21. Logistics and Supply Chain Management
22. Mass Care Services
23. Mass Search and Rescue Operations
24. On-scene Security, Protection, and Law Enforcement
25. Operational Communications
26. Public Health, Healthcare, and Emergency Medical Services
27. Situational Assessment
28. Infrastructure Systems
29. Economic Recovery
30. Health and Social Services
31. Housing
32. Natural and Cultural Resources

Based on the 6 scenarios, the PREMAC established a Panhandle-relevant target for each of these 32 capabilities which they felt could be achieved within the next 3-5 years. For example, for the core capability of “**Public Information and Warning**” the following target was established.

*Within **10-minutes** notice of an incident, deliver reliable and actionable information to **300,000** people affected, including **65,030** people with access and functional needs (affected) and **45,000** people with limited English proficiency affected.*

The PREMAC identified a reasonable target for each of these 32 core capabilities. The importance of these 32 elements is that FEMA considers having an appropriate mastery

of all these capabilities as being essential to addressing the most critical risks to our nation and to our region. The primary purpose of the THIRA is met with the development of these regionally-relevant core capability statements

In completing the Stakeholder Preparedness Review (SPR), the PREMAC weighed the region's current capabilities against the target capabilities developed for the THIRA. The difference between the target statements (which are basically goal statements) and the current capabilities exposed gaps that will have to be filled before those targets can be fully met. So, the SPR is used to identify the region's gaps by core capability and they appear in the plan shown below. This example is for the core capability of **Forensics and Attribution**.

SPR Step 1: Assess Capabilities

Capability Target (what the region reasonably expects to achieve in the next 3-5 years)

*Within **2-hours** of a suspected terrorist attack, conduct outreach to the fusion center and Joint Terrorism Task Force (JTTF) in the community and identify **3** personnel assigned to support follow up information sharing, intelligence analysis, and/or investigative actions associated with the collection, examination, and analysis of evidence, as well as the identification of perpetrators.*

Estimate of Current Capability

*Within **8-hours** of a suspected terrorist attack, conduct outreach to the fusion center and Joint Terrorism Task Force (JTTF) in the community and identify **3** personnel assigned to support follow up information sharing, intelligence analysis, and/or investigative actions associated with the collection, examination, and analysis of evidence, as well as the identification of perpetrators*

SPR Step 2: Describe Capability Gaps

Describe Capability Gaps in the table below, including any gaps in aspects of the Core Capability not addressed by the Capability Target statement, as appropriate. Sustainment of regional programs may be included as potential gaps. If no gaps exist for the POETE element, enter N/A.

Planning

Need to continue planning for the implementation of emerging forensic technologies in a way that meets both scientific and legal scrutiny. We continue to look at Rapid DNA. The FBI has been tasked with facilitating the use of this technology; which can process DNA samples on-site in hours as opposed to the months it now takes to have samples run at State labs, in booking stations across the country.

Congress has authorized the FBI to implement the Rapid DNA network nationwide. It may take a couple more years before that task is completed but planning should occur in advance in order to implement it as soon as it becomes available in Texas.

In addition to its homeland security purposes, this equipment can also be used for other criminal justice purposes such as in support of the goals of SB476 from the 87th Legislature.

Organization

Need to strengthen the working relationships between the region’s law enforcement agencies and the DPS Fusion Center, as well as, the centers in the Metroplex and Austin.

Need to maintain the cooperative working relationship between the region’s law enforcement agencies; particularly, with regard to their shared operation of the regional AFIS system.

Equipment

Need mobile equipment that can be used in establishing security parameters and checkpoints to support law enforcement efforts to locate, isolate and neutralize threats to public safety.

Training

Provide training on IED Search Procedures for Emergency Responders (MJIEDSP recommendation).

Exercises

The Panhandle Regional Planning Commission will bring in training on the new AFIS equipment for the third phase of the project.

The Step 2 process is completed for each core capabilities so there are 32 of these PO-ETE tables in the SPR identifying different activities and programs that could be undertaken to strengthen the region’s ability to achieve the capability targets.

The SPR concludes with the PREMAC’s identification of the 3 core capabilities prioritized for sustainment in FY24 along with the 3 core capabilities prioritized for potential enhancements in FY25.

Priority Capabilities to Sustain in 2024	Priority Capabilities to Build in 2025
1. Planning	1. Forensics and Attribution
2. Public Information and Warning	2. Intelligence and Information Sharing
3. Operational Communications	3. Screening, Search and Detection

The SPR gap information is now being used to inform the development of the final plan the region must complete to be eligible for FY25 SHSP funding – the THSSP Regional Implementation Plan. That document, which will be presented to you in December, will identify priority areas for FY25 funding based on the findings of the THIRA and the SPR.

