

PANHANDLE REGIONAL PLANNING COMMISSION  
BOARD OF DIRECTORS

Minutes

August 27, 2020

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, August 27, 2020. Due to the current COVID-19 crisis this meeting was held by videoconference pursuant to Texas Government Code Section 551.127.

Dr. William Hallerberg presided.

**MEMBERS PRESENT:**

- Don Allred, Oldham County Judge
- Juan Cantu, Lipscomb County Commissioner
- Cleo Castro, Cactus
- Ronnie Gordon, Hartley County Judge
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Raul Hernandez, Amarillo
- John Howard, M.D, Donley County Judge
- Harold Keeter, Swisher County Judge
- Dan Looten, Carson County Judge
- Jay Mayden, Childress County Judge
- Wayne Nance, Briscoe County Judge
- Karen Price, Pampa
- Sal Rivera, Sheriff, Castro County
- Yolanda Robledo, Alderwoman, City of Bovina
- Winston Sauls, Borger
- Tobe Shields, Mayor, City of Spearman
- Pat Sims, Commissioner, City of Dumas
- Kerry Symons, Mayor, City of Perryton
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

**MEMBERS ABSENT:**

- Buster Davis, Mayor, City of Gruver
- Irene Favila, Hereford
- Ernie Houdashell, Randall County Judge
- John James, Collingsworth County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Walter "Four" Price, Texas State Representative, District 87
- Phillip Self, Greenbelt Municipal & Industrial Water Authority

**STAFF PRESENT:** Mr. Dustin Meyer, Local Government Services Director; Mr. Mike Peters, Regional 9-1-1 Network Director; Mr. Marin Rivas, Workforce Development Director; Mr. Trent Taylor, Finance Director; Ms. Katie Perkins, Local Government Services Program Coordinator; Mr. Chris Jackson, Economic Disaster Recovery Program Specialist; Ms. Kathryn English, Local Government Services Program Specialist; Ms. Lori Gunn, Regional Services Program Coordinator; Ms. Sharee Bailey, Administrative Program Specialist; Ms. DeShayne Hall, Executive Assistant; Mr. Kyle Ingham, Executive Director

**OTHERS PRESENT:**

None

**1. CALL TO ORDER**

Dr. William Hallerberg called the meeting to order and noted that a quorum was present. No conflict disclosure issues pursuant to Local Government Code Chapter 176 were noted by Board members related to action items on today's agenda.

**2. INVOCATION**

Dr. William Hallerberg gave the invocation.

**3. PUBLIC COMMENT**

In accordance with the Texas Open Meetings Act, Chairman Hallerberg asked if any members of the public were present to comment on agenda items. There being none, he continued the meeting.

4. **MINUTES**

Judge Don Allred moved to approve the minutes from the meeting held on July 23, 2020, as received. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

5. **VOUCHERS**

Mr. Winston Sauls moved to approve the vouchers for the month of July, 2020. Sheriff Sal Rivera seconded the motion; the motion carried by unanimous vote.

6. **2021 PRPC DUES STRUCTURE**

Mr. Kyle Ingham reminded the Board that the bylaws of the Panhandle Regional Planning Commission require the Board of Directors to recommend a membership dues structure to the general membership for each fiscal year. The general membership will convene at the up-coming annual meeting to formally approve the membership dues structure for the 2021 Planning Commission year.

The Planning Commission's membership dues rate is presently set at 8.5¢ per capita. Using the 2010 Census, the current rate translates into approximately \$68,122 in revenue to the Commission (see attached listing which depicts each of our local government's dues amounts based on the 8.5¢ per capita dues rate).

Local dues funds are used primarily as matching dollars for various regional programs, seed money for special projects and for certain specific Commission operational expenses. The Planning Commission's proposed 2021 budget has been prepared assuming no increase in the membership dues rate and the continuing high level of local government membership participation.

Mr. Ingham stated that the Executive Committee met prior to the Board meeting to review the staff's suggested 2020 dues structure, and the committee recommends presenting the proposed dues structure to the general membership at the annual meeting in September.