The PREMAC will meet on October 17th to review and consider the final drafts of the THIRA and SPR. The committee approved both documents with the recommendation provided below.

RECOMMENDATION:

The Panhandle Regional Emergency Management Advisory Committee recommends the PRPC Board of Directors approve the Panhandle region's 2024 Threat and Hazard Identification Risk Assessment and Stakeholder Preparedness Review, as presented, and authorize the submission of these documents to the Office of the Governor; Homeland Security Grants Division by the November 30, 2024 deadline.

ITEM 17

MEMORANDUM

DATE: October 24th, 2024

TO: PRPC Board of Directors

FROM: Jarian Fred, Local Government Services Coordinator

THROUGH: Michael J. Peters, Executive Director

SUBJECT: Agenda Item 17
Recruitment Services Interlocal Contract – Cities of
Dumas and Wellington

BACKGROUND

In the past decade, PRPC Staff has assisted many cities and even counties in the Texas Panhandle with administrative services, ranging from contractual city management services to city manager searches to master parks planning. One of the most increasingly demanded services is assistance with the recruitment of professional staff. Recently, the PRPC was approached by both the City of Dumas and the City of Wellington to conduct a professional search for a new City Manager.

Both cities have considered the PRPC's scope of services as it relates to assistance with a professional search and have authorized an interlocal agreement to perform these services. The inclusion of this agenda item will allow the PRPC Board of Directors to consider entering into an interlocal agreement with the Cities of Dumas and Wellington for PRPC to continue to work with and assist them in this process.

The contract will be focused so that the services can be rendered expeditiously and in a quality manner so that the City can resume normal operations quickly. Compensation will be rated at \$65.00 per hour with job postings and travel compensated additionally with a set floor and ceiling to ensure that both parties mutually benefit from the agreement.

The following options will be made available for inclusion in contracts:

Search Services

1. Develop a Job Description
2. Post the Position notice as directed by the City.
3. Receive copies of all applications submitted to the City and review them.
4. Set up interviews with qualified candidates.
5. Check references and internet history as directed by the City.
6. Make recommendations on a short list of qualified applicants.
7. Contract negotiations with a qualified applicant.
8. On-site services as required by the City Council related to the Search.

RECOMMENDATION

PRPC staff recommends that the PRPC Board of Directors authorize the Executive Director to execute an Interlocal Cooperation Contract with both the Cities of Dumas and Wellington to conduct a formal City Manager Search.

INTERLOCAL GOVERNMENTAL COOPERATION CONTRACT
FOR PROFESSIONAL SERVICES

THE STATE OF TEXAS

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AGREEMENT FOR SERVICES

COUNTY OF POTTER

WHEREAS, this Contract is made and entered into this the 24th day of October, 2024 by and between the City of Dumas, acting by its duly authorized Mayor, after obtaining a vote of its governing body authorizing this contract and the PANHANDLE REGIONAL PLANNING COMMISSION (PRPC), a political subdivision of the State of Texas organized under Chapter 391 of the Texas Local Government Code, acting by its duly authorized Executive Director; and,

WHEREAS, both parties to this Contract are local governments as defined in Chapter 791 of the Texas Government Code, and this Contract is entered into pursuant to the provisions of said Code which is commonly referred to as The Interlocal Cooperation Act; and,

WHEREAS, the City of Dumas is desirous of and the PRPC is agreeable to the provision of professional assistance in conducting a Professional Search for a City Manager and to serve under this contractual relationship to the City of Dumas in the capacity of assisting the City identify a suitable candidate for the above mention position.

NOW, THEREFORE PRPC agrees to provide the following described professional services to the City of Dumas. These services will be provided in accordance with the terms and conditions set forth in this agreement.

I. SCOPE OF SERVICES - Services to the City of Dumas are to be provided as follows:

A. Professional Search Services

1. Reviews and/or develop a job description for the City Manager position for the City.
2. Solicit qualified applicants for the position of the City Manager.
3. Review copies of all applications/resumes submitted to the City for both positions.
 - Prioritize & Group applications based on qualifications therein.
 - Provide groupings to Dumas's designated interview team.
4. Assist in the interviewing of qualified candidates for both positions.
 - Schedule interviews with candidates as requested by the City.
 - Develop and provide standard interview questions to Dumas's designated interview teams.
5. Check references on qualified candidates as directed by the City.
6. Conduct Internet background check on shortlist of applicants as directed by the City.
7. Make recommendation on a short list of qualified candidates for each position.
8. Contract negotiations with a qualified candidate as directed by the City.
9. On-Site services as required by the City Commission related to the Search.

B. The PRPC will provide to the City of Dumas the pro-rated services of one (1) full time employee. This individual will be the point of contact and responsible for delivery of all contracted services to the City.

In addition to the PRPC staff person used to perform the services described above, the PRPC will support the Consulting with internal departmental resources to ensure that these services are fully provided. No additional fee will be incurred by the City of Dumas for these resources.

Posting of the job notices that may incur costs associated with this process at the request of the City will be documented by PRPC Staff and included in the final services billing issued to the City of Dumas at the City's expense.

II - Time of Performance and Commitment

This contract will begin on 24rd of October, 2024 and will proceed until January 24th, 2024. The time commitment from the PRPC will be on as needed basis per week/month as determined by the City of Dumas, for a total of up to three months. Additional time may be negotiated by both parties as agreed upon.

III. COMPENSATION

In consideration of the services described in the foregoing paragraphs to be rendered by PRPC to the City of Dumas, the City of Dumas agrees to make the following payment to PRPC from City funds:

- A. The PRPC will invoice the City of Dumas in a final lump sum based on hours of service accrued over the life of this contract provided at the rate of \$65.00 per hour.
 - a. A minimum of \$4,500 shall be charged for service accrued.
 - b. A ceiling of \$10,500 shall be charged for service accrued.
 - c. The minimum and ceiling may be modified by mutual action of the City Commission and PRPC Board of Directors as necessary.
- B. Additional Services - Additional services may be arranged through the mutual consent and approval of the City of Dumas and the PRPC to provide services which are in addition to those detailed in Section I. Such services will be available at an hourly rate of \$65.00 or at an agreed upon lump-sum cost. In no case will the PRPC undertake additional services without the consent and approval of the City of Dumas.
- C. Travel - Cost of travel to, from, and within the City resulting from the delivery of services will be borne by the City of Dumas. Travel required for service delivery identified under Section I will be billed to the City of Dumas at the current rate prescribed by the United States Internal Revenue Service under the federal income tax regulations. The invoice for travel cost reimbursement will detail the number of miles traveled for services and will be on a direct reimbursement basis. Other travel costs, if required, will be limited to only those costs which would be allowed under standard PRPC and State of Texas travel policies.

IV. TERMINATION CLAUSE

Either the City of Dumas or the PRPC may terminate this contract in its entirety by providing the other party written notice of termination thirty (30) days prior to the effective date of termination. Payment will be on a pro-rata basis up to the date of termination of this contract. The PRPC shall deliver to the City of Dumas all products, reports, and working documents developed on behalf of the City prior to the termination date.

V. SEVERABILITY CLAUSE

Should any one or more provisions of this contract be held to be null, void, or for any reason whatsoever unenforceable, such provision(s) shall be construed as severable from the remainder of this contract and shall not affect the validity of all other provisions of this contract, which shall remain in full force and affect.

VI. WAIVER OF EXTRA-CONTRACTUAL LIABILITY

The PRPC shall not be held liable or responsible for the performance or background of any individual or candidate submitting applications, being interviewed, or hired for the City of Dumas's City Manager Position. Any individual submitting application to, being interviewed for, or hired by the City of Dumas shall be held accountable under all applicable state, federal, and local ordinances and policies by the City of Dumas and not PRPC. Authorized representatives of the City of Dumas are responsible for the final selection of the City Manager and all liability associated with this hiring process remains with the City of Dumas.

VII. GENERAL PROVISIONS

It is expressly understood and agreed by the parties hereto that they are independent contractors; and that nothing contained herein should be construed as giving rise to a partnership or joint venture.

This agreement will in no way replace or forego any existing agreements or relationships currently entered into by the City of Dumas and the PRPC.

PRPC shall maintain fiscal records and supporting documentation for all expenditures of funds made under this Contract in a manner which conforms to OMB Circular A-87, the Management Standards, and this Contract. PRPC agrees to comply with the retention and custodial requirements for records as set forth in Attachment C of OMB Circular A-102, as supplemented by Section 5.154 of the Management Standards.

PRPC shall give the Comptroller General of the United States, the Auditor of the State of Texas, the auditor of the City of Dumas, or any of their duly authorized representatives, access to and the right to examine all books, accounts, records, reports, files, and other papers, things, or property belonging to or in use by PRPC or pertaining to this Contract. Such rights to access shall continue as long as the records are retained by PRPC and PRPC agrees to maintain such records in an accessible location.

PRPC shall fully comply with all relevant provisions of: Equal Employment Opportunity laws, Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act, and Section 3 requirements regarding employment, training, and business opportunities.