Judge Dan Looten moved to recommend the proposed 2020-2021 dues structure to the general membership at the PRPC Annual Meeting. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

7. **2021 STRATEGIC WORK PROGRAM AND BUDGET**

Mr. Kyle Ingham stated that stated that the bylaws of the Planning Commission require the Board of Directors to annually review and recommend a work program and budget to the general membership. The general membership then reviews and adopts the budget at the upcoming annual meeting. Mr. Trent Taylor reviewed the proposed budget with the Board. He stated that the Executive Committee met prior to the Board meeting to review the staff's suggested 2021 budget, and the committee recommends presenting the proposed budget to the general membership at the annual meeting in September.

Commissioner Pat Sims moved to recommend the proposed 2020-2021 work program and budget to the general membership at the PRPC Annual Meeting. Sheriff Sal Rivera seconded the motion; the motion carried by unanimous vote.

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

Mr. Mike Peters reminded the Board that the Panhandle Regional 9-1-1 Network Advisory Committee is composed of a representative from each of the region's 22 public safety answering points and three representatives from the telecommunication industry. The Procedures and Policies of the Panhandle Regional 9-1-1 Network Advisory Committee requires members to serve staggered three year terms, limited to two consecutive three-year terms. He also stated that the Committee provides general guidance and policy direction to the Panhandle Regional 9-1-1 project.

Nominations to replace those whose terms have expired are:

Kalee Massey, Dispatch Supervisor, Carson County  
Salvador Rivera, Sheriff, Castro County  
Vance Easley, Dispatch Supervisor, Childress County  
Kirsten Williams, Captain, City of Hereford  
Tom Heck, Sheriff, Hall County  
Kara Maslik, Public Safety Officer / TAC, City of Borger  
Mike Smith, Police Chief, City of Perryton  
Jeannie Rogers, Dispatch Supervisor, City of Tulia

Nominations to fill vacancies are:

Dianne Guffy, Administrator, Dallam County  
Jeremy Oatman, Head Dispatch / TAC, Hemphill County  
Gary McFall, Chief Deputy, Roberts County  
Kyle Ray, Windstream, Telecommunications Industry

Judge Ronnie Gordon moved to appoint the recommended individuals to serve on the Panhandle Regional 9-1-1 Network Advisory Committee. Mr. Raul Hernandez seconded the motion; the motion carried by unanimous vote.

9. **WORKFORCE DEVELOPMENT PROGRAM OPERATION AND SERVICE DELIVERY CONTRACT RENEWAL**

Mr. Marin Rivas reminded the Board that PRPC's current contract renewal with the Huxford Group, LLC for the delivery of workforce development and child care program services will end on September 30, 2020. The four-year contract, originally procured in 2017, is subject to one final renewal for an additional year, through September 30, 2021, given acceptable performance. The company has met or exceeded all of expectations for program performance, funds utilization and contract compliance during the first ten months of this year. The organization's last audit resulted in an unmodified, "clean" opinion, and documented that the company possesses adequate unencumbered resources to cover potential disallowed costs, should they be incurred.

This renewal's contracted amount for operations is estimated to be approximately \$3,350,704. Huxford Group would also be responsible for obligating the use of about \$10,898,661 in additional funds for client training, supportive services and child care as a part of this agreement. Most of these funds would be retained at PRPC as the administrator for distribution.

Mayor Ricky White moved to authorize the Executive Director to execute the contract renewal with Huxford Group LLC to deliver workforce development and child care program services for the period of October 1, 2020 through September 30, 2021. Ms. Karen Price seconded; the motion carried by unanimous vote.