PRPC and no official or employee thereof shall have any personal financial interest, direct or indirect, in this Contract; and PRPC shall take steps to assure compliance.

EXECUTED this 24th day of October, 2024.

City of Dumas, Texas

By _____
The Honorable Bob Brinkman, Mayor
City of Dumas, Texas

PANHANDLE REGIONAL PLANNING COMMISSION

By _____
Michael J. Peters, Executive Director,
Panhandle Regional Planning Commission

INTERLOCAL GOVERNMENTAL COOPERATION CONTRACT
FOR PROFESSIONAL SERVICES

THE STATE OF TEXAS

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AGREEMENT FOR SERVICES

COUNTY OF POTTER

WHEREAS, this Contract is made and entered into this the 24th day of October, 2024 by and between the City of Wellington, acting by its duly authorized Mayor, after obtaining a vote of its governing body authorizing this contract and the PANHANDLE REGIONAL PLANNING COMMISSION (PRPC), a political subdivision of the State of Texas organized under Chapter 391 of the Texas Local Government Code, acting by its duly authorized Executive Director; and,

WHEREAS, both parties to this Contract are local governments as defined in Chapter 791 of the Texas Government Code, and this Contract is entered into pursuant to the provisions of said Code which is commonly referred to as The Interlocal Cooperation Act; and,

WHEREAS, the City of Wellington is desirous of and the PRPC is agreeable to the provision of professional assistance in conducting a Professional Search for a City Manager and to serve under this contractual relationship to the City of Wellington in the capacity of assisting the City identify a suitable candidate for the above mention position.

NOW, THEREFORE PRPC agrees to provide the following described professional services to the City of Wellington. These services will be provided in accordance with the terms and conditions set forth in this agreement.

I. SCOPE OF SERVICES - Services to the City of Wellington are to be provided as follows:

A. Professional Search Services

1. Reviews and/or develop a job description for the City Manager position for the City.
2. Solicit qualified applicants for the position of the City Manager.
3. Review copies of all applications/resumes submitted to the City for both positions.
 - Prioritize & Group applications based on qualifications therein.
 - Provide groupings to Wellington's designated interview team.
4. Assist in the interviewing of qualified candidates for both positions.
 - Schedule interviews with candidates as requested by the City.
 - Develop and provide standard interview questions to Wellington's designated interview teams.
5. Check references on qualified candidates as directed by the City.
6. Conduct Internet background check on shortlist of applicants as directed by the City.
7. Make recommendation on a short list of qualified candidates for each position.
8. Contract negotiations with a qualified candidate as directed by the City.
9. On-Site services as required by the City Commission related to the Search.

B. The PRPC will provide to the City of Wellington the pro-rated services of one (1) full time employee. This individual will be the point of contact and responsible for delivery of all contracted services to the City.

In addition to the PRPC staff person used to perform the services described above, the PRPC will support the Consulting with internal departmental resources to ensure that these services are fully provided. No additional fee will be incurred by the City of Wellington for these resources.

Posting of the job notices that may incur costs associated with this process at the request of the City will be documented by PRPC Staff and included in the final services billing issued to the City of Wellington at the City's expense.

II - Time of Performance and Commitment

This contract will begin on 24rd of October, 2024 and will proceed until January 24th, 2024. The time commitment from the PRPC will be on as needed basis per week/month as determined by the City of Wellington, for a total of up to three months. Additional time may be negotiated by both parties as agreed upon.

III. COMPENSATION

In consideration of the services described in the foregoing paragraphs to be rendered by PRPC to the City of Wellington, the City of Wellington agrees to make the following payment to PRPC from City funds:

- A. The PRPC will invoice the City of Wellington in a final lump sum based on hours of service accrued over the life of this contract provided at the rate of \$65.00 per hour.
 - a. A minimum of \$4,500 shall be charged for service accrued.
 - b. A ceiling of \$10,500 shall be charged for service accrued.
 - c. The minimum and ceiling may be modified by mutual action of the City Commission and PRPC Board of Directors as necessary.
- B. Additional Services - Additional services may be arranged through the mutual consent and approval of the City of Wellington and the PRPC to provide services which are in addition to those detailed in Section I. Such services will be available at an hourly rate of \$65.00 or at an agreed upon lump-sum cost. In no case will the PRPC undertake additional services without the consent and approval of the City of Wellington.
- C. Travel - Cost of travel to, from, and within the City resulting from the delivery of services will be borne by the City of Wellington. Travel required for service delivery identified under Section I will be billed to the City of Wellington at the current rate prescribed by the United States Internal Revenue Service under the federal income tax regulations. The invoice for travel cost reimbursement will detail the number of miles traveled for services and will be on a direct reimbursement basis. Other travel costs, if required, will be limited to only those costs which would be allowed under standard PRPC and State of Texas travel policies.

IV. TERMINATION CLAUSE

Either the City of Wellington or the PRPC may terminate this contract in its entirety by providing the other party written notice of termination thirty (30) days prior to the effective date of termination. Payment will be on a pro-rata basis up to the date of termination of this contract. The PRPC shall deliver to the City of Wellington all products, reports, and working documents developed on behalf of the City prior to the termination date.

V. SEVERABILITY CLAUSE

Should any one or more provisions of this contract be held to be null, void, or for any reason whatsoever unenforceable, such provision(s) shall be construed as severable from the remainder of this contract and shall not affect the validity of all other provisions of this contract, which shall remain in full force and affect.

VI. WAIVER OF EXTRA-CONTRACTUAL LIABILITY

The PRPC shall not be held liable or responsible for the performance or background of any individual or candidate submitting applications, being interviewed, or hired for the City of Wellington's City Manager Position. Any individual submitting application to, being interviewed for, or hired by the City of Wellington shall be held accountable under all applicable state, federal, and local ordinances and policies by the City of Wellington and not PRPC. Authorized representatives of the City of Wellington are responsible for the final selection of the City Manager and all liability associated with this hiring process remains with the City of Wellington.

VII. GENERAL PROVISIONS

It is expressly understood and agreed by the parties hereto that they are independent contractors; and that nothing contained herein should be construed as giving rise to a partnership or joint venture.

This agreement will in no way replace or forego any existing agreements or relationships currently entered into by the City of Wellington and the PRPC.

PRPC shall maintain fiscal records and supporting documentation for all expenditures of funds made under this Contract in a manner which conforms to OMB Circular A-87, the Management Standards, and this Contract. PRPC agrees to comply with the retention and custodial requirements for records as set forth in Attachment C of OMB Circular A-102, as supplemented by Section 5.154 of the Management Standards.

PRPC shall give the Comptroller General of the United States, the Auditor of the State of Texas, the auditor of the City of Wellington, or any of their duly authorized representatives, access to and the right to examine all books, accounts, records, reports, files, and other papers, things, or property belonging to or in use by PRPC or pertaining to this Contract. Such rights to access shall continue as long as the records are retained by PRPC and PRPC agrees to maintain such records in an accessible location.

PRPC shall fully comply with all relevant provisions of: Equal Employment Opportunity laws, Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act, and Section 3 requirements regarding employment, training, and business opportunities.

PRPC and no official or employee thereof shall have any personal financial interest, direct or indirect, in this Contract; and PRPC shall take steps to assure compliance.

EXECUTED this 24th day of October, 2024.

City of Wellington, Texas

By _____
The Honorable Larry Adams, Mayor
City of Wellington, Texas

PANHANDLE REGIONAL PLANNING COMMISSION

By _____
Michael J. Peters, Executive Director,
Panhandle Regional Planning Commission

ITEM 18

MEMORANDUM

DATE: October 24th, 2024

TO: PRPC Board of Directors

FROM: Paige Goodell, Local Government Services Manager

THROUGH: Michael J. Peters, Executive Director

SUBJECT: Agenda Item 18
Texas Community Development Block Grant Program Application
Development and Management Services Interlocal Contracts – 2025-
2026 Cycle

BACKGROUND

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 on over 340 TxCDBG projects totaling more than \$80,000,000 of grant funds utilized for the infrastructure improvement of Panhandle Communities. The Texas Department of Agriculture (TDA), 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 2025/2026 TxCDBG program.

In order to comply with TDA programmatic requirements as well as maintain the long-established tradition of conducting application preparation at no charge to communities in the region, a non-cost interlocal agreement has been developed for application development activities. The interlocal agreement will easily allow for an optional amendment to be considered upon notice of award that will allow PRPC to provide the project management services if so desired by the applicant.

Several changes to the 2025/2026 Community Development Fund Cycle include; an increase to the grant amount from \$500,000 to \$750,000, implementation of a two-phased application process and only communities that fall within range of our annual allocation will be considered (*2024 Regional Allocation ~ \$1.94 Million*) and new regional priorities adopted by this body that include additional project types.

In anticipation of PRPC Staff preparing approximately 20 TxCDBG applications this cycle for the 1st phase, staff has determined that it would be necessary 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 20 entities applying there could be a problem with Board voting membership having to recuse themselves if all projects were presented together.