10. **WORKFORCE DEVELOPMENT PROGRAM FISCAL MONITORING SERVICES CONTRACT**

Mr. Marin Rivas reminded the Board that PRPC contracts with a Service Delivery provider to deliver workforce development and child care program services, through Workforce Solutions Panhandle, on a cost reimbursement basis. Under the Texas Administrative Code (40 TAC §802.62,) PRPC is responsible for monitoring the Service Delivery provider's operations for compliance and performance; implementing any necessary corrective actions or sanctions; and reporting data, activities and performance to the Texas Workforce Commission (TWC). 40 TAC §802.64 specifically addresses Fiscal Monitoring Activities "to ensure that resources are efficiently and effectively used for authorized purposes and are protected from waste, fraud, and abuse."

In July, PRPC's Workforce Development staff released a Request for Proposals (RFP) seeking a qualified organization with demonstrated competence, knowledge, qualifications and successful performance that would offer competitive and reasonable pricing, to provide fiscal monitoring of the functions performed by the Service Delivery provider. The RFP was sent to 15 potential providers and a legal notice was placed in the Texas Register and the Amarillo Globe-News. Responses were received from two entities, Diaz, Smith & Associates; and Christine H. Nguyen CPA.

PRPC Workforce Development staff reviewed and scored the proposals based upon a criteria specified in the solicitation and points were awarded. Diaz, Smith & Associates proposed costs for the initial contract period of \$32,910 and scored an average of 57.3 points, while Ms. Nguyen proposed costs for the initial contract period of \$21,575 and scored an average 66.3 points.

Mr. Winston Sauls moved to authorize the Executive Director to execute a contract with Christine H. Nguyen, CPA, for monitoring services with the initial period of October 1, 2020 through September 30, 2021. Contract renewals may be allowed for up to three additional one-year periods contingent upon acceptable performance by the Monitoring Contractor. Mr. Raul Hernandez seconded the motion; the motion carried by unanimous vote.

## **11. THE INTERLOCAL PURCHASING SYSTEM (TIPS) PARTICIPATION**

Mr. Marin Rivas informed the Board that TIPS is a department of the Education Service Center Region 8, and a governmental public entity created by the Texas Legislature, 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.

He also stated that to become a member, organizations and governing boards of governmental entities must sign an Interlocal Agreement making the services and products, which TIPS procures, available to its members. There is no charge to client members to join TIPS and no charge to use the TIPS national purchasing contracts.

Utilizing these purchasing contracts would allow staff in any PRPC department, including Workforce Development, to save time and funding by streamlining the procurement and purchasing process that most use frequently.

Commissioner Pat Sims moved to approve the submission of a completed Interlocal Agreement with The Interlocal Purchasing System (TIPS) for PRPC to become a member and gain access to the TIPS purchasing contracts. Sheriff Sal Rivera seconded the motion; the motion carried by unanimous vote.

## **12. WORKFORCE DEVELOPMENT PURCHASES: FACILITY AND TECHNOLOGY**

Mr. Marin Rivas stated that as part of the plan to relocate the integrated Workforce Development, Child Care and Vocational Rehabilitation (VR) program staff into the new Workforce Solutions Panhandle building at 3120 Eddy Street in Amarillo, renovations and improvements continue at the facility.

Multiple items totaling \$44,891.89 have been procured to be ready for purchase and implementation at the appropriate stage of the renovations (while being aware of funding deadlines), including:

- PowerEdge R640 Server;
- (5) PowerSwitches;
- NAS Storage Server;
- Rack Slide Rail Kit; and
- (5) Hard Drives

Judge Dan Looten moved to approve purchasing the requested items available to government entities from SHI Government Solutions through the Texas Department of Information Resources (DIR) Cooperative Contracting. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

## **13. PANHANDLE REGIONAL LAW ENFORCEMENT ACADEMY CONTRACT**

Ms. Lori Gunn reminded the Board that each year the PRPC applies for funding through the Governor's Criminal Justice Division (CJD) to support law enforcement training activities in the region. This training is provided to regional officers through the Panhandle Regional Law Enforcement Academy (PRLEA).

She also stated that PRPC has contracted with Amarillo College to operate the PRLEA since its inception. Outside of the Amarillo Police Academy, which is reserved for the training of Amarillo's police force, the PRLEA is the only other TCOLE-certified (Texas Commission on Law Enforcement) basic training academy in the region. The vast majority of officers currently employed throughout the region graduated from the PRLEA and in the course of a normal year, nearly every officer will take advantage of the Academy's in-service training opportunities.

Ms. Gunn said that PRPC staff met with Amarillo College (AC) earlier to discuss the terms of this year's contract. As done with the last contract, the proportional payment approach will be utilized. This approach enabled the PRLEA to provide In-Service courses throughout the contract period as opposed to exhausting all the funds six months into the contract. Those two payment categories include the following:

**Basic Law Enforcement Training - \$36,248.00:** TCOLE certification is a prerequisite to becoming employed as a peace officer in the State of Texas. Through this training, students attend classes and must pass an exam making them eligible to receive certification from the Texas Commission on Law Enforcement. Two Basic academies will be conducted in 2021 and

we've allocated enough funding for scholarships to students in each academy. For FY 2021 we have at least ten (10) scholarship positions available.

**In-Service Training - \$41,322.00:** To maintain TCOLE certification, an officer must obtain continuing education to remain current on new laws and specialized topics pertinent to criminal justice. In-Service Training covers a wide range of training topics specifically designed to achieve this goal for licensed peace officers in the region.

The contract only pays for training delivered to TCOLE-certified officers employed by a city or county in the region. However, quite often, individuals from other agencies will attend training along with the officers being covered under the PRPC's contract. The other agencies pay for their training costs separately.

Judge Don Allred moved to authorize the Executive Director to enter into contract with Amarillo College for the operation of the Panhandle Regional Law Enforcement Academy for FY 2021. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

**14. STATE HOMELAND SECURITY PROGRAM/CRIMINAL JUSTICE ADMINISTRATIVE SERVICES INTERLOCAL COOPERATION CONTRACT RENEWAL**

Ms. Lori Gunn stated that annually, the PRPC receives funding from the Governor's Office to provide administrative services related to the implementation of the Panhandle's Regional Criminal Justice Grants Program (or *CJD* grants) and Regional Homeland Security Grants Program (or *SHSP* grants). In the past, this funding came to the PRPC via two separate interlocal agreements; one from the Criminal Justice Division and the other through the Homeland Security Grants Division. Both divisions are now housed within the Public Safety Office of the Office of the Governor. For the past two years, the CJD and SHSP contracts have been combined under a single agreement to cover the supportive services the PRPC is being asked to provide for the implementation of both regional grant programs. Those agreements annually start on September 1 and run through August 30.

She also stated that this year the Governor's Office will have to cut funding for these services due to the COVID ripple effect. Funding in the FY21 interlocal for the PRPC's CJD administrative services is being reduced by 10% and supposedly, funding for the PRPC's SHSP administrative services is being cut by 25%. However, this is not known for sure because the draft interlocal agreement for FY21 has not been seen, but the Governor's Office is working to get the document to us with an effective date of September 1, 2020.

Mayor Tobe Shields moved to authorize the Executive Director to execute the renewal of an interlocal cooperation agreement with the Office of the Governor for funds to support the Planning Commission's provision of State Homeland Security and Criminal Justice program administrative and management services in the Texas Panhandle. Commissioner Pat Sims seconded the motion; the motion carried by unanimous vote.

**15. 2020 ECONOMIC DEVELOPMENT DISTRICT COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGIES (CEDs) APPROVAL**

Mr. Chris Jackson reminded the Board that for over 20 years the Panhandle Regional Planning Commission has served as the fiscal and administrative agent of the Panhandle Economic Development District. Every three years PRPC seeks funding from the U.S. Economic Development Administration to facilitate the planning and implementation of economic development related strategies in the Texas Panhandle. Currently, the Economic Development District is in the second year of its current three-year planning grant.

Each year PRPC staff works with the membership of the Economic Development Advisory Committee (EDAC) to update the region's Comprehensive Economic Development Strategies (CEDs). This 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 includes a Strength/Weakness/Opportunity/Threat (SWOT) analysis on economic trends in the region. The CEDs also identifies economic development resources and strategies available to local communities, entrepreneurs, and businesses in the region.