To this end, the following interlocal agreements are being presented to the Board in September of 2024:

- a. Cities of Darrouzett, Perryton, Nazareth, Higgins, Hedley, Dalhart

RECOMMENDATION:

PRPC staff recommends that the Board of Directors authorize the Executive Director of the PRPC to execute an Interlocal Cooperation Contract with the above-mentioned communities respectively and the PRPC to provide TxCDBG application services at no cost with contingency for administrative services to be amended at the localities discretion if a project is funded.

INTERLOCAL COOPERATION CONTRACT
FOR APPLICATION DEVELOPMENT AND MANAGEMENT SERVICES
TXCDBG COMMUNITY DEVELOPMENT FUND

THE STATE OF TEXAS
COUNTY OF POTTER

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AGREEMENT FOR SERVICES

WHEREAS, this Contract is made and entered into this the 26th day of September, 2024 by and between the City/County of Example, acting by its duly authorized City/County Representative, after obtaining a resolution of its governing body authorizing this contract and the PANHANDLE REGIONAL PLANNING COMMISSION (PRPC), a political subdivision of the State of Texas organized under Chapter 391 of the Texas Local Government Code, acting by its duly authorized executive director.

WHEREAS, both parties to this Contract are local governments as defined in Chapter 791 of the Texas Government Code, and this Contract is entered into pursuant to the provisions of said Code which is commonly referred to as The Interlocal Cooperation Act. Pursuant to code 2 CFR 200.318(e) in an effort to foster a greater economy and promote cost efficiency, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

WHEREAS, PRPC is agreeable to provide grant application preparation and grant administration expertise (if funded) needed by the City/County of Example for the 2025/2026 TxCDBG Community Development Fund under the terms and conditions found in this contract.

WHEREAS, this Interlocal Agreement is comprised of Part A (Application Development) services to be rendered at no cost to City/County of Example and Part B (Project Management) services to be rendered at a cost to be agreed to in an amendment to this contract in the event that the City/County of Example receives funding under the 2025/2026 TxCDBG Community Development Fund program.

NOW, THEREFORE PRPC agrees to provide application development services at no cost to City/County of Example. The following described application development and management services to the City/County of Example, to-wit:

A. Application Development

1. Pre-Development (unrelated to project specific development & which may have occurred prior to interlocal agreement under existing PRPC/City/County relationships)
 - a. Hold and Conduct public hearing required for application submittal.
 - b. Assist in the preparation and presentation of required resolution for application submittal to the Texas Department of Agriculture.
 - c. Assist in pre-application engineering selection including proper procurement methods as dictated by the TxCDBG Community Development Fund program implementation manual as appropriate to the City/County.
2. Provide general advice and technical assistance to the City/County of Example on application development and regulatory matters.
3. Furnish the City/County with necessary forms and procedures required for documentation of low/moderate income level qualifications.
4. Assist the City/County in application preparation and development meeting all grant application requirements.
5. Coordinate with project engineer to development and include required service area maps, cost estimates and other documentation as required by the grant application process.
6. Prepare and publish final notice of application submittal.
7. Final determination on the submission of an application under the 2025/2026 TxCDBG Community Development Fund program will be at the City/County's discretion as noted in their resolution authorizing a local official to submit said application.

B. Project Management

1. Development of details related to project management activities and fees will be specified via an amendment to this contract at such time as the 2025/2026 TxCDBG Community Development Fund Application is selected for funding (if selected).
2. The Project Management amendment will include administrative fees as developed in City/County of Example's 2025/2026 TxCDBG Community Development Fund Application and all TDA and HUD required language for administrative contracts at the time of TxCDBG Community Development Fund funding award.
 - a. Attachment A to this Interlocal Contract is a contingency draft amendment to be considered to detail administrative deliverables and TDA/HUD language for projects funded under the 2025/2026 TxCDBG Community Development Fund program.
3. It is expressly understood that the execution of this interlocal contract does not imply or guarantee City/County of Example will receive funding under the 2025/2026 TxCDBG Community Development Fund program.
4. The execution of this interlocal agreement establishes a contractual relationship between PRPC and City/County of Example prior to the development of an application to the 2025/2026 TxCDBG Community Development Fund program pursuant any interpretation of 2 CFR 200.317-200.326.

In consideration of the services described in the foregoing paragraph, and in consideration of a future amendment to include project management activities and cost, to be rendered by PRPC, to the City/County of Example, the PRPC agrees that application development activities will be at no cost to the City/County of Example.

It is expressly understood and agreed by the parties hereto that they are independent contractors; and that nothing contained herein should be construed as giving rise to a partnership or joint venture.

TERMS AND CONDITIONS

Modification/Amendment:

The City/County of Example and PRPC may, upon mutual agreement, modify or amend this contract. Modifications, including any increase or decrease in the amount of compensation or scope of services, will be incorporated into this contract and finalized through a signed, written amendment.

Assignability:

The City/County of Example and PRPC may assign interest in this Contract (whether by assignment or novation) with the written consent of the other.

Termination of Contract for Cause:

If, through any cause, PRPC shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if PRPC shall violate any of the covenants, conditions, agreements, or stipulations of this Contract, the City/County shall thereupon have the right to terminate this Contract by giving written notice to PRPC of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by PRPC under this Contract shall, at the option of the City/County, become its property and PRPC shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, PRPC shall not be relieved of liability to the City/County for damages sustained by the City/County by virtue of any breach of the Contract by PRPC, and the City/County may withhold any payments to PRPC for the purpose of set off until such time as the exact amount of damages due the City/County from PRPC is determined.

Termination for Convenience of the City/County:

The City/County may terminate this Contract at any time by giving at least ten (10) days notice in writing to PRPC. If the Contract is terminated by the City/County as provided herein, PRPC will be paid for the time provided and expenses incurred up to the termination date.

Termination for Convenience of PRPC:

PRPC may terminate this Contract at any time by giving at least ten (10) days notice in writing to the City/County. If the Contract is terminated by PRPC as provided herein, the City/County will be provided all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by PRPC under this Contract.

Waiver of Extra-contractual Liability

The PRPC shall not be held liable or responsible for the funding selection and project performance determinations by the Texas Department of Agriculture. It is the City/County’s final responsibility to meet all TxCDBG Community Development Fund application requirements and project administration requirements (contingent upon funding) associated with the program.

Severability

Should any one or more of the provisions of this agreement be held to be null, void, voidable, or for any reason whatsoever, of no force and effect, such provision(s) shall be construed as severable from the remainder of this agreement and shall not affect the validity of all other provisions of this agreement, which shall remain in full force and effect.

Interest of Members of a City/County:

No member of the governing body of the City/County and no other officer, employee, or agent of the City/County, who exercises any functions or responsibilities in connection with the administration, construction, engineering or implementation of the TxCDBG Community Development Fund Grant award between TDA and the City/County, shall have any personal financial interest, direct or indirect, in this Contract. PRPC shall take appropriate steps to assure compliance.

Interest of Other Local Public Officials:

No member of the governing body of the Grant Recipient and no other public official of such Grant Recipient, who exercises any functions or responsibilities in connection with the administration, construction, engineering or implementation of the TxCDBG Community Development Fund Grant award between TDA and the City/County, shall have any personal financial interest, direct or indirect, in this Contract; and PRPC shall take appropriate steps to assure compliance.

Interest of PRPC and Employees:

PRPC covenants that it presently has no interest and shall not acquire interest, direct or indirect, with the TXCDBG COMMUNITY DEVELOPMENT FUND award between TDA and the City/County, or any other interest which would conflict in any manner or degree with the performance of his/her services hereunder. PRPC further covenants that in the performance of this Contract, no person having any such interest shall be employed.

EXECUTED this 26th day of September, 2024

PANHANDLE REGIONAL PLANNING COMMISSION

By _____

Michael J. Peters, Executive Director

City/County of Example

By _____

ITEM 19

MEMORANDUM

DATE: October 24th, 2024

TO: PRPC Board of Directors

FROM: Paige Goodell, Local Government Services Manager

THROUGH: Michael J. Peters, Executive Director

SUBJECT: Agenda Item 19
Economic Development Planning Grant Application

BACKGROUND:

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 Economic Development Administration (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), a planning document that is generated by the PRPC annually and is a direct product of this planning grant. 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 FY25 through FY27 grant for which the Commission is applying is \$210,000. The PRPC Match requirement will be at 30% based on regional economic conditions.

RECOMMENDATION:

The PRPC staff recommends that the Board authorize the Executive Director to submit a grant application to the U.S. Economic Development Administration for Economic Development planning funds and to convey to the Executive Director the authority to execute any and all necessary documents to effectuate the multi-year Planning Grant application.

ITEM 20

MEMORANDUM

DATE: October 24th, 2024
TO: PRPC Board of Directors
FROM: Michael J. Peters, Executive Director
SUBJECT: Agenda Item 20
Texas Association of Regional Councils Service Fees

BACKGROUND:

The Texas Association of Regional Councils (TARC) is a voluntary association composed of Texas' 24 regional councils.

The TARC Member Service Fees 10/2024 – 9/2025	\$ 7,770.10
9-1-1 Coordinator's Association Fees	\$ 50.00
Criminal Justice Planners' Association Fees	\$ 30.00
Homeland Security Association Fees	\$ 25.00
Area Agency on Aging Fees	\$ 2,098.00

The Planning Commission's 2024-2025 TARC total services fees are \$9,973.10, additionally they charge approximately \$2,500 twice per year for conference meeting fees.