Each EDAC member provides insight into the specific issues facing their respective counties. In 2016 a comprehensive update to the document was conducted, so the 2020 edition only includes minor updates in regards to economic data, regional trends and revised economic expectations. However, it is anticipated that in 2021, PRPC will be doing a re-envisioning of the CEDs document. The 2021 CEDs will be a comprehensive re-write of the document and will utilize strategic planning sessions with the EDAC board

to re-evaluate all assumptions, trends and analysis. Further, a priority will be given to pandemic impact analysis as well as a focus on recovery and resiliency.

Beginning in 2012 it was determined that as the economic development efforts of the region continue to become more intertwined with local government it has become appropriate for the annual updated CEDS to be reviewed by the PRPC governing body.

Sheriff Sal Rivera moved to approve the 2020 Panhandle Regional Planning Commission Economic Development District Comprehensive Economic Development Strategies (CEDs). Judge Don Allred seconded the motion; the motion carried by unanimous vote.

**16. LOCAL PROJECT MANAGEMENT SERVICES INTERLOCAL CONTRACT - ECONOMIC DEVELOPMENT AGENCY**

Ms. Dustin Meyer stated that the City of Shamrock received a preliminary award letter this month from the U.S. Economic Development Administration (EDA) Infrastructure Improvement Program through the CARES funding solicitation. The City of Shamrock submitted an application to make significant infrastructure improvements including the replacement of a lift station to support the development of an Industrial Business Park that will provide space to its initial anchor tenant being a recycling plant who anticipate creating over 50 new jobs in the City. The Grant award is for \$1,200,000.

The City of Shamrock has requested that under the interlocal cooperation process identified as an allowable form of procurement in the State of Texas for professional services provided by one political subdivision to another that PRPC be selected as the administrative agent for the grant program. The City of Shamrock will be considering the interlocal agreement at an upcoming meeting of their City Council and the proposed contract is valued at \$50,000 and is for the duration of the grant. The scope of services outlined in the contract will include:

1. Submission of Reports & Concurrence Documents
2. Facilitation of Procurement processes for Engineering & Construction Services
3. Assisting the City in meeting all EDA Special Conditions
4. Observance of Davis-Bacon Requirements
5. Facilitation of Financial Reimbursement Processes

Mr. Winston Sauls moved to authorize the execution of an interlocal contract with the City of Shamrock for the PRPC to provide grand project management services. Commissioner Pat Sims seconded the motion; the motion carried by unanimous vote.

**17. COMMUNITY AND ECONOMIC DEVELOPMENT ASSISTANCE FUND CONTRACT**

Mr. Dustin Meyer reminded the Board that since 2004, the PRPC has contracted with the Texas Department of Agriculture (TDA) which is responsible for the Texas Community Development Program Block Grant (TxCDBG) Program to receive Community and Economic Development Assistance Fund (CEDAF) funds. These funds are used by the PRPC to provide general assistance to cities and counties in our region regarding the Texas Community Development Program.

TDA has made available \$13,256 in CEDAF funds for the upcoming fiscal year. With the elimination of the Regional Review Committees (RRC) and the restructuring of the CDBG programs, CEDAF funding has significantly increased. Previously, since PRPC assisted communities with the administration of TxCDBG projects, we were only eligible for 50% of the regional allocation with the remaining allocation going to Councils of Governments that administered the RRC's. With the elimination of the RRC process, CEDAF funding to provide general and technical assistance is no longer split.

He also stated that the correspondence relating to this funding contract was received on August 14, 2020 and required immediate response. The 2019 CEDAF Funding was not accepted by PRPC as the CDBG program was undergoing significant structural changes. As such, the Executive Director executed the acceptance with the understanding that it can be withdrawn at the discretion of the Board of Directors if it is determined that this is not advantageous to PRPC.