RECOMMENDATION

Staff recommends that the Board of Directors authorize payment of the Panhandle Regional Planning Commission's 2024-2025 TARC Association service fees and meeting costs for October 2024 – September 2025

ITEM 21

MEMORANDUM

DATE: October 24th, 2024

TO: PRPC Board of Directors

FROM: Michael J. Peters, Executive Director

SUBJECT: Agenda Item 21
Texas Association of Regional Councils Appointment of the Official Board Representative

BACKGROUND:

Each Regional Planning Commission designates a Board Member and three alternates to serve on the Texas Association of Regional Councils (TARC), Board of Directors, in order to conduct business during the TARC meetings in Austin. The designated Board member of a council may designate any representative of the council he or she represents.

Staff has discussed with Mayor Tobe Shields to see if he was interested in continuing to serve on this board as the PRPC Representative and he indicated he was willing.

As designated alternates we would also like to nominate the following to serve in the event Mayor Shields is unable to attend:

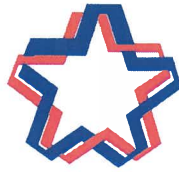
Michael Peters

Trenton Taylor

Alex Guerrero

RECOMMENDATION

Staff recommends that the Board of Directors designate Mayor Tobe Shields as the 2025 TARC Board Member representing the Panhandle Regional Planning Commission and select the above slate of alternates.



TEXAS ASSOCIATION OF REGIONAL COUNCILS

1210 San Antonio Street, Suite 201 • Austin, TX 78701 • 512-478-4715 • FAX 512-275-9910 • www.txregionalcouncil.org

2025 Board Member Designation Form

Regional Council Panhandle Regional Planning Commission

Date 10/24/2024

TARC Board Designee:

Name: Tobe Shields

Title: Mayor, City of Spearman

Address: P.O. Box 37

City: Spearman

State: TX

Zip: 79081

Phone: 806-659-2524

Cell: 806-930-1170

Email: hungrycowboy51@gmail.com

Tobe Shields

is the designated representative from our regional

(Full name)

council to the Texas Association of Regional Councils Board of Directors meetings. In their absence,

alternates are designated as follows:

First Alternate: Michael Peters

then to

Second Alternate: Trenton Taylor

and then to

Third Alternate: Alex Guerrero

Signature of Regional Council President or Chair

(Please sign or type name and check the box below if submitting electronically on page 2)

By checking this box, I indicate that I am authorized to sign this form and that this indication will serve as an electronic signature for the document.

ITEM 22

MEMORANDUM

DATE: October 24th, 2024
TO: PRPC Board of Directors
FROM: Michael J. Peters, Executive Director
SUBJECT: Agenda Item 22
PRPC Project Management Services Contract

BACKGROUND

A Request for Proposals for Project Management Services for Chiller Replacement and Connections, Roof Repair, and other Building Improvements was published in the Amarillo Globe News Newspaper on Friday October 4th and on Friday October 11th according to our procurement policies. The project components have been identified as the following:

Project Overview:

- a. Applying a sealant to extend the life of our current roof.
- b. Construction of steel pedestals for chiller on roof.
- c. Installation of an 80-ton air-cooled chiller on the roof.
- d. Plumbing and fittings to connect the chiller to our HVAC system in the basement.
- e. Electrical and equipment to connect the chiller to our electrical system.
- f. Ceiling removal and replacement in the basement of the PRPC building.
- g. Removal of the old 80-ton water-cooled unit from the basement.
- h. Removal of two cooling towers from inside of enclosure on the roof.
- i. Other work that will be needed to make the HVAC system more reliable.

The selected project management manager will be responsible for the following scope of work:

- a. Developing a detailed project plan and timeline
- b. Coordinating with vendors and contractors for the above listed items.
- c. Managing the bidding process for all required services
- d. Ensuring compliance with all relevant codes and regulations.
- e. Coordinating permits and inspections,
- f. Overseeing the installation and commissioning of the new chiller and other projects.
- g. Providing regular progress reports to PRPC

The proposals were evaluated by staff on 10/22/2024 using the following criteria:

- a. Price,
- b. Experience in same or similar work,
- c. Demonstrated Performance,
- d. Likelihood of meeting performance goals,
- e. Ability to respond in a timely manner, capacity and response time.

RECOMMENDATION:

Staff recommends the Board of Directors authorize the Executive Director to enter into a contract with a contractor that will provide project management services to assist the Planning Commission with chiller replacement, plumbing, electrical, roof improvements and other building improvements in the next year.