Mr. Tobe Shields moved to authorize the acceptance of the FY20-21 CEDAF contract for \$13,256 and ratify the authorization of the Executive Director to execute documents relating to this contract. Mr. Raul Hernandez seconded the motion; the motion carried by unanimous vote.

**18. CONSULTING CITY MANAGEMENT SERVICES INTERLOCAL COOPERATION CONTRACT RENEWALS**

Ms. Katie Paul reminded the Board that PRPC has been providing Consulting City Management services to the Village of Lake Tanglewood since January of 2000 and the Village of Timbercreek Canyon since 2001. The contracts for the cities are due to renew this fall.

The services proposed for this contract renewal are as follows:

**Consulting Management Services**

1. Prepare Board Agendas and Information Packets including:
  - a. Briefing notes on agenda items
  - b. Research summaries on relevant issues
  - c. Back-up information to assist Board in evaluating agenda items
2. Attend Regular Board Meetings and Serve as Technical Support for Board, including practices, procedures, and recommendations (as appropriate)
3. Provide Status Reports of Board Activities at Regular Board Meetings
4. Prepare Village Budget and Present for Adoption
5. Perform Routine Administrative Tasks and Correspondence
6. On-Call Technical Assistance to Village Board and Staff
7. Research Services for Village Board
8. Assist City Secretary in completing general election requirements (as appropriate)

The proposed contract for the Village of Lake Tanglewood calls for a time commitment of 18 hours per month at an hourly rate of \$62.50. This will produce a monthly cost of \$1,125.00 and a total contract cost of \$13,500.00.

The proposed contract for the Village of Timbercreek Canyon calls for a time commitment of 22 hours per month at an hourly rate of \$62.50. This will produce a monthly cost of \$1,375.00 and a total contract cost of \$16,500.00.

Mayor Ricky White authorized the Executive Director to execute an Interlocal Cooperation Contract with the Villages of Lake Tanglewood and Timbercreek Canyon respectively. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

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

Mr. Dustin Meyer stated that PRPC staff has worked with Panhandle communities to implement infrastructure improvement projects through the Community Development Block Grant (TxCDBG) Program since 1983. He also said that since that time, PRPC staff has provided administrative assistance on over 300 TxCDBG projects totaling more than \$75,000,000 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 2021/2022 TxCDBG program.

Following the format established during the TxCDBG application process conducted in the fall of 2017, an interlocal agreement has been developed for PRPC to assist communities interested in developing applications to Texas Department of Agriculture programs particularly under the Community Development Block Grant umbrella. 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.

In anticipation of PRPC staff preparing approximately 30 TxCDBG applications this cycle, 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 attends chronologically to ensure that staff can be in each community during an application cycle.

2. With over 30 entities applying there could be a problem with Board voting membership having to recuse themselves if all projects were presented together.

The following interlocal agreements were presented to the Board:

- a. City of Adrian
- b. City of Clarendon
- c. City of Friona
- d. City of Howardwick
- e. City of Silverton
- f. City of Texhoma
- g. City of Tulia

Each of these is a no-cost interlocal agreement between PRPC and the respective entity for the preparation of a 2021-22 TxCDBG application with a project administration section contingent upon future funding with details to be amended in later. The focus of these interlocals is to allow PRPC to continue providing the same services as in previous cycles and meet TDA's requirements to establish formal relationships prior to the submission of applications.

Commissioner Pat Sims moved to authorize the Executive Director of the PRPC to execute an Interlocal Cooperation Contract with the above-mentioned cities 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. Winston Sauls seconded the motion; the motion carried by unanimous vote.

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

- A. Mr. Kyle Ingham discussed the plans for the PRPC's Annual Meeting.
- B. Mr. Kyle Ingham reported on the recent and upcoming Planning Commission sponsored regional meetings.

21. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:44 p.m.



William L. Hallerberg, Ph.D, Chairman  
Panhandle Regional Planning Commission  
Board of Directors

ATTEST:



Judge Dan Looten, Secretary/Treasurer  
Panhandle Regional Planning Commission  
Board of Directors